



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

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030  
January 20, 2021, 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 January 20, 2021 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](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)).

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.

**CALL TO ORDER:** Mayor Diana Mahmud

**ROLL CALL:** Councilmembers Jack Donovan; Jon Primuth; and Evelyn G. Zneimer; Mayor Pro Tem Michael Cacciotti; and Mayor Diana Mahmud

**PLEDGE OF ALLEGIANCE:** Councilmember Jon Primuth

**CLOSED SESSION ANNOUNCEMENTS**

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

**PUBLIC COMMENT AND SUGGESTIONS**

The City Council welcomes public input. If you would like to comment on an agenda item, members of the public may submit their comments for City Council consideration **by one of the following options:**

**Option 1:**

Dial (626) 322-2344 and leave a recording of your public comment. Please state your name; if you are providing public comment for open or closed session; and, the agenda item number. If no agenda item number is provided, your public comment will automatically be played under the general public comment portion of the open session meeting. The cutoff time for public comment to be submitted via phone recording is 4 p.m. the day of the Council Meeting.

*(Note: For the purpose of best ensuring that all of the agenda items are considered at the Council Meeting, the Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to limit playing of recorded public comment to no more than 30 minutes total on any given agenda item).*

**Option 2:**

Email your public comments to [ccpubliccomment@southpasadenaca.gov](mailto:ccpubliccomment@southpasadenaca.gov). Public Comments received in writing **will not be read aloud at the meeting**. Written public comments will be announced at the meeting and become part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment. Please make sure to indicate: 1) your name, and 2) what agenda item you are submitting public comment on.

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.

**2. Public Comment – General****COMMISSION APPOINTMENTS****3. Authorize Commission Appointments****Recommendation**

It is recommended by Mayor Mahmud that the City Council:

1. Appoint the following residents to three-year terms ending December 31, 2023:
  - Conrado Lopez, Cultural Heritage Commission
  - Joe Carlson, Design Review Board
  - Dean Serwin, Library Board of Trustees
  - Eric Dunlap, Mobility and Transportation Infrastructure Commission
  - Donson Liu, Mobility and Transportation Infrastructure Commission
  - Amitabh Barthakur, Planning Commission
  - Annalee Avery Andres, Public Art Commission
  - Lindsey Angelats, Public Safety Commission
  - Lisa Watson, Public Safety Commission
  - Frank Catania, Public Works Commission

- Ellen Daigle, Senior Citizen Commission
2. Appoint the following resident to a vacant unexpired term ending December 31, 2022:
    - Michael Siegel, Natural Resources and Environmental Commission
4. **Approval of Mayor’s List of City Council Liaison and Regional Group Appointments and Adoption of a Resolution Appointing Delegates, Representatives, and Alternates to Various Agencies and Organizations**

Recommendation

It is recommended that the City Council:

1. Approve the Mayor’s list of City Council Liaison and Regional Group Appointments to various commissions, boards, and committees; and
2. Adopt a Resolution appointing delegates, representatives, and alternates as official representatives of the City of South Pasadena; and
3. Direct staff to prepare, for City Council consideration at a subsequent meeting, an ordinance to repeal Chapter 2. (Administration), Article IVE. (Animal Commission) of the South Pasadena Municipal Code.

<b>COMMUNICATIONS</b>
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5. **Councilmembers Communications**

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

6. **City Manager Communications**

7. **Reordering of and Additions to the Agenda**

<b>OPPORTUNITY TO COMMENT ON CONSENT CALENDAR</b>
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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.

<b>CONSENT CALENDAR</b>
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8. **Approval of Prepaid Warrants in the amount of \$1,866,315.22; Prepaid Warrant Voids in the Amount (\$103.48); General City Warrants in the Amount of \$805,797.58; Supplemental ACH Payments in the Amount of \$53,502.94; Payroll in the Amount of \$1,322,379.03; Transfers in the Amount of \$54,000.00**

Recommendation

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

**9. Monthly Investment Reports for November 2020**Recommendation

It is recommended that the City Council receive and file the monthly investment reports for November 2020.

**10. Payment of CalPERS Retirement Contributions for Part Time Employees Enrolled in CalPERS Retirement**Recommendation

It is recommended that the City Council approve payment to CalPERS for the employee contribution of retirement costs for part-time employees eligible for CalPERS retirement and where the employee contribution was inadvertently not deducted during a period of time last year.

**11. Award contract to Architectural Resources Group (ARG) for Historic Preservation Architecture for Accessory Dwelling Units Ordinance Update to include design standards in an Amount Not-to-Exceed \$40,000**Recommendation

It is recommended that the City Council authorize the City Manager to execute the Professional Services Agreement with ARG for Accessory Dwelling Units Ordinance Update to include design standards, in the amount not-to-exceed \$40,000, and reject all other proposals received.

**PUBLIC HEARING**

*Continued Public Hearing from December 16, 2020:*

**12. Urgency Ordinance for Tenant Protections Requiring Building Permits and Scope of Work Prior to No-Fault Just Cause Terminations of Tenancy for Substantial Remodel and Repealing of Moratorium on Evictions for Substantial Remodels**Recommendation

It is recommended that the City Council:

1. Re-open the public hearing; and
2. Adopt an Urgency Ordinance for Tenant Protections Requiring Building Permits and Scope of Work Prior to No-Fault Just Cause Termination of Tenancy for Substantial Remodel and to repeal the Moratorium on Evictions for Substantial Remodels.

**13. Delisting 260 Saint Albans Avenue from the South Pasadena Inventory of Cultural Resources (Project No. 2340-COA/DEL)**Recommendation

It is recommended that the City Council:

1. Open the public hearing; and

2. Adopt a Resolution removing 260 Saint Albans Avenue from the Inventory of Cultural Resources based on the finding that it qualifies for removal from the Inventory of Cultural Resources pursuant to South Pasadena Municipal Code (SPMC) Section 2.64(a)(1)(B)(4).

<b>ACTION / DISCUSSION</b>
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**14. First Reading and Introduction of an Ordinance of the City Council of the City of South Pasadena Amending Chapter 2 (Administration), Article IVB (Public Safety Commission) of the South Pasadena Municipal Code; and Receive and File the Public Safety Commission's Update on Police Policy Reform**

Recommendation

It is recommended that the City Council:

1. Introduce for first reading and read by title only, waiving further reading, an Ordinance of the City Council of the City of South Pasadena amending Chapter 2 (Administration), Article IVB. (Public Safety Commission) Sections 2.40 (Creation and composition); 2.41 (Ex officio members); 2.42 (Meetings); and 2.43 (Powers and duties generally) of the South Pasadena Municipal Code; and
2. Receive and file Public Safety Commission recommendations for police policy reform, establishing a more efficient response to crises involving mental illness, homeless and addiction, and working toward becoming an accredited agency with CALEA.

<b>ADJOURNMENT</b>
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**FUTURE CITY COUNCIL MEETINGS  
(OPEN SESSION)**

February 3, 2021	Regular City Council Meeting	Council Chamber	7:30 p.m.
February 17, 2021	Regular City Council Meeting	Council Chamber	7:30 p.m.
March 3, 2021	Regular City Council Meeting	Council Chamber	7:30 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

City Council Meeting agenda packets and any agenda related documents are available online for public inspection on the City website: <https://www.southpasadenaca.gov/government/city-council-meetings/2021-council-meetings>. Additional Documents, when presented to City Council, will also be uploaded and available on the City's website.

Currently, regular meetings are streamed live via the internet at:  
[http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)

**AGENDA NOTIFICATION SUBSCRIPTION**

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing [CityClerk@southpasadenaca.gov](mailto: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](mailto: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.*

1/14/2021

/s/

Date

Maria E. Ayala  
Chief City Clerk



# City Council Agenda Report

ITEM NO. 3

**DATE:** January 20, 2021  
**FROM:** Diana Mahmud, Mayor  
**PREPARED BY:** Maria E. Ayala, Chief City Clerk  
**SUBJECT:** **Authorize Commission Appointments**

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## **Recommendation**

It is recommended by Mayor Mahmud that the City Council:

1. Appoint the following resident to three-year term ending December 31, 2023:
  - Conrado Lopez, Cultural Heritage Commission
  - Joe Carlson, Design Review Board
  - Dean Serwin, Library Board of Trustees
  - Eric Dunlap, Mobility and Transportation Infrastructure Commission
  - Donson Liu, Mobility and Transportation Infrastructure Commission
  - Amitabh Barthakur, Planning Commission
  - Annalee Avery Andres, Public Art Commission
  - Lindsey Angelats, Public Safety Commission
  - Lisa Watson, Public Safety Commission
  - Frank Catania, Public Works Commission
  - Ellen Daigle, Senior Citizen Commission
2. Appoint the following resident to a vacant unexpired term ending December 31, 2022:
  - Michael Siegel, Natural Resources and Environmental Commission

## **Legal Review**

The City Attorney has not reviewed this item.

## **Fiscal Impact**

There are no financial implications to the City.

## **Environmental Analysis**

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

**Public Notification of Agenda Item**

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





# City Council Agenda Report

ITEM NO. 4

**DATE:** January 20, 2021

**FROM:** Diana Mahmud, Mayor

**PREPARED BY:** Maria E. Ayala, Chief City Clerk

**SUBJECT:** **Approval of Mayor's List of City Council Liaison and Regional Group Appointments and Adoption of a Resolution Appointing Delegates, Representatives, and Alternates to Various Agencies and Organizations**

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## Recommendation

It is recommended that the City Council:

1. Approve the Mayor's list of City Council Liaison and Regional Group Appointments to various commissions, boards, and committees; and
2. Adopt a Resolution appointing delegates, representatives, and alternates as official representatives of the City of South Pasadena; and
3. Direct staff to prepare, for City Council consideration at a subsequent meeting, an ordinance to repeal Chapter 2. (Administration), Article IVE. (Animal Commission) of the South Pasadena Municipal Code.

## Discussion/Analysis

The Mayor has submitted her list of City Council Liaison and Regional Group Appointments to the City Clerk's Division. This is a routine annual item that requires approval by the City Council.

In reviewing the various commissions, it was noted that the Animal Commission's original duties have significantly decreased over the last few years. Accordingly, the Mayor and Interim City Manager recommend that City Council direct staff to prepare an ordinance, for subsequent City Council consideration, that would repeal the Animal Commission and provide for a plan to delegate any remaining functions and/or duties of the Animal Commission to the appropriate department and/or other standing commission(s).

## Background

At the beginning of every Mayor term, appointments are made to various commissions, boards, committees, and regional groups for the calendar year. The majority of the appointments are recommended by the Mayor for Council approval; however, several agencies and organizations require City Council action by resolution.

**Legal Review**

The City Attorney has not reviewed this item.

**Fiscal Impact**

Expenses for attending regional meetings are budgeted on an annual basis.

**Environmental Analysis**

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

**Public Notification of Agenda Item**

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

**Attachments:**

1. List of Proposed City Council Liaison & Regional Group Appointments
2. Resolution Approving City Council Appointments to Various Governmental Entities and Organizations

**ATTACHMENT 1**  
List of Proposed City Council Liaison & Regional  
Group Appointments – 2020



**Liaison and Regional Group Appointments**  
**Diana Mahmud, Mayor**  
**January 2021 to December 2021**

<b>City Commissions, Boards, and Committees</b>	<b>Appointed Liaison</b>
Animal Commission	*Proposed for Abolishment*
Cultural Heritage Commission	Zneimer
Design Review Board	Mahmud
Finance Commission	Donovan
Fourth of July – Festival of Balloons Committee	Primuth
Mobility and Transportation Infrastructure Commission	Primuth
Library Board of Trustees	Mahmud
Natural Resources and Environmental Commission	Cacciotti
Parks and Recreation Commission	Donovan
Planning Commission	Mahmud
Public Arts Commission	Cacciotti
Public Safety Commission	Primuth
Public Works Commission	Zneimer
Senior Citizen Commission	Cacciotti
South Pasadena Tournament of Roses Committee	Zneimer
Youth Commission	Donovan

<b>Ad Hoc/Committees</b>	<b>Appointed Liaisons</b>
Ad Hoc/Committee: City Council and SPUSD Subcommittee	Primuth & Zneimer
Ad Hoc/Committee: Economic Development	*Proposed for Abolishment*
Ad Hoc/Committee: Finance	Primuth & Donovan
Ad Hoc/Committee: Mission-Meridian Village Subcommittee	Donovan & Zneimer
Ad Hoc/Committee: Caltrans Homes Subcommittee	Mahmud & Donovan
Ad Hoc/Committee: South Pasadena Chamber of Commerce - Legislative	Mahmud
Ad Hoc/Committee: South Pasadena Chamber of Commerce - Economic Development	Primuth & Donovan
Ad Hoc/Committee: South Pasadena Chamber of Commerce - Chamber Board	City Manager

Liaison & Regional Group Appointments

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<b>Regional Groups – Appointment by City</b>		<b>Appointed Liaison</b>	<b>Alternate(s)</b>	
	Arroyo Verdugo Communities Joint Powers Authority	Primuth	Zneimer	
	California Contract Cities Legislative Committee	Mahmud	--	
	Foothill Workforce Development Policy Board	Zneimer	Donovan	
	Los Angeles County City Selection Committee	Mahmud (always Mayor)	--	
★ Δ	Los Angeles County Sanitation Districts, Board of Directors, District 16	Mahmud (always Mayor)	Donovan	
	League of California Cities, Los Angeles Division and Annual Conference	Mahmud	Zneimer	
❖ Δ	Metro Gold Line Phase II Joint Powers Authority Board	Cacciotti	Primuth	
❖ Δ	San Gabriel Valley Council of Governments Governing Board	Mahmud	Cacciotti	
❖ Δ	Southern California Association of Governments General Assembly	Mahmud	Zneimer	
❖ Δ	San Gabriel Valley Mosquito and Vector Control District	Robert S. Joe (Resident)	Donovan	
❖	Clean Power Alliance	Mahmud	Kim Hughes	Cacciotti

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

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

**ATTACHMENT 2**

Resolution Approving City Council Appointments to  
Various Governmental Entities and Organizations

**RESOLUTION NO. XXXX**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
APPOINTING DELEGATES, REPPRESENTATIVES,  
AND ALTERNATES AS OFFICIAL REPRESENTATIVES  
OF THE CITY OF SOUTH PASADENA**

**WHEREAS**, the City Council of the City of South Pasadena (City) at its regular meeting of December 2, 2020, reorganized as follows: Diana Mahmud, Mayor; Michael Cacciotti, Mayor Pro Tem; Jack Donovan, Councilmember; Jon Primuth, Councilmember; and Evelyn G. Zneimer, Councilmember; and

**WHEREAS**, with the reorganization, the Mayor and the City Council make appointments to various agencies and organizations for the Mayoral term; and

**WHEREAS**, several agencies and organizations require that the City Council formally approve its official delegates, representatives, and alternates to represent the City.

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

**SECTION 1.** The City Council of the City of South Pasadena does hereby confirm and appoint the following persons as Governing Board Representative and alternate member of the **SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS** for the term indicated:

<b>Governing Board Representative</b>	<b>Alternate</b>	<b>Term</b>
Mayor Mahmud	Mayor Pro Tem Cacciotti	2021

**SECTION 2.** The City Council of the City of South Pasadena does hereby confirm and appoint the following persons as delegate and alternate member of the **LEAGUE OF CALIFORNIA CITIES, LOS ANGELES DIVISION** for the term indicated:

<b>Delegate</b>	<b>Alternate</b>	<b>Term</b>
Mayor Mahmud	Mayor Pro Tem Cacciotti	2021

**SECTION 3.** The City Council of the City of South Pasadena does hereby confirm and appoint the following persons as board member and alternate board member of the **LOS ANGELES COUNTY SANITATION DISTRICTS BOARD OF DIRECTORS, DISTRICT 16** for the term indicated:

<b>Board Member</b>	<b>Alternate</b>	<b>Term</b>
Mayor Mahmud	Councilmember Donovan	2021

**SECTION 4.** The City Council of the City of South Pasadena does hereby confirm and appoint the following persons as delegate and alternate member of the **METRO GOLD LINE PHASE II JOINT POWERS AUTHORITY BOARD** for the term indicated:

<b>Delegate</b>	<b>Alternate</b>	<b>Term</b>
Mayor Pro Tem Cacciotti	Councilmember Zneimer	2021

**SECTION 5.** The City Council of the City of South Pasadena does hereby confirm and appoint the following persons as delegate and alternate member of the **ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY** for the term indicated:

<b>Delegate</b>	<b>Alternate</b>	<b>Term</b>
Councilmember Primuth	Councilmember Zneimer	2021

**SECTION 6.** The City Council of the City of South Pasadena does hereby confirm and appoint the following persons as delegate and alternate member of the **SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS GENERAL ASSEMBLY** for the term indicated:

<b>Delegate</b>	<b>Alternate</b>	<b>Term</b>
Mayor Mahmud	Councilmember Zneimer	2021

**SECTION 7.** The City Council of the City of South Pasadena does hereby confirm and appoint the following person as delegate member of the **SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT** for the term indicated:

<b>Delegate</b>	<b>Alternate</b>	<b>Term</b>
Robert S. Joe (Community Member)	Councilmember Donovan	Appointed to Term Ending December 2021



**SECTION 8.** The City Council of the City of South Pasadena does hereby confirm and appoint the following person as delegate member of the **CLEAN POWER ALLIANCE** for the term indicated:

<b>Delegate</b>	<b>Alternate</b>	<b>Term</b>
Mayor Mahmud	Mayor Pro Tem Cacciotti, Kim Hughes	2021

**SECTION 9.** Pursuant to the appointments made above, the City Council of the City of South Pasadena does hereby adopt the completed Form 806 of the Fair Political Practices Commission, and directs staff to take all other actions necessary to comply with the requirements of any applicable laws and regulations.

**SECTION 10.** 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 20<sup>th</sup> day of January, 2021.

\_\_\_\_\_  
Diana Mahmud, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Maria E. Ayala, Chief 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 20<sup>th</sup> day of January, 2021, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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Maria E. Ayala, Chief City Clerk  
(seal)



# City Council Agenda Report

ITEM NO. 8

**DATE:** January 20, 2021

**FROM:** Sean Joyce, Interim City Manager

**PREPARED BY:** Elaine Aguilar, Interim Assistant City Manager

**SUBJECT:** **Approval of Prepaid Warrants in the Amount of \$1,866,315.22; Prepaid Warrant Voids in the Amount (\$103.48); General City Warrants in the Amount of \$805,797.58; Supplemental ACH Payments in the Amount of \$53,502.94; Payroll in the Amount of \$1,322,379.03; Transfers in the Amount of \$54,000.00.**

### Recommendation Action

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

### Fiscal Impact

Prepaid Warrants:

Warrant # 311799-311847	\$	210,211.93
ACH	\$	1,656,103.29
Voids	\$	(103.48)

General City Warrants:

Warrant # 311848-311947	\$	234,635.94
ACH	\$	571,161.64
Voids	\$	

Payroll Period Ending 12/10/2020	\$	7,120.80
Payroll Period Ending 12/14/2020	\$	5,613.15
Payroll Period Ending 12/15/2020	\$	41,943.50
Payroll Period Ending 12/16/2020	\$	88,031.34
Payroll Period Ending 12/17/2020	\$	18,137.44
Payroll Period Ending 12/20/2020	\$	567,956.69
Payroll Period Ending 12/20/2020	\$	396.69
Payroll Period Ending 12/31/2020	\$	2,377.68
Payroll Period Ending 01/03/2021	\$	568,843.53
Payroll Period Ending 01/08/2021	\$	21,958.21
Wire Transfers (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers (Acct # 2413)	\$	44,000.00
Wire Transfers (Acct # 1936)	\$	10,000.00
Supplemental ACH Payment	\$	53,502.94

RSA:

Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	<u>4,101,891.29</u>
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Approval of Warrants  
January 20, 2021  
Page 2 of 2

**Commission Review and Recommendation**

This matter was not reviewed by a Commission.

**Legal Review**

The City Attorney has not reviewed this item.

**Public Notification of Agenda Item**

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

Attachments:

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

**ATTACHMENT 1**  
**Warrant Summary**

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

Date 01.20.2021

Fund No.	Amounts		
	Prepaid	Written	
General Fund	101	225,158.11	157,645.13
Insurance Fund	103	9,281.80	-
Street Improvement Program	104	-	5,560.00
Facilities & Equip.Cap. Fund	105	62.50	73,693.21
Local Transit Return "A"	205	8,625.26	80.00
Local Transit Return "C"	207	1,565.59	1,243.01
TEA/Metro	208	-	-
Sewer Fund	210	3,086.13	71,317.39
CTC Traffic Improvement	211	-	-
Street Lighting Fund	215	218.27	69,959.15
Public,Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	-	7,834.15
County Park Bond Fund	232	2,658.96	1,421.32
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	336,478.20
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	6,619.40
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
Water Fund	500	1,440,769.99	26,743.14
Water Efficiency Fund	503	-	47,203.48
2016 Water Revenue Bonds Fund	505	1,250.00	-
SRF Loan - Water	506	132,483.17	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	41,155.44	-
			-
<b>Column Totals:</b>		<b>1,866,315.22</b>	<b>805,797.58</b>

Fund No.	Amounts		
	Prepaid	Written	
RSA	227	-	-
<b>RSA Report Totals:</b>		-	-
<b>City Report Totals:</b>			<b>2,672,112.80</b>

Payroll Period Ending 12.10.2020	7,120.80
Payroll Period Ending 12.14.2020	5,613.15
Payroll Period Ending 12.15.2020	41,943.50
Payroll Period Ending 12.16.2020	88,031.34
Payroll Period Ending 12.17.2020	18,137.44
Payroll Period Ending 12.20.2020	567,956.69
Payroll Period Ending 12.20.2020	396.69
Payroll Period Ending 12.31.2020	2,377.68
Payroll Period Ending 01.03.2021	568,843.53
Payroll Period Ending 01.08.2021	21,958.21
Wire Transfer - LAIF	-
Wire Transfer - RSA	-
Wire Transfer - Acct # 2413	44,000.00
Wire Transfer - Acct # 1936	10,000.00
Supplemental ACH Payments	53,502.94
Voids - Prepaid	(103.48)
Voids - General Warrant	-
<b>Grand Report Total:</b>	<b>4,101,891.29</b>

\_\_\_\_\_  
Diana Mahmud, Mayor

\_\_\_\_\_  
Elaine Aguilar, Interim Assistant City Manager

\_\_\_\_\_  
City Clerk

**ATTACHMENT 2**  
**Prepaid Warrant List**

# Accounts Payable

## Checks by Date - Detail by Check Date

User: ealvarez  
 Printed: 1/13/2021 6:15 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ACTM3010	Accountemps (Robert Half International)	12/21/2020	
	56601713	Full Time Accountan for Finance Backlog W/E 10/30/2020		2,497.50
	56641670	Full Time Accountant for Finance Backlog W/E 11/06/2020		2,497.50
	56707292	Full Time Accountant for Finance Backlog W/E 11/20/2020		2,531.25
	56743531	Full Time Accountant for Finance Backlog W/E 11/27/2020		1,316.25
	56831672	Full Time Accountant for Finance Backlog W/E 12/11/2020		2,261.25
Total for this ACH Check for Vendor ACTM3010:				11,103.75
ACH	AFLA7010	AFLAC	12/21/2020	
	573613	Employee Optional Insurace November 2020 Ac		871.29
Total for this ACH Check for Vendor AFLA7010:				871.29
ACH	AIR6010	Airgas USA LLC	12/21/2020	
	9975891908	Oxygen Cylinder Rental		229.80
Total for this ACH Check for Vendor AIR6010:				229.80
ACH	AME0229	Ameritas	12/21/2020	
	010-19062	Vision Premium Insurance October 2020		3,118.04
	010-19062	Vision Premium Insurance November 2020		3,178.20
Total for this ACH Check for Vendor AME0229:				6,296.24
ACH	ATGC8530	Acorn Technology Services	12/21/2020	
	2258	CO # 02-02		53.12
	2258	CO # 02-02		9.38
	2262	CO # 212		60.00
	2263	CO # 02-05		12.50
	2265	CO # 241		250.00
	2266	CO # 02-04		1,843.75
	94088	Vipre Antivirus		3,596.40
	94088	Sales Tax		314.69
	94088	General - City (Tix/Chrgs Summ)		13,341.25
	94088	IT Onsit Hours - Adjustment		427.50
	94088	Remote and Onsite IT Hours (Credit)		-423.75
	94088	Managed IT Computer Monitoring		532.50
	94088	Managed IT Service Server Monitoring		237.50
Total for this ACH Check for Vendor ATGC8530:				20,254.84
ACH	CEAP7000	South Pasadena Part Time Employees Assn	12/21/2020	
	November 2020	November 2020 Union Dues		272.00
Total for this ACH Check for Vendor CEAP7000:				272.00
ACH	CWNC2501	Carl Warren & Company	12/21/2020	
	2006487-2006514	Liability Claims 11/2020		1,276.90



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor CWNC2501:				1,276.90
ACH	DIG0800 40159	Digital Telecommunications Corp IT - Phones for period of January 1 to January 31	12/21/2020	927.00
Total for this ACH Check for Vendor DIG0800:				927.00
ACH	ITCR2501 76-006959 76-007119 76-007124	Intercare Holdings Insurance Svcs Workers Compensation Claims August 2020 Workers Compensation Claims September 2020 Workers Compensation Claims October 2020	12/21/2020	1,899.06 5,755.64 350.20
Total for this ACH Check for Vendor ITCR2501:				8,004.90
ACH	LCW7456 1509595 1509597 1509598 1509600 1509601 1509602 1509791	Liebert Cassidy Whitmore Personnel Matters October 2020 Personnel Matters October 2020 Personnel Matters October 2020 Personnel Matters October 2020 Personnel Matters October 2020 Personnel Matters October 2020 Personnel Matters October 2020	12/21/2020	2,254.70 496.00 90.00 3,433.45 3,706.50 7,048.00 216.00
Total for this ACH Check for Vendor LCW7456:				17,244.65
ACH	PUWA8020 C202020438	Pure Water Fire Department Supplies - December 2020	12/21/2020	87.39
Total for this ACH Check for Vendor PUWA8020:				87.39
ACH	RAMS3041 63483 64640	Rogers Anderson, Malody & Scott LLP Citywide Financial Audit & Succesor Agency Services Citywide Financial Audit & Succesor Agency Services	12/21/2020	5,600.00 20,010.00
Total for this ACH Check for Vendor RAMS3041:				25,610.00
ACH	REF6601 1518772-00 1535616-00 1535686-00 1537395-00 1538215-00 1538749-00	Refrigeration Supplies Distributor Air Conditioning Supplies & Filters Air Conditioning Supplies & Filters Air Conditioning Supplies & Filters Air Conditioning Supplies & Filters Air Conditioning Supplies & Filters Air Conditioning Supplies & Filters	12/21/2020	498.04 173.67 129.03 129.54 539.35 -281.28
Total for this ACH Check for Vendor REF6601:				1,188.35
ACH	SOU5230 November 2020 November 2020 November 2020	S.P.Firefighters L-3657 November 2020 Union Dues November 2020 Union Insurance November 2020 Union Rec Fees	12/21/2020	1,925.00 222.65 150.00
Total for this ACH Check for Vendor SOU5230:				2,297.65
ACH	SOU5435 November 2020 November 2020	S.P.P. O. A. November 2020 Union Dues November 2020 Union Insurance	12/21/2020	2,587.50 2,000.21
Total for this ACH Check for Vendor SOU5435:				4,587.71
ACH	SOU5451 November 2020	S.P.Public Srvc Empl. Ass'n November 2020 Union Dues	12/21/2020	1,350.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor SOU5451:				1,350.00
ACH	STSM1020	Studio Spectrum	12/21/2020	
	191741	October 2020 Streaming Services		3,975.00
	191742	Sudio Spectrum October COVID-19 Related Streaming Services		3,675.00
	191760	November 2020 Streaming Services		2,800.00
Total for this ACH Check for Vendor STSM1020:				10,450.00
311799	ADPLC818 569411551	ADP, LLC ADP, LLC Payroll Services P/E 10/25-11/12/20:	12/21/2020	10,339.31
Total for Check Number 311799:				10,339.31
311800	AT&T5006 130464796	AT & T U-Verse Account # 130464796 (11/18-12/17/2020)	12/21/2020	18.75
Total for Check Number 311800:				18.75
311801	AT&T5011 626 405-0051	AT&T Account # 626 405-0051 017 5 (11/10-12/10/2020)	12/21/2020	81.63
Total for Check Number 311801:				81.63
311802	ATCN9011 000015642326 000015661341 000015661342	AT&T Account # 9391062308 (10/20-11/19/2020) Account # 9391036942 (10/27-11/26/2020) Account # 9391036943 (10/27-11/26/2020)	12/21/2020	7,068.14 396.46 396.58
Total for Check Number 311802:				7,861.18
311803	CIN4011 287014917916x11 287269956155x12 287297984515x12 287297984615x11 287299554301x11	AT&T Mobility Account # 287014917916 (10/09-11/08/2020) Account # 287269956155 (11/07-12/06/2020) Account # 287297984615 (11/03-12/02/2020) Account # 287297984615 (10/03-11/02/2020) Account # 287299554301 (10/20-11/19/2020)	12/21/2020	321.75 669.01 335.16 10.80 34.67
Total for Check Number 311803:				1,371.39
311804	ATSS6010 8502908 8651304 8802735 9398866	Athens Services Athens Bus Bench Pickup May 2020 Athens Bus Bench Pickup June 2020 Athens Bus Bench Pickup July 2020 Athens Bus Bench Pickup October 2020	12/21/2020	2,148.83 2,148.83 2,163.80 2,163.80
Total for Check Number 311804:				8,625.26
311805	BSHL6710 18921 18921 18921 18921 19901 19901 19901 19901 20012 20012 20012 20012	dba Jan Point Base Hill, Inc. Citywide Janitorial Services July 2020 Citywide Janitorial Services July 2020 Citywide Janitorial Services July 2020 Citywide Janitorial Services July 2020 Citywide Janitorial Services August 2020 Citywide Janitorial Services August 2020 Citywide Janitorial Services August 2020 Citywide Janitorial Services August 2020 Citywide Janitorial Services September 2020 Citywide Janitorial Services September 2020 Citywide Janitorial Services September 2020 Citywide Janitorial Services September 2020	12/21/2020	166.66 544.00 932.75 11,110.73 544.00 166.66 932.75 11,110.73 544.00 166.66 11,110.73 932.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 311805:	38,262.42
311806	CAL6695 1015-2100215110	CA American Water Co. Account # 1015-210021511021 (10/22-11/20/20)	12/21/2020	47.60
			Total for Check Number 311806:	47.60
311807	CBSE6010 70163487 70464109	Cell Business Equipment Copier @ 825 Mission Street (11/01-11/30/2020) Copier @ 825 Mission Street (12/01-12/30/2020)	12/21/2020	235.83 240.66
			Total for Check Number 311807:	476.49
311808	CON9152 20-054	Control Automation Design Inc Maint. of City's Supervisory Control Data Aquisition System.	12/21/2020	1,473.22
			Total for Check Number 311808:	1,473.22
311809	DEL0771 BE004170947 BE004205669	Delta Dental Employee Dental Premiums November 2020 Employee Dental Premiums December 2020	12/21/2020	11,533.66 11,258.49
			Total for Check Number 311809:	22,792.15
311810	DTV5012 068653046x20112	DIRECTV EOC Communications (Account # 068653046)	12/21/2020	87.70
			Total for Check Number 311810:	87.70
311811	POWA6711 0179335	Ferguson Enterprises LLC # 3325 Water Dept. Supplies	12/21/2020	318.40
			Total for Check Number 311811:	318.40
311812	JUFU5011 11.03.2020	Justin Furtado Reimb. Paramedic License Renewal Fees (J. Furtado)	12/21/2020	225.00
			Total for Check Number 311812:	225.00
311813	INT6115 75497	Interstate Batteries Battery Replacement Unit # 30	12/21/2020	142.06
			Total for Check Number 311813:	142.06
311814	SCML5010 11.21.2020 20011486328	Scott McLellan Reimb. Paramedic License Renewal Reimb. Safety Clothing & Equipment	12/21/2020	225.00 250.50
			Total for Check Number 311814:	475.50
311815	MIS3041 2019 2020	Mission District Lofts Parking Structure Billing Premiums 2019 Parking Structure Billing Premiums 2020	12/21/2020	458.00 592.00
			Total for Check Number 311815:	1,050.00
311816	PEG4590 0009133467 0009133467	NUFIC AD&D Insurance Employee Voluntary AD&D Insurance Employee Only - Basic	12/21/2020	805.15 202.50
			Total for Check Number 311816:	1,007.65

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
311817	OLNP8010	Outlook Newspaper	12/21/2020	
	70630	Planning & Building Newspaper Notice		150.00
	70631	Planning & Building Newspaper Notice		202.50
	70632	Planning & Building Newspaper Notice		217.50
	70633	Planning & Building Newspaper Notice		217.50
	70634	Planning & Building Newspaper Notice		202.50
	70773	Planning & Building Newspaper Notice		202.50
	70820	Planning & Building Newspaper Notice		744.00
	70821	Planning & Building Newspaper Notice		516.00
	70822	Planning & Building Newspaper Notice		588.00
	70823	Planning & Building Newspaper Notice		636.00
Total for Check Number 311817:				3,676.50
311818	PayPlus	PayPlus Solutions Insight E-Tools	12/21/2020	
	24491	Monthly Conversion of ADP Report to xml format for CalPERS		217.00
	24689	Monthly Conversion of ADP Report to xml format for CalPERS		217.00
Total for Check Number 311818:				434.00
311819	PBGF8031	Pitney Bowes Global Fin. Svc LLC	12/21/2020	
	3103641113	Postage Meter Lease Account # 0010106647		63.21
	3103641113	Postage Meter Lease Account # 0010106647		63.21
	3103641113	Postage Meter Lease Account # 0010106647		63.21
	3103641113	Postage Meter Lease Account # 0010106647		63.21
	3104379363	Pitney Bowes Lease (09/30-2020-12/29/2020)		193.62
	3104379363	Pitney Bowes Lease (09/30-2020-12/29/2020)		48.41
	3104379363	Pitney Bowes Lease (09/30-2020-12/29/2020)		48.41
	3104379363	Pitney Bowes Lease (09/30-2020-12/29/2020)		48.41
	3104379363	Pitney Bowes Lease (09/30-2020-12/29/2020)		48.41
	3104379363	Pitney Bowes Lease (09/30-2020-12/29/2020)		193.62
	3104379363	Pitney Bowes Lease (09/30-2020-12/29/2020)		48.37
	3104379363	Pitney Bowes Lease (09/30-2020-12/29/2020)		48.41
	3104379363	Pitney Bowes Lease (09/30-2020-12/29/2020)		48.41
	3104379363	Pitney Bowes Lease (09/30-2020-12/29/2020)		48.41
	3104379363	Pitney Bowes Lease (09/30-2020-12/29/2020)		193.62
Total for Check Number 311819:				1,220.94
311820	PBBP8011	Pitney Bowes Purchase Power	12/21/2020	
	800090901018565	Payment for Postage Usage Acct# 800-9090-101		589.97
Total for Check Number 311820:				589.97
311821	PIT8031	Pitney Bowes-Reserve Account	12/21/2020	
	800090901018565	load funds to Postage Account 8000-9090-1018-5655		500.00
	800090901018565	load funds to Postage Account 8000-9090-1018-5655		500.00
Total for Check Number 311821:				1,000.00
311822	SCOT8300	So Cal Office Technologies	12/21/2020	
	IN1723769	Citwide Copier Charges (08/18-11/17/2020)		36.32
Total for Check Number 311822:				36.32
311823	BNYM6710	The Bank of New York Mellon	12/21/2020	
	252-2336153	Fiscal Agent Fee 11/10/2020-11/09/2021		1,250.00
Total for Check Number 311823:				1,250.00
311824	HAFR7000	The Hartford	12/21/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	081511657050	Life Insurance Benefits (12/01-12/31/2020)		877.50
	088503992862	Life Insurance Benefits (11/01-11/30/2020)		803.25
Total for Check Number 311824:				1,680.75
311825	TIM4011	Time Warner Cable	12/21/2020	
	0224964120820	Account # 8448 30 008 0224964 (12/08-01/07/2021)		771.92
	0251967112220	Account # 8448 30 008 0251967 (11/22-12/21/2020)		435.89
	0269985111720	Account # 8448 30 008 0269985 (11/17-12/16/2020)		179.37
	0311688111120	Account # 8448 30 008 0311688 (11/11-12/10/2020)		1,238.31
	0311704111120	Account # 8448 30 008 0311704 (11/11-12/10/2020)		1,238.31
	0311712111120	Account # 8448 30 008 0311712 (11/11-12/10/2020)		1,190.00
	0345504112120	Account # 8448 30 008 0345504 (11/21-12/20/2020)		360.00
	0355990120220	Account # 8448 30 008 0355990 (12/02-01/01/2021)		417.19
	0657905120520	Account # 8448 30 008 0357905 (12/05-01/04/2021)		203.98
Total for Check Number 311825:				6,034.97
311826	VERW6711	Verizon Wireless	12/21/2020	
	9867242828	Account # 842311063-00002 (10/22-11/17/2020)		265.25
	9867876501	Account # 270619951-00002 (10/27-11/26/2020)		497.24
	9867876501	Account # 270619951-00002 (10/27-11/26/2020)		38.01
	9867876502	Account # 270619951-00004 (10/27-11/26/2020)		210.64
Total for Check Number 311826:				1,011.14
311827	WLHD8020	Westlake Hardware	12/21/2020	
	14300944	Police Dept. Supplies		3.30
	14301052	Police Dept. Supplies		16.47
	14301072	Police Dept. Supplies		33.01
	14301082	Police Dept. Supplies		8.24
	14301095	Police Dept. Supplies		10.98
	14301109	Police Dept. Supplies		7.70
	14301119	Police Dept. Supplies		58.60
	14301166	Police Dept. Supplies		32.16
	14301209	Police Dept. Supplies		51.78
	14301216	Fire Dept. Supplies		1.92
	14301226	Police Dept. Supplies		21.56
	14301248	Police Dept. Supplies		24.24
Total for Check Number 311827:				269.96
311828	XRXF5010	Xerox Financial Svcs	12/21/2020	
	2363789	Garfield Plant Copier (11/06-12/5/2020)		120.99
Total for Check Number 311828:				120.99
Total for 12/21/2020:				224,033.72
ACH	COBR7131	The Advantage Group	12/23/2020	
	1183923	HRA January 2021 Premium Reimb. Batch ID #		15,030.25
	126248	HRA December Admin Fee		306.00
Total for this ACH Check for Vendor COBR7131:				15,336.25
ACH	SWRCB833	State Water Resources Control Board	12/23/2020	
	D1702066	Water Revolving Fund Contract # D1702066 & Project		52,642.78
	D1702066	1910154-001C Water Revolving Fund Contract # D1702066 &		79,840.39
	WD-0177220	Project 1910154-001C SWRCB Annual Permit (Facility ID: 4SSO10436)		2,848.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor SWRCB833:				135,331.17
Total for 12/23/2020:				150,667.42
ACH	CALG6711 90109354	CalgonCarbon Purchase of 80,000 lbs of GAC for Treatment Sy	01/06/2021	178,130.00
Total for this ACH Check for Vendor CALG6711:				178,130.00
ACH	NV5R9266 168974 172535 175312 180128 183756 189005	NV5 Graves Reservoir Replacement Project (05/13-0 Graves Reservoir Replacement Project (06/01-0 Graves Reservoir Replacement Project (07/26-0 Graves Reservoir Replacement Project (08/01-0 Graves Reservoir Replacement Project (09/01-0 Graves Reservoir Replacement Project (10/01-1	01/06/2021	82,642.71 68,724.75 8,482.00 33,480.50 28,769.53 2,295.00
Total for this ACH Check for Vendor NV5R9266:				224,394.49
ACH	PHCP9255 25 26	Pacific Hydrotech Corp. Graves Reservoir Replacement Project Pmt # 25 Graves Reservoir Replacement Project Pmt # 26	01/06/2021	519,961.15 421,648.63
Total for this ACH Check for Vendor PHCP9255:				941,609.78
311829	AMBB9289 25 26	American Business Bank Graves Reservoir Project Escrow Retention Pmt. Graves Reservoir Project Escrow Retention Pmt.	01/06/2021	27,366.38 22,192.03
Total for Check Number 311829:				49,558.41
Total for 1/6/2021:				1,393,692.68
ACH	ACTM3010 56895320	Accountemps (Robert Half International) Full Time Accountant for W/E 12/25/2020	01/07/2021	168.75
Total for this ACH Check for Vendor ACTM3010:				168.75
ACH	AIR6010 9976642775	Airgas USA LLC Oxygen Cylinder Rental - December 2020	01/07/2021	229.80
Total for this ACH Check for Vendor AIR6010:				229.80
ACH	DDL8010 2213 2258	Dr. Detail Ph.D Fleet Cleaning and Sanitizing for Dial-a-Ride Vehicles - COVID-19 Fleet Cleaning and Sanitizing for Dial-a-Ride Vehicles - COVID-19	01/07/2021	525.00 760.00
Total for this ACH Check for Vendor DDL8010:				1,285.00
ACH	DIG0800 40431	Digital Telecommunications Corp IT Phones - (02/01-02/28/2021)	01/07/2021	927.00
Total for this ACH Check for Vendor DIG0800:				927.00
ACH	MNBL8170 11730 11730 11776	Munibilling Absorb Charge November 2020 Water Billing Services November & December 2020 Postage November 2020	01/07/2021	10,293.76 27,487.84 1,905.79

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor MNBL8170:				39,687.39
ACH	PEDS6010	Prime Electric Distributors	01/07/2021	
	S1415207.001	Emergency High Capacity Electrical Extension Cords for Police		495.49
	S1415211.001	Emergency High Capacity Electrical Extension Cords for Police		486.89
	S1415212.001	Emergency High Capacity Electrical Extension Cords for Police		449.83
Total for this ACH Check for Vendor PEDS6010:				1,432.21
ACH	POS5265	Post Alarm Systems	01/07/2021	
	1330008	Monthly Post Alarm System Rec. Bldg & WMB		320.44
Total for this ACH Check for Vendor POS5265:				320.44
ACH	RED8995	Red Wing Business Advantage Account	01/07/2021	
	20200624026568	Footwar Voucher Program PW Staff Jose Almeda		238.13
	20200627026568	Footwar Voucher Program PW Staff Luis Bardales		250.00
	20200701026568	Footwar Voucher Program PW Staff Jose Manny Cipres		218.27
	20200716026568	Footwar Voucher Program PW Staff Michael Lee		218.27
	20200719026568	Footwar Voucher Program PW Staff Stephen Houlemard		250.00
	20200721026568	Footwar Voucher Program PW Staff Hugo Huston		238.13
	20200831026568	Footwar Voucher Program PW Staff Rick Hernandez		245.23
Total for this ACH Check for Vendor RED8995:				1,658.03
ACH	REF6601	Refrigeration Supplies Distributor	01/07/2021	
	1538750-00	Electrical Voltage Meter		351.32
Total for this ACH Check for Vendor REF6601:				351.32
ACH	SPBK	Springbrook Holding Company LLC	01/07/2021	
	TM INV-003507	T&M Springbrook Premise Upgrade		468.75
Total for this ACH Check for Vendor SPBK:				468.75
ACH	STA5219	Staples Business Advantage	01/07/2021	
	3461276547	Police Department Office Supplies		349.77
	3461485964	Management Services Office Supplies		202.56
	3461485964	Management Services Office Supplies		57.27
	3461485970	Police Department Office Supplies		340.37
	3461683705	Community Services Office Supplies		21.38
	3461683705	Community Services Office Supplies		51.00
	3461683705	Community Services Office Supplies		51.08
	3461683705	Community Services Office Supplies		5.49
	3461746266	Police Department Office Supplies		329.64
	3461746267	Police Department Office Supplies		99.20
	3462211867	Library Office Supplies		47.07
	3462367300	Police Department Office Supplies		493.21
	3462367302	Community Services Office Supplies		47.39
	3462367302	Community Services Office Supplies		47.40
	3462367303	Community Services Office Supplies		75.40
	3462367303	Community Services Office Supplies		75.40
	3462640874	Fire Dept. Office Supplies		8.81
	3462867528	Police Department Office Supplies		302.56
	3463745106	Police Department Office Supplies		98.64
	3463883970	Police Department Office Supplies		16.80
Total for this ACH Check for Vendor STA5219:				2,720.44
311830	ADPLC818	ADP, LLC	01/07/2021	
	571194403	ADP, LLC Payroll Services P/E 11/25/2020 & 1		10,339.31

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 311830:				10,339.31
311831	AT&T5006 130464796	AT & T U-Verse Account # 130464796 (12/18/2020-01/17/2021)	01/07/2021	90.24
Total for Check Number 311831:				90.24
311832	AT&T5011 331 841-0756 331 841-0802 626 405-0051 626 441-6497 626 577-6657	AT&T Account # 331 841-0756 343 2 (12/07/20-01/06/2021) Account # 331 841-0802 343 6 (12/07/20-01/06/2021) Account # 626 405-0051 017 5 (12/11/20-01/10/2021) Account # 626 441-6497 357 0 (12/13/20-01/12/2021) Account # 626 577-6657 213 7 (12/13/20-01/12/2021)	01/07/2021	33.34 33.34 1,258.21 70.27 48.88
Total for Check Number 311832:				1,444.04
311833	ATCN9011 000015785230	AT&T Account # 9391062308 (11/20-12/19/2020)	01/07/2021	14,454.81
Total for Check Number 311833:				14,454.81
311834	CIN4011 287014917916x12 287269956155x11	AT&T Mobility Account # 287014917916 (11/09-12/08/2020) Account # 287269956155 (11/07-12/06/2020)	01/07/2021	996.23 658.25
Total for Check Number 311834:				1,654.48
311835	CPTS3011 222206	Centro Print Solutions Order of 1099 NEC Document Forms	01/07/2021	157.47
Total for Check Number 311835:				157.47
311836	SPMN3010 14044	City of South Pasadena Utility Payment for South Pasadena Dog Park (0	01/07/2021	526.98
Total for Check Number 311836:				526.98
311837	DTV5012 068653046x20	DIRECTV EOC Communications (12/28-01/27/2021)	01/07/2021	93.95
Total for Check Number 311837:				93.95
311838	GRA6601 9575250817	Grainger Emergency Ventilation Equipment for Police Department	01/07/2021	973.83
Total for Check Number 311838:				973.83
311839	HDLC3011 SIN002675 SIN003335	HdL Coren & Cone Quarterly PropertyTax Services July - September 2019-2020 CAFR Statistical Report	01/07/2021	2,974.80 745.00
Total for Check Number 311839:				3,719.80
311840	METR9288 20200519sopas	Metro Gold Line Foothill Construction Authority Joint Powers Authority Annual Dues Y/E 06/30/2021	01/07/2021	3,000.00
Total for Check Number 311840:				3,000.00
311841	MWSI2029 32030699	Multi W. Systems Inc. Emergency Replacement of Arroyo Park South Sewer Lift Station	01/07/2021	972.16



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 311841:	972.16
311842	PayPlus 25031	PayPlus Solutions Insight E-Tools Monthly Conversion of ADP Report to xml format for CalPERS	01/07/2021	217.00
			Total for Check Number 311842:	217.00
311843	SCAT6710	Scott's Automotive	01/07/2021	
	15281	Police Department Vehicle Maint. & Repairs Unit # 1703		316.83
	15452	Police Department Vehicle Maint. & Repairs Unit # 1501		93.99
	15457	Police Department Vehicle Maint. & Repairs Unit # 198		68.50
	15464	Police Department Vehicle Maint. & Repairs Unit # 0213		85.00
	15483	Police Department Vehicle Maint. & Repairs Unit # 198		607.19
	15512	Police Department Vehicle Maint. & Repairs Unit # 1705		110.28
	15527	Vehicle Maint. Water Division Unit # 16		396.50
	15541	Vehicle Maint. Water Division Unit # 24		55.28
	15573	Vehicle Maint. Water Division Unit # 24		546.42
	15580	Vehicle Maint. Water Division Unit # 8		149.67
	15597	Police Department Vehicle Maint. & Repairs Unit # 198		116.36
	15609	Police Department Vehicle Maint. & Repairs Unit # 1909		258.89
	15612	Police Department Vehicle Maint. & Repairs Unit # 1404		129.45
			Total for Check Number 311843:	2,934.36
311844	SDSI0107	SDS Security Design Systems	01/07/2021	
	229462	Security System Council Chambers (11/01-11/30/2020)		67.12
	229463	Security System City Hall 1st Floor (11/01-11/30/2020)		101.71
	229464	Security System City Hall Gate (11/01-11/30/2020)		45.66
	229465	Security System Fire Department Gate (11/01-11/30/2020)		36.66
	229466	Security System Fire Department EOC (11/01-11/30/2020)		77.14
			Total for Check Number 311844:	328.29
311845	TIM4011	Time Warner Cable	01/07/2021	
	0251967122220	Account # 8448 30 008 0251967 (12/22-01/21/2021)		437.54
	0269985121720	Account # 8448 30 008 0269985 (12/17-01/16/2021)		358.96
	0311688121120	Account # 8448 30 008 0311688 (12/11-01/10/2021)		1,309.04
	0311704121120	Account # 8448 30 008 0311704 (12/11-01/10/2021)		1,309.04
	0311712121120	Account # 8448 30 008 0311712 (12/11-01/10/2021)		3,709.55
			Total for Check Number 311845:	7,124.13
311846	VERW6711	Verizon Wireless	01/07/2021	
	9869361790	Account # 842311063-00002 (11/18-12/17/2020)		305.52
	9869812991	Account # 571839627-00001 (11/24-12/23/2020)		16.03
			Total for Check Number 311846:	321.55
311847	XRXF5010	Xerox Financial Svcs	01/07/2021	
	2400813	Citywide Copier Contract # 010-0061587-001 (12/10-01/09/21)		319.87
			Total for Check Number 311847:	319.87
			Total for 1/7/2021:	97,921.40
			Report Total (82 checks):	1,866,315.22

**ATTACHMENT 3**  
**General City Warrant List**

# Accounts Payable

## Checks by Date - Detail by Check Date

User: ealvarez  
 Printed: 1/14/2021 12:11 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	AMPM5011	AM/PM Door, Inc.	01/20/2021	
	40978-45878	Gate Repair for Fire Parking Lot		390.41
	40978-46086	Gate Repair for Fire Parking Lot		247.50
Total for this ACH Check for Vendor AMPM5011:				637.91
ACH	ATGC8530	Acorn Technology Services	01/20/2021	
	2267	CO # 02-08		25.00
	2270	CO # 02-04		1,440.00
	2271	CO # 02-05		57.50
	2273	CO # 01-236		525.00
	2274	CO # 02-07		1,015.00
	94181	Remote and Onsite IT Hours (Adjustment)		-566.25
	94181	General - City (Tix/Chrgs/Summ)		10,998.75
	94181	Remote and Onsite IT Hours (Adjstment)		347.50
	94181	Managed IT Computer Monitoring		532.50
	94181	Managed IT Server Monitoring		237.50
Total for this ACH Check for Vendor ATGC8530:				14,612.50
ACH	BAK0366	Baker & Taylor Entertainment	01/20/2021	
	H52063900	Libary Purchase of DVDs/ CDs		24.47
	H52137450	Libary Purchase of DVDs/ CDs		90.95
	H52158810	Libary Purchase of DVDs/ CDs		33.04
	H52241300	Libary Purchase of DVDs/ CDs		9.78
	H52315580	Libary Purchase of DVDs/ CDs		33.04
	H52315850	Libary Purchase of DVDs/ CDs		89.59
	H52321460	Libary Purchase of DVDs/ CDs		24.47
	H52329790	Libary Purchase of DVDs/ CDs		405.35
	H52506620	Libary Purchase of DVDs/ CDs		16.31
	H52633790	Libary Purchase of DVDs/ CDs		82.65
	H52646920	Libary Purchase of DVDs/ CDs		11.41
	H52673290	Libary Purchase of DVDs/ CDs		11.41
	H52796820	Libary Purchase of DVDs/ CDs		8.26
	T23998450	Libary Purchase of DVDs/ CDs		66.13
Total for this ACH Check for Vendor BAK0366:				906.86
ACH	BAK0369	Baker & Taylor Books	01/20/2021	
	2035454947	Books		346.94
	2035456823	Books		27.21
	2035616383	Books		112.08
	2035625389	Books		21.75
	2035637374	Books		33.09
	2035661007	Books		96.14
	2035683799	Books		63.54
Total for this ACH Check for Vendor BAK0369:				700.75
ACH	BFWB4011	Badge Frame, Inc.	01/20/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	36983-1	Retirement Recognition Plaque for Peggy Grangetto		150.85
Total for this ACH Check for Vendor BFWB4011:				150.85
ACH	BLSP8010 1192408	Blackstone Publishing Books/DVD/CDs	01/20/2021	38.95
Total for this ACH Check for Vendor BLSP8010:				38.95
ACH	CDW5246 2947452 2947452 3076794 3076794 3605869 3605869 ZGK3805	CDW Government LLC Seagate Ironwolf & APC Smart UPS Seagate Ironwolf & APC Smart UPS QNAP Rail Kit & QBAP TS QNAP Rail Kit & QBAP TS Ubiquiti Unifi AP AC Ubiquiti Unifi AP AC Adobe Ent Photoshop CC L9	01/20/2021	819.32 4,642.96 3,498.54 617.40 445.18 78.56 269.26
Total for this ACH Check for Vendor CDW5246:				10,371.22
ACH	CHWP2010 45265 45265 45266 45267 45268 45269 45270 45271	Colantuono,Highsmith & Whatley,PC General Services COVID-19 Labor & Employment Water & Utilites Special Projects Transportation (710) Misc. Litigation Case 2	01/20/2021	9,452.89 556.00 1,888.50 1,053.50 3,858.80 3,479.00 1,200.50 11,396.56
Total for this ACH Check for Vendor CHWP2010:				32,885.75
ACH	DEL4000 10434514207 10434514207	Dell Marketing L.P. Dell Power Edge Rock, Network Switches, Storage, and Licenses Dell Power Edge Rock, Network Switches, Storage, and Licenses	01/20/2021	8,081.44 45,794.81
Total for this ACH Check for Vendor DEL4000:				53,876.25
ACH	EBS1007 0436353 2101123	EBSCO Library Periodicals Credit Memo	01/20/2021	107.00 -15.84
Total for this ACH Check for Vendor EBS1007:				91.16
ACH	EURO6710 C0003052 C0003101 C0003156 C0003200 C0003254 C0003300	Eurofins Eaton Analytical Annual Water Quality Testing July 2020 Annual Water Quality Testing August 2020 Annual Water Quality Testing September 2020 Annual Water Quality Testing October 2020 Annual Water Quality Testing November 2020 Annual Water Quality Testing December 2020	01/20/2021	2,535.00 3,782.00 2,500.00 3,267.00 2,513.00 2,797.00
Total for this ACH Check for Vendor EURO6710:				17,394.00
ACH	GEBR9280 5 5	Gentry Brothers Inc. Alpha and Camino Del Sol Street Improv. Project Alpha and Camino Del Sol Street Improv. Project	01/20/2021	336,478.20 1,710.00
Total for this ACH Check for Vendor GEBR9280:				338,188.20
ACH	GPPT9090 440911	Gopher Patrol Rodent Control City Parks	01/20/2021	250.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	441162	Rodent Control City Parks		95.00
Total for this ACH Check for Vendor GPPT9090:				345.00
ACH	INCG6011	Interwest Consulting Group	01/20/2021	
	62219	Plan Check & Public Works CIP July 2020		679.00
	62219	Plan Check & Public Works CIP July 2020		679.00
	62219	Plan Check & Public Works CIP July 2020		5,432.00
Total for this ACH Check for Vendor INCG6011:				6,790.00
ACH	JHMS8020	JHM Supply	01/20/2021	
	117306/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		86.35
	230863/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		140.81
	230923/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		54.41
	2309511/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		-5.35
	232340/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		262.44
	233055/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		273.08
	234142/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		105.29
	236309/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		79.18
	237857/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		113.24
	238500/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		62.51
	238591/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		119.30
	239383/1	Irrigation Supplies & Irrigation Repairs for City Parks, Medians		97.00
Total for this ACH Check for Vendor JHMS8020:				1,388.26
ACH	LDCR6410	LandCare USA LLC	01/20/2021	
	339840	Brush Clearance @ City Owned Lot (Illinois & I		8,700.00
Total for this ACH Check for Vendor LDCR6410:				8,700.00
ACH	OFF4011	Office Solutions	01/20/2021	
	I-01770203	Police Department Office Supplies		542.30
	I-01780308	Police Department Office Supplies		137.81
	I-01786792	Police Department Office Supplies		242.33
	I-01787853	Police Department Office Supplies		335.69
	I-01788068	Police Department Office Supplies		479.59
	I-01788284	Police Department Office Supplies		17.17
	I-01789082	Police Department Office Supplies		263.39
	I-01789744	Police Department Office Supplies		73.35
	I-01790956	Police Department Office Supplies		156.36
	I-01794171	Police Department Office Supplies		282.32
	I-01796494	Police Department Office Supplies		419.90
	I-01799664	Police Department Office Supplies		66.13
Total for this ACH Check for Vendor OFF4011:				3,016.34
ACH	OVD8011	OverDrive Inc.	01/20/2021	
	01148CO20421107	eBooks/ Audiobooks		1,475.86
	01148CO20434526	eBooks/ Audiobooks		569.07
	01148CO20438152	eBooks/ Audiobooks		824.14
	01148CO20455012	eBooks/ Audiobooks		1,292.79
	01148CO20458362	eBooks/ Audiobooks		248.10
Total for this ACH Check for Vendor OVD8011:				4,409.96
ACH	POSU8132	Prudential Overall Supply	01/20/2021	
	52411055	Public Works Uniform Cleaning Services FY20-		25.67
	52411055	Public Works Uniform Cleaning Services FY20-		29.08
	52411056	Public Works Scrapper Mats FY20-21		6.24

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
52411056		Public Works Scrapper Mats FY20-21		6.23
52411057		Public Works Scrapper Mats FY20-21		3.87
52411057		Public Works Scrapper Mats FY20-21		3.87
52411057		Public Works Scrapper Mats FY20-21		3.87
52411057		Public Works Scrapper Mats FY20-21		3.87
52411057		Public Works Scrapper Mats FY20-21		3.87
52411058		Public Works Uniform Cleaning Services FY20-21		11.45
52411058		Public Works Uniform Cleaning Services FY20-21		14.38
52411058		Public Works Uniform Cleaning Services FY20-21		9.65
52411058		Public Works Uniform Cleaning Services FY20-21		28.57
52411058		Public Works Uniform Cleaning Services FY20-21		9.65
52413134		Public Works Scrapper Mats FY20-21		3.87
52413134		Public Works Scrapper Mats FY20-21		3.87
52413134		Public Works Scrapper Mats FY20-21		3.87
52413134		Public Works Scrapper Mats FY20-21		3.87
52413135		Public Works Uniform Cleaning Services FY20-21		9.65
52413135		Public Works Uniform Cleaning Services FY20-21		11.45
52413135		Public Works Uniform Cleaning Services FY20-21		9.65
52413135		Public Works Uniform Cleaning Services FY20-21		28.57
52413135		Public Works Uniform Cleaning Services FY20-21		14.38
52413136		Public Works Uniform Cleaning Services FY20-21		25.67
52413136		Public Works Uniform Cleaning Services FY20-21		29.08
52413137		Public Works Scrapper Mats FY20-21		6.24
52413137		Public Works Scrapper Mats FY20-21		6.23
52415232		Public Works Scrapper Mats FY20-21		3.87
52415232		Public Works Scrapper Mats FY20-21		3.87
52415232		Public Works Scrapper Mats FY20-21		3.87
52415232		Public Works Scrapper Mats FY20-21		3.87
52415232		Public Works Scrapper Mats FY20-21		3.87
52415233		Public Works Uniform Cleaning Services FY20-21		9.65
52415233		Public Works Uniform Cleaning Services FY20-21		9.65
52415233		Public Works Uniform Cleaning Services FY20-21		28.57
52415233		Public Works Uniform Cleaning Services FY20-21		11.45
52415233		Public Works Uniform Cleaning Services FY20-21		14.38
52415234		Public Works Uniform Cleaning Services FY20-21		25.67
52415234		Public Works Uniform Cleaning Services FY20-21		29.08
52415235		Public Works Scrapper Mats FY20-21		6.24
52415235		Public Works Scrapper Mats FY20-21		6.23
52417305		Public Works Scrapper Mats FY20-21		3.87
52417305		Public Works Scrapper Mats FY20-21		3.87
52417305		Public Works Scrapper Mats FY20-21		3.87
52417305		Public Works Scrapper Mats FY20-21		3.87
52417305		Public Works Scrapper Mats FY20-21		3.87
52417306		Public Works Uniform Cleaning Services FY20-21		9.65
52417306		Public Works Uniform Cleaning Services FY20-21		28.57
52417306		Public Works Uniform Cleaning Services FY20-21		9.65
52417306		Public Works Uniform Cleaning Services FY20-21		11.45
52417306		Public Works Uniform Cleaning Services FY20-21		14.38
52417307		Public Works Uniform Cleaning Services FY20-21		29.08
52417307		Public Works Uniform Cleaning Services FY20-21		25.67
52417308		Public Works Scrapper Mats FY20-21		6.24
52417308		Public Works Scrapper Mats FY20-21		6.23
Total for this ACH Check for Vendor POSU8132:				641.08
ACH	PUWA8020 C202020845	Pure Water Fire Department Water Supply for January 2021	01/20/2021	87.39

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor PUWA8020:				87.39
ACH	REP6115	Siemens Mobility, Inc.	01/20/2021	
	5610217579	Citywide Traffic Signal Maintenance & Repairs March 2020		2,163.63
	5610244084	Citywide Traffic Signal Maintenance & Repairs October 2020		2,163.63
	5620023663	Citywide Traffic Signal Call Outs October 2020		2,390.81
	5620029547	Citywide Traffic Call Outs March 2020		2,196.95
	5620031536	Citywide Traffic Signal Call Out Camino Del Sol		2,659.31
Total for this ACH Check for Vendor REP6115:				11,574.33
ACH	SBMD5270	Mandy Saber	01/20/2021	
	R112820	Class Cancellation due to COVID-19		63.00
	R112821	Class Cancellation due to COVID-19		63.00
Total for this ACH Check for Vendor SBMD5270:				126.00
ACH	WES4152	West Coast Arborists, Inc.	01/20/2021	
	166050	Street Tree Maint. Contract Services (10/16-10/25/2020)		19,700.00
	166050	Street Tree Maint. Professional Services (10/16-10/25/2020)		600.00
	166050	Street Tree Maint. Removal Replacement (10/16-10/25/2020)		3,120.00
	166051	Street Tree Maint. Contract Services (10/26-10/31/2020)		12,720.00
	166051	Street Tree Maint. Professional Services (10/26-10/31/2020)		480.00
	166642	Street Tree Maint. Removal Replacement (11/01-11/15/2020)		1,394.00
	166642	Street Tree Maint. Contract Services (11/01-11/15/2020)		15,820.00
	166642	Street Tree Maint. Professional Services (11/01-11/15/2020)		480.00
	166642	Park Maint. Contract Services (11/01-11/15/2020)		2,400.00
	166973-A	Street Tree Maint. Removal Replacement (11/16-11/30/2020)		2,686.00
	166973-A	Street Tree Maint. Contract Services (11/16-11/30/2020)		160.00
	166973-A	Street Tree Maint. Professional Services (11/16-11/30/2020)		600.00
Total for this ACH Check for Vendor WES4152:				60,160.00
ACH	ZUMAR103	Zumar Industries, Inc.	01/20/2021	
	90668	Street Name Signs for Fremont Ave. & Meridian		3,445.66
	90741	Square Post for Street Signs		623.22
Total for this ACH Check for Vendor ZUMAR103:				4,068.88
311848	ADA0143 SC077996	Adamson Police Products Police Transporter Bag & Sling	01/20/2021	420.71
Total for Check Number 311848:				420.71
311849	ALDS4011 105764	Alderhorst International, LLC Daily K-9 Boarding for Barry	01/20/2021	90.00
Total for Check Number 311849:				90.00
311850	ALXS6711 317055	Alexis Oil Purchase of Food Grade Oil Lubricant for Wilso	01/20/2021	387.04
Total for Check Number 311850:				387.04
311851	ALL0197	All Star Fire Equipment, Inc.	01/20/2021	
	226098	Fire Dept. Safety Clothing & Equipment		1,542.40
	226463	Fire Dept. Safety Clothing & Equipment		872.52
	228201	Fire Dept. Safety Clothing & Equipment		477.29
	228452	Fire Dept. Safety Clothing & Equipment		1,571.50
	228912	Fire Dept. Safety Clothing & Equipment		326.86
	228913	Fire Dept. Safety Clothing & Equipment		326.86

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 311851:	5,117.43
311852	EMPI5011 S4422037.001	AramSCO, Inc. (Formerly Empire Cleaning & Maintenance) Cleaning Supplies Fire Dept.	01/20/2021	949.55
			Total for Check Number 311852:	949.55
311853	BRDE6710 09.05.2020 11.20.2020 11.28.2020	Luis Bardales Jr. PW Staff Mileage Reimb. PW Staff Mileage Reimb. PW Staff Mileage Reimb.	01/20/2021	35.19 4.71 17.94
			Total for Check Number 311853:	57.84
311854	BSHL6710 20073 20073 20073 20073 20178 20178 20178 20178	dba Jan Point Base Hill, Inc. Citywide Janitorial Services October 2020 Citywide Janitorial Services October 2020 Citywide Janitorial Services October 2020 Citywide Janitorial Services October 2020 Citywide Janitorial Services November 2020 Citywide Janitorial Services November 2020 Citywide Janitorial Services November 2020 Citywide Janitorial Services November 2020	01/20/2021	932.75 166.66 11,110.73 544.00 166.66 932.75 544.00 11,110.73
			Total for Check Number 311854:	25,508.28
311855	ADBE5270 R112787	Andrew Bee Refund Class Cancellation due to COVID-19	01/20/2021	120.00
			Total for Check Number 311855:	120.00
311856	BT4U8180 0920-3319	Better 4 You Meals Meals for Onsite Program September 2020	01/20/2021	6,619.40
			Total for Check Number 311856:	6,619.40
311857	CCI8020 0334789-IN	C.C.I. A Chemical Corporation Purchase of Hand Sanitizers for Police Dept.	01/20/2021	220.50
			Total for Check Number 311857:	220.50
311858	CAL5236 1825642 1827471 1829007 1831905 1833313	CA Linen Services Fire Dept. Linen Services Fire Dept. Linen Services Fire Dept. Linen Services Fire Dept. Linen Services Fire Dept. Linen Services	01/20/2021	84.45 86.80 95.09 88.88 71.88
			Total for Check Number 311858:	427.10
311859	DACA4011 12.01.2020	David Calderon Reimb. Travel Training Expense Officer Calderc	01/20/2021	47.73
			Total for Check Number 311859:	47.73
311860	CAN0607 20200 20200 20218 5759 5783	Cantu Graphics Business Cards for Rossi Business Cards for Casalou PD Business Cards (Burgos, Roppo, Gramajo) City Hall Closure Signs COVID-19 40'x4' Double Sided Census Banner	01/20/2021	33.02 33.02 148.67 60.42 1,047.38



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 311860:	1,322.51
311861	CRSC2013 2862	Capital Research & Consulting LLC Quarterly Fee for Overseeing 457 Deferred Com	01/20/2021	2,757.71
			Total for Check Number 311861:	2,757.71
311862	CERE9324 #3	Cerco Engineering City Hall Courtyard Project	01/20/2021	46,799.38
			Total for Check Number 311862:	46,799.38
311863	CHE6010 669290 669291 669292 669293 669294 669295	Chem Pro Laboratory, Inc. City Cooling Tower Regular Maint. June 2020 City Cooling Tower Regular Maint. July 2020 City Cooling Tower Regular Maint. August 2020 City Cooling Tower Regular Maint. September 2020 City Cooling Tower Regular Maint. October 2020 City Cooling Tower Regular Maint. November 2020	01/20/2021	144.00 144.00 144.00 144.00 144.00 144.00
			Total for Check Number 311863:	864.00
311864	JMCB6710 10.09.2020 11.22.2020 11.22.2020 44908	Jose Manuel Cipres Bravo PW Staff Mileage Reimb. PW Staff Mileage Reimb. PW Staff Mileage Reimb. Reimb. for D-2 Water Operator Exam Certificati	01/20/2021	18.17 18.17 19.09 80.00
			Total for Check Number 311864:	135.43
311865	ALPD4010 SoPas 11/2020	City of Alhambra Police Dept. Inmate Housing November 2020	01/20/2021	946.00
			Total for Check Number 311865:	946.00
311866	CSM8030 0000562	City of San Marino Co-Op Agreement 09/27-12/19/2020 (Michael V	01/20/2021	1,500.44
			Total for Check Number 311866:	1,500.44
311867	SOU5402 04.26.2020 05.04.2020 10.15.2020 10.20.2020 10.28.2020 10.28.2020 10.29.2020 11.05.2020 11.10.2020 11.18.2020 11.18.2020 11.18.2020 11.18.2020 11.18.2020 11.25.2020	City of South Pasadena PD Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash Reimb. Petty Cash	01/20/2021	7.50 40.00 20.00 47.15 17.21 12.20 8.00 35.59 11.09 20.00 20.00 32.02 7.75 12.00 50.62
			Total for Check Number 311867:	341.13
311868	COM0699 00037443	Compressed Air Specialties Inc Service Repair on Bauer Air Compressor Fire De	01/20/2021	390.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 311868:	390.00
311869	JSCN5270 R112803	Jess Contreras Refund Class Cancellation due to COVID-19	01/20/2021	120.00
			Total for Check Number 311869:	120.00
311870	COO0695 18304 18305 918266 918303	Cook Fire Extinguisher Co Fire Extinguisher Inspections for Senior Center & Transit Fire Extinguisher Inspections for Senior Center & Transit Fire Extinguisher Inspections for Senior Center & Transit Inspection and Maintenance of Library Fire Extinguishers	01/20/2021	55.00 55.00 55.00 79.00
			Total for Check Number 311870:	244.00
311871	CORE6011 82055124	CoreLogic Information Solutions, Inc. LACO Property Information Database Novembe	01/20/2021	300.00
			Total for Check Number 311871:	300.00
311872	DSP0755 8883 8894 8905	D & S Printing Annual Overnight Permit Decal for August & September 2020 Annual Overnight Permit Decal Qty# 4000 Parking Placard with reflective vinyl print on PVC	01/20/2021	496.13 3,528.00 291.06
			Total for Check Number 311872:	4,315.19
311873	JNDV5270 R112783	Jean Davis Refund Class Cancellation due to COVID-19	01/20/2021	390.00
			Total for Check Number 311873:	390.00
311874	DBEL5010 1381	DB Electronics Fire Department Repair on Portable Radio	01/20/2021	150.00
			Total for Check Number 311874:	150.00
311875	DRKM5270 R112707	Kimberly Dreison Refund Class Cancellation due to COVID-19	01/20/2021	63.00
			Total for Check Number 311875:	63.00
311876	DWPP2910 Film 56	DWP Productions Inc. Refund Police Deposit Fee Due to Medical Situation	01/20/2021	600.00
			Total for Check Number 311876:	600.00
311877	ECMS5010 INV432358	ECMS Saftey Clothing & Equipment: Clothing Repairs	01/20/2021	245.67
			Total for Check Number 311877:	245.67
311878	ELL1017 75229	Ellen's Silkscreening Fire Dept. Face Masks with Emblems Qty: 96	01/20/2021	498.11
			Total for Check Number 311878:	498.11
311879	EMPC9000 12020	Empire Pipe Cleaning & Equipment Inc. 2020 Sewer CCTV Inspection & Cleaning Project	01/20/2021	68,580.00
			Total for Check Number 311879:	68,580.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
311880	KTFL2031 12.03.2020	Katrina Faulmino Reimb. Medical Expense 12/03/2020	01/20/2021	165.00
Total for Check Number 311880:				165.00
311881	FFRC5270 R112780	Rebecca Flynn-Falconer Refund Cancelled Class due to COVID-19	01/20/2021	300.00
Total for Check Number 311881:				300.00
311882	FHCM5011 1276 INV5098	Foothill Communications Police Department Radio Holders Microphone Repair for Unit # 1406	01/20/2021	496.13 99.23
Total for Check Number 311882:				595.36
311883	JUFU5011 12.10.2020	Justin Furtado Reimb. for Fire Inspections & Investigation Certification	01/20/2021	355.00
Total for Check Number 311883:				355.00
311884	GEN1207 28276	General Pump Company Annual Well Booster Pump & Motor Maint.	01/20/2021	2,625.00
Total for Check Number 311884:				2,625.00
311885	THR5910 4838	George L.Throop Co. Replacement of Small Tools in Water Division	01/20/2021	246.87
Total for Check Number 311885:				246.87
311886	GRA1244 SPAS0920 SPAS1020 SPAS1120	Graffiti Control Systems City Wide Graffiti Removal Services September 2020 City Wide Graffiti Removal Services October 2020 City Wide Graffiti Removal Services November 2020	01/20/2021	57.00 627.00 1,083.00
Total for Check Number 311886:				1,767.00
311887	GRA6601 9705418284	Grainger Purchase of PPE Equipment for Water Division	01/20/2021	55.50
Total for Check Number 311887:				55.50
311888	GRE4011 12.01.2020	Ederson Gramajo Reimb. Travel Training Expense Officer Gramajo (12/01/2020)	01/20/2021	31.05
Total for Check Number 311888:				31.05
311889	HAA5569 W63455	Haaker Equipment Company Sewer Maint. Vactor Hydro-Jetter Truck FY2020-21	01/20/2021	1,680.61
Total for Check Number 311889:				1,680.61
311890	HATC8025 11441 11457 11482 11509 11528 11548	Halls Auto Tech Center Transit Division Vehicle Maint. FY20-21 Transit Division Vehicle Maint. FY20-21 Transit Division Vehicle Maint. FY20-21 Transit Division Vehicle Maint. FY20-21 Transit Division Vehicle Maint. FY20-21 Transit Division Vehicle Maint. FY20-21	01/20/2021	15.00 734.86 70.00 140.00 44.86 183.29
Total for Check Number 311890:				1,188.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
311891	RYHG4010 12.01.2020	Ryan Hang Reimb. Travel Training Expense for Officer Hang (12.01.2020)	01/20/2021	57.50
Total for Check Number 311891:				57.50
311892	ADHA6116 11.20.2020	Adam Herrera PW Staff Mileage Reimb.	01/20/2021	25.30
Total for Check Number 311892:				25.30
311893	HUHS6116 11.20.2020	Hugo Houston PW Staff Mileage Reimb.	01/20/2021	9.66
Total for Check Number 311893:				9.66
311894	EMSH5270 R112774	Emily Hsu Refund Class Cancellation Due to COVID-19	01/20/2021	300.00
Total for Check Number 311894:				300.00
311895	IABC6601 75713	Interstate All Battery Center Battery Change for Command Share Fire Battalion Truck	01/20/2021	593.19
Total for Check Number 311895:				593.19
311896	JCRS5011 48761	Jones Coffee Roasters Fire Department Supplies	01/20/2021	139.05
Total for Check Number 311896:				139.05
311897	KMTM4011 12.01.2020	Timothy Kim Reimb. Travel Training Expense for Officer Kim (12.01.2020)	01/20/2021	48.30
Total for Check Number 311897:				48.30
311898	KOAC6010 JB91076-7	KOA Corporation Engineering Design Svcs. FY18-19 CIP Projects	01/20/2021	5,560.00
Total for Check Number 311898:				5,560.00
311899	LTAP5500 105988 106027	L.A.C. M. T. A. Senior/Disabled Metro TAP Passes Senior/Disabled Metro TAP Passes	01/20/2021	40.00 40.00
Total for Check Number 311899:				80.00
311900	LEE1111 12.01.2020	Richard Lee Reimb. Travel Training Expense for Det. Lee (12.01.2020)	01/20/2021	26.45
Total for Check Number 311900:				26.45
311901	LXNX4010 C100215-2020103	LexisNexis Claims Solutions Inc, Online Reporting System Annual License & Sup	01/20/2021	6,700.48
Total for Check Number 311901:				6,700.48
311902	LIFE822 1058805 989348 990823	Life-Assist Inc. FY20-21 Medical Supplies Police Department Supplies Police Department Supplies	01/20/2021	970.59 35.61 150.29
Total for Check Number 311902:				1,156.49

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
311903	KVMC6710	Kelvin Machado	01/20/2021	
	07.03.2020	PW Staff Mileage Reimb.		18.17
	07.04.2020	PW Staff Mileage Reimb.		18.17
	08.30.2020	PW Staff Mileage Reimb.		18.17
	09.14.2020	PW Staff Mileage Reimb.		18.17
	10.14.2020	PW Staff Mileage Reimb.		18.17
Total for Check Number 311903:				90.85
311904	VCMA6710	Victor Magana	01/20/2021	
	08.19..2020	PW Staff Mileage Reimb.		20.59
	08.30.2020	PW Staff Mileage Reimb.		20.59
	09.05.2020	PW Staff Mileage Reimb.		41.17
Total for Check Number 311904:				82.35
311905	AVIC4010	Avick Manukian	01/20/2021	
	12.01.2020	Reimb. Training Travel Expense Corporal Manukian (12/01/2020)		44.28
Total for Check Number 311905:				44.28
311906	OLMS5270 R112785	Oleksandra Masiuk Refund Class Cancellation due to COVID-19	01/20/2021	
Total for Check Number 311906:				63.00
311907	MER2145	Merit Oil Company	01/20/2021	
	614758	2,367.20 Gallons of # 2 Diesel for Fire Dept. Vel		5,897.66
	614761	Unleaded Gasoline for City Vehicles		7,001.67
	614761	Unleaded Gasoline for City Vehicles		651.32
	614761	Unleaded Gasoline for City Vehicles		162.83
	614761	Unleaded Gasoline for City Vehicles		162.83
	614761	Unleaded Gasoline for City Vehicles		162.83
Total for Check Number 311907:				14,039.14
311908	NCRS6711 5896140	National Construction Rentals Temporary Fencing Arroyo Park Field South	01/20/2021	
Total for Check Number 311908:				798.84
311909	OUYN5270 R112702	Yan Ou Refund Class Cancellation due to COVID-19	01/20/2021	
Total for Check Number 311909:				120.00
311910	PPSS8520 15262	Pacific Parking Systems Inc. Cellular Modem, Antenna & Firmware for Venstation	01/20/2021	
Total for Check Number 311910:				1,274.99
311911	PVRH5270 R112809	Rahim Peyvan Refund Class Cancellation due to COVID-19	01/20/2021	
Total for Check Number 311911:				120.00
311912	NHPH4610 244124691	Nguyen Phoung Nha Parking Citation Refund Admin Hearing: Cit # 2	01/20/2021	
Total for Check Number 311912:				50.00
311913	RIHD6710	R & I Holdings Inc.	01/20/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	41361	Repair of Walkbehind Saw Water Division		368.75
			Total for Check Number 311913:	368.75
311914	RIPU8540 16081	Roadline Products Inc. USA Paint Stencils for Citywide Roadways	01/20/2021	651.38
			Total for Check Number 311914:	651.38
311915	FAERD461 266124683	Fausto Emiliano Rodriguez Parking Citation Refund Admin Hearing: Cit # 2	01/20/2021	50.00
			Total for Check Number 311915:	50.00
311916	TIMR6116 08/14-08/16/20	Tim Rodriguez PW Staff Mileage Reimb.	01/20/2021	49.22
			Total for Check Number 311916:	49.22
311917	RPCH8210 12.01.2020	Christina Roppo Reimb. Training Expense for Officer Roppo (12/01/2020)	01/20/2021	29.33
			Total for Check Number 311917:	29.33
311918	SAN4958 17716	San Marino Security System 2021 Annual Security System Monitoring W/ Annual Discount	01/20/2021	396.00
			Total for Check Number 311918:	396.00
311919	SDSI0107 230272 230273 230274 230275	SDS Security Design Systems Security Camera Maint. & Software Security Camera Maint. & Software Security Camera Maint. & Software Security Camera Maint. & Software	01/20/2021	65.18 217.46 113.00 30.00
			Total for Check Number 311919:	425.64
311920	STDF4010 0042	Sentinel Defense, LLC Training Class for Offrs. Giron-Garrido & Perez	01/20/2021	1,100.00
			Total for Check Number 311920:	1,100.00
311921	ANQS5270 R112782	Angelique Singh Refund Class Cancellation due to COVID-19	01/20/2021	300.00
			Total for Check Number 311921:	300.00
311922	MCST4010 12.01.2020	Michael Smith Reimb. Travel Training Expense Officer Smith (12.01.2020)	01/20/2021	33.93
			Total for Check Number 311922:	33.93
311923	SCSC6116 31587	SoCal SealCoat Solutions, LLC Slurry Seal for Roadways 11/21/2020	01/20/2021	472.91
			Total for Check Number 311923:	472.91
311924	SOL1111 67346	Brian Solinsky Emergency Meal for Officers working on Case DR#20-2237.	01/20/2021	109.50
			Total for Check Number 311924:	109.50
311925	SRYC5011	Stericycle Inc.	01/20/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3005370978	Medical Waste Disposal of Needles		149.97
			Total for Check Number 311925:	149.97
311926	JNSU5270 R112775	Jennifer Sung Refund Class Cancellation due to COVID-19	01/20/2021	300.00
			Total for Check Number 311926:	300.00
311927	TYJK5270 112835	Jake Taylor Refund due to Class Cancellation COVID-19	01/20/2021	300.00
			Total for Check Number 311927:	300.00
311928	TOM4455 17757 17863 17864 17865	Tom's Clothing & Uniforms Inc Uniform for E. Gramajo Fire Dept. Uniform for Z Archer Fire Dept. Uniform for C Senzi Fire Dept. Uniform for C Carson	01/20/2021	281.12 445.38 255.23 339.55
			Total for Check Number 311928:	1,321.28
311929	TRE9241 RI20016629 RI20024522 RI20031712 RI20039361	Trench Shoring K Rails at 1853 Hanscom Drive (03/23-04/19/20) K Rails at 1853 Hanscom Drive (04/20-05/17/20) K Rails at 1853 Hanscom Drive (05/18-06/14/20) K Rails at 1853 Hanscom Drive (06/15-07/12/20)	01/20/2021	180.00 180.00 180.00 180.00
			Total for Check Number 311929:	720.00
311930	USCAD INV43950 INV44262-2 INV44262-2	U.S. CAD Bluebeam License, Support & Maint. Bluebeam License, Support & Maint. Bluebeam License, Support & Maint.	01/20/2021	404.10 323.70 171.30
			Total for Check Number 311930:	899.10
311931	UCL6115 2756	UC Regents Continuing Education for Paramedics for Dec. 2	01/20/2021	2,125.00
			Total for Check Number 311931:	2,125.00
311932	POR4707 114-11260185	United Site Services, Inc. Portable Sink & Toilet for Library Park	01/20/2021	160.72
			Total for Check Number 311932:	160.72
311933	VALD4011 12.01.2020	Catalina Valdez Reimb. Training Travel Expense Officer Valdez	01/20/2021	62.10
			Total for Check Number 311933:	62.10
311934	VAL1111 12.01.2020	James Valencia Reimb. Travel Training Expense Sgt. Valencia	01/20/2021	27.60
			Total for Check Number 311934:	27.60
311935	RSVL5270 R112744	Rosa Valencia Refund Class Cancellation due to COVID-19	01/20/2021	239.00
			Total for Check Number 311935:	239.00
311936	VPSI407	Valley Power Systems Inc.	01/20/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	I34973	Vehicle Maint. Fire Engine E-81		5,734.73
			Total for Check Number 311936:	5,734.73
311937	EDVL6010 09.04.2020 09.05.2020 10.13.2020 10.14.2020	Edgar Villalobos PW Staff Mileage Reimb. PW Staff Mileage Reimb. PW Staff Mileage Reimb. PW Staff Mileage Reimb.	01/20/2021	35.65 35.65 22.31 22.31
			Total for Check Number 311937:	115.92
311938	VUL6601 72779652	Vulcan Materials Co. & Affiliates Asphalt for Roadway Main.	01/20/2021	1,707.04
			Total for Check Number 311938:	1,707.04
311939	WES4011 53984	Western Graphix Photo ID Cards for Carson, Tobias, Vazques, Saxon	01/20/2021	85.13
			Total for Check Number 311939:	85.13
311940	KTWL4610 244124622	Ketel Williams Lewis Parking Citation Refund Court dismissal. Cit # 2	01/20/2021	50.00
			Total for Check Number 311940:	50.00
311941	WIT6353 2011059	Wittman Enterprises LLC Annual PO for Paramedic Services for November 2020	01/20/2021	3,834.35
			Total for Check Number 311941:	3,834.35
311942	WON1111 12.01.2020	Daren Wong Reimb.Training Travel Expense for Officer Wong (12.01.2020)	01/20/2021	44.28
			Total for Check Number 311942:	44.28
311943	YTH1023 27606	Y Tire Complete Auto Repair Tire Repair for Unit # 16 Water Distribution Truck	01/20/2021	488.91
			Total for Check Number 311943:	488.91
311944	YIJQ5270 R112781	Jacqueline Yi Refund Class Cancellation due to COVID-19	01/20/2021	300.00
			Total for Check Number 311944:	300.00
311945	PTZM4011 12.01.2020	Patrick Zamora Training Travel Reimb. for Officer Zamora (12.01.2020)	01/20/2021	21.28
			Total for Check Number 311945:	21.28
311946	ZPCM5270 R112713	Cami Zappaterra Refund Cancelled Class due to COVID-19	01/20/2021	63.00
			Total for Check Number 311946:	63.00
311947	ZOLL8021 3193552	Zoll Medical Copr. GPO Medial Supplies for Fire Department	01/20/2021	982.45
			Total for Check Number 311947:	982.45



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for 1/20/2021:	805,797.58
			Report Total (124 checks):	805,797.58

**ATTACHMENT 4**  
**Prepaid & Warrant Voids**

# Accounts Payable

## Void Check Proof List

User: ealvarez  
 Printed: 12/17/2020 - 3:32PM



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: POS5265				Post Alarm Systems						
Check No: 0				Check Date: 12/16/2020						
	51.74	1321625	12/08/2020	Monthly Post Alarm System for WMB				3124	No	2
101-8030-8031-8180-000										
	51.74	1321625	12/08/2020	Monthly Post Alarm System for Orang				3124	No	1
101-8030-8032-8180-000										
Check Total:	<u>103.48</u>									
Vendor Total:	<u>103.48</u>									
Report Total:	<u><u>103.48</u></u>									

# Accounts Payable

## Void Check Distribution List

User: ealvarez  
 Printed: 12/17/2020 - 3:33 PM



	DR Amount	CR Amount	Acct Number	Description	Vendor
Section 1:101General Fund					
	103.48	0.00	101-0000-0000-2100-000	Accounts Payable	
	0.00	51.74	101-8030-8031-8180-000	Contract Services	POS5265
	0.00	51.74	101-8030-8032-8180-000	Contract Services	POS5265
Total for Section 1:101	<u>103.48</u>	<u>103.48</u>			
Grand Total:	<u><u>103.48</u></u>	<u><u>103.48</u></u>			

**ATTACHMENT 5**  
**Supplemental ACH**  
**Payments**



<b>ACH Payment Log</b>			
<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
12/15/2020	So Cal Gas	\$406.77	Online Payment for City's So Cal Gas Accounts.
12/22/2020	So Cal Edison	\$50,110.19	Online Payment for City's So Cal Edison Accounts.
12/23/2020	UMPQUA Bank	\$2,985.98	Online Payment for City's November Credit Card Charges.

**Total:** **\$53,502.94**

**November 2020 Credit Card Summary**

<b>Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
10/28/2020	ExxonMobil	Fire Strike Team Expense	\$85.57
11/1/2020	Westlake Ace	Solar Lights for Library ADA Ramp	\$181.88
11/1/2020	ExxonMobil	Motor Officer Vehicle Fuel Expense	\$19.44
11/4/2020	ExxonMobil	Motor Officer Vehicle Fuel Expense	\$13.45
11/6/2020	OTC Brands	Supplies for Recreation Dept. Activity Give Away	\$103.06
11/8/2020	Zoom.US	Monthly Zoom Subscription for Planning & Building	\$14.99
11/9/2020	ExxonMobil	Motor Officer Vehicle Fuel Expense	\$17.56
11/9/2020	Jobs Available Inc.	Job Posting for Human Resources Analyst	\$273.00
11/10/2020	Gus's Restaurant	Refreshments for Captain Exam Raters	\$110.52
11/10/2020	Starbucks	Refreshments for Captain Exam Raters	\$43.55
11/10/2020	99 Cents Only Store	Supplies for Holiday Celebration	\$232.21
11/10/2020	Michaels Store 9539	Supplies for Senior Center Holiday Delivery Packages	\$64.21
11/10/2020	99 Cents Only Store	Supplies for Senior Center Holiday Delivery Packages	\$61.76
11/11/2020	Chevron	Motor Officer Vehicle Fuel Expense	\$16.92
11/12/2020	Café x20	Oral Rater Board Lunch	\$26.46
11/12/2020	Jobs Available Inc.	Job Posting for Finance Director	\$351.00
11/12/2020	Government Finance Officers Assn.	Job Posting for Finance Director	\$150.00
11/13/2020	Chevron	Motor Officer Vehicle Fuel Expense	\$17.54
11/17/2020	CA Cities Registration	Legislative Webinar	\$25.00
11/17/2020	The Bee Guys	Humane Bee Removal	\$395.00
11/17/2020	Western City Magazine	Job Posting for Finance Director	\$300.00
11/18/2020	Alliance Chemical	4 Gallons of 70% Isopropyl Alcohol	\$147.96
11/19/2020	ExxonMobil	Motor Officer Vehicle Fuel Expense	\$16.20
11/20/2020	Gotprint.com	Library Banners for Takeout and Pickup stations	\$30.08
11/20/2020	Pavilions # 2228	Supplies for Senior Center Holiday Delivery Packages	\$24.56
11/20/2020	Smart & Final	Supplies for Senior Center Holiday Delivery Packages	\$125.29
11/21/2020	Zoom.US	Monthly Zoom Subscription for Management Services	\$14.99
11/23/2020	Chevron	Motor Officer Vehicle Fuel Expense	\$16.57
11/24/2020	Westlake Ace	Solar Light Purchase for Library	(\$60.63)
11/24/2020	Westlake Ace	Equipment for Senior Nutrition Program	\$128.64
11/25/2020	Crowdcast, Inc.	Monthly Fee for Crowdcast Streaming Platform	\$39.20

**Total:**

**\$2,985.98**

**ATTACHMENT 6**  
**Payroll Summary**



Liability	Taxes Debited			
	Federal Income Tax		1,416.23	
	Earned Income Credit Advances		.00	
	Social Security - EE		.00	
	Social Security - ER		.00	
	Social Security Adj - EE		.00	
	Medicare - EE		101.78	
	Medicare - ER		101.78	
	Medicare Adj - EE		.00	
	Medicare Surtax - EE		.00	
	Medicare Surtax Adj - EE		.00	
	COBRA Premium Assistance Payments		.00	
	Federal Unemployment Tax		.00	
	Families First FMLA-PSL Payments Credit		.00	
	Families First ER Medicare Credit		.00	
	Families First FMLA-PSL Health Care Premium Credit		.00	
	CARES Retention Qualified Payments Credit		.00	
	CARES Retention Qualified Health Care Credit		.00	
	State Income Tax		575.24	
	State Unemployment Insurance - EE		.00	
	State Unemployment Insurance - ER		.00	
	State Unemployment Insurance Adj - EE		.00	
	State Disability Insurance - EE		.00	
	State Disability Insurance - ER		.00	
	State Disability Insurance Adj - EE		.00	
	State Family Leave Insurance - EE		.00	
	State Family Leave Insurance - ER		.00	
	State Family Leave Insurance Adj - EE		.00	
	State Medical Leave Insurance - EE		.00	
	State Medical Leave Insurance - ER		.00	
	Workers' Benefit Fund Assessment - EE		.00	
	Workers' Benefit Fund Assessment - ER		.00	
	Transit Tax - EE		.00	
	Local Income Tax		.00	
	School District Tax		.00	
	<b>Total Taxes Debited</b>	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	<b>2,195.03</b>
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	4,925.77
	<b>Total Amount Debited From Your Account</b>			<b>7,120.80</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids		.00	
<b>Taxes - Your Responsibility</b>	None This Payroll			

Note: If you have chosen to defer your Employer Social Security taxes under the CARES Act, then this report will not display deferral information. Actual amounts being deferred will display on your Tax Invoices with Reason Code CV in ADP SmartCompliance.

<b>Total Liability</b>	<b>7,120.80</b>
	<b>7,120.80</b>
	<b>7,120.80</b>

<b>Net Pay</b>	Checks	.00
	Direct Deposits	4,925.77
	<b>Subtotal Net Pay</b>	<b>4,925.77</b>
	Adjustments	.00
	<b>Total Net Pay Liability (Net Cash)</b>	<b>4,925.77</b>

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
<b>Federal</b>	Federal Income Tax				1,416.23	
	Earned Income Credit Advances					
	Social Security					
	Medicare				101.78	101.78
	Medicare Surtax					
	Federal Unemployment Tax					
	<b>Subtotal Federal</b>				<b>1,518.01</b>	<b>101.78</b>
	Families First FMLA-PSL Payments Credit					
	Families First ER Medicare Credit					
	Families First Health Care Premium Credit					
	CARES Retention Qualified Payments Credit					
	CARES Retention Qualified Health Care Cre					
	Cobra Premium Assistance Payments					
	<b>Total Federal</b>				<b>1,518.01</b>	<b>101.78</b>
						<b>1,619.79</b>
<b>State</b>	CA State Income Tax				575.24	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	<b>Subtotal CA</b>				<b>575.24</b>	<b>575.24</b>
	<b>Total Taxes</b>		.00	.00	<b>2,093.25</b>	<b>101.78</b>
						<b>2,195.03</b>

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX 2,195.03

Excludes Taxes That Are Your Responsibility

<b>Other</b>	ADP Direct Deposit	4,925.77
<b>Transfers</b>	Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX	4,925.77

1 Employee Transaction

**Total Amount ADP Debited From Your Accounts 7,120.80**

Liability	Taxes Debited			
	Federal Income Tax			57.20
	Earned Income Credit Advances			.00
	Social Security - EE			.00
	Social Security - ER			.00
	Social Security Adj - EE			.00
	Medicare - EE			89.90
	Medicare - ER			89.90
	Medicare Adj - EE			.00
	Medicare Surtax - EE			16.20
	Medicare Surtax Adj - EE			.00
	COBRA Premium Assistance Payments			.00
	Federal Unemployment Tax			.00
	Families First FMLA-PSL Payments Credit			.00
	Families First ER Medicare Credit			.00
	Families First FMLA-PSL Health Care Premium Credit			.00
	CARES Retention Qualified Payments Credit			.00
	CARES Retention Qualified Health Care Credit			.00
	State Income Tax			.00
	State Unemployment Insurance - EE			.00
	State Unemployment Insurance - ER			.00
	State Unemployment Insurance Adj - EE			.00
	State Disability Insurance - EE			.00
	State Disability Insurance - ER			.00
	State Disability Insurance Adj - EE			.00
	State Family Leave Insurance - EE			.00
	State Family Leave Insurance - ER			.00
	State Family Leave Insurance Adj - EE			.00
	State Medical Leave Insurance - EE			.00
	State Medical Leave Insurance - ER			.00
	Workers' Benefit Fund Assessment - EE			.00
	Workers' Benefit Fund Assessment - ER			.00
	Transit Tax - EE			.00
	Local Income Tax			.00
	School District Tax			.00
	<b>Total Taxes Debited</b>	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	<b>253.20</b>
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	5,359.95
	<b>Total Amount Debited From Your Account</b>			<b>5,613.15</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids			.00
<b>Taxes - Your Responsibility</b>	None This Payroll			

Note: If you have chosen to defer your Employer Social Security taxes under the CARES Act, then this report will not display deferral information. Actual amounts being deferred will display on your Tax Invoices with Reason Code CV in ADP SmartCompliance.

<b>Total Liability</b>
5,613.15
5,613.15
5,613.15

<b>Net Pay</b>	Checks	.00
	Direct Deposits	5,359.95
	<b>Subtotal Net Pay</b>	<b>5,359.95</b>
	Adjustments	.00
	<b>Total Net Pay Liability (Net Cash)</b>	<b>5,359.95</b>

Federal	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				57.20	
	Earned Income Credit Advances					
	Social Security					
	Medicare				89.90	89.90
	Medicare Surtax				16.20	
	Federal Unemployment Tax					
	<b>Subtotal Federal</b>				<b>163.30</b>	<b>89.90</b>
	Families First FMLA-PSL Payments Credit					
	Families First ER Medicare Credit					
	Families First Health Care Premium Credit					
	CARES Retention Qualified Payments Credit					
	CARES Retention Qualified Health Care Cre					
	Cobra Premium Assistance Payments					
	<b>Total Federal</b>				<b>163.30</b>	<b>89.90</b>
	<b>Total Taxes</b>		<b>.00</b>	<b>.00</b>	<b>163.30</b>	<b>89.90</b>

Amount ADP Debited From Account XXXX3688 Tran/ABA XXXXXXXXX 253.20

Excludes Taxes That Are Your Responsibility

<b>Other</b>	ADP Direct Deposit	5,359.95
<b>Transfers</b>	Amount ADP Debited From Account XXXX3688 Tran/ABA XXXXXXXXX	5,359.95
<b>Total Amount ADP Debited From Your Accounts</b>		<b>5,613.15</b>

13 Employee Transactions

Liability	Taxes Debited			
	Federal Income Tax			4,771.04
Recap	Earned Income Credit Advances			.00
	Social Security - EE			.00
	Social Security - ER			.00
	Social Security Adj - EE			.00
	Medicare - EE			599.48
	Medicare - ER			599.49
	Medicare Adj - EE			.00
	Medicare Surtax - EE			38.07
	Medicare Surtax Adj - EE			.00
	COBRA Premium Assistance Payments			.00
	Federal Unemployment Tax			.00
	Families First FMLA-PSL Payments Credit			.00
	Families First ER Medicare Credit			.00
	Families First FMLA-PSL Health Care Premium Credit			.00
	CARES Retention Qualified Payments Credit			.00
	CARES Retention Qualified Health Care Credit			.00
	State Income Tax			1,757.52
	State Unemployment Insurance - EE			.00
	State Unemployment Insurance - ER			.00
	State Unemployment Insurance Adj - EE			.00
	State Disability Insurance - EE			.00
	State Disability Insurance - ER			.00
	State Disability Insurance Adj - EE			.00
	State Family Leave Insurance - EE			.00
	State Family Leave Insurance - ER			.00
	State Family Leave Insurance Adj - EE			.00
	State Medical Leave Insurance - EE			.00
	State Medical Leave Insurance - ER			.00
	Workers' Benefit Fund Assessment - EE			.00
	Workers' Benefit Fund Assessment - ER			.00
	Transit Tax - EE			.00
	Local Income Tax			.00
	School District Tax			.00
	<b>Total Taxes Debited</b>	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	<b>7,765.60</b>
Other Transfers	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	34,177.90
	<b>Total Amount Debited From Your Account</b>			<b>41,943.50</b>
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			

Note: If you have chosen to defer your Employer Social Security taxes under the CARES Act, then this report will not display deferral information. Actual amounts being deferred will display on your Tax Invoices with Reason Code CV in ADP SmartCompliance.

<b>Total Liability</b>	<b>41,943.50</b>
	<b>41,943.50</b>
	<b>41,943.50</b>

Net Pay	Checks	.00
	Direct Deposits	34,177.90
<b>Subtotal Net Pay</b>		<b>34,177.90</b>
	Adjustments	.00
<b>Total Net Pay Liability (Net Cash)</b>		<b>34,177.90</b>

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
Federal	Federal Income Tax				4,771.04	
	Earned Income Credit Advances					
	Social Security					
	Medicare				599.48	599.49
	Medicare Surtax				38.07	
	Federal Unemployment Tax					
	<b>Subtotal Federal</b>				<b>5,408.59</b>	<b>599.49</b>
	Families First FMLA-PSL Payments Credit					
	Families First ER Medicare Credit					
	Families First Health Care Premium Credit					
	CARES Retention Qualified Payments Credit					
	CARES Retention Qualified Health Care Cre					
	Cobra Premium Assistance Payments					
	<b>Total Federal</b>				<b>5,408.59</b>	<b>599.49</b>
State	CA State Income Tax				1,757.52	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	<b>Subtotal CA</b>				<b>1,757.52</b>	<b>1,757.52</b>
	<b>Total Taxes</b>		<b>.00</b>	<b>.00</b>	<b>7,166.11</b>	<b>599.49</b>

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX 7,765.60

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	34,177.90
Transfers	Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX	34,177.90

12 Employee Transactions

**Total Amount ADP Debited From Your Accounts 41,943.50**

Liability	Taxes Debited			
	Federal Income Tax		10,928.19	
	Earned Income Credit Advances		.00	
	Social Security - EE		.00	
	Social Security - ER		.00	
	Social Security Adj - EE		.00	
	Medicare - EE		1,206.49	
	Medicare - ER		1,206.52	
	Medicare Adj - EE		.00	
	Medicare Surtax - EE		.00	
	Medicare Surtax Adj - EE		.00	
	COBRA Premium Assistance Payments		.00	
	Federal Unemployment Tax		.00	
	Families First FMLA-PSL Payments Credit		.00	
	Families First ER Medicare Credit		.00	
	Families First FMLA-PSL Health Care Premium Credit		.00	
	CARES Retention Qualified Payments Credit		.00	
	CARES Retention Qualified Health Care Credit		.00	
	State Income Tax		4,293.33	
	State Unemployment Insurance - EE		.00	
	State Unemployment Insurance - ER		.00	
	State Unemployment Insurance Adj - EE		.00	
	State Disability Insurance - EE		.00	
	State Disability Insurance - ER		.00	
	State Disability Insurance Adj - EE		.00	
	State Family Leave Insurance - EE		.00	
	State Family Leave Insurance - ER		.00	
	State Family Leave Insurance Adj - EE		.00	
	State Medical Leave Insurance - EE		.00	
	State Medical Leave Insurance - ER		.00	
	Workers' Benefit Fund Assessment - EE		.00	
	Workers' Benefit Fund Assessment - ER		.00	
	Transit Tax - EE		.00	
	Local Income Tax		.00	
	School District Tax		.00	
	<b>Total Taxes Debited</b>	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	<b>17,634.53</b>
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	70,396.81
	<b>Total Amount Debited From Your Account</b>			<b>88,031.34</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids		.00	
<b>Taxes - Your Responsibility</b>	None This Payroll			

Note: If you have chosen to defer your Employer Social Security taxes under the CARES Act, then this report will not display deferral information. Actual amounts being deferred will display on your Tax Invoices with Reason Code CV in ADP SmartCompliance.

<b>Total Liability</b>	<b>88,031.34</b>
	<b>88,031.34</b>
	<b>88,031.34</b>

Net Pay	Checks	.00
	Direct Deposits	70,396.81
	<b>Subtotal Net Pay</b>	<b>70,396.81</b>
	Adjustments	.00
	<b>Total Net Pay Liability (Net Cash)</b>	<b>70,396.81</b>

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
Federal	Federal Income Tax				10,928.19	
	Earned Income Credit Advances					
	Social Security					
	Medicare				1,206.49	1,206.52
	Medicare Surtax					
	Federal Unemployment Tax					
	<b>Subtotal Federal</b>				<b>12,134.68</b>	<b>1,206.52</b>
	Families First FMLA-PSL Payments Credit					
	Families First ER Medicare Credit					
	Families First Health Care Premium Credit					
	CARES Retention Qualified Payments Credit					
	CARES Retention Qualified Health Care Cre					
	Cobra Premium Assistance Payments					
	<b>Total Federal</b>				<b>12,134.68</b>	<b>1,206.52</b>
State	CA State Income Tax				4,293.33	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	<b>Subtotal CA</b>				<b>4,293.33</b>	<b>4,293.33</b>
	<b>Total Taxes</b>		<b>.00</b>	<b>.00</b>	<b>16,428.01</b>	<b>1,206.52</b>

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX 17,634.53

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	70,396.81
Transfers	Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX	70,396.81

26 Employee Transactions

**Total Amount ADP Debited From Your Accounts 88,031.34**



Liability	Taxes Debited			
	Federal Income Tax			1,212.27
	Earned Income Credit Advances			.00
	Social Security - EE			.00
	Social Security - ER			.00
	Social Security Adj - EE			.00
	Medicare - EE			259.22
	Medicare - ER			259.23
	Medicare Adj - EE			.00
	Medicare Surtax - EE			.00
	Medicare Surtax Adj - EE			.00
	COBRA Premium Assistance Payments			.00
	Federal Unemployment Tax			.00
	Families First FMLA-PSL Payments Credit			.00
	Families First ER Medicare Credit			.00
	Families First FMLA-PSL Health Care Premium Credit			.00
	CARES Retention Qualified Payments Credit			.00
	CARES Retention Qualified Health Care Credit			.00
	State Income Tax			413.10
	State Unemployment Insurance - EE			.00
	State Unemployment Insurance - ER			.00
	State Unemployment Insurance Adj - EE			.00
	State Disability Insurance - EE			.00
	State Disability Insurance - ER			.00
	State Disability Insurance Adj - EE			.00
	State Family Leave Insurance - EE			.00
	State Family Leave Insurance - ER			.00
	State Family Leave Insurance Adj - EE			.00
	State Medical Leave Insurance - EE			.00
	State Medical Leave Insurance - ER			.00
	Workers' Benefit Fund Assessment - EE			.00
	Workers' Benefit Fund Assessment - ER			.00
	Transit Tax - EE			.00
	Local Income Tax			.00
	School District Tax			.00
	<b>Total Taxes Debited</b>	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	<b>2,143.82</b>
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	15,993.62
	<b>Total Amount Debited From Your Account</b>			<b>18,137.44</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids			.00
<b>Taxes - Your Responsibility</b>	None This Payroll			

Note: If you have chosen to defer your Employer Social Security taxes under the CARES Act, then this report will not display deferral information. Actual amounts being deferred will display on your Tax Invoices with Reason Code CV in ADP SmartCompliance.

<b>Total Liability</b>	<b>18,137.44</b>
	<b>18,137.44</b>
	<b>18,137.44</b>

<b>Net Pay</b>	Checks	.00
	Direct Deposits	15,993.62
	<b>Subtotal Net Pay</b>	<b>15,993.62</b>
	Adjustments	.00
	<b>Total Net Pay Liability (Net Cash)</b>	<b>15,993.62</b>

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
<b>Federal</b>	Federal Income Tax				1,212.27	
	Earned Income Credit Advances					
	Social Security					
	Medicare				259.22	259.23
	Medicare Surtax					
	Federal Unemployment Tax					
	<b>Subtotal Federal</b>				<b>1,471.49</b>	<b>259.23</b>
	Families First FMLA-PSL Payments Credit					
	Families First ER Medicare Credit					
	Families First Health Care Premium Credit					
	CARES Retention Qualified Payments Credit					
	CARES Retention Qualified Health Care Cre					
	Cobra Premium Assistance Payments					
	<b>Total Federal</b>				<b>1,471.49</b>	<b>259.23</b>
<b>State</b>	CA State Income Tax				413.10	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	<b>Subtotal CA</b>				<b>413.10</b>	<b>413.10</b>
	<b>Total Taxes</b>		<b>.00</b>	<b>.00</b>	<b>1,884.59</b>	<b>259.23</b>

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX 2,143.82

Excludes Taxes That Are Your Responsibility

<b>Other</b>	ADP Direct Deposit	15,993.62
<b>Transfers</b>	Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX	15,993.62

25 Employee Transactions

**Total Amount ADP Debited From Your Accounts 18,137.44**

Liability	Taxes Debited			
	Federal Income Tax			73,561.02
	Earned Income Credit Advances			.00
	Social Security - EE			1,388.96
	Social Security - ER			1,370.79
	Social Security Adj - EE			.00
	Medicare - EE			8,894.04
	Medicare - ER			8,894.00
	Medicare Adj - EE			.00
	Medicare Surtax - EE			495.65
	Medicare Surtax Adj - EE			.00
	COBRA Premium Assistance Payments			.00
	Federal Unemployment Tax			.00
	Families First FMLA-PSL Payments Credit			.00
	Families First ER Medicare Credit			.00
	Families First FMLA-PSL Health Care Premium Credit			.00
	CARES Retention Qualified Payments Credit			.00
	CARES Retention Qualified Health Care Credit			.00
	State Income Tax			29,273.76
	State Unemployment Insurance - EE			.00
	State Unemployment Insurance - ER			.00
	State Unemployment Insurance Adj - EE			.00
	State Disability Insurance - EE			.00
	State Disability Insurance - ER			.00
	State Disability Insurance Adj - EE			.00
	State Family Leave Insurance - EE			.00
	State Family Leave Insurance - ER			.00
	State Family Leave Insurance Adj - EE			.00
	State Medical Leave Insurance - EE			.00
	State Medical Leave Insurance - ER			.00
	Workers' Benefit Fund Assessment - EE			.00
	Workers' Benefit Fund Assessment - ER			.00
	Transit Tax - EE			.00
	Local Income Tax			.00
	School District Tax			.00
	<b>Total Taxes Debited</b>	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	<b>123,878.22</b>
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	439,942.46
	ADP Check	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	934.22
	Wage Garnishments	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	3,201.79
	<b>Total Amount Debited From Your Accounts</b>			<b>567,956.69</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids			.00
<b>Taxes - Your Responsibility</b>	None This Payroll			

Note: If you have chosen to defer your Employer Social Security taxes under the CARES Act, then this report will not display deferral information. Actual amounts being deferred will display on your Tax Invoices with Reason Code CV in ADP SmartCompliance.

<b>Total Liability</b>	<b>567,956.69</b>
	<b>567,956.69</b>
	<b>567,956.69</b>

<b>Net Pay</b>	Checks	934.22	
	Direct Deposits	439,942.46	
	<b>Subtotal Net Pay</b>		<b>440,876.68</b>
	Adjustments	.00	
	<b>Total Net Pay Liability (Net Cash)</b>		<b>440,876.68</b>

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
<b>Federal</b>	Federal Income Tax				73,561.02	
	Earned Income Credit Advances					
	Social Security				1,388.96	1,370.79
	Medicare				8,894.04	8,894.00
	Medicare Surtax				495.65	
	Federal Unemployment Tax					
	<b>Subtotal Federal</b>				<b>84,339.67</b>	<b>10,264.79</b>
	Families First FMLA-PSL Payments Credit					
	Families First ER Medicare Credit					
	Families First Health Care Premium Credit					
	CARES Retention Qualified Payments Credit					
	CARES Retention Qualified Health Care Cre					
	Cobra Premium Assistance Payments					
	<b>Total Federal</b>				<b>84,339.67</b>	<b>10,264.79</b>
						<b>94,604.46</b>
<b>State</b>	CA State Income Tax				29,273.76	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	<b>Subtotal CA</b>				<b>29,273.76</b>	<b>29,273.76</b>
	<b>Total Taxes</b>		<b>.00</b>	<b>.00</b>	<b>113,613.43</b>	<b>10,264.79</b>
						<b>123,878.22</b>

123,878.22 Excludes Taxes That Are Your Responsibility

<b>Other</b>	ADP Direct Deposit	439,942.46	
<b>Transfers</b>	ADP Check	934.22	
	Wage Garnishments	3,201.79	
	<b>Amount ADP Debited From Account XXXXX3688</b>		<b>444,078.47</b>
	<b>Total Amount ADP Debited From Your Accounts</b>		<b>567,956.69</b>

214 Employee Transactions

Liability	Taxes Debited			
	Federal Income Tax		24.44	
	Earned Income Credit Advances		.00	
	Social Security - EE		.00	
	Social Security - ER		.00	
	Social Security Adj - EE		.00	
	Medicare - EE		6.09	
	Medicare - ER		6.09	
	Medicare Adj - EE		.00	
	Medicare Surtax - EE		.00	
	Medicare Surtax Adj - EE		.00	
	COBRA Premium Assistance Payments		.00	
	Federal Unemployment Tax		.00	
	Families First FMLA-PSL Payments Credit		.00	
	Families First ER Medicare Credit		.00	
	Families First FMLA-PSL Health Care Premium Credit		.00	
	CARES Retention Qualified Payments Credit		.00	
	CARES Retention Qualified Health Care Credit		.00	
	State Income Tax		.00	
	State Unemployment Insurance - EE		.00	
	State Unemployment Insurance - ER		.00	
	State Unemployment Insurance Adj - EE		.00	
	State Disability Insurance - EE		.00	
	State Disability Insurance - ER		.00	
	State Disability Insurance Adj - EE		.00	
	State Family Leave Insurance - EE		.00	
	State Family Leave Insurance - ER		.00	
	State Family Leave Insurance Adj - EE		.00	
	State Medical Leave Insurance - EE		.00	
	State Medical Leave Insurance - ER		.00	
	Workers' Benefit Fund Assessment - EE		.00	
	Workers' Benefit Fund Assessment - ER		.00	
	Transit Tax - EE		.00	
	Local Income Tax		.00	
	School District Tax		.00	
	<b>Total Taxes Debited</b>	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	<b>36.62</b>
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	360.07
	<b>Total Amount Debited From Your Account</b>			<b>396.69</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids			.00
<b>Taxes - Your Responsibility</b>	None This Payroll			

Note: If you have chosen to defer your Employer Social Security taxes under the CARES Act, then this report will not display deferral information. Actual amounts being deferred will display on your Tax Invoices with Reason Code CV in ADP SmartCompliance.

<b>Total Liability</b>	<b>396.69</b>
	<b>396.69</b>
	<b>396.69</b>

<b>Net Pay</b>	Checks	.00	
	Direct Deposits	360.07	
	<b>Subtotal Net Pay</b>		<b>360.07</b>
	Adjustments	.00	
	<b>Total Net Pay Liability (Net Cash)</b>		<b>360.07</b>

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account		
			EE withheld	ER contrib.	EE withheld	ER contrib.	
Federal	Federal Income Tax				24.44		
	Earned Income Credit Advances						
	Social Security						
	Medicare				6.09	6.09	
	Medicare Surtax						
	Federal Unemployment Tax						
	<b>Subtotal Federal</b>				<b>30.53</b>	<b>6.09</b>	<b>36.62</b>
	Families First FMLA-PSL Payments Credit						
	Families First ER Medicare Credit						
	Families First Health Care Premium Credit						
	CARES Retention Qualified Payments Credit						
	CARES Retention Qualified Health Care Cre						
	Cobra Premium Assistance Payments						
	<b>Total Federal</b>				<b>30.53</b>	<b>6.09</b>	<b>36.62</b>
	<b>Total Taxes</b>		<b>.00</b>	<b>.00</b>	<b>30.53</b>	<b>6.09</b>	<b>36.62</b>

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX 36.62

Excludes Taxes That Are Your Responsibility

<b>Other</b>	ADP Direct Deposit	360.07	
<b>Transfers</b>	Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX		<b>360.07</b>
<b>Total Amount ADP Debited From Your Accounts</b>			<b>396.69</b>

1 Employee Transaction

Liability	Taxes Debited		
	Federal Income Tax		352.02-
	Earned Income Credit Advances		.00
	Social Security - EE		.00
	Social Security - ER		.00
	Social Security Adj - EE		.00
	Medicare - EE		33.00
	Medicare - ER		33.01
	Medicare Adj - EE		.00
	Medicare Surtax - EE		8.14
	Medicare Surtax Adj - EE		.00
	COBRA Premium Assistance Payments		.00
	Federal Unemployment Tax		.00
	Families First FMLA-PSL Payments Credit		.00
	Families First ER Medicare Credit		.00
	Families First FMLA-PSL Health Care Premium Credit		.00
	CARES Retention Qualified Payments Credit		.00
	CARES Retention Qualified Health Care Credit		.00
	State Income Tax		32.88-
	State Unemployment Insurance - EE		.00
	State Unemployment Insurance - ER		.00
	State Unemployment Insurance Adj - EE		.00
	State Disability Insurance - EE		.00
	State Disability Insurance - ER		.00
	State Disability Insurance Adj - EE		.00
	State Family Leave Insurance - EE		.00
	State Family Leave Insurance - ER		.00
	State Family Leave Insurance Adj - EE		.00
	State Medical Leave Insurance - EE		.00
	State Medical Leave Insurance - ER		.00
	Workers' Benefit Fund Assessment - EE		.00
	Workers' Benefit Fund Assessment - ER		.00
	Transit Tax - EE		.00
	Local Income Tax		.00
	School District Tax		.00
	<b>Total Taxes Debited</b>	Acct. No. XXXXX3688 Tran/ABA XXXXXXXXX	<b>310.75-</b>
	<b>Total Amount Debited From Your Account</b>		<b>310.75-</b>
<b>Bank Debits and</b>	Direct Deposit		.00
<b>Other Liability</b>	Adjustments/Prepay/Voids		2,688.43
<b>Taxes - Your Responsibility</b>	None This Payroll		

Note: If you have chosen to defer your Employer Social Security taxes under the CARES Act, then this report will not display deferral information. Actual amounts being deferred will display on your Tax Invoices with Reason Code CV in ADP SmartCompliance.

Total Liability
310.75-
310.75-
2,377.68
2,377.68

Includes Adjustments that are your responsibility

Net Pay	Checks	.00
	Direct Deposits	.00
<b>Subtotal Net Pay</b>		<b>.00</b>
	Adjustments	2,688.43
<b>Total Net Pay Liability (Net Cash)</b>		<b>2,688.43</b>

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
Federal	Federal Income Tax				352.02-	
	Earned Income Credit Advances					
	Social Security					
	Medicare				33.00	33.01
	Medicare Surtax				8.14	
	Federal Unemployment Tax					
	<b>Subtotal Federal</b>				<b>310.88-</b>	<b>33.01</b>
	Families First FMLA-PSL Payments Credit					
	Families First ER Medicare Credit					
	Families First Health Care Premium Credit					
	CARES Retention Qualified Payments Credit					
	CARES Retention Qualified Health Care Cre					
	Cobra Premium Assistance Payments					
	<b>Total Federal</b>				<b>310.88-</b>	<b>33.01</b>
State	CA State Income Tax				32.88-	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	<b>Subtotal CA</b>				<b>32.88-</b>	<b>32.88-</b>
	<b>Total Taxes</b>		<b>.00</b>	<b>.00</b>	<b>343.76-</b>	<b>33.01</b>

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX 310.75- Excludes Taxes That Are Your Responsibility



Liability	Taxes Debited			
	Federal Income Tax			73,157.36
	Earned Income Credit Advances			.00
	Social Security - EE			1,137.48
	Social Security - ER			1,137.48
	Social Security Adj - EE			.00
	Medicare - EE			9,177.18
	Medicare - ER			9,177.20
	Medicare Adj - EE			.00
	Medicare Surtax - EE			.00
	Medicare Surtax Adj - EE			.00
	COBRA Premium Assistance Payments			.00
	Federal Unemployment Tax			.00
	Families First FMLA-PSL Payments Credit			.00
	Families First ER Medicare Credit			.00
	Families First FMLA-PSL Health Care Premium Credit			.00
	CARES Retention Qualified Payments Credit			.00
	CARES Retention Qualified Health Care Credit			.00
	State Income Tax			29,599.90
	State Unemployment Insurance - EE			.00
	State Unemployment Insurance - ER			.00
	State Unemployment Insurance Adj - EE			.00
	State Disability Insurance - EE			.00
	State Disability Insurance - ER			.00
	State Disability Insurance Adj - EE			.00
	State Family Leave Insurance - EE			.00
	State Family Leave Insurance - ER			.00
	State Family Leave Insurance Adj - EE			.00
	State Medical Leave Insurance - EE			.00
	State Medical Leave Insurance - ER			.00
	Workers' Benefit Fund Assessment - EE			.00
	Workers' Benefit Fund Assessment - ER			.00
	Transit Tax - EE			.00
	Local Income Tax			.00
	School District Tax			.00
	<b>Total Taxes Debited</b>	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	<b>123,386.60</b>
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	441,686.36
	ADP Check	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	966.77
	Wage Garnishments	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	2,803.80
	<b>Total Amount Debited From Your Accounts</b>			<b>568,843.53</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids			.00
<b>Taxes - Your Responsibility</b>	None This Payroll			

Note: If you have chosen to defer your Employer Social Security taxes under the CARES Act, then this report will not display deferral information. Actual amounts being deferred will display on your Tax Invoices with Reason Code CV in ADP SmartCompliance.

<b>Total Liability</b>
<b>568,843.53</b>
<b>568,843.53</b>
<b>568,843.53</b>

Net Pay	Checks	966.77	
	Direct Deposits	441,686.36	
	<b>Subtotal Net Pay</b>		<b>442,653.13</b>
	Adjustments	.00	
	<b>Total Net Pay Liability (Net Cash)</b>		<b>442,653.13</b>

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
Federal	Federal Income Tax				73,157.36	
	Earned Income Credit Advances					
	Social Security				1,137.48	1,137.48
	Medicare				9,177.18	9,177.20
	Medicare Surtax					
	Federal Unemployment Tax					
	<b>Subtotal Federal</b>				<b>83,472.02</b>	<b>10,314.68</b>
	Families First FMLA-PSL Payments Credit					
	Families First ER Medicare Credit					
	Families First Health Care Premium Credit					
	CARES Retention Qualified Payments Credit					
	CARES Retention Qualified Health Care Cre					
	Cobra Premium Assistance Payments					
	<b>Total Federal</b>				<b>83,472.02</b>	<b>10,314.68</b>
State	CA State Income Tax				29,599.90	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	<b>Subtotal CA</b>				<b>29,599.90</b>	<b>29,599.90</b>
	<b>Total Taxes</b>		<b>.00</b>	<b>.00</b>	<b>113,071.92</b>	<b>10,314.68</b>

123,386.60 Excludes Taxes That Are Your Responsibility

Amount ADP Debited From Account XXXXX3688	Tran/ABA XXXXXXXXXX	123,386.60
Other ADP Direct Deposit		441,686.36
Transfers ADP Check		966.77
Wage Garnishments		2,803.80
Amount ADP Debited From Account XXXXX3688	Tran/ABA XXXXXXXXXX	445,456.93
<b>Total Amount ADP Debited From Your Accounts</b>		<b>568,843.53</b>

217 Employee Transactions

Liability	Taxes Debited			
	Federal Income Tax			6,182.85
	Earned Income Credit Advances			.00
	Social Security - EE			.00
	Social Security - ER			.00
	Social Security Adj - EE			.00
	Medicare - EE			313.85
	Medicare - ER			313.84
	Medicare Adj - EE			.00
	Medicare Surtax - EE			.00
	Medicare Surtax Adj - EE			.00
	COBRA Premium Assistance Payments			.00
	Federal Unemployment Tax			.00
	Families First FMLA-PSL Payments Credit			.00
	Families First ER Medicare Credit			.00
	Families First FMLA-PSL Health Care Premium Credit			.00
	CARES Retention Qualified Payments Credit			.00
	CARES Retention Qualified Health Care Credit			.00
	State Income Tax			2,165.45
	State Unemployment Insurance - EE			.00
	State Unemployment Insurance - ER			.00
	State Unemployment Insurance Adj - EE			.00
	State Disability Insurance - EE			.00
	State Disability Insurance - ER			.00
	State Disability Insurance Adj - EE			.00
	State Family Leave Insurance - EE			.00
	State Family Leave Insurance - ER			.00
	State Family Leave Insurance Adj - EE			.00
	State Medical Leave Insurance - EE			.00
	State Medical Leave Insurance - ER			.00
	Workers' Benefit Fund Assessment - EE			.00
	Workers' Benefit Fund Assessment - ER			.00
	Transit Tax - EE			.00
	Local Income Tax			.00
	School District Tax			.00
	<b>Total Taxes Debited</b>	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	<b>8,975.99</b>
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. XXXXX3688	Tran/ABA XXXXXXXXX	12,982.22
	<b>Total Amount Debited From Your Account</b>			<b>21,958.21</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids			.00
<b>Taxes - Your Responsibility</b>	None This Payroll			

Note: If you have chosen to defer your Employer Social Security taxes under the CARES Act, then this report will not display deferral information. Actual amounts being deferred will display on your Tax Invoices with Reason Code CV in ADP SmartCompliance.

<b>Total Liability</b>
21,958.21
21,958.21
21,958.21

<b>Net Pay</b>	Checks	.00
	Direct Deposits	12,982.22
	<b>Subtotal Net Pay</b>	<b>12,982.22</b>
	Adjustments	.00
	<b>Total Net Pay Liability (Net Cash)</b>	<b>12,982.22</b>

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
Federal	Federal Income Tax				6,182.85	
	Earned Income Credit Advances					
	Social Security					
	Medicare				313.85	313.84
	Medicare Surtax					
	Federal Unemployment Tax					
	<b>Subtotal Federal</b>				<b>6,496.70</b>	<b>313.84</b>
	Families First FMLA-PSL Payments Credit					
	Families First ER Medicare Credit					
	Families First Health Care Premium Credit					
	CARES Retention Qualified Payments Credit					
	CARES Retention Qualified Health Care Cre					
	Cobra Premium Assistance Payments					
	<b>Total Federal</b>				<b>6,496.70</b>	<b>313.84</b>
State	CA State Income Tax				2,165.45	
	CA State Unemployment Insurance-ER					
	CA State Disability Insurance-EE					
	<b>Subtotal CA</b>				<b>2,165.45</b>	<b>2,165.45</b>
	<b>Total Taxes</b>		.00	.00	<b>8,662.15</b>	<b>313.84</b>

Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX **8,975.99**

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	12,982.22
Transfers	Amount ADP Debited From Account XXXXX3688 Tran/ABA XXXXXXXXXX	12,982.22

3 Employee Transactions

**Total Amount ADP Debited From Your Accounts 21,958.21**



# City Council Agenda Report

ITEM NO. 9

**DATE:** January 20, 2021

**FROM:** Sean Joyce, Interim City Manager

**PREPARED BY:** Elaine Aguilar, Interim Assistant City Manager  
Albert Trinh, Finance Manager

**SUBJECT:** **Monthly Investment Reports for November 2020**

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### **Recommendation Action**

It is recommended that the City Council receive and file the monthly investment reports for November 2020.

### **Commission Review and Recommendation**

This matter was not reviewed by a commission. (Please see discussion of Commission review under “Background”.)

### **Discussion/Analysis**

The City’s investments have shown an increase from prior month. The market value of the investments held at Morgan Stanley increased by \$106k from prior month. There was also an increase in LAIF due to the city receiving funds from the cell tower lease contract. The City is investing the cell tower lease funds until direction from Council regarding usage of the funds.

### **Background**

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

The reports reflect all investments at the above-referenced date and are in conformity with the City Investment Policy as stated in Resolution No. 7635. A copy of the Resolution is available at the City Clerk’s Office.

Lastly, a question was posed at a previous City Council meeting pertaining to the Finance Commission’s review of the Investment Report. This discussion topic was on the December 17, 2020 Finance Commission agenda. After discussion, it was determined that the Finance Commission’s review prior to the report appearing on the City Council’s agenda would result in an additional month’s delay in presentation of the report to the City Council due to timing of receipt of the necessary data, and timing of Commission and Council meetings. For example, on the current schedule, the November investment data is on the Council’s January agenda, if the

Commission were to review the report, the November investment data would be presented to the City Council in February. At this time, the Commission indicated the schedule should remain as is. However, should the data be available more expeditiously in the future, then the Commission would revisit the discussion and potentially, reconsider Commission meeting dates to accommodate its review.

**Legal Review**

The City Attorney has not reviewed this item.

**Fiscal Impact**

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

**Public Notification of Agenda Item**

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

Attachments: City Investment Reports for November 2020

**ATTACHMENT 1**  
City Investment Reports for November 2020

**Exhibit A**

**City of South Pasadena  
INVESTMENT REPORT  
November 30, 2020**

**Investment Balances at Month End**

INSTITUTION NAME	MATURITY DATE	CURRENT YIELD	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
<b>LOCAL AGENCY INVESTMENT FUND:</b>					
LAIF City	ON DEMAND	0.576%	52.97%	19,249,033.84	19,249,033.84
SUBTOTAL			52.97%	<b>19,249,033.84</b>	<b>19,249,033.84</b>
<b>MORGAN STANLEY SMITH BARNEY</b>					
Government Securities	See Exhibit B-1	1.76%	33.27%	12,088,532.39	12,460,726.66
Corporate Bonds	See Exhibit B-1	2.62%	13.76%	4,998,944.15	5,126,630.71
SUBTOTAL			47.03%	<b>17,087,476.54</b>	<b>17,587,357.37</b>
<b>TOTAL INVESTMENTS</b>			<b>100.00%</b>	<b>\$36,336,510.38</b>	<b>\$36,836,391.21</b>

**BANK ACCOUNTS:**

Bank of the West Account Balance:	\$4,481,134.29
Morgan Stanley Uninvested Cash Balance <sup>1</sup> :	\$242,145.97
Morgan Stanley Unsettled Transactions <sup>1</sup>	-
BNY Mellon Uninvested Cash Balance <sup>2</sup>	158,297.97

**Footnotes:**

<sup>1</sup> The Morgan Stanley Uninvested Cash Balance and Unsettled Transactions are separate from the investment portion. The sum of the three Morgan Stanley balance totals to the balance reflected on the provided statement.

<sup>2</sup> The BNY Mellon Uninvested Cash Balance is information-only as it is funds intended for 2016 Water Revenue Bond.

**Required Disclosures:**

Average weighted maturity of the portfolio	433 DAYS
Average weighted total yield to maturity of the portfolio	1.261%
Projected Expenditures for the next 6 months:	\$ 18,153,545

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

In compliance with the California Code Section 53646, as the City Treasurer of the City of South Pasadena, I hereby certify that sufficient investment liquidity to meet the City's expenditure requirements for the next six months and that all investments are in compliance to the City's Statement of Investment Policy.

I also certify that this report reflects all Government Agency pooled investments and all City's bank balances.



Gary Pia, City Treasurer

01/06/2021

Date



CLIENT STATEMENT | For the Period November 1-30, 2020



STATEMENT FOR:  
CITY OF SOUTH PASADENA  
C/O GARY E PIA, LUCY DEMIRJIAN &  
KAREN ACEVES

TOTAL VALUE OF YOUR ACCOUNT (as of 11/30/20) **\$17,909,293.55**  
*Includes Accrued Interest*

Your Financial Advisor Team  
The Jewel City Group

Your Financial Advisors  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

Morgan Stanley Smith Barney LLC. Member SIPC.

#BWNJGWM

CITY OF SOUTH PASADENA  
C/O GARY E PIA, LUCY DEMIRJIAN &  
KAREN ACEVES  
1414 MISSION STREET  
S PASADENA CA 91030-3214

Your Branch  
55 SOUTH LAKE AVE, STE 700  
PASADENA, CA 91101  
Telephone: 626-449-1240; Alt. Phone: 800-488-1240; Fax: 626-584-1251

Client Service Center (24 Hours a Day; 7 Days a Week): 800-869-3326  
Access Your Account Online: [www.morganstanley.com/online](http://www.morganstanley.com/online)  
INVESTMENTS AND INSURANCE PRODUCTS: NOT FDIC INSURED • NOT A BANK DEPOSIT •  
NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY • NOT BANK GUARANTEED •  
MAY LOSE VALUE



## Standard Disclosures

The following Disclosures are applicable to the enclosed statement(s). Expanded Disclosures are attached to your most recent June and December statement (or your first Statement if you have not received a statement for those months). The Expanded Disclosures are also available by selecting Account Documents when you log on to [www.morganstanley.com/online](http://www.morganstanley.com/online) or, call 800-869-3326.

### Questions?

Questions regarding your account may be directed to us by using the contact information on the statement cover page, or the Client Service Center at (800) 869-3326.

### Errors and Inquiries

Be sure to review your statement promptly, and immediately address any concerns regarding entries that you do not understand or believe were made in error by contacting the Branch Manager of the office where you maintain your account. Oral communications regarding any inaccuracy or discrepancy in this statement should be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act (SIPA). Your statement will be deemed correct unless we receive a written inquiry of a suspected error. See your account documentation for special rules regarding your rights and responsibilities with respect to erroneous electronic fund transfers, including a description of the transfers covered. For concerns or complaints, contact our Client Relations Department at (866) 227-2256.

### Senior Investor Helpline

In order to provide Morgan Stanley's senior investor clients a convenient way to communicate with us, we offer a Senior Investor Helpline. Senior investors or those acting on their behalf may call (800) 280-4534, Monday-Friday 9am-7pm Eastern Time.

### Availability of Free Credit Balances and Financial Statements

Under the customer protection rules of the SEC [17 CFR §240.15c3-3], we may use funds comprising free credit balances carried for customer accounts here, provided that these funds are payable to customers on demand (i.e., are free of a lien or right of set-off in our favor or on behalf of some third party to whom you have given control). A financial statement of this organization is available for your personal inspection at its offices, or a copy will be mailed to you upon your written request.

### Listed Options

Information with respect to commissions and other charges related to the execution of options transactions has been included in confirmations of such transactions previously furnished to you and such information will be made available to you promptly at your request. Promptly advise us of any material change in your investment objectives or financial situation.

### Important Information if you are a Margin Customer (not available for certain retirement accounts)

If you have margin privileges, you may borrow money from us in exchange for pledging assets in your accounts as collateral for any outstanding margin loan. The amount you may borrow is based on the value of the eligible securities in your margin accounts. If a security has eligible shares, the number of shares pledged as collateral will be indicated below the position.

### Margin Interest Charges

We calculate interest charges on margin loans as follows: (1) multiply the applicable margin interest rate by the daily close of business net settled debit balance, and (2) divide by 360 (days). Margin interest accrues daily throughout the month and is added to your debit balance at month-end. The month-end interest charge is the sum of the daily accrued interest calculations for the month. We add the accrued interest to your debit balance and start a new calculation each time the applicable interest rate changes and at the close of every statement month. For interest rate information, log into your Morgan Stanley account at [morganstanley.com/online](http://morganstanley.com/online). Select your account with a Margin agreement and click Interest Rates for more information.

### Information regarding Special Memorandum Account

If you have a Margin Account, this is a combined statement of your Margin Account and Special Memorandum Account maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the Special Memorandum Account as required by Regulation T is available for your inspection at your request.

### Important Information About Auction Rate Securities

For certain Auction Rate Securities there is no or limited liquidity. Therefore, the price(s) for these Auction Rate Securities are indicated by N/A (not available). There can be no assurance that a successful auction will occur or that a secondary market exists or will develop for a particular security.

### Structured Investments Risks and Considerations

Structured Investments (Structured Products) are complex products and may be subject to special risks. Investors should consider the concentration risk of owning the related security and their total exposure to any underlying asset. Structured Investments, which may appear in various statement product categories and are identified on the Position Description Details line as "Asset Class: Struct Inv," may not perform in a manner consistent with the statement product category where they appear and therefore may not satisfy portfolio asset allocation needs for that category. For information on the risks and conflicts of interest related to Structured Investments generally, log in to Morgan Stanley Online and go to

[www.morganstanley.com/structuredproductsrisksandconflicts](http://www.morganstanley.com/structuredproductsrisksandconflicts).

### Security Measures

This statement features several embedded security elements to safeguard its authenticity. One is a unique blue security rectangle, printed in heat-sensitive ink on the back of every page. When exposed to warmth, the color will disappear, and then reappear.

### SIPC Protection

We are a member of Securities Investor Protection Corporation (SIPC), which protects securities of its customers up to \$500,000 (including \$250,000 for claims for cash). An explanatory brochure is available upon request or at [www.sipc.org](http://www.sipc.org). Losses due to market fluctuation are not protected by SIPC and assets not held with us may not be covered by SIPC protection. To obtain information about SIPC, including an explanatory SIPC brochure, contact SIPC at 1-202-371-8300 or visit [www.sipc.org](http://www.sipc.org).

### Transaction Dates and Conditions

Upon written request, we will furnish the date and time of a transaction and the name of the other party to a transaction. We and/or our affiliates may accept benefits that constitute payment for order flow. Details regarding these benefits and the source and amount of any other remuneration received or to be received by us in connection with any transaction will be furnished upon written request.

### Equity Research Ratings Definitions and Global Investment Manager Analysis Status

Some equity securities may have research ratings from Morgan Stanley & Co. LLC or Morningstar, Inc. Research ratings are the research providers' opinions and not representations or guarantees of performance. For more information about each research provider's rating system, see the Research Ratings on your most recent June or December statement (or your first statement if you have not received a statement for those months), go to [www.morganstanley.com/online](http://www.morganstanley.com/online) or refer to the research provider's research report. Research reports contain more complete information concerning the analyst's views and you should read the entire research report and not infer its contents from the rating alone. If your account contains an advisory component or is an advisory account, a GIMA status will apply.

**Credit Ratings from Moody's Investors Service and Standard & Poor's**  
The credit rating from Moody's Investors Service and Standard & Poor's may be shown for certain securities. All credit ratings represent the opinions of the provider and are not representations or guarantees of performance. Please contact us if you need further information or assistance in interpreting these credit ratings.

Revised 10/2017

Consulting and Evaluation Services Basic Securities Acct.

CITY OF SOUTH PASADENA  
C/O GARY E PIA, LUCY DEMIRJIAN &

## Account Summary

### CHANGE IN VALUE OF YOUR ACCOUNTS (includes accrued interest)

	This Period (11/1/20-11/30/20)	This Year (1/1/20-11/30/20)
<b>TOTAL BEGINNING VALUE</b>	<b>\$17,878,092.53</b>	<b>\$17,256,598.35</b>
Credits	—	7.90
Debits	(1,165.96)	(42,868.66)
Security Transfers	—	—
<b>Net Credits/Debits/Transfers</b>	<b>\$(1,165.96)</b>	<b>\$(42,860.76)</b>
<b>Change in Value</b>	<b>32,366.98</b>	<b>695,555.96</b>
<b>TOTAL ENDING VALUE</b>	<b>\$17,909,293.55</b>	<b>\$17,909,293.55</b>

Net Credits / Debits include investment advisory fees as applicable. See Activity section for details.

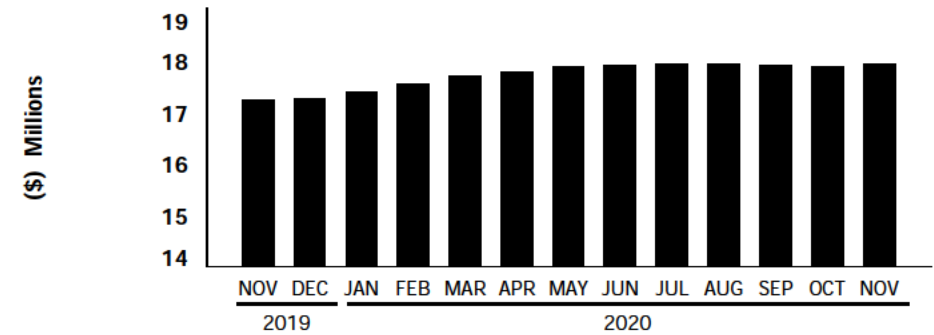
### ASSET ALLOCATION (includes accrued interest)

	Market Value	Percentage
Cash	\$242,145.97	1.35
Fixed Income & Preferreds	17,667,147.58	98.65
<b>TOTAL VALUE</b>	<b>\$17,909,293.55</b>	<b>100.00%</b>

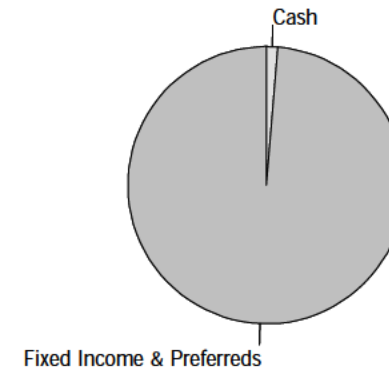
FDIC rules apply and Bank Deposits are eligible for FDIC insurance but are not covered by SIPC. Cash and securities (including MMFs) are eligible for SIPC coverage. See Expanded Disclosures. Values may include assets externally held, which are provided to you as a courtesy, and may not be covered by SIPC. For additional information, refer to the corresponding section of this statement.

### MARKET VALUE OVER TIME

The below chart displays the most recent thirteen months of Market Value.



This chart does not reflect corrections to Market Value made subsequent to the dates depicted. It may exclude transactions in Annuities or positions where we are not the custodian, which could delay the reporting of Market Value.



This asset allocation represents holdings on a trade date basis, and projected settled Cash/BDP and MMF balances. These classifications do not constitute a recommendation and may differ from the classification of instruments for regulatory or tax purposes.

Consulting and Evaluation Services Basic Securities Acct.

CITY OF SOUTH PASADENA  
C/O GARY E PIA, LUCY DEMIRJIAN &

## Account Summary

### BALANCE SHEET (^ includes accrued interest)

	Last Period (as of 10/31/20)	This Period (as of 11/30/20)
Cash, BDP, MMFs	\$309,777.22	\$242,145.97
Corporate Fixed Income ^	5,053,426.16	5,153,189.56
Government Securities ^	12,522,464.32	12,513,958.02
<b>Total Assets</b>	<b>\$17,885,667.70</b>	<b>\$17,909,293.55</b>
Cash, BDP, MMFs (Debit)	(7,575.17)	—
<b>Total Liabilities (outstanding balance)</b>	<b>\$(7,575.17)</b>	—
<b>TOTAL VALUE</b>	<b>\$17,878,092.53</b>	<b>\$17,909,293.55</b>

### INCOME AND DISTRIBUTION SUMMARY

	This Period (11/1/20-11/30/20)	This Year (1/1/20-11/30/20)
Other Dividends	\$2.03	\$7.60
Interest	56,268.42	371,594.18
<b>Income And Distributions</b>	<b>\$56,270.45</b>	<b>\$371,601.78</b>
<b>Tax-Exempt Income</b>	—	—
<b>TOTAL INCOME AND DISTRIBUTIONS</b>	<b>\$56,270.45</b>	<b>\$371,601.78</b>

*Taxable and tax exempt income classifications are based on the characteristics of the underlying securities and not the taxable status of the account.*

### CASH FLOW

	This Period (11/1/20-11/30/20)	This Year (1/1/20-11/30/20)
<b>OPENING CASH, BDP, MMFs</b>	<b>\$302,202.05</b>	<b>\$131,739.39</b>
Purchases	(490,683.24)	(5,054,077.00)
Sales and Redemptions	375,522.67	4,835,742.56
Income and Distributions	56,270.45	371,601.78
<b>Total Investment Related Activity</b>	<b>\$(58,890.12)</b>	<b>\$153,267.34</b>
Electronic Transfers-Credits	—	7.90
Other Debits	(1,165.96)	(42,868.66)
<b>Total Cash Related Activity</b>	<b>\$(1,165.96)</b>	<b>\$(42,860.76)</b>
<b>CLOSING CASH, BDP, MMFs</b>	<b>\$242,145.97</b>	<b>\$242,145.97</b>

### GAIN/(LOSS) SUMMARY

	Realized This Period (11/1/20-11/30/20)	Realized This Year (1/1/20-11/30/20)	Unrealized Inception to Date (as of 11/30/20)
Short-Term Gain	—	\$2,847.19	\$45,848.24
Short-Term (Loss)	—	(1.57)	(739.31)
<b>Total Short-Term</b>	—	<b>\$2,845.62</b>	<b>\$45,108.93</b>
Long-Term Gain	7,451.12	45,897.55	455,019.24
Long-Term (Loss)	—	(843.46)	(247.34)
<b>Total Long-Term</b>	<b>\$7,451.12</b>	<b>\$45,054.09</b>	<b>\$454,771.90</b>
<b>TOTAL GAIN/(LOSS)</b>	<b>\$7,451.12</b>	<b>\$47,899.71</b>	<b>\$499,880.83</b>

*The Gain/(Loss) Summary, which may change due to basis adjustments, is provided for informational purposes and should not be used for tax preparation. Refer to Gain/(Loss) in the Expanded Disclosures.*

Consulting and Evaluation Services Basic Securities Acct. [REDACTED]

CITY OF SOUTH PASADENA  
C/O GARY E PIA, LUCY DEMIRJIAN &

## Account Summary

### ADDITIONAL ACCOUNT INFORMATION

Category	This Period (11/1/20-11/30/20)	This Year (1/1/20-11/30/20)	Category	This Period (11/1/20-11/30/20)	This Year (1/1/20-11/30/20)
Accrued Interest Paid	\$4,079.95	\$21,413.25	Accrued Interest Received	932.75	9,754.50
U.S. Treasury Coupon Interest	30,153.75	158,747.52			

*All Municipal and U.S. Treasury coupon interest displayed in this section is also included in the Income and Distribution Summary. Municipal interest above is subject to federal income tax, but may be exempt from state and local income tax. U.S. Treasury interest is subject to federal income tax, but is exempt from both state and local income tax.*

Consulting and Evaluation Services Basic Securities Acct.

CITY OF SOUTH PASADENA  
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## Account Detail

**Investment Objectives (in order of priority):** Income, Capital Appreciation, Aggressive Income, Speculation

Inform us if your investment objectives, as defined in the Expanded Disclosures, change.

**Account Holder Votes Proxy:** No

The account holder has delegated the authority to vote proxies for the account to Institutional Shareholder Services or a third-party or Morgan Stanley-affiliated portfolio manager, as applicable.

**Investment Advisory Account**

**Manager:** CLEARBRIDGE ASSET MANAGEMENT

## HOLDINGS

This section reflects positions purchased/sold on a trade date basis. "Market Value" and "Unrealized Gain/(Loss)" may not reflect the value that could be obtained in the market. Your actual investment return may differ from the unrealized gain/(loss) displayed. Fixed Income securities are sorted by maturity or pre-refunding date, and alphabetically within date. Estimated Annual Income a) is calculated on a pre-tax basis, b) does not include any reduction for applicable non-US withholding taxes, c) may include return of principal or capital gains which could overstate such estimates, and d) for holdings that have a defined maturity date within the next 12 months, is reflected only through maturity date. Actual income or yield may be lower or higher than the estimates. Current Yield reflects the income generated by an investment, and is calculated by dividing the total estimated annual income by the current market value of the entire position. It does not reflect changes in its price. Structured Investments, identified on the Position Description Details line as "Asset Class: Struct Inv," may appear in various statement product categories. When displayed, the accrued interest, annual income and current yield for those with a contingent income feature (e.g., Range Accrual Notes or Contingent Income Notes) are estimates and assume specified accrual conditions are met during the relevant period and payment in full of all contingent interest. For Floating Rate Securities, the accrued interest, annual income and current yield are estimates based on the current floating coupon rate and may not reflect historic rates within the accrual period.

## CASH, BANK DEPOSIT PROGRAM AND MONEY MARKET FUNDS

Cash, Bank Deposit Program, and Money Market Funds are generally displayed on a settlement date basis. You have the right to instruct us to liquidate your bank deposit balance(s) or shares of any money market fund balance(s) at any time and have the proceeds of such liquidation remitted to you. Estimated Annual Income, Accrued Interest, and APY% will only be displayed for fully settled positions.

Description	Market Value	7-Day Current Yield %	Est Ann Income	APY %
CASH	\$10,493.75			
MS U.S. GOVT MONEY MARKET TR	231,652.22	0.010	23.17	—
	Market Value	Percentage of Holdings	Est Ann Income	
CASH, BDP, AND MMFs	\$242,145.97	1.35%	\$23.17	

Certain money market funds classified as government funds and retail funds seek (although they cannot guarantee) to maintain a share price of \$1.00, therefore the dollar amounts listed equal the number of shares. Additional information concerning these transactions is available upon request. For more information about the pricing of Money Market Funds, please see the Expanded Disclosures. The money market funds reflected above include the balances in your automatic sweep feature, if any, and may include other money market funds that have been purchased in your account.

## CORPORATE FIXED INCOME

### CORPORATE BONDS

Security Description	Trade Date	Face Value	Orig Unit Cost Adj Unit Cost	Unit Price	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
VISA INC	5/8/17	162,000.000	\$100.745	\$100.066	\$163,206.90			\$1,782.00	1.09
Coupon Rate 2.200%; Matures 12/14/2020; CUSIP 92826CAB8			\$100.008		\$162,012.48	\$162,106.92	\$94.44 LT	\$1,643.40	
Interest Paid Semi-Annually Jun/Dec; Moody AA3 S&P AA-; Issued 12/14/15; Asset Class: FI & Pref									

Consulting and Evaluation Services Basic Securities Acct.

CITY OF SOUTH PASADENA  
C/O GARY E PIA, LUCY DEMIRJIAN &

## Account Detail

Security Description	Trade Date	Face Value	Orig Unit Cost Adj Unit Cost	Unit Price	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
<b>EXXON MOBIL CORP</b> Coupon Rate 2.222%; Matures 03/01/2021; CUSIP 30231GAV4 <i>Interest Paid Semi-Annually Mar/Sep; Callable \$100.00 on 02/01/21; Yield to Call .336%; Moody AA1</i>	6/21/16	162,000.000	102.355 100.130	100.319	165,815.10 162,210.50	<b>162,516.78</b>	306.28 LT	1,800.00 889.91	1.10
<b>HOME DEPOT INC</b> Coupon Rate 4.400%; Matures 04/01/2021; CUSIP 437076AW2 <i>Interest Paid Semi-Annually Apr/Oct; Callable \$100.00 on 01/01/21; Yield to Call .476%; Moody A2</i>	6/19/19	81,000.000	103.385 100.642	100.337	83,741.85 81,520.31	<b>81,272.97</b>	(247.34) LT	1,782.00 584.10	2.19
<b>CHARLES SCHWAB CORP/THE</b> Coupon Rate 3.250%; Matures 05/21/2021; CUSIP 808513AW5 <i>Interest Paid Semi-Annually May/Nov; Callable \$100.00 on 04/21/21; Yield to Call .264%; Moody A2</i>	8/19/19	83,000.000	102.301 100.626	101.168	84,909.83 83,519.70	<b>83,969.44</b>	449.74 LT	1,349.00 67.44	1.60
<b>PEPSICO INC</b> Coupon Rate 3.000%; Matures 08/25/2021; CUSIP 713448BW7 <i>Interest Paid Semi-Annually Feb/Aug; Moody A1 S&amp;P A+; Issued 08/29/11; Asset Class: FI &amp; Pref</i>	8/19/19	82,000.000	102.382 100.875	102.131	83,953.24 82,717.85	<b>83,747.42</b>	1,029.57 LT	2,460.00 649.17	2.93
<b>LINDE INC/CT</b> Coupon Rate 3.000%; Matures 09/01/2021; CUSIP 74005PAZ7 <i>Interest Paid Semi-Annually Mar/Sep; Moody A2 S&amp;P A; Issued 09/06/11; Asset Class: FI &amp; Pref</i>	8/21/19	82,000.000	102.247 100.841	102.036	83,843.36 82,689.32	<b>83,669.52</b>	980.20 LT	2,460.00 608.17	2.94
<b>3M CO</b> Coupon Rate 1.625%; Matures 09/19/2021; CUSIP 88579YAU5	9/20/16 9/13/17	65,000.000 17,000.000	100.122 100.020 99.207 99.207	101.020	65,079.95 65,013.23 16,865.19 16,865.19	65,663.00 17,173.40	649.77 LT 308.21 LT		
<b>Total</b>		82,000.000			81,945.14 81,878.42	<b>82,836.40</b>	957.98 LT	1,333.00 262.80	1.60
<i>Interest Paid Semi-Annually Mar/Sep; Callable \$100.00 on 08/19/21; Moody A1 S&amp;P A+; Issued 09/19/16; Asset Class: FI &amp; Pref</i>									
<b>PRUDENTIAL FINANCIAL INC</b> Coupon Rate 4.500%; Matures 11/16/2021; CUSIP 74432QBT1 <i>Interest Paid Semi-Annually May/Nov; Moody A3 S&amp;P A; Issued 11/16/11; Asset Class: FI &amp; Pref</i>	8/12/19	80,000.000	105.396 102.316	103.995	84,316.80 81,853.01	<b>83,196.00</b>	1,342.99 LT	3,600.00 140.00	4.32
<b>AMERICAN EXPRESS CREDIT CORP</b> Coupon Rate 2.700%; Matures 03/03/2022; CUSIP 0258M0E0G	9/6/17 6/2/20	162,000.000 10,000.000	102.080 100.602 103.550 102.547	102.791	165,371.22 162,975.78 10,355.10 10,254.71	166,521.42 10,279.10	3,545.64 LT 24.39 ST		
<b>Total</b>		172,000.000			175,726.32 173,230.49	<b>176,800.52</b>	3,545.64 LT 24.39 ST	4,644.00 1,122.30	2.62
<i>Interest Paid Semi-Annually Mar/Sep; Callable \$100.00 on 01/31/22; Moody A2 S&amp;P A-; Issued 03/03/17; Asset Class: FI &amp; Pref</i>									
<b>BURLINGTON NORTHERN SANTA FE LLC</b> Coupon Rate 3.050%; Matures 03/15/2022; CUSIP 12189LAH4 <i>Interest Paid Semi-Annually Mar/Sep; Callable \$100.00 on 12/15/21; Yield to Call .205%; Moody A3 S&amp;P A+; Issued 03/02/12; Asset Class: FI &amp; Pref</i>	9/12/17	79,000.000	103.846 101.138	102.959	82,039.13 79,898.78	<b>81,337.61</b>	1,438.83 LT	2,410.00 501.98	2.96

Consulting and Evaluation Services Basic Securities Acct.

CITY OF SOUTH PASADENA  
C/O GARY E PIA, LUCY DEMIRJIAN &

## Account Detail

Security Description	Trade Date	Face Value	Orig Unit Cost Adj Unit Cost	Unit Price	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
<b>US BANCORP</b> Coupon Rate 3.000%; Matures 03/15/2022; CUSIP 91159HHC7 <i>Interest Paid Semi-Annually Mar/Sep; Callable \$100.00 on 02/15/22; Moody A1 S&amp;P A+; Issued 03/02/12; Asset Class: FI &amp; Pref</i>	6/26/19	165,000.000	102.095 101.008	103.287	168,456.75 166,662.76	<b>170,423.55</b>	3,760.79 LT	4,950.00 1,031.25	2.90
<b>INTEL CORP</b> Coupon Rate 2.350%; Matures 05/11/2022; CUSIP 458140BB5 <i>Interest Paid Semi-Annually May/Nov; Callable \$100.00 on 04/11/22; Moody A1 S&amp;P A+; Issued 05/11/17; Asset Class: FI &amp; Pref</i>	7/5/19	169,000.000	100.413 100.213	102.819	169,699.66 169,359.92	<b>173,764.11</b>	4,404.19 LT	3,972.00 209.61	2.28
<b>APPLE INC</b> Coupon Rate 2.700%; Matures 05/13/2022; CUSIP 037833BF6	9/6/17 6/2/20	160,000.000 10,000.000	102.677 100.857 104.837 103.604	103.754	164,284.80 161,370.64 10,483.80 10,360.44	166,006.40 <b>10,375.40</b>	4,635.76 LT 14.96 ST		
<b>Total</b>		<b>170,000.000</b>			174,768.60 171,731.08	<b>176,381.80</b>	4,635.76 LT 14.96 ST	4,590.00 216.75	2.60
<i>Interest Paid Semi-Annually May/Nov; Moody AA1 S&amp;P AA+; Issued 05/13/15; Asset Class: FI &amp; Pref</i>									
<b>ORACLE CORP</b> Coupon Rate 2.500%; Matures 05/15/2022; CUSIP 68389XBB0 <i>Interest Paid Semi-Annually May/Nov; Callable \$100.00 on 03/15/22; Yield to Call .323%; Moody A3 S&amp;P A; Issued 05/05/15; Asset Class: FI &amp; Pref</i>	10/3/17	81,000.000	101.621 100.528	102.803	82,313.01 81,427.87	<b>83,270.43</b>	1,842.56 LT	2,025.00 84.37	2.43
<b>BRISTOL-MYERS SQUIBB CO</b> Coupon Rate 2.000%; Matures 08/01/2022; CUSIP 110122AT5 <i>Interest Paid Semi-Annually Feb/Aug; Moody A2 S&amp;P A+; Issued 07/31/12; Asset Class: FI &amp; Pref</i>	11/4/19	170,000.000	100.403 100.247	102.770	170,685.10 170,420.37	<b>174,709.00</b>	4,288.63 LT	3,400.00 1,123.89	1.94
<b>LOCKHEED MARTIN CORP</b> Coupon Rate 3.100%; Matures 01/15/2023; CUSIP 539830BG3 <i>Interest Paid Semi-Annually Jan/Jul; Callable \$100.00 on 11/15/22; Yield to Call .361%; Moody A3 S&amp;P A-; Issued 11/23/15; Asset Class: FI &amp; Pref</i>	12/17/19	82,000.000	103.259 102.268	105.340	84,673.20 83,860.15	<b>86,378.80</b>	2,518.65 ST	2,542.00 953.25	2.94
<b>JPMORGAN CHASE &amp; CO</b> Coupon Rate 3.200%; Matures 01/25/2023; CUSIP 46625HJH4	9/29/20 11/3/20	167,000.000 41,000.000	106.292 105.827 106.208 105.993	105.983	177,507.64 176,731.76 43,545.69 43,457.12	176,991.61 <b>43,453.03</b>	259.85 ST (4.09) ST		
<b>Total</b>		<b>208,000.000</b>			221,053.33 220,188.88	<b>220,444.64</b>	255.76 ST	6,656.00 2,311.11	3.01
<i>Interest Paid Semi-Annually Jan/Jul; Moody A2 S&amp;P A-; Issued 01/25/13; Asset Class: FI &amp; Pref</i>									
<b>BANK OF NEW YORK MELLON CORP/THE</b> Coupon Rate 2.950%; Matures 01/29/2023; CUSIP 06406RAE7 <i>Interest Paid Semi-Annually Jan/Jul; Callable \$100.00 on 12/29/22; Moody A1 S&amp;P A; Issued 01/29/18; Asset Class: FI &amp; Pref</i>	1/25/19	168,000.000	99.109 99.109	105.388	166,503.12 166,503.12	<b>177,051.84</b>	10,548.72 LT	4,956.00 1,665.77	2.79
<b>AMAZON.COM INC</b> Coupon Rate 2.400%; Matures 02/22/2023; CUSIP 023135AW6 <i>Interest Paid Semi-Annually Feb/Aug; Callable \$100.00 on 01/22/23; Moody A2 S&amp;P AA-; Issued 02/22/18; Asset Class: FI &amp; Pref</i>	2/7/19	125,000.000	98.568 98.568	104.432	123,210.00 123,210.00	<b>130,540.00</b>	7,330.00 LT	3,000.00 816.67	2.29



Consulting and Evaluation Services Basic Securities Acct.

CITY OF SOUTH PASADENA  
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## Account Detail

Security Description	Trade Date	Face Value	Orig Unit Cost Adj Unit Cost	Unit Price	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
<b>GENERAL DYNAMICS CORP</b> Coupon Rate 3.375%; Matures 05/15/2023; CUSIP 369550BD9 <i>Interest Paid Semi-Annually May/Nov; Callable \$100.00 on 04/15/23; Moody A2 S&amp;P A; Issued 05/11/18; Asset Class: FI &amp; Pref</i>	1/30/19	163,000.000	101.643 100.966	107.392	165,679.72 164,574.04	<b>175,048.96</b>	10,474.92 LT	5,501.00 229.22	3.14
<b>CISCO SYSTEMS INC</b> Coupon Rate 2.200%; Matures 09/20/2023; CUSIP 17275RBH4 <i>Interest Paid Semi-Annually Mar/Sep; Callable \$100.00 on 07/20/23; Moody A1 S&amp;P AA-; Issued 09/20/16; Asset Class: FI &amp; Pref</i>	2/5/19	84,000.000	97.479 97.479	104.787	81,882.36 81,882.36	<b>88,021.08</b>	6,138.72 LT	1,848.00 359.33	2.09
<b>JOHN DEERE CAPITAL CORP</b> Coupon Rate 3.650%; Matures 10/12/2023; CUSIP 24422EUM9 <i>Interest Paid Semi-Annually Apr/Oct; Moody A2 S&amp;P A; Issued 10/12/18; Asset Class: FI &amp; Pref</i>	4/11/19	161,000.000	103.760 102.445	109.517	167,055.21 164,936.24	<b>176,322.37</b>	11,386.13 LT	5,877.00 783.53	3.33
<b>STATE STREET CORP</b> Coupon Rate 3.700%; Matures 11/20/2023; CUSIP 857477AM5	9/18/19 8/20/20	80,000.000 80,000.000	106.461 104.654 110.696 109.778	110.027 110.027	85,168.80 83,723.45 88,557.60 87,822.72	88,021.60 88,021.60	4,298.15 LT 198.88 ST		
<b>Total</b>		160,000.000			173,726.40 171,546.17	<b>176,043.20</b>	4,298.15 LT 198.88 ST	5,920.00 164.44	3.36
<i>Interest Paid Semi-Annually May/Nov; Moody A1 S&amp;P A; Issued 11/19/13; Asset Class: FI &amp; Pref</i>									
<b>CATERPILLAR FINANCIAL SERVICES CORP</b> Coupon Rate 3.750%; Matures 11/24/2023; CUSIP 14912L5X5	7/5/19 11/3/20	79,000.000 81,000.000	105.820 104.019 110.167 109.910	109.727 109.727	83,598.59 82,175.37 89,235.27 89,026.90	86,684.33 88,878.87	4,508.96 LT (148.03) ST		
<b>Total</b>		160,000.000			172,833.86 171,202.27	<b>175,563.20</b>	4,508.96 LT (148.03) ST	6,000.00 100.00	3.41
<i>Interest Paid Semi-Annually May/Nov; Moody A3 S&amp;P A; Issued 11/26/13; Asset Class: FI &amp; Pref</i>									
<b>TRUIST FINANCIAL CORP</b> Coupon Rate 3.750%; Matures 12/06/2023; CUSIP 05531FBF9 <i>Interest Paid Semi-Annually Jun/Dec; Callable \$100.00 on 11/06/23; Yield to Call .496%; Moody A3 S&amp;P A-; Issued 12/06/18; Asset Class: FI &amp; Pref</i>	2/5/19	121,000.000	102.567 101.645	109.464	124,106.07 122,990.48	<b>132,451.44</b>	9,460.96 LT	4,538.00 2,193.12	3.42
<b>METLIFE INC</b> Coupon Rate 3.600%; Matures 04/10/2024; CUSIP 59156RBH0 <i>Interest Paid Semi-Annually Apr/Oct; Yield to Maturity .585%; Moody A3 S&amp;P A-; Issued 04/10/14; Asset Class: FI &amp; Pref</i>	12/17/19	80,000.000	106.366 105.003	110.021	85,093.60 84,002.54	<b>88,016.80</b>	4,014.26 ST	2,880.00 400.00	3.27
<b>COMCAST CORP</b> Coupon Rate 3.700%; Matures 04/15/2024; CUSIP 20030NCR0 <i>Interest Paid Semi-Annually Apr/Oct; Callable \$100.00 on 03/15/24; Yield to Call .583%; Moody A3 S&amp;P A-; Issued 10/05/18; Asset Class: FI &amp; Pref</i>	2/26/20	159,000.000	107.985 106.550	110.148	171,696.15 169,415.27	<b>175,135.32</b>	5,720.05 ST	5,883.00 735.38	3.35
<b>TEXAS INSTRUMENTS INC</b> Coupon Rate 2.625%; Matures 05/15/2024; CUSIP 882508BB9 <i>Interest Paid Semi-Annually May/Nov; Callable \$100.00 on 03/15/24; Yield to Call .483%; Moody A1 S&amp;P A+; Issued 05/04/17; Asset Class: FI &amp; Pref</i>	9/18/19	166,000.000	102.729 102.048	106.987	170,530.14 169,399.97	<b>177,598.42</b>	8,198.45 LT	4,358.00 181.56	2.45

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Security Description	Trade Date	Face Value	Orig Unit Cost Adj Unit Cost	Unit Price	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
<b>UNITEDHEALTH GROUP INC</b>	7/13/20	83,000.000	106.693	106.555	88,555.19				
Coupon Rate 2.375%; Matures 08/15/2024; CUSIP 91324PDR0			106.073		88,040.77	88,440.65	399.88 ST		
	7/17/20	123,000.000	107.069	106.555	131,696.10				
			106.432		130,910.75	131,062.65	151.90 ST		
<b>Total</b>		206,000.000			220,251.29			4,893.00	2.22
					218,951.52	<b>219,503.30</b>	551.78 ST	1,426.98	
<i>Interest Paid Semi-Annually Feb/Aug; Yield to Maturity .585%; Moody A3 S&amp;P A+; Issued 07/25/19; Asset Class: FI &amp; Pref</i>									
<b>UNITED PARCEL SERVICE INC</b>	2/6/20	84,000.000	101.668	106.076	85,401.96			1,848.00	2.07
Coupon Rate 2.200%; Matures 09/01/2024; CUSIP 911312BT2			101.379		85,158.76	<b>89,103.84</b>	3,945.08 ST	456.87	
<i>Interest Paid Semi-Annually Mar/Sep; Callable \$100.00 on 08/01/24; Yield to Call .526%; Moody A2 S&amp;P A-; Issued 08/16/19; Asset Class: FI &amp; Pref</i>									
<b>PNC FINANCIAL SERVICES GROUP INC/THE</b>	2/13/20	170,000.000	101.836	105.844	173,122.90				
Coupon Rate 2.200%; Matures 11/01/2024; CUSIP 693475AY1			101.536		172,611.06	179,934.80	7,323.74 ST		
	11/3/20	41,000.000	105.649	105.844	43,316.50				
			105.541		43,271.99	43,396.04	124.05 ST		
<b>Total</b>		211,000.000			216,439.40			4,642.00	2.07
					215,883.05	<b>223,330.84</b>	7,447.79 ST	373.94	
<i>Interest Paid Semi-Annually May/Nov; Callable \$100.00 on 10/02/24; Yield to Call .656%; Moody A3 S&amp;P A-; Issued 11/01/19; Asset Class: FI &amp; Pref</i>									
<b>COCA-COLA CO/THE</b>	10/27/20	81,000.000	110.138	110.021	89,211.78			2,390.00	2.68
Coupon Rate 2.950%; Matures 03/25/2025; CUSIP 191216CN8			109.924		89,038.08	<b>89,117.01</b>	78.93 ST	431.44	
<i>Interest Paid Semi-Annually Mar/Sep; Yield to Maturity .596%; Moody A1 S&amp;P A+; Issued 03/25/20; Asset Class: FI &amp; Pref</i>									
<b>CHEVRON CORP</b>	8/13/20	172,000.000	103.760	103.846	178,467.20			2,673.00	1.49
Coupon Rate 1.554%; Matures 05/11/2025; CUSIP 166764BW9			103.526		178,064.58	<b>178,615.12</b>	550.54 ST	141.07	
<i>Interest Paid Semi-Annually May/Nov; Callable \$100.00 on 04/11/25; Yield to Call .659%; Moody AA2 S&amp;P AA; Issued 05/11/20; Asset Class: FI &amp; Pref</i>									
<b>ORACLE CORP</b>	11/2/20	81,000.000	109.104	109.236	88,375.05			2,390.00	2.70
Coupon Rate 2.950%; Matures 05/15/2025; CUSIP 68389XBC8			108.946		88,246.41	<b>88,481.16</b>	234.75 ST	99.56	
<i>Interest Paid Semi-Annually May/Nov; Callable \$100.00 on 02/15/25; Yield to Call .718%; Moody A3 S&amp;P A; Issued 05/05/15; Asset Class: FI &amp; Pref</i>									
<b>BANK OF AMERICA CORP</b>	10/22/20	156,000.000	113.736	113.664	177,428.16				
Coupon Rate 3.875%; Matures 08/01/2025; CUSIP 06051GFS3			113.431		176,951.60	177,315.84	364.24 ST		
	11/3/20	39,000.000	113.333	113.664	44,199.87				
			113.119		44,116.41	44,328.96	212.55 ST		
<b>Total</b>		195,000.000			221,628.03			7,556.00	3.40
					221,068.01	<b>221,644.80</b>	576.79 ST	2,497.76	
<i>Interest Paid Semi-Annually Feb/Aug; Yield to Maturity .882%; Moody A2 S&amp;P A-; Issued 07/30/15; Asset Class: FI &amp; Pref</i>									
<b>HOME DEPOT INC/THE</b>	11/2/20	79,000.000	112.632	112.795	88,979.28				
Coupon Rate 3.350%; Matures 09/15/2025; CUSIP 437076BK7			112.426		88,816.73	89,108.05	291.32 ST		
	11/17/20	79,000.000	112.596	112.795	88,951.63				
			112.497		88,872.66	89,108.05	235.39 ST		

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Security Description	Trade Date	Face Value	Orig Unit Cost Adj Unit Cost	Unit Price	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
<b>Total</b>		158,000.000			177,930.91 177,689.39	<b>178,216.10</b>	526.71 ST	5,293.00 1,102.71	2.96

Interest Paid Semi-Annually Mar/Sep; Callable \$100.00 on 06/15/25; Yield to Call .497%; Moody A2 S&P A; Issued 09/15/15; Asset Class: FI & Pref

	Percentage of Holdings	Face Value	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
<b>CORPORATE FIXED INCOME</b>		4,845,000.000	\$5,041,169.57 \$4,998,944.15	\$5,126,630.71	\$101,175.27 LT \$26,511.29 ST	\$134,201.00 \$26,558.85	2.62%
<b>TOTAL CORPORATE FIXED INCOME</b> (includes accrued interest)	28.77%			\$5,153,189.56			

## GOVERNMENT SECURITIES

### TREASURY SECURITIES

Security Description	Trade Date	Face Value	Orig Unit Cost Adj Unit Cost	Unit Price	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
<b>UNITED STATES TREASURY NOTE</b> Coupon Rate 1.750%; Matures 07/31/2021; CUSIP 9128287F1	8/9/19	427,000.000	\$100.226 \$100.077	\$101.102	\$427,967.58 \$427,329.32	\$431,705.54	\$4,376.22 LT		
	8/21/19	599,000.000	100.390 100.135	101.102	601,339.69 599,809.01	605,600.98	5,791.97 LT		
<b>Total</b>		1,026,000.000			1,029,307.27 1,027,138.33	<b>1,037,306.52</b>	10,168.19 LT	17,955.00 5,952.47	1.73

Interest Paid Semi-Annually Jan/Jul; Moody AAA; Issued 07/31/19; Asset Class: FI & Pref

<b>UNITED STATES TREASURY NOTE</b> Coupon Rate 2.000%; Matures 10/31/2021; CUSIP 912828F96	11/1/17	494,000.000	100.312 100.074	101.727	495,543.75 494,363.31	502,531.38	8,168.07 LT		
	8/13/19	437,000.000	100.866 100.362	101.727	440,789.66 438,580.02	444,546.99	5,966.97 LT		
	6/2/20	25,000.000	102.566 101.665	101.727	25,641.60 25,416.13	25,431.75	15.62 ST		
<b>Total</b>		956,000.000			961,975.01 958,359.46	<b>972,510.12</b>	14,135.04 LT 15.62 ST	19,120.00 1,628.35	1.96

Interest Paid Semi-Annually Apr/Oct; Moody AAA; Issued 10/31/14; Asset Class: FI & Pref

<b>UNITED STATES TREASURY NOTE</b> Coupon Rate 1.625%; Matures 12/31/2021; CUSIP 912828Y7Z	1/14/20	258,000.000	100.089 100.050	101.641	258,231.68 258,128.58	262,233.78	4,105.20 ST		
	2/6/20	259,000.000	100.336 100.192	101.641	259,869.98 259,498.37	263,250.19	3,751.82 ST		

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Security Description	Trade Date	Face Value	Orig Unit Cost Adj Unit Cost	Unit Price	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
<b>Total</b>		517,000.000			518,101.66 517,626.95	<b>525,483.97</b>	7,857.02 ST	8,401.00 3,492.91	1.59
<i>Interest Paid Semi-Annually Jun/Dec; Moody AAA; Issued 12/31/19; Asset Class: FI &amp; Pref</i>									
<b>UNITED STATES TREASURY NOTE</b>	8/9/19	426,000.000	100.476	102.598	428,030.32				
Coupon Rate 1.750%; Matures 07/15/2022; CUSIP 9128287C8			100.266		427,134.61	437,067.48	9,932.87 LT		
	8/13/19	426,000.000	100.574	102.598	428,446.09				
			100.322		427,371.61	437,067.48	9,695.87 LT		
	8/21/19	33,000.000	100.722	102.598	33,238.49				
			100.408		33,134.66	33,857.34	722.68 LT		
<b>Total</b>		885,000.000			889,714.90 887,640.88	<b>907,992.30</b>	20,351.42 LT	15,488.00 5,807.81	1.70
<i>Interest Paid Semi-Annually Jan/Jul; Moody AAA; Issued 07/15/19; Asset Class: FI &amp; Pref</i>									
<b>UNITED STATES TREASURY NOTE</b>	7/5/19	423,000.000	99.723	103.445	421,827.02				
Coupon Rate 1.750%; Matures 01/31/2023; CUSIP 912828P38			99.723		421,827.02	437,572.35	15,745.33 LT		
	8/21/19	2,000.000	100.879	103.445	2,017.58				
			100.558		2,011.16	2,068.90	57.74 LT		
	8/22/19	383,000.000	100.745	103.445	385,857.56				
			100.474		384,815.90	396,194.35	11,378.45 LT		
<b>Total</b>		808,000.000			809,702.16 808,654.08	<b>835,835.60</b>	27,181.52 LT	14,140.00 4,687.72	1.69
<i>Interest Paid Semi-Annually Jan/Jul; Moody AAA; Issued 02/01/16; Asset Class: FI &amp; Pref</i>									
<b>UNITED STATES TREASURY NOTE</b>	5/1/19	434,000.000	96.477	103.109	418,708.44				
Coupon Rate 1.375%; Matures 06/30/2023; CUSIP 912828S35			96.477		418,708.44	447,493.06	28,784.62 LT	5,968.00 2,481.05	1.33
<i>Interest Paid Semi-Annually Jun/Dec; Moody AAA; Issued 06/30/16; Asset Class: FI &amp; Pref</i>									
<b>UNITED STATES TREASURY NOTE</b>	6/25/19	730,000.000	104.960	108.035	766,214.57				
Coupon Rate 2.875%; Matures 11/30/2023; CUSIP 9128285P1			103.396		754,788.68	788,655.50	33,866.82 LT	20,988.00 —	2.66
<i>Interest Paid Semi-Annually May/Nov; Moody AAA; Issued 11/30/18; Asset Class: FI &amp; Pref</i>									
<b>UNITED STATES TREASURY NOTE</b>	4/11/19	719,000.000	99.168	106.336	713,017.92				
Coupon Rate 2.125%; Matures 03/31/2024; CUSIP 912828W71			99.168		713,017.92	764,555.84	51,537.92 LT	15,279.00 2,560.45	1.99
<i>Interest Paid Semi-Annually Mar/Sep; Moody AAA; Issued 03/31/17; Asset Class: FI &amp; Pref</i>									
<b>UNITED STATES TREASURY NOTE</b>	6/25/19	1,010,000.000	101.234	106.047	1,022,467.44				
Coupon Rate 2.000%; Matures 04/30/2024; CUSIP 912828X70			100.880		1,018,887.34	1,071,074.70	52,187.36 LT	20,200.00 1,674.02	1.88
<i>Interest Paid Semi-Annually Apr/Oct; Moody AAA; Issued 05/01/17; Asset Class: FI &amp; Pref</i>									
<b>UNITED STATES TREASURY NOTE</b>	4/23/20	529,000.000	100.687	100.840	532,636.88				
Coupon Rate 0.500%; Matures 03/31/2025; CUSIP 912828ZF0			100.604		532,192.75	533,443.60	1,250.85 ST	2,645.00 443.25	0.49
<i>Interest Paid Semi-Annually Mar/Sep; Moody AAA; Issued 03/31/20; Asset Class: FI &amp; Pref</i>									

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Security Description	Trade Date	Face Value	Orig Unit Cost Adj Unit Cost	Unit Price	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
<b>TREASURY SECURITIES</b>		<b>7,614,000.000</b>			<b>\$7,661,846.25</b> <b>\$7,637,014.83</b>			<b>\$140,184.00</b> <b>\$28,728.03</b>	<b>1.78%</b>
						<b>\$7,884,351.21</b>	<b>\$238,212.89 LT</b> <b>\$9,123.49 ST</b>		

### FEDERAL AGENCIES

Security Description	Trade Date	Face Value	Orig Unit Cost Adj Unit Cost	Unit Price	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
<b>FED HOME LN BK</b>	8/11/16	665,000.000	\$99.305 \$99.305	\$100.616	\$660,378.25 \$660,378.25	\$669,096.40	\$8,718.15 LT	\$7,481.00 \$2,826.25	1.11
<i>Coupon Rate 1.125%; Matures 07/14/2021; CUSIP 3130A8QS5</i>									
<i>Interest Paid Semi-Annually Jan/Jul; Moody AAA S&amp;P AA+; Issued 07/14/16; Asset Class: FI &amp; Pref</i>									
<b>FED HOME LN MTG CORP MED TERM NOTE</b>	4/23/20	511,000.000	103.524 102.287	102.518	529,007.64 522,685.86	523,866.98	1,181.12 ST	12,136.00 4,618.52	2.31
<i>Coupon Rate 2.375%; Matures 01/13/2022; CUSIP 3137EADB2</i>									
<i>Interest Paid Semi-Annually Jan/Jul; Moody AAA S&amp;P AA+; Issued 01/13/12; Asset Class: FI &amp; Pref</i>									
<b>FED NATL MTG ASSN</b>	2/13/19	225,000.000	101.167 100.725	107.366	227,625.53 226,630.12	241,573.50	14,943.38 LT		
<i>Coupon Rate 2.875%; Matures 09/12/2023; CUSIP 3135G0U43</i>									
	4/9/19	140,000.000	102.191 101.403	107.366	143,068.80 141,964.59	150,312.40	8,347.81 LT		
<b>Total</b>		<b>365,000.000</b>			<b>370,694.33</b> <b>368,594.71</b>	<b>391,885.90</b>	<b>23,291.19 LT</b>	<b>10,494.00</b> <b>2,273.64</b>	<b>2.67</b>
<i>Interest Paid Semi-Annually Mar/Sep; Moody AAA S&amp;P AA+; Issued 09/14/18; Asset Class: FI &amp; Pref</i>									
<b>FED NATL MTG ASSN</b>	4/9/19	833,000.000	100.714 100.479	107.143	838,947.62 836,988.81	892,501.19	55,512.38 LT	20,825.00 6,652.43	2.33
<i>Coupon Rate 2.500%; Matures 02/05/2024; CUSIP 3135G0V34</i>									
<i>Interest Paid Semi-Annually Feb/Aug; Moody AAA S&amp;P AA+; Issued 02/08/19; Asset Class: FI &amp; Pref</i>									
<b>FED NATL MTG ASSN</b>	10/15/19	535,000.000	104.706 103.639	108.847	560,180.31 554,469.43	582,331.45	27,862.02 LT	14,044.00 3,276.87	2.41
<i>Coupon Rate 2.625%; Matures 09/06/2024; CUSIP 3135G0ZR7</i>									
<i>Interest Paid Semi-Annually Mar/Sep; Moody AAA S&amp;P AA+; Issued 09/08/14; Asset Class: FI &amp; Pref</i>									
<b>FED HOME LN MTG CORP</b>	4/8/20	681,000.000	103.893 103.380	104.684	707,511.33 704,017.82	712,898.04	8,880.22 ST	10,215.00 3,064.50	1.43
<i>Coupon Rate 1.500%; Matures 02/12/2025; CUSIP 3137EAEP0</i>									
<i>Interest Paid Semi-Annually Feb/Aug; Moody AAA; Issued 02/14/20; Asset Class: FI &amp; Pref</i>									
<b>FED NATL MTG ASSN</b>	9/4/20	801,000.000	100.443 100.422	100.349	804,556.44 804,382.68	803,795.49	(587.19) ST	4,005.00 1,791.12	0.49
<i>Coupon Rate 0.500%; Matures 06/17/2025; CUSIP 3135G04Z3</i>									
<i>Interest Paid Semi-Annually; First Coupon 12/17/20; Moody AAA S&amp;P AA+; Issued 06/19/20; Asset Class: FI &amp; Pref</i>									
<b>FEDERAL AGENCIES</b>		<b>4,391,000.000</b>			<b>\$4,471,275.92</b> <b>\$4,451,517.56</b>	<b>\$4,576,375.45</b>	<b>\$115,383.74 LT</b> <b>\$9,474.15 ST</b>	<b>\$79,200.00</b> <b>\$24,503.33</b>	<b>1.73%</b>

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	Percentage of Holdings	Face Value	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
<b>GOVERNMENT SECURITIES</b>		12,005,000.000	\$12,133,122.17 \$12,088,532.39	\$12,460,726.66	\$353,596.63 LT \$18,597.64 ST	\$219,384.00 \$53,231.36	1.76%
<b>TOTAL GOVERNMENT SECURITIES</b> (includes accrued interest)	69.87%			\$12,513,958.02			
	Percentage of Holdings	Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %	
<b>TOTAL VALUE</b>		\$17,087,476.54	\$17,829,503.34	\$454,771.90 LT \$45,108.93 ST	\$353,608.17 \$79,790.21	1.97%	
<b>TOTAL VALUE</b> (includes accrued interest)	100.00%		\$17,909,293.55				

Unrealized Gain/(Loss) totals only reflect positions that have both cost basis and market value information available. Cash, MMF, Deposits and positions stating 'Please Provide' or 'Pending Corporate Actions' are not included.

## ALLOCATION OF ASSETS (^ includes accrued interest)

	Cash	Equities	Fixed Income & Preferred Securities	Alternatives	Structured Investments	Other
Cash, BDP, MMFs	\$242,145.97	—	—	—	—	—
Corporate Fixed Income ^	—	—	\$5,153,189.56	—	—	—
Government Securities ^	—	—	12,513,958.02	—	—	—
<b>TOTAL ALLOCATION OF ASSETS ^</b>	<b>\$242,145.97</b>	<b>—</b>	<b>\$17,667,147.58</b>	<b>—</b>	<b>—</b>	<b>—</b>

## ACTIVITY

### INVESTMENT RELATED ACTIVITY

#### PURCHASES, DIVIDEND REINVESTMENTS, SALES AND REDEMPTIONS

Activity Date	Settlement Date	Activity Type	Description	Comments	Quantity	Price	Credits/(Debits)
11/2	11/4	Sold	GILEAD SCIENCES INC 3.250% DUE2022-09-01 [375558BC6]	ACTED AS AGENT; STEP-OUT TRADE ACCRUED INTEREST 932.75	164,000.000	\$104.6280	\$172,522.67
11/2	11/4	Bought	ORACLE CORP 2.950% DUE2025-05-15 [68389XBC8]	ACTED AS AGENT; STEP-OUT TRADE ACCRUED INTEREST 1,121.74	81,000.000	109.1050	(89,496.79)
11/2	11/4	Bought	HOME DEPOT INC/THE 3.350% DUE2025-09-15 [437076BK7]	ACTED AS AGENT; STEP-OUT TRADE ACCRUED INTEREST 360.22	79,000.000	112.6320	(89,339.50)

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### PURCHASES, DIVIDEND REINVESTMENTS, SALES AND REDEMPTIONS (CONTINUED)

Activity Date	Settlement Date	Activity Type	Description	Comments	Quantity	Price	Credits/(Debits)
11/3	11/3	Redemption	CHUBB INA HOLDINGS INC	2.300% DUE2020-11-03 [00440EAT4] REDEMPTION OF MATURED BOND	123,000.000	100.0000	123,000.00
11/3	11/5	Bought	CATERPILLAR FINANCIAL SERVICESCO 3.750% DUE2023-11-24 [14912L5X5]	ACTED AS AGENT; STEP-OUT TRADE ACCRUED INTEREST 1,358.44	81,000.000	110.1670	(90,593.71)
11/3	11/5	Bought	BANK OF AMERICA CORP 3.875% DUE2025-08-01 [06051GFS3]	ACTED AS AGENT; STEP-OUT TRADE ACCRUED INTEREST 394.60	39,000.000	113.3330	(44,594.47)
11/3	11/5	Bought	JPMORGAN CHASE & CO 3.200% DUE2023-01-25 [46625HJH4]	ACTED AS AGENT; STEP-OUT TRADE ACCRUED INTEREST 364.44	41,000.000	106.2090	(43,910.13)
11/3	11/5	Bought	PNC FINANCIAL SERVICES GROUP IN 2.200% DUE2024-11-01 [693475AY1]	ACTED AS AGENT; STEP-OUT TRADE ACCRUED INTEREST 10.02	41,000.000	105.6500	(43,326.52)
11/17	11/17	Redemption	CHEVRON CORP	2.419% DUE2020-11-17 [166764AY6] REDEMPTION OF MATURED BOND	80,000.000	100.0000	80,000.00
11/17	11/19	Bought	HOME DEPOT INC/THE 3.350% DUE2025-09-15 [437076BK7]	ACTED AS AGENT; STEP-OUT TRADE ACCRUED INTEREST 470.49	79,000.000	112.5970	(89,422.12)
<b>TOTAL PURCHASES, DIVIDEND REINVESTMENTS, SALES AND REDEMPTIONS</b>							<b>\$(115,160.57)</b>
TOTAL PURCHASES							\$(490,683.24)
TOTAL SALES AND REDEMPTIONS							\$375,522.67

For trades marked "STEP-OUT TRADE," you may have been assessed trading related costs (mark-ups, mark-downs and/or other fees or charges) by another broker dealer. These costs are in addition to your Morgan Stanley program fees and are included in the net price of the security. For additional information, visit <https://www.morganstanley.com/wealth/investmentsolutions/pdfs/adv/sotresponse.pdf>

Purchase and Sale transactions above may have received an average price execution. Details regarding the actual prices are available upon request.

### TAXABLE INCOME AND DISTRIBUTIONS

Activity Date	Activity Type	Description	Comments	Credits/(Debits)
11/2	Interest Income	UNITED STATES TREASURY NOTE	2.000% DUE2024-04-30 [912828X70]	\$10,100.00
11/2	Interest Income	UNITED STATES TREASURY NOTE	2.000% DUE2021-10-31 [912828F96]	9,560.00
11/2	Interest Income	PNC FINANCIAL SERVICES GROUP IN	2.200% DUE2024-11-01 [693475AY1]	1,870.00
11/3	Interest Income	CHUBB INA HOLDINGS INC	2.300% DUE2020-11-03 [00440EAT4]	1,414.50
11/11	Interest Income	INTEL CORP	2.350% DUE2022-05-11 [458140BB5]	1,985.75
11/11	Interest Income	CHEVRON CORP	1.554% DUE2025-05-11 [166764BW9]	1,336.44
11/13	Interest Income	APPLE INC	2.700% DUE2022-05-13 [037833BF6]	2,295.00
11/16	Interest Income	GENERAL DYNAMICS CORP	3.375% DUE2023-05-15 [369550BD9]	2,750.63
11/16	Interest Income	TEXAS INSTRUMENTS INC	2.625% DUE2024-05-15 [882508BB9]	2,178.75
11/16	Interest Income	PRUDENTIAL FINANCIAL INC	4.500% DUE2021-11-16 [74432QBT1]	1,800.00
11/16	Interest Income	ORACLE CORP	2.950% DUE2025-05-15 [68389XBC8]	1,194.75
11/16	Interest Income	ORACLE CORP	2.500% DUE2022-05-15 [68389XBB0]	1,012.50
11/17	Interest Income	CHEVRON CORP	2.419% DUE2020-11-17 [166764AY6]	967.60
11/20	Interest Income	STATE STREET CORP	3.700% DUE2023-11-20 [857477AM5]	2,960.00
11/23	Interest Income	CHARLES SCHWAB CORP/THE	3.250% DUE2021-05-21 [808513AW5]	1,348.75
11/24	Interest Income	CATERPILLAR FINANCIAL SERVICESCO	3.750% DUE2023-11-24 [14912L5X5]	3,000.00
11/30	Interest Income	UNITED STATES TREASURY NOTE	2.875% DUE2023-11-30 [9128285P1]	10,493.75
11/30	Dividend	MS U.S. GOV'T MONEY MARKET TR		2.03
<b>TOTAL TAXABLE INCOME AND DISTRIBUTIONS</b>				<b>\$56,270.45</b>

Consulting and Evaluation Services Basic Securities Acct.

CITY OF SOUTH PASADENA  
C/O GARY E PIA, LUCY DEMIRJIAN &

## Account Detail

### TAXABLE INCOME AND DISTRIBUTIONS (CONTINUED)

Activity Date	Activity Type	Description	Comments	Credits/(Debits)
		TOTAL OTHER DIVIDENDS		\$2.03
		TOTAL INTEREST		\$56,268.42

### CASH RELATED ACTIVITY

#### OTHER CREDITS AND DEBITS

Activity Date	Activity Type	Description	Comments	Credits/(Debits)
11/6	Service Fee	ADV FEE 11/01-11/30		\$(1,171.68)
11/16	Service Fee Adj	REBATE ON MSIM FUNDS	10/01-10/31	5.72

<b>TOTAL OTHER CREDITS AND DEBITS</b>				<b>\$(1,165.96)</b>
TOTAL OTHER DEBITS				\$(1,165.96)

### MONEY MARKET FUND (MMF) AND BANK DEPOSIT PROGRAM ACTIVITY

Activity Date	Activity Type	Description	Credits/(Debits)
11/3	Automatic Investment	MS U.S. GOV'T MONEY MARKET TR	\$13,954.83
11/5	Automatic Redemption	MS U.S. GOV'T MONEY MARKET TR	(104,323.95)
11/10	Automatic Redemption	MS U.S. GOV'T MONEY MARKET TR	(1,171.68)
11/13	Automatic Investment	MS U.S. GOV'T MONEY MARKET TR	3,322.19
11/16	Automatic Investment	MS U.S. GOV'T MONEY MARKET TR	2,295.00
11/17	Automatic Investment	MS U.S. GOV'T MONEY MARKET TR	8,942.35
11/19	Automatic Redemption	MS U.S. GOV'T MONEY MARKET TR	(8,454.52)
11/23	Automatic Investment	MS U.S. GOV'T MONEY MARKET TR	2,960.00
11/24	Automatic Investment	MS U.S. GOV'T MONEY MARKET TR	1,348.75
11/25	Automatic Investment	MS U.S. GOV'T MONEY MARKET TR	3,000.00
11/30	Automatic Investment	MS U.S. GOV'T MONEY MARKET TR	2.03

<b>NET ACTIVITY FOR PERIOD</b>				<b>\$(78,125.00)</b>
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### REALIZED GAIN/(LOSS) DETAIL

#### LONG-TERM GAIN/(LOSS)

Security Description	Date Acquired	Date Sold	Quantity	Sales Proceeds	Orig / Adj Total Cost	Realized Gain/(Loss)	Comments
CHEVRON CORP 2419 20NV17	06/08/16	11/17/20	55,000.000	\$55,000.00	\$55,000.00	\$0.00	
	06/22/16	11/17/20	25,000.000	25,000.00	25,000.00	0.00	
CHUBB INA HOLDING 2300 20NV03	06/01/16	11/03/20	61,000.000	61,000.00	61,000.00	0.00	
	05/17/17	11/03/20	62,000.000	62,000.00	62,000.00	0.00	
GILEAD SCNCS INC 3250 *22SP01	01/25/19	11/02/20	164,000.000	171,589.92	164,138.80	7,451.12	
<b>Long-Term This Period</b>				<b>\$374,589.92</b>	<b>\$367,138.80</b>	<b>\$7,451.12</b>	



Consulting and Evaluation Services Basic Securities Acct.

CITY OF SOUTH PASADENA  
C/O GARY E PIA, LUCY DEMIRJIAN &

## Account Detail

### LONG-TERM GAIN/(LOSS) (CONTINUED)

Security Description	Date Acquired	Date Sold	Quantity	Sales Proceeds	Orig / Adj Total Cost	Realized Gain/(Loss)	Comments
Long-Term Year to Date				\$4,470,068.37	\$4,425,014.28	\$45,054.09	
Net Realized Gain/(Loss) This Period				\$374,589.92	\$367,138.80	\$7,451.12	
Net Realized Gain/(Loss) Year to Date				\$4,825,988.06	\$4,778,088.35	\$47,899.71	

Treasury regulations require that we report on Form 1099-B a) adjusted cost basis on the sale of covered securities acquired on or after 1/1/11 (or the applicable date for the type of security), b) the gain or loss as either long-term or short-term, and c) basis adjustments on covered securities due to wash sales, certain corporate actions and transfers by gift or inheritance. This section may not reflect all the basis adjustments required when filing your tax return. Refer to the Expanded Disclosures.

### COPIES OF THIS STATEMENT HAVE ALSO BEEN SENT TO:

GARY PIA

## MESSAGES

#### Protecting Yourself from Fraudulent Scams—An Important Message For Our Clients

The COVID 19 crisis is creating opportunities for fraudsters to exploit individuals, especially senior citizens. The safety of our clients is of utmost importance to Morgan Stanley. We are taking this opportunity to alert our clients of the following scams that have been identified by a number of organizations. **Please be reminded that you should never provide your account numbers, passwords, or personal information, including your social security number, to anyone you do not know**. Be aware that as a result of COVID 19, these scams have been identified: **Treatment scams; Supply scams; Provider scams; Charity scams; Phishing scams; App scams; Investment scams; Tech Support scams; Home Sanitation scams; and Government Assistance scams**

If you have any questions regarding these scams, please immediately contact us.

#### Senior Investor Helpline

For any inquiries or potential concerns, senior investors or someone acting on their behalf may contact our Firm by calling (800) 280-4534.

#### Important Information About Advisory Accounts

Please contact us if there have been any changes in your financial situation or investment objectives, or if you wish to impose any reasonable restrictions on the management of your Investment Advisory accounts, or to reasonably modify existing restrictions.

For a copy of the applicable ADV Brochure for Morgan Stanley Smith Barney LLC, or for any investment adviser with whom we contract to manage your investment advisory account, please visit [www.morganstanley.com/ADV](http://www.morganstanley.com/ADV). These ADV Brochures contain important information about our advisory programs.

#### Online Availability of Client Relationship Summary and Other Disclosures

The Morgan Stanley Client Relationship Summary as well as other applicable regulatory disclosures are available at [www.morganstanley.com/disclosures/account-disclosures](http://www.morganstanley.com/disclosures/account-disclosures). Please visit this website and review these documents carefully, as they provide important information.

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**Exhibit B-2**

**Funds and Investments  
Held by Contracted (Third) Parties  
November 30, 2020**

**2016 Water Revenue Bonds**

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
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**BNY Mellon Project Fund**

1	Cash		7.36	0.010%	7.36	0.010%		1	
2	Morgan Stanley Treasury Portfolio		158,290.61	0.250%	158,290.61	0.250%		1	
<b>Subtotal Cash &amp; Cash Equivalents</b>			<b>158,297.97</b>	<b>0.250%</b>	<b>158,297.97</b>	<b>0.250%</b>		1	
<b>Total Project Fund</b>			<b>158,297.97</b>	<b>0.250%</b>	<b>158,297.97</b>	<b>0.250%</b>		1	

**Exhibit C**

**City of South Pasadena  
Investment Report**

**Summary of Invested Funds -- Last Day of the Month**

<b>MONTH</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
JULY	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395	39,309,559
AUGUST	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197	35,205,219
SEPTEMBER	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588	35,108,138
OCTOBER	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	30,424,551	32,530,753
NOVEMBER	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	30,394,571	36,836,391
DECEMBER	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	30,398,333	
JANUARY	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	30,183,446	
FEBRUARY	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	35,784,459	
MARCH	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	35,894,036	
APRIL	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	36,081,161	
MAY	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	34,133,626	
JUNE	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	34,218,755	



# City Council Agenda Report

ITEM NO. 10

**DATE:** January 20, 2021

**FROM:** Sean Joyce, Interim City Manager

**PREPARED BY:** Elaine Aguilar, Interim Assistant City Manager  
Michael A. Casalou, Human Resources Manager

**SUBJECT:** **Payment of CalPERS Retirement Contributions for Part Time Employees Enrolled in CalPERS Retirement**

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## **Recommendation Action**

It is recommended the City Council approve payment to CalPERS for the employee contribution of retirement costs for part-time employees eligible for CalPERS retirement and where the employee contribution was inadvertently not deducted during a period of time last year.

## **Discussion/Analysis**

The CalPERS retirement system requires both an employer and employee contribution that is transmitted each payroll cycle. Most part-time employees are not provided a CalPERS retirement. The exceptions to this includes employees who were already enrolled into CalPERS at a prior employer, or the employee was authorized to exceed 1,000 hours during a fiscal year, the latter of which circumstances triggers enrollment.

During the transition to the new ADP payroll system, an error occurred during the conversion that affected twenty-three part time employees enrolled in CalPERS retirement. Specifically, the earnings were not reported to CalPERS between the period of September 16, 2019 to July 5, 2020, because all part-time employees were utilizing the same earning code, and the earnings code utilized was not set up to withhold for retirement benefits. Utilizing the same earnings code for all part-time employees resulted in overlooking the few that are eligible for said benefits. Once our staff was notified of this issue, it was swiftly corrected, and we now have two separate earnings codes, one to be utilized for employees eligible for retirement benefits and another for the remainder of the part-time employees not eligible for retirement benefits. However, to correct the pay periods where the payroll was not reported, staff must remit both the employer and employee contributions for each payroll period affected. The amounts due to CalPERS for the employee contribution range from \$7 up to \$2,622 per employee, at an aggregate amount of \$19,601.25.

Because this was an implementation error caused by inadequate staff oversight, and given the impacts of the pandemic that have resulted in hour reductions and furloughs for some of these employees, staff is recommending the City Council authorize payment to CalPERS for

## CalPERS Reimbursement –Part Time Employees

January 20, 2021

Page 2 of 2

\$19,601.25 to cover the employee contribution for retirement costs for the subject period to avoid effectively imposing penalties to some of the City's lowest paid employees for something that was not of their own doing.

### **Alternatives**

The City can choose to either pay the retirement costs for these employees or set up re-payment terms for each of them individually. This is something that this City has done when inadvertent payroll errors favoring an employee(s) has occurred in the past.

### **Legal Review**

This City Attorney has reviewed this item.

### **Fiscal Impact**

The cost to cover the employee portion of the retirement costs not reported to CalPERS is \$19,601.25. There are adequate funds in each associated department's salary and benefits budgeted line items. The employer portion for the same twenty-three employees is approximately \$25,300; however, authorization is not needed from the City Council to pay the employer portion.

### **Public Notification of Agenda Item**

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



# City Council Agenda Report

ITEM NO. 11

**DATE:** January 20, 2021

**TO:** Honorable Mayor and Council Members

**FROM:** Sean Joyce, Interim City Manager

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

**SUBJECT:** **Award contract to Architectural Resources Group (ARG) for Historic Preservation Architecture for Accessory Dwelling Units Ordinance Update to include design standards in an Amount Not-to-Exceed \$40,000**

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## **Recommendation**

It is recommended that the City Council authorize the City Manager to execute the Professional Services Agreement with ARG for Accessory Dwelling Units Ordinance Update to include design standards, in the amount not-to-exceed \$40,000, and reject all other proposals received.

## **Discussion/Analysis**

In 2020, the Planning Division successfully applied for a \$40,000 Certified Local Government (CLG) Grant from the State of California Office of Historic Preservation (OHP) to update Accessory Dwelling Units (ADUs) ordinance to include objective design standards. On December 16, 2020, the City Council unanimously approved acceptance of the grant funds. The procedures guiding the use of these funds are stipulated in an agreement between the City and OHP. One of the grant requirements is that the City would release a Request for Proposals (RFPs), putting the project out for competitive bid. On December 21, 2020, the Planning Manager issued a RFPs to firms on the City's list of pre-qualified historic preservation consultants as well as posting the RFPs on Planetbids.

On January 4, 2021, three firms listed below responded with proposals. Two proposals were received from firms on the City's pre-qualified list<sup>1</sup> and one proposal from a firm not on the list.

- Environmental Science Associates (ESA)
- Architectural Resources Group (ARG)
- Casitas

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<sup>1</sup> These consultants meet the City's benchmark qualifications and the United States Secretary of the Interior's professional qualification standards for historian or architectural historian.

### Proposal Evaluation

A Committee including City staff and members of the Cultural Heritage Commission was formed to review all proposals, conduct interviews, and select a consultant for this project:

- Mark Gallatin, Chair of Cultural Heritage Commission
- Rebecca Thompson, Vice Chair of Cultural Heritage Commission
- Joanna Hankamer, Director of Planning & Community Development
- Elizabeth Bar-El, Interim Manager of Long-Range Planning and Economic Development
- Kanika Kith, Planning Manager

The following proposal evaluation guidance was approved by OPH and utilized by the Committee:

1. Education, training, and experience of project personnel with similar scope of services. Demonstrated understanding of the City's needs and solicitation requirements, including:
  - a. The approach to the project is presented in a concise and logical manner; and
  - b. Availability to perform all work within the project timeline stated in this RFP and required by the federal CLG grant is demonstrated.
2. Proposed use of technology, methodologies, and quality control are well-defined.
3. Reasonableness of cost and competitiveness with other rates submitted.

On January 5, 2021, the Committee reviewed all three proposals and determined that one firm (Casitas) did not have the necessary qualifications in historic preservation to meet CLG grant requirements.

On January 7, 2021, the Committee interviewed both ESA and ARG. Both firms have impressive qualifications and extensive experience with historic architecture, historic preservation, public outreach, and planning policy. In addition to historic preservation, ARG has experience with accessory dwelling units and an in-house design team. Therefore, the Committee determined that ARG's proposal and experience would best meet the City's needs and the requirements of the CLG grant.

The ARG's proposal was then sent to OHP, per CLG grant requirements. OHP confirmed the Committee's selection of ARG. A Professional Services Agreement (PSA) between the City and ARG is included as **Attachment 1**.

### **Background**

The proposed contract is a priority because interest in and demand for ADUs has grown exponentially. The current ADUs provisions do not include objective standards to ensure that these units do not negatively impact historic properties and districts. Without an updated ADUs ordinance, an influx of ADUs could erode the integrity of South Pasadena's historic character. The City of South Pasadena is fully committed to encouraging and facilitating the development



of ADUs as a source of additional affordable housing units in a manner that is compatible with community character and historic preservation goals.

**Legal Review**

The City Attorney has reviewed this item.

**Fiscal Impact**

ARG has proposed a project budget of \$40,000. No General Funds will be used for the contract, other than in-kind staff costs. The \$40,000 of CGL grant funds are available for this expense. The consultant costs will be budgeted in the Planning Department's Professional Services Account (276-7010-7011-8170-000).

**Environmental Analysis**

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

**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.

**Attachment:**

1. PSA with ARG
2. ARG Proposal

**ATTACHMENT 1**  
Professional Service Agreement

**PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES**  
(City of South Pasadena / Architectural Resources Group)

**1. IDENTIFICATION**

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into as of the last date indicated below by and between the City of South Pasadena, a California municipal corporation (“City”), and Architectural Resources Group (ARG), a California corporation (“Consultant”) (collectively, “parties”).

**2. RECITALS**

- 2.1 City has determined that it requires the following professional services from a consultant: **Historic preservation consulting to amend the Accessory Dwelling Units Ordinance to provide standards, design guidelines, and entitlement procedures for ADUs located on historic properties or in historic districts in a manner that meets Certified Local Government Grant requirements.**
- 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.

**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” means such professional services as are set forth in Consultant’s January 7, 2021 proposal to City and described in “**Exhibit A**” and fully incorporated herein by this reference.
- 3.2 “Approved Fee Schedule” means such compensation rates as are set forth in Consultant’s January 4, 2021 fee schedule to City attached hereto as “**Exhibit B**” and fully 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.
- 3.3 “Commencement Date” means January 21, 2021.
- 3.4 “Termination Date” means September 30, 2021 unless an extension is granted by the California Office of Historic Preservation and agreed to between the City and Consultant.

- 3.5 “City Agreement Administrator” means Joanna Hankamer, Director of Planning and Community Development.
- 3.6 “Consultant Project Administrator” means Katie Horak, Principal.

**4. TERM**

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall terminate at 11:59 p.m. on the Termination Date unless extended in writing by mutual agreement of the parties or terminated earlier in accordance with Section 18 (“Termination”) below.

**5. CONSULTANT’S SERVICES**

- 5.1 Time is of the essence in Consultant’s performance of services under this Agreement.
- 5.2 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. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of forty thousand dollars (**\$40,000.00**) unless specifically approved in advance and in writing by City. Consultant shall notify the City Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the maximum amount payable above. Consultant shall concurrently inform the City 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 payable above.
- 5.3 Consultant shall perform all work to the highest standards of Consultant’s profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.4 Consultant represents that it has advised City in writing prior to the date of signing this Agreement of any 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.
- 5.5 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 both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.6 Consultant represents that it 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. Katie Horak shall be the Consultant Project Administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No other person shall serve as Consultant Project Administrator without City's prior written consent.
- 5.7 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.
- 5.8 Consultant shall be responsible to City for all services to be performed under this Agreement. All subconsultants shall be approved by the City Agreement Administrator and their billing rates identified in the Approved Fee Schedule, Exhibit B. City shall pay Consultant for work performed by its subconsultants (including labor) 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 subconsultants performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subconsultants.
- 5.9 Consultant shall notify the City Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subconsultant. Change of ownership or control of Consultant's firm may require an amendment to the Agreement.
- 5.10 This Agreement is subject to prevailing wage law, for all work performed under the Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Consultant acknowledges that prevailing wage determinations are available for the performance of inspection and survey work.

**6. COMPENSATION**

- 6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Approved Fee Schedule in full satisfaction for such services.
- 6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for services performed pursuant to this Agreement. Each invoice shall identify the maximum amount payable above, 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. City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall include a copy of each subconsultant invoice for which reimbursement is sought in the invoice.
- 6.3 The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 6.4 Payments for any services requested by City and not included in the Scope of Services may be made to Consultant by City on a time-and-materials basis pursuant to the Approved Fee Schedule and without amendment of this Agreement, so long as such payment does not cause the maximum amount payable above to be exceeded.

**7. OWNERSHIP OF WRITTEN PRODUCTS**

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) 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.

**8. RELATIONSHIP OF PARTIES**

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

Under no circumstances shall Consultant look to the City as its 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, workers' compensation, and other applicable federal and state taxes.

**9. AGREEMENT ADMINISTRATOR**

In performing services under this Agreement, Consultant shall coordinate all contact with City through its City Agreement Administrator. City reserves the right to change this designation upon written notice to Consultant. All services under this Agreement shall be performed at the request of the City Agreement Administrator, who will establish the timetable for completion of services and any interim milestones.

**10. INDEMNIFICATION**

- 10.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, taxes, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the parties intend the provisions of this indemnity provision to be interpreted and construed to provide the City with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify and protect City as set forth herein.
- 10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and when the City requests with respect to a claim provide a deposit for the defense of, and defend City, its officers, agents, employees and volunteers from and against any and all claims, losses, costs and expenses for any damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, and injury to any property 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 any of 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 or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice, expert fees and all other expenses 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.

- 10.3 City shall have the right to offset against any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 10 of this Agreement and any amount due City from Consultant arising from Consultant's failure either to (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 10.4 The obligations of Consultant under this Section 10 of this Agreement are not limited by the provisions of any workers' compensation or similar statute. Consultant expressly waives its statutory immunity under such statutes as to City, its officers, agents, employees and volunteers.
- 10.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in Section 10 of this Agreement from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations from others, Consultant agrees to indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims, losses, costs and expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.
- 10.6 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply whether or not any insurance policies apply to a claim, demand, damage, liability, loss, cost or expense.
- 10.7 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.



- 10.8 Notwithstanding any federal, state, or local policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in CalPERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

## **11. INSURANCE**

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement.
- 11.2 Any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements or limits shall be available to City as an Additional Insured as provided below. 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.
- 11.3 Insurance required under this Agreement shall be of the types set forth below, with minimum coverage as described:
- 11.3.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
- 11.3.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
- 11.3.3 Worker's Compensation insurance if and as required by the laws of the State of California.
- 11.3.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).

- 11.4 Consultant shall require each of its subconsultants to maintain insurance coverage that meets all of the requirements of this Agreement provided however, that the City Agreement Administrator may waive the provision of Errors and Omissions Insurance by subconsultants in his or her sole discretion.
- 11.5 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.6 Consultant agrees that if it does not keep the insurance coverages required by this Agreement in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium(s) thereon at Consultant's expense.
- 11.7 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the required coverages are in effect and naming City and its officers, employees, agents and volunteers as Additional Insureds. Prior to commencement of work under this Agreement, Consultant shall file with City's Risk Manager such certificate(s) and Forms CG 20 10 07 04 and CG 20 37 07 04 or the substantial equivalent showing City as an Additional Insured.
- 11.8 Consultant shall provide proof that policies of insurance required by this Agreement expiring during the term of this Agreement 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.
- 11.9 The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as Additional Insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.
- 11.10 The insurance provided by Consultant shall be primary to any other 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.
- 11.11 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving

the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.

- 11.12 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond in the amount of the deductible or self-insured retention to guarantee payment of losses and expenses.
- 11.13 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.
- 11.14 Consultant may be self-insured under the terms of this Agreement only with express written approval from the City.
  - 11.14.1 All self-insured retentions (SIR) must be disclosed to the City for approval and shall not reduce the limits of liability.
  - 11.14.2 Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named Insured or the City.
- 11.15 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. MUTUAL COOPERATION**

- 12.1 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.
- 12.2 If any claim, action, or proceeding 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, action, or proceeding.

## **13. CONFIDENTIALITY**

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure

is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

**14. RECORDS AND INSPECTIONS**

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. City shall further have the right to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

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 the Agreement.

**15. 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.

**16. 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:

Joanna Hankamer  
City of South Pasadena  
Planning and Building  
1414 Mission Street  
South Pasadena, CA 91030  
Telephone: 626-403-7220  
Facsimile: 626-403-7241

If to Consultant:

Kathleen Climo  
Architectural Resources Group  
Pier 9  
The Embarcadero  
Suite 107  
Telephone: 415-421-1680 x254  
Facsimile: 626-583-1414

With courtesy copy to:

Teresa L. Highsmith, City Attorney  
Colantuono, Highsmith & Whatley, PC  
790 E. Colorado Blvd, Suite 8500  
Pasadena, California 91101  
Telephone: (213) 542-5700  
Facsimile: (213) 542-5710

**17. SURVIVING COVENANTS**

The parties agree that the covenants contained in Section 10, Section 13, Paragraph 12.2 and Section 14 of this Agreement shall survive the expiration or termination of this Agreement.

**18. TERMINATION**

- 17.1. City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant may terminate this Agreement for any reason on thirty calendar days' written notice to City. 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 promptly returned to City upon the termination or expiration of this Agreement.
- 17.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then 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 as provided in Section 5.2 above and as otherwise provided in this Agreement.

**18. GENERAL PROVISIONS**

- 18.1 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.
- 18.2 In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed,

religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.

- 18.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are 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 section or paragraph shall govern construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular and vice versa, in any place or places herein in which the context requires such substitution(s).
- 18.4 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of any other term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, 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 to be charged with the waiver.
- 18.5 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.
- 18.6 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. If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the party prevailing in such action, whether or not reduced to judgment, shall be entitled to its reasonable court costs, including any accountants' and attorneys' fees expended in the action. 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.
- 18.7 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 in its amended form shall be enforceable. 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 thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

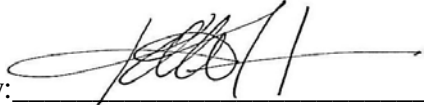
- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the provisions of this Agreement and those 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 behalf of the City and Consultant.
- 18.10 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. Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to 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. Such action 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.

**TO EFFECTUATE THIS AGREEMENT**, the parties have caused their duly authorized representatives to execute this Agreement as of the last date indicated below:

**“City”**  
**South Pasadena**

**“Consultant”**  
**ARG**

By \_\_\_\_\_  
*Sean Joyce, Interim City Manager*

By:   
\_\_\_\_\_  
*Katie Horak, Principal*

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

Date: January 11, 2021 \_\_\_\_\_

Attest:

By \_\_\_\_\_  
**Maria E. Ayala, Chief City Clerk**

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

Approved as to form:

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

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



## “EXHIBIT A” SCOPE OF WORK

Upon authorization from the City and under the supervision of City Staff, Consultant shall provide Historic preservation consulting to amend the Accessory Dwelling Units Ordinance to provide standards, design guidelines, and entitlement procedures for ADUs located on historic properties or in historic districts in a manner that meets Certified Local Government Grant requirements. Tasks shall include:

1. Project Kick-off Meeting (January)

ARG will kick off the project with a project initiation meeting with City staff and the Cultural Heritage Commission Subcommittee. At this time, project goals, scope, timeline, communication methodology, and key deliverables will be finalized, and pertinent background information will be retrieved.

Labor total: \$750

2. Research (January through March)

ARG will review all existing background materials, including the City’s current ADUs Ordinance, historic context statement, residential design guidelines, and historic preservation policies, to inform the range of architectural styles and design features to be addressed in the design standards and guidelines in the amended ADUs Ordinance.

Labor total: \$3,860

3. Existing Issues and Opportunities Memorandum (February)

ARG will prepare an Existing Issues and Opportunities Memorandum, which will include a summary of existing issues with ADUs on historic properties or in eligible historic districts, examples of successful projects where ADUs were added to historic properties, a preliminary list of local architects that are well-suited to design ADUs on historic properties/districts, and an overview of existing policies and procedures for garage conversions, which can be used as a baseline for the new standards and guidelines, and other topics to be identified by the client team. The memo will be submitted to the City for review and feedback. Word and PDF formats.

Labor total: \$2,695

4. Monthly Progress Reports and Status Calls (February through September)

In the interest of maintaining regular communication with City staff regarding project progress, and to comply with Certified Local Government Program Grant stipulations, ARG will provide monthly reports outlining project progress for submittal to the State Office of Historic Preservation (OHP). Each progress report will summarize work to date, progress toward project completion, issues or other delays with cause(s) and resolution(s), and goals for the next month. ARG will also attend monthly virtual project status meetings to review progress with City staff. Word and PDF formats.

Labor total: \$3,530

5. Community Outreach (online survey/post cards in March, public meetings June through August)

ARG understands that engaging members of the community will be critical to the success of the project. In addition to gathering community input through online and postcard surveys in coordination with City staff, ARG will prepare and present project information and solicit feedback from the community at two public workshops to be scheduled and noticed by the City. Goals of the workshops include introducing the project, answering questions, soliciting information and feedback, and building consensus for the design guidelines and standards. Formats may include, but are not limited to, an online survey, post card, and PowerPoint presentations.

Workshops may be held in conjunction with presentations to the Cultural Heritage Commission, Design Review Board, and/or Planning Commission, which are open to the public. Following the workshops, ARG will provide a memorandum detailing topics discussed and feedback/questions received for inclusion in the monthly progress reports to OHP. Word and PDF formats.

Labor total: \$3,080

6. ADUs Ordinance, Internal Draft (March through May)

ARG will transmit a draft of the amended ADUs Ordinance to the City for review and comment. The draft will include design guidelines, objective development standards, and review procedures. The amended ordinance will address historic properties that are listed in the City's inventory as well as unlisted properties that are within a designated historic district and an eligible historic district. It will reflect the current professional methods, standards, and procedures established by the U.S. Department of the Interior, the National Park Service, and the State Office of Historic Preservation. The City will be responsible for transmitting the draft to the OHP for review and comment. Word and PDF formats.

Labor total: \$12,810

7. ADUs Ordinance, Public Review Draft (June and July)

After revising the draft per City/OHP feedback, ARG will submit a draft of the ADUs Ordinance for public review. The City will be responsible for distributing the draft document to the public. Word and PDF formats.

Labor total: \$5,905

8. ADUs Ordinance, Final Draft (August)

Upon receipt of final comments from the City, OHP, and the public, ARG will revise and finalize the draft ADUs Ordinance. Word and PDF formats.

Labor total: \$2,620

9. Public Hearings/Workshops (June through August)

ARG will present at and participate in three public hearings/workshops with the Cultural Heritage Commission, Design Review Board, and Planning Commission to discuss the purpose, format, content, and implementation of the amended ADUs Ordinance and its design guidelines, standards, and review procedures. Feedback on the draft will be solicited and used in revision. Scheduling of the public hearings/workshops will be managed by the City. Following each public hearing/workshop, ARG will provide a memorandum detailing topics discussed and feedback/questions received for inclusion in the monthly progress report to OHP. Formats are likely to include PowerPoint, Word, and PDF.

Labor total: \$3,660

10. City Council Adoption Hearing (September)

ARG will participate in the City Council hearing for the adoption of the amended ADUs Ordinance, which is expected to take place in September 2021. Formats are likely to include PowerPoint, Word, and PDF.

Labor total: \$580

The City understands that the Consultant may spend more or less on some tasks. The City and Consultant both agree that using some task budget for another task is an acceptable practice as long as the final cost of all work performed does not exceed the project budget of \$40,000.

**“EXHIBIT B”  
APPROVED FEE SCHEDULE**

### Fee Schedule

Direct personnel labor shall be billed at the following rates (through December 31, 2021), including time for meetings, public meetings, and presentations:

Principal	\$220 to \$250/hour
Project Manager	\$150 to \$180/hour
Senior Architect	\$170 to \$200/hour
Senior Designer, Historian/Planner, or Conservator	\$150 to \$170/hour
Architect	\$150 to \$170/hour
Designer, Historian/Planner, or Conservator	\$130 to \$150/hour
Junior Architect, Designer, Historian/Planner, or Conservator	\$120 to \$130/hour
Intern	\$75 to \$100/hour
Administrative Staff	\$85/hour

Reimbursable expenses: up to \$500 in grant monies

Additional reimbursable expenses cannot be funded by the grant.

### Consultant Budget by Task

1. Project Kick-off Meeting (January): \$750
2. Research (January through March): \$3,860
3. Existing Issues and Opportunities Memorandum (February): \$2,695
4. Monthly Progress Reports and Status Calls (February through September): \$3,530
5. Community Outreach (online survey/post cards March, public meetings June through August): \$3,080
6. ADUs Ordinance Internal Draft (March through May): \$12,810
7. ADUs Ordinance, Public Review Draft (June and July): \$5,905
8. ADUs Ordinance, Final Draft (August): \$2,620
9. Public Hearings/Workshops (June through August): \$3,660
10. City Council Adoption Hearing (September): \$580

ARG Labor Total: \$39,490

Reimbursable expenses: \$500

**Project Total, Not-to-Exceed: \$40,000 (rounded up from \$39,990)**

The City understands that the Consultant may spend more or less on some tasks. The City and Consultant both agree that using some task budget for another task is an acceptable practice as long as the final cost of all work performed does not exceed the project budget of \$40,000.

Professional Services Agreement  
(*City of South Pasadena / ARG*)

**NON-COLLUSION DECLARATION**

TO BE EXECUTED BY  
BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the \_\_\_\_\_ of Architecture Resources Group (ARG), the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_ [date], at \_\_\_\_\_ [city], \_\_\_\_\_ [state].”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Signatory

Professional Services Agreement  
(*City of South Pasadena / ARG*)



## **WORKERS' COMPENSATION**

## **INSURANCE CERTIFICATE**

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Contractor

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Attest:

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**ATTACHMENT 2**  
**ARG Proposal**



Architectural  
Resources Group

360 E. 2nd Street, Suite 225  
Los Angeles, California 90012

[arg-la.com](http://arg-la.com)

January 4, 2021 (approach and methodology rev. 1/12/2021)

Kanika Kith, Planning Manager  
City of South Pasadena  
Planning and Building Department  
1414 Mission  
South Pasadena, CA 91030

**Subject: Historic Preservation Consulting to Amend the Accessory Dwelling Units Ordinance to Provide Standards, Design Guidelines, and Entitlement Procedures for ADUs Located on Historic Properties or in Historic Districts**

Dear Ms. Kith,

Architectural Resources Group, Inc. (ARG) is pleased to submit this proposal in response to the City of South Pasadena's Request for Proposals dated December 18, 2020, for Historic Preservation Consulting Services to amend the City's existing ADUs Ordinance to provide design guidelines, standards, and entitlement procedures for ADUs located on historic properties or in historic districts.

ARG has a 40-year history of working with local governments across California to develop historic preservation ordinances, historic architectural design guidelines, and other preservation planning documents. With specialized expertise in historic preservation planning and preservation architecture, we bring a unique set of skills and decades of experience to every project we undertake. Our staff have experience with both preservation consulting and working in the public sector, making us particularly qualified to understand the circumstances under which ordinances and design guidelines are successfully developed and used in local preservation planning.

In the following proposal you will find an introduction to ARG, the proposed project team, relevant project experience, and our proposed scope of work, including our approach and methodology, tasks and deliverables, budget by task, and project schedule. Also attached is ARG's hourly fee schedule.

We would like to sincerely thank you for the opportunity to submit our proposal to you. For any questions regarding the information provided herein, please do not hesitate to contact Project Manager Evanne St. Charles at 626-583-1401 x125 or [e.stcharles@arg-la.com](mailto:e.stcharles@arg-la.com). We look forward to further discussing the contents of our proposal at a time convenient to you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katie Horak', with a long horizontal flourish extending to the right.

Katie Horak  
Principal

A handwritten signature in blue ink, appearing to read 'Evanne St. Charles', written in a cursive style.

Evanne St. Charles  
Project Manager/Primary Contact

## **Firm Introduction**

ARG is committed to enhancing the vitality of historic buildings and places, spanning preservation, adaptive reuse, and new context-sensitive additions. Our work is robustly informed by our expertise in preservation policy and standards, our technical conservation capacities, and our passion for realizing creative design solutions in historic environments.

ARG was founded in 1980 as one of the first architectural firms focused on preserving the West Coast's rich built heritage. Our practice is guided by a dialogue between historic places, contemporary design, and conservation approaches to create spaces that are both engaging and memorable.

Our work is widely recognized as exemplary and has been honored with over 150 awards from organizations including the American Institute of Architects, the California Preservation Foundation, and the National Trust for Historic Preservation. In 2006, ARG was named Firm of the Year by the AIA's California Council, which cited our consistently distinguished design and multidisciplinary expertise.

ARG's multidisciplinary staff includes architects, planners, historians, and conservators working in our offices in San Francisco, Los Angeles, and Portland. ARG provides strategic guidance on historic resource management for property owners, preservation organizations, and government entities. Our planners deploy their expertise in research and regulatory environments to offer effective direction on stewardship and development of historically significant places.

## **Project Team**

ARG has assembled an expert team to prepare the amended ADUs Ordinance. The team will be led by Project Manager Evanne St. Charles, Associate. Project support will be provided by Rosa Fry, Architectural Historian, and Grace Davis, Associate. Katie Horak, Principal, will provide project oversight and quality assurance. All members of the project team meet *The Secretary of the Interior's Professional Qualifications Standards*.

As Project Manager, Evanne St. Charles will provide day-to-day contact with City staff and ensure all work is being conducted to the highest possible standard. Her responsibilities will also include conducting background research, drafting the design guidelines, standards, and review procedures for inclusion in the amended ADUs Ordinance, and participating in public workshops and hearings. Evanne assisted with the preparation of the City of Redlands Historic Architectural Design Guidelines and was the primary author of

the City of Anaheim’s Architectural Style Guides, which included guidance on the construction of ADUs on historic properties. She also managed the drafting of the City of Arcadia’s Historic Preservation Ordinance and Mills Act Guidelines.

Project team member Rosa Fry will be responsible for conducting background research, drafting portions of the design guidelines, and participating in community workshops. Rosa has extensive experience conducting background research and has helped to develop preservation planning documents for projects in the cities of San Marino, Los Angeles, Beverly Hills, and Tustin.

Project team member Grace Davis will be responsible for generating graphics for the design guidelines. An architectural designer, Grace is skilled in creating and implementing historic design guidelines for local jurisdictions, private developers, and international brands. Grace prepared all graphics and helped format the City of Redlands Historic Architectural Design Guidelines.

Principal-in-Charge Katie Horak has overseen a wide variety of preservation projects across Southern California and has more than fifteen years of experience in the field of historic resource management in both the public and private sectors. Katie brings extensive experience with California Environmental Quality Act (CEQA) compliance documentation, historic structure reports, determinations of eligibility, design review, and Mills Act Property Tax Abatement Program administration. She will be available at all times to ensure consistency and provide the project team and the client with guidance.

### **Relevant Project Experience**

For our proposed work for the City of South Pasadena, we plan to fully utilize our depth of expertise, and bring the following strengths to the project:

- A proven track record of award-winning projects, including design guidelines; historic context statements; historic resources surveys; historic structures reports; and preservation planning projects.
- Exceptionally skilled staff meeting *The Secretary of the Interior’s Professional Qualification Standards* in multiple disciplines.
- Years of experience working with planning staff of cities from large to small to meet the specific preservation planning goals of each community.
- A strong understanding of the need to engage the public in preservation activities, and extensive experience conducting community outreach activities to ensure full and meaningful public participation.

- Prior experience in the City of South Pasadena, including preparation of the City's Residential and Commercial Design Guidelines and work through our on-call contract with the City for historic preservation consulting services.

Following are successful relevant projects which ARG has completed:

- City of Redlands Historic Architectural Design Guidelines, including guidelines for new additions/new construction in historic districts
- City of Anaheim Architectural Style Guides, including guidelines for constructing ADUs on historic properties
- City of Arcadia Historic Preservation Ordinance and Mills Act Guidelines
- City of South Pasadena Residential and Commercial Design Guidelines
- City of Glendale Historic District Design Guidelines
- City of Los Angeles Historic Downtown Design Guidelines



## **Approach and Methodology (rev. 1/11/2021)**

### Task 1. Project Commencement

ARG will kick off the project with a project initiation meeting with City staff and the Cultural Heritage Commission Subcommittee. At this time, project goals, scope, timeline, communication methodology, and key deliverables will be finalized, and pertinent background information will be retrieved.

**Timeline:** January 2021

**Staff/Rate/Hours:** Katie Horak (Principal), \$230, 2 hours  
Evanne St. Charles (Project Manager), \$145, 2 hours

*ARG Labor Subtotal, Task 1: \$750*

### Task 2. Background Research

ARG will review all existing background materials, including the City's current ADUs Ordinance, historic context statement, residential design guidelines, and historic preservation policies, to inform the range of architectural styles and design features to be addressed in the design standards and guidelines in the amended ADUs Ordinance.

**Timeline:** January-March 2021

**Staff/Rate/Hours:** Evanne St. Charles (Project Manager), \$145, 8  
Rosa Fry (Architectural Historian), \$125, 12  
ARG Intern (TBD), \$75, 16

*ARG Labor Subtotal, Task 2: \$3,860*

### Task 3. Existing Issues and Opportunities Memorandum

ARG will prepare an Existing Issues and Opportunities Memorandum, which will include a summary of existing issues with ADUs on historic properties or in eligible historic districts, a preliminary list of local architects that are well-suited to design ADUs on historic properties/districts, examples of successful projects where ADUs were added to historic properties, and an overview of existing policies and procedures for garage conversions, which can be used as a baseline for the new standards and guidelines,

and other topics to be identified by the client team. The memo will be submitted to the City for review and feedback.

**Timeline:** February 2021

**Deliverables:** Existing Issues and Opportunities Memorandum (to be submitted in Word and PDF formats)

**Staff/Rate/Hours:** Katie Horak (Principal), \$230, 1  
Evanne St. Charles (Project Manager), \$145, 17

*ARG Labor Subtotal, Task 3: \$2,695*

Task 4. Monthly Progress Reports and Status Calls

In the interest of maintaining regular communication with City staff regarding project progress, and to comply with Certified Local Government Program Grant stipulations, ARG will provide monthly reports outlining project progress for submittal to the State Office of Historic Preservation (OHP). Each progress report will summarize work to date, progress toward project completion, issues or other delays with cause(s) and resolution(s), and goals for the next month. ARG will also attend monthly virtual project status meetings to review progress with City staff.

**Timeline:** February-September 2021

**Deliverables:** Monthly written progress reports, due by the 15th of each month (to be submitted in Word and PDF formats)

**Staff/Rate/Hours:** Katie Horak (Principal), \$230, 4  
Evanne St. Charles (Project Manager), \$145, 18

*ARG Labor Subtotal, Task 4: \$3,530*

Task 5. Community Outreach

ARG understands that engaging members of the community will be critical to the success of the project. In addition to gathering community input through online and postcard surveys in coordination with City staff, ARG will prepare and present project information and solicit feedback from the community at two public workshops to be scheduled and noticed by the City. Goals of the workshops include introducing the

project, answering questions, soliciting information and feedback, and building consensus for the design guidelines and standards.

Workshops may be held in conjunction with presentations to the Cultural Heritage Commission, Design Review Board, and/or Planning Commission, which are open to the public. Following the workshops, ARG will provide a memorandum detailing topics discussed and feedback/questions received for inclusion in the monthly progress reports to OHP.

**Timeline:** March 2021 (online/postcard surveys)  
June-August 2021 (public workshops)

**Deliverables:** PowerPoint presentation(s)  
Minutes memorandum (to be submitted in Word and PDF formats)

**Staff/Rate/Hours:** Katie Horak (Principal), \$230, 4  
Evanne St. Charles (Project Manager), \$145, 8  
Rosa Fry (Architectural Historian), \$125, 8

*ARG Labor Subtotal, Task 5: \$3,080*

Task 6. ADUs Ordinance, Internal Draft

ARG will transmit a draft of the amended ADUs Ordinance to the City for review and comment. The draft will include design guidelines, objective development standards, and review procedures. The amended ordinance will address historic properties that are listed in the City's inventory as well as unlisted properties that are within a designated historic district and an eligible historic district. It will reflect the current professional methods, standards, and procedures established by the U.S. Department of the Interior, the National Park Service, and the State Office of Historic Preservation. The City will be responsible for transmitting the draft to the OHP for review and comment.

**Timeline:** March-May 2021

**Deliverables:** ADUs Ordinance, Internal Draft (to be submitted in Word and PDF formats)

**Staff/Rate/Hours:** Katie Horak (Principal), \$230, 4  
Evanne St. Charles (Project Manager), \$145, 32

Rosa Fry (Architectural Historian), \$125, 20  
Grace Davis (Designer), \$125, 20  
ARG Intern (TBD), \$75, 30

*ARG Labor Subtotal, Task 6: \$12,810*

Task 7. ADUs Ordinance, Public Review Draft

After revising the draft per City/OHP feedback, ARG will submit a draft of the ADUs Ordinance for public review. The City will be responsible for sharing the draft with the public.

**Timeline:** June-July 2021

**Deliverables:** ADUs Ordinance, Public Review Draft (to be submitted in Word and PDF formats)

**Staff/Rate/Hours:** Katie Horak (Principal), \$230, 2  
Evanne St. Charles (Project Manager), \$145, 16  
Rosa Fry (Architectural Historian), \$125, 8  
Grace Davis (Designer), \$125, 8  
ARG Intern (TBD), \$75, 15

*ARG Labor Subtotal, Task 7: \$5,905*

Task 8. ADUs Ordinance, Final Draft

Upon receipt of final comments from the City, OHP, and the public, ARG will revise and finalize the draft ADUs Ordinance.

**Timeline:** August 2021

**Deliverables:** ADUs Ordinance, Final Draft (to be submitted in Word and PDF formats)

**Staff/Rate/Hours:** Katie Horak (Principal), \$230, 2  
Evanne St. Charles (Project Manager), \$145, 8  
Rosa Fry (Architectural Historian), \$125, 4  
Grace Davis (Designer), \$125, 4

*ARG Labor Subtotal, Task 8: \$2,620*

Task 9. Public Hearings/Workshops

ARG will present at and participate in three public hearings/workshops with the Cultural Heritage Commission, Design Review Board, and Planning Commission to discuss the purpose, format, content, and implementation of the amended ADUs Ordinance and its design guidelines, standards, and review procedures. Feedback on the draft will be solicited and used in revision. Scheduling of the public hearings/workshops will be managed by the City. Following each public hearing/workshop, ARG will provide a memorandum detailing topics discussed and feedback/questions received for inclusion in the monthly progress report to OHP.

**Timeline:** June-August 2021

**Deliverables:** PowerPoint presentation(s)  
Minutes memorandum (to be submitted in Word and PDF formats)

**Staff/Rate/Hours:** Katie Horak (Principal), \$230, 4  
Evanne St. Charles (Project Manager), \$145, 12  
Rosa Fry (Architectural Historian), \$125, 8

*ARG Labor Subtotal, Task 9: \$3,660*

Task 10. City Council Adoption Hearing

ARG will participate in the City Council hearing for the adoption of the amended ADUs Ordinance, which is expected to take place in September 2021.

**Timeline:** September 2021

**Staff/Rate/Hours:** Evanne St. Charles (Project Manager), \$145, 4

*ARG Labor Subtotal, Task 10: \$580*

**ARG Labor Total: \$39,490**

**Reimbursable Expenses: \$500**

**PROJECT TOTAL, NOT-TO-EXCEED: \$40,000 (rounded up from \$39,990)**



# City Council Agenda Report

ITEM NO. 12

**DATE:** January 20, 2021

**FROM:** Sean Joyce, Interim City Manager

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

**SUBJECT:** **Urgency Ordinance for Tenant Protections Requiring Building Permits and Scope of Work Prior to No-Fault Just Cause Terminations of Tenancy for Substantial Remodel and Repealing of Moratorium on Evictions for Substantial Remodels (Continued from December 16, 2020)**

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## Recommendation

It is recommended that the City Council:

1. Re-open the public hearing; and
2. Adopt an Urgency Ordinance for Tenant Protections Requiring Building Permits and Scope of Work Prior to No-Fault Just Cause Termination of Tenancy for Substantial Remodel and to repeal the Moratorium on Evictions for Substantial Remodels.

## Recommendation and Commission Review

Staff recommends the City Council adopt Urgency Ordinance Requiring Building Permits and Scope of Work Prior to No-Fault Just Cause Termination of Tenancy for Substantial Remodel (Attachment 1). The draft ordinance includes the definition of “substantial remodel”; and requires prior to notice of termination of tenancy that the tenant be provided with copies of the building permit(s) and a written detailed account of the scope of work, why the work cannot be reasonably accomplished in a safe manner with the tenant in place, and why the work cannot be completed within 30 days. Staff also recommends repealing the moratorium on evictions for substantial remodels; and as directed, staff will continue to study the potential for addition of relocation assistance fees beyond AB 1482 for City Council’s future consideration.

On January 12, 2021 and December 15, 2020, the Planning Commission discussed tenant protections. The item had been continued from November 17 and 19, 2020 to December 15, 2020 for discussion, and on January 12, 2021, the Commission reviewed the draft ordinance and recommended that City Council adopt the Urgency Ordinance Requiring Building Permits and Scope of Work Prior to No-Fault Just Cause Termination of Tenancy for Substantial Remodel.

## Ordinance Extending Moratorium on Evictions for Substantial Remodels

January 20, 2021

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Overall, the Commission agreed that a provision requiring property owners to provide building permits and scope for substantial remodel prior to owners serving notices to terminate a tenant's occupancy made sense as a first step towards increasing tenant protections. Planning Commissioners supported the building permit requirement as an important life safety measure and acknowledged that other communities had successfully integrated a building permit requirement into their local ordinances. The Planning Commission also agreed that evaluating additional relocation assistance should be prioritized for a future amendment to the ordinance but understood that more outreach and study is needed to determine:

- appropriate relocation assistance for South Pasadena and its rental market,
- rates that could be tied to need and length of tenancy,
- considerations of time and resources required to relocate, especially for seniors and those with special needs.

Planning Commissioners reiterated the need for continued education, including educational flyers, to be available to both property owners and tenants regarding responsibilities of property owners, tenant rights, when a building permit is needed, and the benefits of building permits and pre-planning for both tenants and property owners. After reviewing the draft ordinance and public comments on January 12th, the Planning Commission requested that staff create a sample correspondence from a property owner to a tenant describing and providing: 1) the building permit, and 2) a description of the full scope of work confirming that the work complies with the State's definition of "substantial renovation", including answers to why the work cannot be accomplished safely with a tenant in place, and why such work cannot be accomplished within 30 days.

Planning Commissioners also supported the concept of an occupancy inspection program, to be developed at a future date as staff resources become available.

### **Discussion/Analysis**

On November 4, 2020, the City Council approved an urgency ordinance establishing a 45-day moratorium on evictions due to substantial remodels without building permits as an interim measure and directed staff to further study the issue. On November 18, 2020, the City Council conducted a public hearing to receive initial findings from staff and continued the hearing to December 16, 2020, to allow staff to conduct further stakeholder outreach. On December 16, 2020, City Council received an update on the outreach conducted to date and directed staff to bring back a permanent ordinance as soon as possible in order to repeal the moratorium. City Council also directed staff to bifurcate the issues of 1) adopting a permanent ordinance to prohibit substantial remodel/demolition just cause evictions without prior building permits and appropriate notice and 2) enhancing relocation assistance beyond what is required under AB 1482.

### **Substantial Remodels**

On January 1, 2020, the California Tenant Protection Act of 2019 (AB 1482) established an annual rent increase cap of 5% plus inflation or 10%, whichever is lower, and prohibits evictions

without just cause. However, AB 1482 allows owners to issue no-fault termination of tenancies for the following reasons:

- Intent to occupy the residential real property by the owner;
- Withdrawal of the residential real property from the rental market;
- An order issued by a government agency; or
- Intent to demolish or to substantially remodel the residential real property.

The limited definition of “substantial remodel” as outlined by state law (CA Civil Code § 1946.2); includes:

“the replacement or substantial modification of any structural, electrical, plumbing, or mechanical system that requires a permit from a governmental agency, or the abatement of hazardous materials, including lead-based paint, mold, or asbestos, in accordance with applicable federal, state, and local laws, that cannot be reasonably accomplished in a safe manner with the tenant in place and that requires the tenant to vacate the residential real property for at least 30 days. Cosmetic improvements alone, including painting, decorating, and minor repairs, or other work that can be performed safely without having the residential real property vacated, do not qualify as substantial rehabilitation.”

The City has the authority under Civil Code Section 1946.2(g)(1)(B) to adopt a local ordinance, as long as findings are made that the ordinance is consistent with the terms of AB 1482 and that the provisions of the local ordinance are more protective in the areas of (i) further limits to the reasons for just cause eviction, (ii) higher relocation assistance amounts or (iii) additional tenant protections not prohibited by other provisions of law. The cities of Inglewood, Long Beach, Los Angeles and the County of Los Angeles have adopted local ordinances.

#### Tenant Relocation Fees

AB 1482 establishes that tenants evicted as a result of no-fault just cause are entitled to relocation assistance or rent waiver equal to “one month of the tenant’s rent that was in effect when the owner issued the notice to terminate the tenancy. Any relocation assistance shall be provided within 15 calendar days of service of the notice.” The cities of Pasadena, Glendale, Burbank, Los Angeles, and West Hollywood have established tenant relocation programs that extend beyond the protections offered by AB 1482. Many smaller cities in the San Gabriel Valley do not have additional relocation assistance beyond what is required under AB 1482.

As directed by City Council on December 16, 2020, staff will continue to conduct outreach to and research regarding potential relocation fees beyond those included in AB 1482 and will return to City Council with an update and possible amendment to the Urgency Ordinance recommended in this staff report. Staff will hold a public workshop in coordination with the Housing Rights Center on Monday, January 25, 2021 at 6:00 p.m. and will continue holding one-on-one stakeholder meetings with tenants and property owners.

#### **Background**

On October 8, 2019, Governor Newsom signed AB 1482, also known as the Tenant Protection Act of 2019. AB 1482 included the following provisions:



## Ordinance Extending Moratorium on Evictions for Substantial Remodels

January 20, 2021

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- Prevent property owners from terminating a tenancy without just cause;
- Require property owners to provide the tenant with an opportunity to correct violations before being terminated;
- Require property owners to provide tenants relocation assistance limited to one month's rent, if residency is terminated for certain specified "no cause" reasons, which include the ability of the owner to perform substantial rehabilitation on a unit, or to take it off the market entirely for occupancy by the owner or owner's family; and
- Prevent property owners from increasing rent over the course of any 12-month period more than five percent plus the rate of inflation, or 10 percent, whichever is lower; this restriction requires the rent in existence as of March 1, 2019 as the "base rent" of a tenant remaining in the unit after January 1, 2020 for purposes of calculating an annual rent increase.

In October 2019, Council learned of several tenants facing unexpected eviction or rent increases, likely resulting from the new State law which prompted many landlords to increase rent or evict tenants prior to the new law going into effect. In response, the City Council adopted an urgency ordinance (Ordinance No. 2334) to temporarily establish just cause for termination of tenancies until the state law became effective.

As part of ongoing efforts to address concerns related to housing and tenant protections the City hosted a series of workshops in Fall 2019 regarding housing initiatives; including tenant protections (relocation assistance program and occupancy inspection program); Accessory Dwelling Units; and Inclusionary Housing. The City continues to provide education and information on fair housing laws for landlords and tenants through the Housing Right Center.

On November 4, 2020, the City Council approved an urgency ordinance establishing a 45-day moratorium on evictions due to substantial remodels as an interim measure and directed staff to further study the issue and develop an ordinance establishing procedures and requirements to provide additional protections. The City Council also directed staff to bring back options for additional relocation assistance, beyond what is available under state law.

On November 18, 2020, the City Council opened a public hearing to receive initial findings from staff on additional tenant protections and continued the public hearing to December 16, 2020, to allow staff to conduct further stakeholder outreach.

On December 16, 2020 the City Council received an update on the outreach conducted to date; extended the moratorium for four months on just cause evictions for substantial remodels; directed staff to return with an urgency ordinance as soon as possible; and directed staff to bifurcate the issues of 1) adopting a permanent ordinance to prohibit substantial remodel/demolition just cause evictions without prior building permits and appropriate notice and 2) enhancing relocation assistance beyond what is required under AB 1482.

### **Next Steps**

## Ordinance Extending Moratorium on Evictions for Substantial Remodels

January 20, 2021

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1. Staff will conduct additional stakeholder outreach on additional relocation assistance, including a community workshop on January 25, 2021, 6:00pm and one-on-one stakeholder meetings.
2. Staff will work with the Housing Rights Center on continued education, including educational flyers, to be available to both property owners and tenants regarding responsibilities of property owners, tenant rights, when a building permit is needed, and the benefits of building permits and pre-planning for both tenants and property owners; and provide a sample correspondence between property owners and tenants.

### **Legal Review**

The City Attorney has reviewed this item.

### **Fiscal Impact**

There is no fiscal impact with the adoption of an ordinance and repealing the moratorium. Staff time will be necessary in studying the relocation assistance issue, conducting stakeholder outreach, and developing recommendations.

### **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*.

**Attachment:** Urgency Ordinance for Tenant Protections Requiring Building Permits and Scope of Work Prior to No-Fault Just Cause Terminations of Tenancy for Substantial Remodel and Repeal of Moratorium

# **ATTACHMENT 1**

## Urgency Ordinance

**ORDINANCE NO. \_\_\_\_\_**

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF  
THE CITY OF SOUTH PASADENA, CALIFORNIA, ADDING  
ARTICLE IX (“JUST CAUSE FOR EVICTION”) TO TITLE 17  
 (“HEALTH AND SANITATION”) OF THE SOUTH  
PASADENA MUNICIPAL CODE, ESTABLISHING AND  
REQUIRING JUST-CAUSE FOR TERMINATION OF  
TENANCIES IN THE CITY OF SOUTH PASADENA AND  
REPEALING THE MORATORIUM SET FORTH IN  
ORDINANCE NO. 2350**

**WHEREAS**, effective January 1, 2020, Assembly Bill 1482 (2019-2020, the “Tenant Protection Act of 2019”), established state-wide just cause eviction protections intended to “help families afford to keep a roof over their heads, and...will provide California with important new tools to combat our state’s broader housing and affordability crisis.”

**WHEREAS**, the eviction protections of AB 1482 allow for a “no fault” just cause eviction of a tenant where the property owner intends to demolish or remodel the unit requiring the tenant to vacate for a minimum of 30 days; and

**WHEREAS**, tenants of residential real property in South Pasadena have recently reported that the evictions for alleged purposes of substantial remodelling have been served by property owners who have not substantiated the eviction with building permits or other appropriate notice, thereby taking advantage of an unintended loophole for property owners to make unwarranted claims that they are conducting substantial remodels to issue no-fault eviction notices; and

**WHEREAS**, in response to these concerns, on November 4, 2020 the City Council adopted a temporary moratorium on evictions for purposes of “substantial remodelling” or demolition of the unit, to immediately prevent harm to tenants evicted under the any unsubstantiated “substantial remodel” and to prevent the immediate harm to the City in the loss of a dwelling unit in the case of intended demolition; and

**WHEREAS**, on December 16, 2020, the City Council extended the temporary moratorium to allow for further study of the two issues of 1) “substantial remodelling” procedures and 2) the concerns that the existing one month of relocation benefits required under AB 1482 may be inadequate to address the harm caused by certain no-fault, just cause evictions and directed staff to consider bifurcating the two issues; and

**WHEREAS**, the City Council finds that an urgency measure is necessary and essential to prevent the irreparable injury tenants would suffer due to the unintended loophole in AB 1482 for unsubstantiated “substantial remodels” or demolitions; and

**WHEREAS**, the City Council desires to adopt an urgency ordinance to establish no-fault termination of tenancy provisions that are more protective than Civil Code Section 1946.2, to include additional procedures to justify an intended “substantial remodel,” or

demolition, including the requirement to obtain permits prior to issuing a Notice of Termination, and

**WHEREAS**, the City Council finds that an urgency measure is necessary and essential to prevent the irreparable injury tenants would suffer due to the service of no-fault eviction notices for substantial remodel or unit demolition without these further protections; and

**WHEREAS**, the City Council finds that an urgency measure is necessary and essential to further the important interests of the State in passing of AB 1482, which law the City supports; and

**WHEREAS**, the City Council has the power to enact an urgency ordinance, not in conflict with general laws, as necessary to protect public peace, health, and safety, via exercise of the powers provided to cities in Article XI, Section 7, of the California Constitution, and in compliance with Government Code section 36937; and

**WHEREAS**, the above-identified issues constitute a current and immediate threat to the public peace, health, and safety of the City, within the meaning of Government Code section 36937; and

**WHEREAS**, in light of the numerous concerns noted herein, including, but not limited to, the current and immediate threat to the public peace, health, and safety of the City's residents, and the adverse impacts that would result from no-cause evictions within the City and associated displacement of City residents due to "substantial remodel" without these additional procedural protections, the City Council declares that this urgency measure is necessary to preserve the public peace, health, and safety of the community, and should be adopted, to prevent further evictions of tenants without substantiation of a "substantial remodel" no-fault, just-cause eviction; and

**WHEREAS**, for reasons set forth above, this ordinance is declared by the City Council to be necessary for immediate preservation of the public peace, health, and safety, and the recitals above taken together constitute the City Council's statements of the reasons constituting such necessity and urgency; and

**WHEREAS**, adoption of this ordinance is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to the following, each a separate and independent basis: CEQA Guideline section 15183 ("Action Consistent with the General Plan and Zoning"); section 15378 ("No Project"); and section 15061(b)(3) ("No Significant Environmental Impact").

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:**

**Section 1. Emergency Finding.** The City Council finds the foregoing recitals and their findings to be true and correct, and hereby incorporates such recitals and their findings into this ordinance. The City Council further finds that there is a necessity to expedite and to pass this ordinance by the powers granted the City Council under Article XI, Section 7, of the

California Constitution and Government Code section 36937, given that evictions of residents, particularly low- and moderate-income residents, directly threatens the public peace, health, and safety of the City. The City further finds that the just cause eviction protections set forth in this Ordinance are more protective than those required under AB 1482, in that the protections set forth under this Ordinance are consistent with the just cause eviction protections under AB 1482, but further expand these protections to take effect immediately.

**Section 2. Just Cause for Eviction.** From the effective date of this urgency ordinance, no landlord shall be entitled to recover possession of a rental unit covered by the terms of this ordinance unless said landlord shows the existence of “just cause“ as defined within Section 3(b), below. The provisions of this urgency ordinance shall apply to all residential rental units not specified below to be exempt, including where a notice to vacate or to quit any such rental unit has been served prior to, as of, or after the effective date of this urgency ordinance, but where an unlawful detainer judgment has not been issued as of the effective date of this urgency ordinance.

**Section 3.** Article IX (“Just Cause for Eviction”) is added to Title 17 (“Health and Sanitation”) of the South Pasadena Municipal Code to read as follows:

**17.95 Just cause for eviction.**

(a) Notwithstanding any other law, if a tenant has continuously and lawfully occupied a residential real property for 12 months, the owner of the residential real property shall not terminate the tenancy without just cause, which shall be stated in the written notice to terminate tenancy, as described in subdivision (f), below. If any additional adult tenant has been added to the lease before an existing tenant had continuously and lawfully occupied the residential real property for 24 months, then this subdivision shall only apply if either of the following are satisfied:

(1) All of the tenants have continuously and lawfully occupied the residential real property for 12 months or more.

(2) At least one tenant of multiple tenants has continuously and lawfully occupied the residential real property for 24 months or more.

(b) For purposes of this section, “just cause” includes either of the following:

(1) At-fault just cause, which is any of the following:

(A) Default in the payment of rent.

(B) A breach of a material term of the lease, as described in paragraph (3) of Section 1161 of the California Code of Civil Procedure, including, but not limited to, violation of a provision of the lease after being issued a written notice to correct the violation.

(C) Maintaining, committing, or permitting the maintenance or commission of a nuisance as described in paragraph (4) of Section 1161 of the California Code of Civil Procedure.

(D) Committing waste as described in paragraph (4) of Section 1161 of the California Code of Civil Procedure.

(E) Criminal activity by the tenant on the residential real property, including any common areas, or any criminal activity or criminal threat, as defined in subdivision (a) of Section 422 of the California Penal Code, on or off the residential real property, that is directed at any owner or agent of the owner of the residential real property.

(F) Assigning or subletting the premises in violation of the tenant's lease, as described in paragraph (4) of Section 1161 of the California Code of Civil Procedure.

(G) The tenant's refusal to allow the owner to enter the residential real property as authorized by Sections 1101.5 and 1954 of the California Civil Code, and Sections 13113.7 and 17926.1 of the California Health and Safety Code.

(H) Using the premises for an unlawful purpose as described in paragraph (4) of Section 1161 of the California Code of Civil Procedure.

(I) The employee, agent, or licensee's failure to vacate after being terminated as an employee, agent, or a licensee, as described in paragraph (1) of Section 1161 of the California Code of Civil Procedure.

(J) When the tenant fails to deliver possession of the residential real property after providing the owner written notice as provided in California Civil Code section 1946 of the tenant's intention to terminate the hiring of the real property, or makes a written offer to surrender that is accepted in writing by the landlord, but fails to deliver possession at the time specified in that written notice as described in paragraph (5) of Section 1161 of the California Code of Civil Procedure.

(2) No-fault just cause, which includes any of the following:

(A) Intent to occupy the residential real property by the owner or the owner's spouse, domestic partner, children, grandchildren, parents, or grandparents.

(B) Withdrawal of the residential real property from the rental market.

(C) (i) The owner complying with any of the following:

(I) An order issued by a government agency or court relating to habitability that necessitates vacating the residential real property.

(II) An order issued by a government agency or court to vacate the residential real property.

(III) A local ordinance that necessitates vacating the residential real property.

(ii) If it is determined by any government agency or court that the tenant is at fault for the condition or conditions triggering the order or need to vacate under clause (i), the tenant shall not be entitled to relocation assistance as outlined in paragraph (3) of subdivision (d).

(D) (i) Intent to demolish or to substantially remodel the residential real property.

(ii) For purposes of this subparagraph, “substantially remodel” means the replacement or substantial modification of any structural, electrical, plumbing, or mechanical system that requires a permit from a governmental agency, or the abatement of hazardous materials, including lead-based paint, mold, or asbestos, in accordance with applicable federal, state, and local laws, that cannot be reasonably accomplished in a safe manner with the tenant in place and that requires the tenant to vacate the residential real property for at least 30 days. Cosmetic improvements alone, including painting, decorating, and minor repairs, or other work that can be performed safely without having the residential real property vacated, do not qualify as substantial rehabilitation. No shall “just cause” eviction for “substantial remodel” or demolition shall be effective unless building permits were first secured from the City of South Pasadena, and the tenant was provided with copies of the building permit(s) and a written detailed account of the scope of work, why the work cannot be reasonably accomplished in a safe manner with the tenant in place, and why the work cannot be completed within 30 days.

(c) Before an owner of residential real property issues a notice to terminate a tenancy for just cause that is a curable lease violation, the owner shall first give notice of the violation to the tenant with an opportunity to cure the violation pursuant to paragraph (3) of Section 1161 of the California Code of Civil Procedure. If the violation is not cured within the time period set forth in the notice, a three-day notice to quit without an opportunity to cure may thereafter be served to terminate the tenancy.

(d) (1) For a tenancy for which just cause is required to terminate the tenancy under subdivision (a), if an owner of residential real property issues a termination notice based on a no-fault just cause described in paragraph (2) of subdivision (b), the owner shall, regardless of the tenant’s income, at the owner’s option, do one of the following:

(A) Assist the tenant to relocate by providing a direct payment to the tenant as described in paragraph (3).

(B) Waive in writing the payment of rent for the final month of the tenancy, prior to the rent becoming due.

(2) If an owner issues a notice to terminate a tenancy for no-fault just cause, the owner shall notify the tenant of the tenant’s right to relocation assistance or rent waiver pursuant to this section. If the owner elects to waive the rent for the final month of the tenancy as provided in subparagraph (B) of paragraph (1), the notice shall state the amount of rent waived and that no rent is due for the final month of the tenancy.

(3) (A) The amount of relocation assistance or rent waiver shall be equal to one month of the tenant’s rent that was in effect when the owner issued the notice to terminate the tenancy. Any relocation assistance shall be provided within 15 calendar days of service of the notice.

(B) If a tenant fails to vacate after the expiration of the notice to terminate the tenancy, the actual amount of any relocation assistance or rent waiver provided pursuant to this subdivision shall be recoverable as damages in an action to recover possession.

(C) The relocation assistance or rent waiver required by this subdivision shall be credited against any other relocation assistance required by any other law.



(4) An owner's failure to strictly comply with this subdivision shall render the notice of termination void.

(e) This section shall not apply to the following types of residential real properties or residential circumstances:

(1) Transient and tourist hotel occupancy as defined in subdivision (b) of Section 1940 of the California Civil Code.

(2) Housing accommodations in a nonprofit hospital, religious facility, extended care facility, licensed residential care facility for the elderly, as defined in Section 1569.2 of the California Health and Safety Code, or an adult residential facility, as defined in Chapter 6 of Division 6 of Title 22 of the Manual of Policies and Procedures published by the California State Department of Social Services.

(3) Dormitories owned and operated by an institution of higher education or a kindergarten and grades 1 to 12, inclusive, school.

(4) Housing accommodations in which the tenant shares bathroom or kitchen facilities with the owner who maintains their principal residence at the residential real property.

(5) Single-family owner-occupied residences, including a residence in which the owner-occupant rents or leases no more than two units or bedrooms, including, but not limited to, an accessory dwelling unit or a junior accessory dwelling unit.

(6) A duplex in which the owner occupied one of the units as the owner's principal place of residence at the beginning of the tenancy, so long as the owner continues in occupancy.

(7) Housing that has been issued a certificate of occupancy within the previous 15 years.

(8) Residential real property that is alienable separate from the title to any other dwelling unit, provided that both of the following apply:

(A) The owner is not any of the following:

(i) A real estate investment trust, as defined in Section 856 of the U.S. Internal Revenue Code.

(ii) A corporation.

(iii) A limited liability company in which at least one member is a corporation.

(B) The tenants have been provided written notice that the residential property is exempt from this section.

(9) Housing restricted by deed, regulatory restriction contained in an agreement with a government agency, or other recorded document as affordable housing for persons and families of very low, low, or moderate income, as defined in Section 50093 of the California Health and Safety Code, or subject to an agreement that provides housing subsidies for affordable housing for persons and families of very low, low, or moderate income, as defined in Section 50093 of the California Health and Safety Code or comparable federal statutes.

(f) An owner of residential real property, with a tenancy existing prior to December 31, 2019, and subject to this section, shall provide written notice to the tenant as follows:

“South Pasadena law provides that after a tenant has continuously and lawfully occupied a property for 12 months or more, or at least one tenant of multiple tenants has continuously and lawfully occupied the property for 24 months or more, the landlord must provide a statement of cause in any notice to terminate a tenancy.”

The provision of the notice shall be subject to Section 1632 of the California Civil Code.

(g) Any waiver of the rights under this section shall be void as contrary to public policy.

(h) For the purposes of this section, the following definitions shall apply:

(1) “Owner” and “residential real property” have the same meaning as those terms are defined in Section 1954.51 of the California Civil Code.

(2) “Tenancy” means the lawful occupation of residential real property and includes a lease or sublease.

**Section 4. Authority.** This ordinance is enacted pursuant to Article XI, Section 7, of the California Constitution, and in compliance with Government Code section 36937.

**Section 5. CEQA.** The City Council hereby finds and determines that this ordinance is not subject to the requirements of the California Environmental Quality Act (“CEQA”), pursuant to CEQA Guideline section 15183 (“Action Consistent with General Plan and Zoning”); section 15378 (“No Project”), and section 15061(b)(3) (“No Significant Environmental Impact”).

**Section 6. Severability.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held by a court of competent jurisdiction to be invalid, or otherwise not in force or effect, such decision shall not affect the validity, force, or effect, of the remaining portions of this ordinance. The City Council declares that it would have adopted this ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or otherwise not in force or effect.

**Section 7. Repeal.** Ordinance No. 2350, Extending An Interim Moratorium on Evictions of Residential Tenancies Due to Substantial Remodeling or Demolition of the Unit in the City of South Pasadena is repealed with the passage of this Ordinance.

**Section 8. Immediate Effect.** This ordinance shall take effect immediately. The City Clerk shall certify to the passage and adoption of this ordinance, and to its approval by the Mayor and the City Council, and the City Clerk shall cause the same to be published in a newspaper in the manner required by law.

**PASSED, APPROVED, and ADOPTED ON this 20th day of January, 2021.**

\_\_\_\_\_  
Diana Mahmud, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Maria E. Ayala, Chief 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 20<sup>th</sup> day of January 2021 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Maria E. Ayala, Chief City Clerk  
(seal)



# City Council Agenda Report

ITEM NO. 13

**DATE:** January 20, 2021

**FROM:** Sean Joyce, Interim City Manager

**PREPARED BY:** Joanna Hankamer, Director of Planning and Community Development  
Kanika Kith, Planning Manager  
Candida Neal, Contract Planner

**SUBJECT:** **Delisting 260 Saint Albans Avenue from the South Pasadena Inventory of Cultural Resources (Project No. 2340-COA/DEL)**

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## Recommendation

It is recommended that the City Council:

1. Open the public hearing; and
2. Adopt a Resolution removing 260 Saint Albans Avenue from the Inventory of Cultural Resources based on the finding that it qualifies for removal from the Inventory of Cultural Resources pursuant to South Pasadena Municipal Code (SPMC) Section 2.64(a)(1)(B)(4).

## Cultural Heritage Commission Review

On November 19, 2020, the Cultural Heritage Commission (CHC) reviewed the proposed delisting of 260 Saint Albans Avenue from the Inventory of Cultural Resources and determined that the property met SPMC Section 2.64(a)(1)(B)(4) criteria for removal of properties from the Inventory of Cultural Resources. The CHC voted 5-0 making the following recommendations to City Council:

1. Recommend the City Council make the findings pursuant to SPMC Section 2.64(a)(1)(B)(4) for removal of properties from the Inventory of Cultural Resources as provided in the Resolution, included as Attachment 1; and
2. Remove the property at 260 Saint Albans Avenue from the Inventory of Cultural Resources.

## Executive Summary

An application for removal of 260 Saint Albans Avenue from the Inventory of Cultural Resources was filed by the property owners on August 25, 2020. A Historic Resources Evaluation (HRE) report was prepared to evaluate the request and concluded that the property was not eligible for federal, state, or local listing, either individually or as a contributor to a historic district. On November 19, 2020, the CHC reviewed the application and voted 5-0 recommending removal of the property from the Inventory of Cultural Resources to City Council.

### Discussion/Analysis

Early versions of the *City of South Pasadena Historic Resource Survey* dating from 1994 through 2002 assigned to the property the California Historic Resources (CHR) Status Code 5S3 indicated that the property “Appears to be individually eligible for local listing or designation through survey evaluation”. Subsequent, more recent surveys, including the one prepared in 2017, did not reevaluate the property and carried forward the 5S3 CHR Status Code.

The location of the home and its façade are shown in **Figure 1** and **Figure 2** below.

**Figure 1: Project Location**



**Figure 2: Façade overview**



### Historic Evaluation

A Historic Resources Evaluation (HRE) report was prepared in August 2020 by Sapphos Environmental to evaluate the property. The HRE report included recent historic preservation planning documents and guidance not available at the time of the 2003 survey and concluded that the property was not eligible for federal, state, or local listing, either individually or as a

contributor to a historic district. In addition, the survey found that the property was no longer eligible for CHR Status Code 5S3 designation. The recommended updated CHR Status Code for the subject property is 6Z (ineligible for federal, state, or local listing). Based on this finding, the property at 260 Saint Albans Avenue appears to qualify for removal from the Inventory of Cultural Resources. A detailed analysis with findings was provided to the CHC in the staff report dated November 19, 2020. The CHC staff report and HRE report are included as **Attachment 2**.

### Criteria of Significance

A brief analysis and findings according to the NRHP, CRHR, and local criteria of significance are provided below.

#### *Criteria A/1/1 (Event)*

The property at 260 St. Albans does not appear eligible for NRHP, CRHR, or local listing under Criteria A/1/1. The property was developed in 1940, a time characterized by stagnant development due to the Great Depression and events related to the impending World War II. The development of this property does not mark an important moment in history and does not reflect a historic trend that made a significant contribution to the development of the community. Therefore, the property is ineligible for listing pursuant to Criterion A/1/1 for association with a significant event.

#### *Criteria B/2/2 (Person)*

The property at 260 St. Albans does not appear individually eligible for NRHP, CRHR, or local listing under Criteria B/2/2. No information identified to date has suggested that any of the former owners or residents of the home made significant contributions to the city, region, state or nation. Research has not identified any other individual, either owner or resident, associated with the home who significantly contributed to the culture and development of the city, region or nation. Therefore, the property does **not** appear eligible for listing under Criteria B/2/2, either individually or as a contributor to a historic district, nor does it appear to warrant special consideration in local planning under the criteria.

#### *Criteria C/3/3 (Design)*

The property at 260 St. Albans does not appear individually eligible for NRHP, CRHR, or local listing under Criteria C/3/3. The building is Spanish Colonial Revival. The period of significance for this style of architecture began in 1915, boomed in the 1920s and tapered off in the 1930s. This building was constructed in 1940, well after the peak of this style of architecture's popularity. Although the building features many of the character-defining features of the Spanish Colonial Revival style, they are common and utilitarian in execution. The building does not possess high artistic value. The building is not known to be the work of a master architect or builder. The property, therefore, does **not** qualify as a historical resource under CEQA and does not meet the criteria for inclusion on the South Pasadena Inventory of Cultural Resources.

*Criteria D/4/4*

The building at 260 St. Albans does not appear individually eligible for NRHP, CRHR, or local listing under Criteria D/4/4. The building was constructed using common building materials and techniques, and the site was graded during construction. The property, therefore, is **not** likely to yield significant information regarding the prehistory and history of the area pursuant to Criterion 4.

*CHR Status Code*

The survey evaluation of the property demonstrates that the home does **not** meet the eligibility requirements for designation at the national, state, or city level. As a result, the CHR Status 5C3 – *ineligible for national or state designation but appears eligible for designation as a local landmark through survey evaluation* is no longer valid. The recommended updated CHR Status Code is 6Z – *ineligible for federal, state, or local listing*. Based on this finding, the property at 260 St. Albans Avenue appears to qualify for removal from the Inventory of Cultural Resources. In addition, the property is not eligible for CHR Status Code 6L - *eligible for special consideration in local planning* because it is not within a Historic District, potential historic district, or an area where there are other historic homes that as a group may warrant protection through local historic planning efforts.

**Recommended Findings for Delisting a Property from the Inventory of Cultural Resources**

The Cultural Heritage Commission recommended that the City Council make the following findings pursuant to SPMC Section 2.64(a)(4) for removal of properties from the Inventory of Cultural Resources:

- (A) *That the cultural resource lacks significance as defined under national, state, and local criteria for historical significance, or*

The property at 260 St. Albans Avenue does not meet the significance criteria for designation on the NRHP, CRHR, or as a local landmark in the City of South Pasadena. As a result, the property does not support a CHR Status Code 5C3 – *appears to be eligible for national state of local designation with survey evaluation* and local planning consideration for historic preservation is no longer applicable. Given the property's late construction date for Spanish Colonial Revival architecture in the City and the absence of a surrounding historic district or planning district, the property at 260 St. Albans represents one of several hundreds of similar properties throughout the City. The recommended updated California Historic Resources Status Code is 6Z (ineligible for federal, state, or local listing). The delisting complies with the requirements of SPMC 2.64 for delisting or removing a property from the Inventory of Cultural Resources.

- (B) *That the cultural resource has lost its historic integrity due to irreversible alterations.*

This provision of SPMC Section 2.64 does not apply to the property at 260 St. Albans Avenue.

### **Environmental Analysis**

The City Council has determined that the proposed project, removal of 260 Saint Albans Avenue from the Inventory of Cultural Resources, is exempt from the California Environmental Quality Act (CEQA) due to the determination that the property does not qualify as a historical resource pursuant to Public Resources Code Section 5024.1 and CEQA Guidelines Section 15064.5. The project is categorically exempt under Section 15301, Class 1 Existing Facilities. The Class 1 exemption includes the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. Per CEQA Guidelines Section 15301.1, this includes "[d]emolition and removal of individual small structures listed in this subdivision: (1) One single-family residence. In urbanized areas, up to three single-family residences may be demolished under this exemption." The property was determined ineligible as a historical resource through an intensive-level historic resources evaluation, and no historical resources would be affected by the project.

### **Legal Review**

The City Attorney has reviewed this item.

### **Fiscal Impact**

There is no fiscal impact associated with delisting the property from the Inventory of Cultural Resources.

### **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 January 8, 2021, 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 property.

### **Attachments:**

1. Resolution
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, TO REMOVE 260 SAINT ALBANS AVENUE FROM THE CITY OF SOUTH  
PASADENA INVENTORY OF CULTURAL RESOURCES**

**WHEREAS**, on August 17, 2020, the City received an application from the property owners of 260 Saint Albans Avenue (Assessor’s Parcel Number 5315-010-040) to remove their property from the City of South Pasadena Inventory of Cultural Resources; and

**WHEREAS**, on August 13, 2020, Sapphos Environmental completed a due-diligence Historic Resources Evaluation report of the property in order to establish the property’s status and eligibility for the Inventory of Cultural Resources; and

**WHEREAS**, Section 2.64 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 removal of properties from the Inventory of Cultural Resources; and

**WHEREAS**, on November 6, 2020, City of South Pasadena Planning and Building Department published a legal notice in compliance with state law concerning the removal of 260 Saint Albans Avenue from the Inventory of Cultural Resources in the *South Pasadena Review*, a local newspaper of general circulation, regarding the City of South Pasadena Cultural Heritage Commission public hearing of November 19, 2020. In addition, on November 9, 2020, a public hearing notice was mailed to property owners within a 300-foot radius of the property, indicating the date and time of the public hearing at the Cultural Heritage Commission meeting for delisting the property; and

**WHEREAS**, on November 19, 2020, the Cultural Heritage Commission conducted a duly noticed public hearing, at which time public testimony was taken concerning the proposed removal of 260 Saint Albans Avenue from the Inventory of Cultural Resources and voted 5-0 recommending said removal of the property to the City Council; and

**WHEREAS**, on January 8, 2021, City of South Pasadena Planning and Building Department published a legal notice in compliance with state law concerning the removal of 260 Saint Albans Avenue from the Inventory of Cultural Resources in the *South Pasadena Review*, a local newspaper of general circulation, regarding the City of South Pasadena City Council on public hearing of January 20, 2021. In addition, on January 7, 2021, 2020, a public hearing notice was mailed to property owners within the proposed district and within a 300-foot radius of the property, indicating the date and time of the public hearing at the City Council meeting for delisting the property; and

**WHEREAS**, on January 20, 2021, the City Council conducted a duly noticed public hearing, at which time public testimony was taken concerning the proposed removal of 260 Saint Albans Avenue from the Inventory of Cultural Resources.

**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, removal of 260 Saint Albans Avenue from the Inventory of Cultural Resources is exempt from the California Environmental Quality Act (CEQA) due to the determination that the property does not qualify as a historical resource pursuant to Public Resources Code Section 5024.1 and CEQA Guidelines Section 15064.5. The project is categorically exempt under Section 15301, Class 1 Existing Facilities. The Class 1 exemption includes the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. Per CEQA Guidelines Section 15301.1, this includes "[d]emolition and removal of individual small structures listed in this subdivision: (1) One single-family residence. In urbanized areas, up to three single-family residences may be demolished under this exemption." The property was determined ineligible as a historical resource through an intensive-level historic resources evaluation, and no historical resources would be affected by the project.

**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 criteria contained in the Cultural Heritage Ordinance and makes the following findings, pursuant to pursuant to SPMC Section 2.64(a)(1)(B)(4) for removal of properties from the Inventory of Cultural Resources:

- (A) *That the cultural resource lacks significance as defined under national, state, and local criteria for historical significance, or*

260 Saint Albans Avenue does not meet the significance criteria for designation on the National Register of Historic Places (NRHP), California Register of Historical Resources (CRHR), or as a local landmark in the City of South Pasadena. In addition, the property does not meet the eligibility for special consideration in local planning (CHR Status Code 6L). Given the property's late construction date for Spanish Colonial Revival architecture in the City, the ubiquity of similar, more intact Spanish Colonial Revival homes, and the absence of a surrounding historic district or planning district, the property at 260 Saint Albans Avenue represents one of several hundreds of similar properties throughout the City. The recommended updated California Historic Resources Status Code is 6Z (ineligible for federal, state, or local listing).

- (B) *That the cultural resource has lost its historic integrity due to irreversible alterations.*

This provision of SPMC Section 2.64 does not apply to the property at 260 Saint Albans.

**SECTION 3. RECORD OF PROCEEDING**

The documents and other materials that constitute the record of the proceedings upon which the City Council'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 4. DETERMINATION**

Based on the aforementioned findings, the City Council hereby approves the removal of the property at 260 Saint Albans Avenue from the City of South Pasadena Inventory of Cultural Resources.

**SECTION 5. 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 6. 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 20<sup>th</sup> day of January 2021.

\_\_\_\_\_  
Diana Mahmud, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Maria Ayala, City Clerk  
(seal)

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

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 20<sup>th</sup> day of January 2021 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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Maria Ayala, City Clerk  
(seal)

**ATTACHMENT 2**  
November 19, 2020  
CHC Staff Report & Attachments  
(Click Here)



# City Council Agenda Report

ITEM NO. 14

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**DATE:** January 20, 2021

**FROM:** Sean Joyce, Interim City Manager

**PREPARED BY:** Brian Solinsky, Interim Police Chief  
Paul Riddle, Fire Chief

**SUBJECT:** **First Reading and Introduction of an Ordinance of the City Council of the City of South Pasadena Amending Chapter 2 (Administration), Article IVB (Public Safety Commission) of the South Pasadena Municipal Code; and Receive and File the Public Safety Commission's Update on Police Policy Reform**

---

## Recommendation

It is recommended that the City Council

1. Introduce for first reading and read by title only, waiving further reading, an Ordinance of the City Council of the City of South Pasadena amending Chapter 2 (Administration), Article IVB. (Public Safety Commission) of the South Pasadena Municipal Code; and
2. Receive and file Public Safety Commission recommendations for police policy reform, establishing a more efficient response to crises involving mental illness, homeless and addiction, and working toward becoming an accredited agency with CALEA.

## Commission Review and Recommendation

The Public Safety Commission (PSC) reviewed this matter during several of its 2020 meetings. The PSC recommended the City Council adopt the proposed revisions to Chapter 2 (Administration) of the South Pasadena Municipal Code (SPMC) and file the recommendations on police use of force policy.

## Background

The PSC was created in 2009 to provide civic engagement and insight to City Council when addressing public safety issues affecting South Pasadena and the region. The PSC charge (powers, duties, and responsibilities) was based on the City's needs and issues as they existed at that time.

In December 2018, staff conducted a thorough analysis of the PSC's charge and authority. Staff determined the charge did not accurately reflect the needs of the community or the City Council. The described tasks were outdated and no longer consistent with other neighboring PSC's or emergency preparedness groups. In 2020, following the deaths of Breonna Taylor and George Floyd, the American public perceived systemic racism in policing. To address these and other public safety issues, the PSC conducted a review of their charge within the contemporary context of pervasive concerns. The PSC also created a

subcommittee to provide recommendations to the City Council on the Police Department's use of force policy consistent with *Campaign Zero* and the *8 Can't Wait* initiative.

### **Discussion/Analysis**

As public safety needs and methods continue to evolve, in light of environmental and societal demands, the PSC's charge must also adapt to serve both the community and the City Council effectively. With the recent COVID-19 pandemic and demands for social justice, staff and the Subcommittee has conducted an updated comprehensive analysis of the PSC charge. Staff's assessment found the charge was again in need of a robust update to reflect current community expectations.

The working group recommends a revised ordinance to create a more efficient and transparent workflow. The change will provide enhanced service to the community and better serve the City Council by focusing on essential policy and public safety needs. In some cases, the current charge limits the Commission's authority to address relevant issues within the community. In other incidents, the Commission has prescribed duties that require comprehensive knowledge and subject matter expertise that are not practical for a volunteer group.

The proposed amendment to Chapter 2, Sections 2.40 through 2.43 further define the Creation, Ex officio members, Meetings, and Powers of the PSC as follows:

**SECTION 1.** Article IVB ("Public Safety Commission") of Chapter 2 ("Administration") of the South Pasadena Municipal Code is amended to read as follows:

#### **2.40 Creation, composition and member training.**

There is hereby created a public safety commission for the City, consisting of seven adult members, who shall be appointed pursuant to section 2.23 herein. At least two of the seven members should have a background in public safety.

#### **2.41 Ex officio members.**

The chief of police of the City and the chief of the fire department of the City shall be ex officio members of the public safety commission. They shall not have the power to vote.

#### **2.42 Meetings.**

The public safety commission shall hold a maximum of ten regular meetings per calendar year. The Commission shall adopt a schedule of meetings each year, consistent with this section. Special meetings may be called by a majority of the Commission as needed, if approved by the council liaison.

#### **2.43 Powers and duties generally.**

Commission meetings shall serve as a forum for community discussion and make recommendations to the City Council, and the respective chiefs on policy regarding public safety matters, including emergency preparedness, to build upon strong community trust with the police and fire departments by promoting transparency, accountability, and information sharing with the community. The Commission shall have the following powers and duties:



- a) To engage with the community by maintaining an ongoing dialogue with community members and community organizations.
- b) To review and comment on police and fire department policies, procedures, practices and to advise on the setting of goals for the departments that reflect community values.
- c) To review and comment on regular updates presented by the police chief and fire chief on the departments' customer service programs, community-oriented programs, trends, statistics, and prevention programs.
- d) To review and monitor regular reported data, at least once a quarter, on police use of force, arrests, citations, field interviews, requests for service, and mutual aid requests, to the extent legally permitted.
- e) To review and monitor regular reported data, at least once a quarter, on fire, medical, rescue, collision and other calls for service, and mutual aid requests, to the extent legally permitted.
- f) To provide a forum to address concerns, complaints, and commendations regarding the police and fire departments and to receive progress reports on investigations and critical incidents, when legally possible.
- g) To review and provide recommendations on traffic and pedestrian safety and traffic enforcement.
- h) To review and provide recommendations on school and community care facility safety, such as the school resource officer, crossing guards, and outreach programs.
- i) To review and provide recommendations on disaster planning, emergency preparedness, crisis management, and public health emergencies.
- j) To review and comment on annual reports presented by the police chief and fire chief on the departments' best practices, statistics, recruitment, training, retention, trends, and prevention initiatives. These annual reports will subsequently be presented to the city council with feedback and recommendations from the Commission.
- k) To receive, review and comment on an annual report on homeless issues presented by the police chief after the annual homeless count takes place.

The new language will create consistency with PSC's charge, allowing greater flexibility and workflow with neighboring commissions and public safety groups.

The Subcommittee's critical assessment of police use of force policies provided the following recommendations:

- 1) Banning choke or strangleholds - It has been recommended to remove the choke, strangle, or bilateral carotid artery restraint holds from the South Pasadena policy. On September 30, 2020, Governor Newsom signed AB1196, prohibiting using these techniques by law enforcement throughout California; therefore, there are no further recommendations.
- 2) De-escalation by police officers - While the current policy already requires de-escalation, the Subcommittee recommends clarification and adding additional reminders throughout the use of force subsections.

De-escalation is a fundamental responsibility of law enforcement to calm individuals in crisis when the totality of the circumstances allows an opportunity to do so. Officers exhibit this by attempting to slow things down, utilizing patience, listening, being empathetic and attentive to the person, and establishing communications with individuals by using simple dialogue while aware of interpersonal communications concerns such as eye contact, body language, and personal space.

- 3) Require a warning before shooting - The current Police Department policy requires warnings before a firearm discharge where feasible. The Subcommittee recommends no changes to the current policy.

Law enforcement officers are frequently forced to make split-second decisions in tense, uncertain, rapidly evolving, and dangerous circumstances. Courts across the country acknowledge the most significant factor in determining whether the force used by an officer was reasonable is whether there was an immediate threat to officers or others' safety. To mandate that an officer must *always* issue a warning before using deadly force is not appropriate or reasonable. Imposing a mandate precluding or requiring action by law enforcement officers in the myriad of unpredictable circumstances they are confronted with is problematic.

- 4) Require officers to exhaust alternatives before shooting - This concept creates an impossible burden on law enforcement officers concerning evaluating and responding to circumstances they are confronted with in the field. Asking officers in those tense, uncertain circumstances to exhaust any and all possible alternatives are not realistic when faced with immediate threats and split seconds to make life and death decisions.

In dealing with such circumstances, officers are required to observe and perceive the totality of the circumstances that they are facing and evaluate all the dangers and options that exist. Officers must decide what a reasonable action to take is and then take that action while responding to the unknown and unforeseen. For this reason, the law requires that officers make a reasonable decision instead of requiring that they make the best decision.

Officers cannot be expected to consider and eliminate all other alternatives before using deadly force to defend themselves or others. Requiring officers always to find the least intrusive means to resolve any situation would be an impossible burden to meet and would inevitably result in officers being reluctant to make any decision. Indecisiveness resulting from such a burden being imposed upon officers in these situations will undoubtedly jeopardize the safety of civilians and officers.

This concept has been addressed in the amendment of Penal Code section 835a. The language of the amended statute was carefully crafted to balance these concerns wherein it states: "In determining whether deadly force is necessary, officers shall evaluate each situation in light of the

particular circumstances of each case and shall use other available resources and techniques if reasonably safe and feasible to an objectively reasonable officer."

The current policy requires an officer to evaluate other options when safe and feasible, using only objectively reasonable force and the minimum amount to control violent, resisting, and fleeing suspects. Therefore, the Subcommittee recommends no changes.

- 5) Requiring intervention by police officers witnessing inappropriate uses of force - Police officers have a duty to intervene if they witness inappropriate uses of force. This concept, commonly referred to as bystander liability, is firmly embedded within the policies of law enforcement agencies throughout California and in federal civil rights law. Importantly, officers are required to intervene when it is apparent that the force being used by another officer is excessive. Officers are guilty of failure to intervene where the use of excessive force was evident, and the officer had the opportunity to intervene and failed to do so.

The current Police Department policy requires an officer to intervene and report when witnessing another employee using force. The Subcommittee recommends no change to current policy.

- 6) Ban shooting at moving vehicles - While this may appear to be a simple provision to implement, it is not appropriate to mandate such a barrier to action when the totality of the circumstances may warrant shooting at a moving vehicle. An example of this analysis is the vehicle pursuit and car to car shooting in the 2015 San Bernardino terrorist attack. There are frequently highly volatile incidents where an officer must make a split-second decision to shoot in defense of themselves or others. In situations such as those described, the Subcommittee recommended no changes to the current policy.
- 7) Require a use of force continuum - The current policy uses a Situational Use of Force standard, allowing an officer to use techniques to meet and overcome a suspect's resistance. A matrix would require officers to use a stair-stepping methodology, starting at the lowest level and then working their way up to the highest level for a conclusion. The continuum was removed from policies and operations because it did not correctly represent the constitutional standards of a use of force based on "objectively reasonable" decision-making. An example of a continuum would require an officer to use control holds on an active shooter. Therefore, a continuum is neither safe nor reasonable. The Subcommittee recommends no changes to the current policy.
- 8) Require comprehensive use of force reporting - The requirement for a comprehensive reporting system is already required when a use of force occurs. The Subcommittee recommends additional reporting when there is an allegation of unreasonable force used.
- 9) Work towards accreditation with the Commission on Accreditation for Law Enforcement Agencies (CALEA) - The Police Department is researching the accreditation process and will report its feasibility and implementation to the PSC.

- 10) Research implementation of a Mobile Crisis Intervention Teams (MCIT) for mental health-related calls for service - The Los Angeles County Board of Supervisors recently created a Crisis Response Steering Committee. The Committee is researching alternatives to police responses for mental health issues. At the conclusion of their research, the Police Department will gather the results and report on the recommendations that best fit South Pasadena's needs.

### **Alternatives**

1. Maintain the existing PSC charge under SPMC.
2. Refer the matter back to staff for further analysis.
3. Refer the matter back to the PSC for further revisions.

### **Next Steps**

Consider approval of Ordinance at second reading, including any requested edits from City Council.

### **Legal Review**

The City Attorney has reviewed this item.

### **Fiscal Impact**

There is no fiscal impact regarding this proposed amendment. There may be additional costs related to the implementation of the CALEA accreditation and Mobile Crisis Intervention Team. These costs are undetermined and will be explored at a future date when research and a thorough analysis can be conducted.

### **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. Existing SPMC Article IVB with Redline Revisions.
2. Ordinance Amending Chapter 2 (Administration), Article IVB. (Public Safety Commission), Sections 2.40 through 2.43.
3. SPPD Reform Framework.

**ATTACHMENT 1**  
Existing SPMC Article IVB with Revisions

## ARTICLE IVB. PUBLIC SAFETY COMMISSION

### 2.40 Creation, and composition and member training.

There is hereby created a public safety commission for the city, consisting of seven adult members, who shall be appointed pursuant to section 2.23 herein. At least two of the seven members should have a background in public safety. (Ord. No. 2187, § 2, 2009; Ord. No. 2236, § 1, 2012.)

### 2.41 Ex officio members.

The chief of police of the city and the chief of the fire department of the city shall be ex officio members of the public safety commission. They shall not have the power to vote. (Ord. No. 2187, § 2, 2009.)

### 2.42 Meetings.

The public safety commission shall hold a maximum of ten regular meetings per calendar year. The commission shall adopt a schedule of meetings each year, consistent with this section. Special meetings may be called by a majority of the commission as needed, if approved by the council liaison. (Ord. No. 2279, § 1, 2014.)

### 2.43 Powers and duties generally.

Commission meetings shall serve as a forum for community discussion and make recommendations to the City Council, and the respective chiefs on policy regarding public safety matters, including emergency preparedness, to build upon strong community trust with the police and fire departments by promoting transparency, accountability, and information sharing with the community. The commission shall have the following powers and duties:

- ~~(a) The commission shall serve as a conduit of information for city residents and businesses to express their concerns regarding enforcement of traffic and pedestrian safety, code enforcement, and emergency services. The commission shall hear these concerns, communicate them to the designated staff liaison for the commission, and report back to citizens within a reasonable amount of time. To engage with the community by maintaining an ongoing dialogue with community members and community organizations.~~
- ~~(b) Review and analyze traffic and pedestrian safety, code enforcement, and emergency services. To review and comment on police and fire department policies, procedures, practices and to advise on the setting of goals for the departments that reflect community values.~~
- ~~(c) Assist in developing traffic and pedestrian safety programs that will help reduce and/or prevent accidents, injuries and deaths on the roadways within the city. To review and comment on regular updates presented by the police chief and fire chief on the departments' customer service programs, community-oriented programs, trends, statistics, and prevention programs.~~

- ~~(d) The commission shall gather additional input by maintaining an ongoing dialogue with various community organizations including, but not limited to, the Pasadena Humane Society, neighborhood watch groups, homeowners' associations, Chamber of Commerce, and the South Pasadena Unified School District. To review and monitor regular reported data, at least once a quarter, on police use of force, arrests, citations, field interviews, requests for service, and mutual aid requests, to the extent legally permitted.~~
- ~~(e) Review and provide suggestions on disaster planning, preparedness and crisis management programs, and other resources for further consideration by the city council and/or staff. To review and monitor regular reported data, at least once a quarter, on fire, medical, rescue, collision and other calls for service, and mutual aid requests, to the extent legally permitted.~~
- ~~(f) Recruit volunteer citizen efforts to complement the city's public safety personnel in their collective effort to anticipate and respond to a public disaster. Responsibilities would include, but not be limited to, coordinating a public information campaign urging citizens develop a home and/or business preparation plan. To provide a forum to address concerns, complaints, and commendations regarding the police and fire departments and to receive progress reports on investigations and critical incidents, when legally possible.~~
- ~~(g) Assuming responsibility to maintain liaison and coordination between the city, the South Pasadena Unified School District, and the South Pasadena community by conducting school safety education, distributing safety materials to members of the public, including schools, and receiving and reviewing community concerns regarding school safety issues and reporting them with recommendations, as appropriate, to the city council. To review and provide recommendations on traffic and pedestrian safety and traffic enforcement.~~
- ~~(h) Provide a written report to the city manager's office on a yearly basis to be forwarded to the city council for review. To review and provide recommendations on school and community care facility safety, such as the school resource officer, crossing guards, and outreach programs.~~
- ~~(i) While the commission may propose additional assignments and activities, such additional assignments and activities (other than specific duties and responsibilities of the commission) shall only be undertaken by direction of the city council or the city manager. All commissioner communications and requests of city staff must be made via the city manager's office including responses back through the city manager's office to all commissioners to allow for better tracking and follow-up on requests. Recommendations of the commission shall be undertaken by direction of the city council or city manager. Commission recommendations shall be made to the city council at the discretion of the city manager's office. To review and provide recommendations on disaster planning, emergency preparedness, crisis management, and public health emergencies. (Ord. No. 2332, § 1, 2019.)~~
- ~~(j) To review and comment on annual reports presented by the police chief and fire chief on the departments' best practices, statistics, recruitment, training, retention, trends, and prevention initiatives. These annual reports will subsequently be presented to the city council with feedback and recommendations from the commission.~~

(k) To receive, review and comment on an annual report on homeless issues presented by the police chief after the annual homeless count takes place.



**ATTACHMENT 2**  
Ordinance Amending Chapter 2

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA  
AMENDING CHAPTER 2, (“ADMINISTRATION”), OF  
ARTICLE IVB (“PUBLIC SAFETY COMMISSION”)  
OF THE SOUTH PASADENA MUNICIPAL CODE**

**WHEREAS**, in 2009, the Public Safety Commission was created with the intent to Provide civic engagement and insight to the City Council when addressing public safety issues affecting South Pasadena and the region; and

**WHEREAS**, When the Public Safety Commission was created, there were public safety issues affecting South Pasadena that are not relevant today; and

**WHEREAS**, The proposed changes will support the current work plan, create a more efficient work flow, and provide greater service to the community and City Council; and

**WHEREAS**, The City Council wishes to revise language concerning the authority and duties of the Public Safety Commission.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** Article IVB ("Public Safety Commission") of Chapter 2 ("Administration") of the South Pasadena Municipal Code is amended to read as follows:

**2.40 Creation, composition and member training.**

There is hereby created a public safety commission for the city, consisting of seven adult members, who shall be appointed pursuant to section 2.23 herein. At least two of the seven members should have a background in public safety.

**2.41 Ex officio members.**

The chief of police of the city and the chief of the fire department of the city shall be ex officio members of the public safety commission. They shall not have the power to vote.

**2.42 Meetings.**

The public safety commission shall hold a maximum of ten regular meetings per calendar year. The commission shall adopt a schedule of meetings each year, consistent with this section. Special meetings may be called by a majority of the commission as needed, if approved by the council liaison.

### **2.43 Powers and duties generally.**

Commission meetings shall serve as a forum for community discussion and make recommendations to the City Council, and the respective chiefs on policy regarding public safety matters, including emergency preparedness, to build upon strong community trust with the police and fire departments by promoting transparency, accountability, and information sharing with the community. The commission shall have the following powers and duties:

- a) To engage with the community by maintaining an ongoing dialogue with community members and community organizations.
- b) To review and comment on police and fire department policies, procedures, practices and to advise on the setting of goals for the departments that reflect community values.
- c) To review and comment on regular updates presented by the police chief and fire chief on the departments' customer service programs, community-oriented programs, trends, statistics, and prevention programs.
- d) To review and monitor regular reported data, at least once a quarter, on police use of force, arrests, citations, field interviews, requests for service, and mutual aid requests, to the extent legally permitted.
- e) To review and monitor regular reported data, at least once a quarter, on fire, medical, rescue, collision and other calls for service, and mutual aid requests, to the extent legally permitted.
- f) To provide a forum to address concerns, complaints, and commendations regarding the police and fire departments and to receive progress reports on investigations and critical incidents, when legally possible.
- g) To review and provide recommendations on traffic and pedestrian safety and traffic enforcement.
- h) To review and provide recommendations on school and community care facility safety, such as the school resource officer, crossing guards, and outreach programs.
- i) To review and provide recommendations on disaster planning, emergency preparedness, crisis management, and public health emergencies.
- j) To review and comment on annual reports presented by the police chief and fire chief on the departments' best practices, statistics, recruitment, training, retention, trends, and prevention initiatives. These annual reports will subsequently be presented to the City Council with feedback and recommendations from the commission.
- k) To receive, review and comment on an annual report on homeless issues presented by the police chief after the annual homeless count takes place.”

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

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

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

**PASSED, APPROVED, AND ADOPTED** this 20<sup>th</sup> day of January, 2021.

\_\_\_\_\_  
Diana Mahmud, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Maria E. Ayala, Chief City Clerk

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

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

**I HEREBY CERTIFY** the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 20<sup>th</sup> day of January, 2021, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Maria E. Ayala, Chief City Clerk

**ATTACHMENT 3**  
**SPPD Reform Framework**

8 CAN'T WAIT ISSUES	PSC ANALYSIS OF CURRENT SPPD POLICY (2019)	PSC ANALYSIS OF DRAFT UPDATED LEXIPOL SPPD POLICY (7/2019)	PSC COMMENTS and RECOMMENDATION
<a href="https://8cantwait.org/">https://8cantwait.org/</a>	<a href="https://www.southpasadenaca.gov/home/showdocument?id=19052">https://www.southpasadenaca.gov/home/showdocument?id=19052</a>		
<p><b>BAN CHOKEHOLDS &amp; STRANGLEHOLDS</b>  Allowing officers to choke or strangle civilians results in the unnecessary death or serious injury of civilians. Both chokeholds and all other neck restraints must be banned in all cases.</p>	<p>ALLOWED per 300.3.5 CAROTID CONTROL HOLD  The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is subject to the following:  (condition follow not listed here)</p>	<p>STILL ALLOWED per updated 300.3.5 but limits use to situations where deadly force is authorized.</p> <p>Can only be used when:</p> <p>300.3.5(b)(1) The individual is presently violent or physically resisting to the point where the officer reasonably believes that the individual will cause serious bodily injury or death to officers or others.</p> <p>300.3.5(b)(2) The individual by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to cause serious bodily injury or death to officers or others</p> <p>300.3.5(c) ..... The carotid control hold should be discontinued when circumstances indicate that the application no longer reasonably appears necessary.</p>	<p>On 6/4/20, California Assembly Bill AB 1196 was introduced to eliminate the use of both the Carotid restraint and Choke hold. This bill creates CA Govt Code 7286.5, which bans and defines the "Carotid restraint" as a neck hold that restricts blood flow and the "Choke hold" as a neck hold that restricts air flow.</p> <p>On 6/7/20, An internal SPPD memo disallowed the use of the Carotid Control Hold.</p> <p>In 7/2020. the updated Lexipol Draft Policy shows language to still allow but limit its use to only situations where deadly force is authorized.</p> <p>On 9/1/20, AB 1196 was approved by the California Assembly 54-0. On 9/30/20, the Governor signed this bill.</p> <p>Lexipol policy is expected to follow suit and amend their recommended policies to reflect the ban of the Carotid restraint and Choke holds</p> <p><b>As of this date, the memo DISALLOWING the use of the Carotid Control Hold is still the official policy of the SPPD.</b></p> <p><b>PSC recommends accepting the upcoming Lexipol Policies that should reflect banning the use of both the Carotid Control Hold and Choke Hold in accordance with AB 1196 and CA Govt Code 7286.5.</b></p>

8 CAN'T WAIT ISSUES	PSC ANALYSIS OF CURRENT SPPD POLICY (2019)	PSC ANALYSIS OF DRAFT UPDATED LEXIPOL SPPD POLICY (7/2019)	PSC COMMENTS and RECOMMENDATION
<p><b>REQUIRE DE-ESCALATION</b> Require officers to de-escalate situations, <b>where possible</b>, by communicating with subjects, maintaining distance, and otherwise eliminating the need to use force.</p>	<p>De-Escalation is required under the following circumstances:</p> <p>SPPD Policy 409.4 - When responding to possible 5150  SPPD Policy 436.5 - When responding as First Responders for individuals under the influence or in a mental health crisis  SPPD Policy 436.6 - When responding as First Responders for individuals in a mental health crisis  SPPD Policy 437.3 - When responding to civil disputes</p>	<p>Updated Policy now includes 300.3.1 specifically referencing De-Escalation.</p> <p>"when reasonable, officers should evaluate the totality of circumstances presented at the time in each situation and when feasible consider and utilize reasonable available alternative tactics and techniques that may persuade an individual to voluntarily comply or may mitigate the need to use a higher level of force to resolve the situation before applying force."</p>	<p>The updated policy greatly clarifies what was probably already part of SPPD philosophy..</p> <p><b>PSC recommends accepting the updated policy.</b></p>

8 CAN'T WAIT ISSUES	PSC ANALYSIS OF CURRENT SPPD POLICY (2019)	PSC ANALYSIS OF DRAFT UPDATED LEXIPOL SPPD POLICY (7/2019)	PSC COMMENTS and RECOMMENDATION
<p><b>REQUIRE WARNING BEFORE SHOOTING</b> Require officers to give a verbal warning in all situations before using deadly force.</p>	<p>Require warning before shooting is not specifically required. It is required when feasible when the officer is reasonably able to give warning.</p> <p>300.4 DEADLY FORCE APPLICATIONS If an objectively reasonable officer would consider it safe and feasible to do so under the totality of the circumstances, officers should evaluate the use of other reasonably available resources and techniques when determining whether to use deadly force. The use of deadly force is only justified in the following circumstances (Penal Code § 835a): (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury to the officer or another person. (b) An officer may use deadly force to apprehend a fleeing person for any felony that threatened or resulted in death or serious bodily injury, if the officer reasonably believes that the person will cause death or serious bodily injury to another unless immediately apprehended. <b>Where feasible, the officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.</b></p>	<p>Along with other changes, the UPDATED SPPD Policy 300.4 moves the relevant Warning before Shooting Requirement to the top of the section.</p> <p><b>"Where feasible, the officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts."</b></p>	<p>Bringing the requirement to the top of the section is a welcome change. It greatly emphasizes the requirement to give a verbal warning before shooting.</p> <p><b>PSC recommends accepting the updated policy.</b></p>



8 CAN'T WAIT ISSUES	PSC ANALYSIS OF CURRENT SPPD POLICY (2019)	PSC ANALYSIS OF DRAFT UPDATED LEXIPOL SPPD POLICY (7/2019)	PSC COMMENTS and RECOMMENDATION
<p><b>REQUIRES EXHAUST ALL ALTERNATIVES BEFORE SHOOTING</b> Require officers to exhaust all other alternatives, including non-force and less lethal force options, prior to resorting to deadly force.</p>	<p>SPPD's Deadly force policies requires an officer to only use the amount of force necessary and evaluate other possible alternatives prior to using deadly force.</p> <p>300.3 USE OF FORCE <b>Officers shall use only that amount of force that reasonably appears necessary given the facts and totality of the circumstances known to or perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose</b></p> <p>300.4 DEADLY FORCE APPLICATIONS reads: If an objectively reasonable officer would consider it safe and feasible to do so under the totality of the circumstances, officers should evaluate the use of other reasonably available resources and techniques when determining whether to use deadly force.</p> <p>SPPD 308.2 Canine Program POLICY Recognizing that the value of human life is immeasurable, the South Pasadena Police Department's philosophy is to use the minimum amount of force necessary to control violent, resisting, and fleeing subjects. Consistent with this philosophy the Department approves of and deploys the less lethal weapon Police Service Dog (PSD) which is intended to minimize injury to both subjects and officers.</p>	<p>300.3 USE OF FORCE adds: "Officers may only use a level force that they reasonably believe is proportional to the seriousness of the suspected offense or the reasonably perceived level of actual or threatened resistance."</p>	<p>The request to <b>REQUIRE EXHAUSTING ALL ALTERNATIVES BEFORE SHOOTING</b> is difficult to apply in actual shooting situations. In situations that rise to the level of possible deadly force, an officer does not have the luxury to "exhaust all alternatives before shooting." A split second decision must be made that requires the officer to immediately jump to the appropriate level of force..</p> <p>Writing into policy a REQUIREMENT to exhaust all alternatives before shooting would remove that level of split second decision making putting the officer and the public at risk.</p> <p>300.4 already requires an officer to evaluate other options WHEN SAFE AND FEASIBLE. 300.3 already only allows the officer to use the amount of force reasonable necessary. 308.2 references SPPD philosophy by using a minimum amount of force necessary to control violent, resisting, and fleeing subjects</p> <p><b>PSC recommends no changes to current policy and accepting the updated policy.</b></p>

8 CAN'T WAIT ISSUES	PSC ANALYSIS OF CURRENT SPPD POLICY (2019)	PSC ANALYSIS OF DRAFT UPDATED LEXIPOL SPPD POLICY (7/2019)	PSC COMMENTS and RECOMMENDATION
<p><b>DUTY TO INTERVENE</b> Require officers to intervene and stop excessive force used by other officers and report these incidents immediately to a supervisor.</p>	<p>Duty to intervene when witnessing excessive force is required.</p> <p>300.2.1 DUTY TO INTERCEDE <b>Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force.</b> An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.</p>	<p>The policy was updated to now require officers to intervene and report when observing another officer OR OTHER EMPLOYEE using excessive force.</p> <p>"Any officer present and observing another law enforcement officer or an employee using force that is clearly beyond that which is necessary as determined by an objectively reasonable officer under the circumstances, shall, when in a position to do so, intercede to prevent the use of unreasonable force. Any officer who observes a law enforcement officer or an employee use force that potentially exceeds what the officer reasonably believes to be necessary, shall promptly report these observations to a supervisor."</p>	<p>Requiring officers to intervene and report when witnessing BOTH another officer OR other employee is a welcome change.</p> <p><b>PSC recommends accepting the updated policy.</b></p>

8 CAN'T WAIT ISSUES	PSC ANALYSIS OF CURRENT SPPD POLICY (2019)	PSC ANALYSIS OF DRAFT UPDATED LEXIPOL SPPD POLICY (7/2019)	PSC COMMENTS and RECOMMENDATION
<p><b>BAN SHOOTING AT MOVING VEHICLES</b> Ban officers from shooting at moving vehicles in all cases, which is regarded as a particularly dangerous and ineffective tactic. While some departments may they restrict shooting at vehicles to particular situations, these loopholes allow for police to continue killing in situations that are all too common. 62 people were killed by police last year in these situations. This must be categorically banned.</p>	<p>Allows shooting at moving vehicles when no other reasonable means available to avert the threat of the vehicle. Ambiguous on whether shooting at moving vehicles to disable is allowed.</p> <p>300.4.1 SHOOTING AT OR FROM MOVING VEHICLES Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. <b>An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others. Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.</b></p> <p>300.3.2 ADDITIONAL GUIDELINES SPECIFIC TO DEADLY FORCE Law enforcement officers of this Department are authorized to use deadly force to: (a) ..... <b>The use of firearms against fleeing or approaching vehicles has proven to be generally ineffective and inherently dangerous. Under most circumstances Department members shall not fire at a moving vehicle whether to disable the vehicle or to stop the suspect unless they have probable cause to believe that the suspect represents an immediate threat of death or serious physical injury to themselves or other person(s).</b> Department members shall take into account the location, vehicular and pedestrian traffic and any hazard to innocent persons before firing at a moving vehicle.</p>	<p>No changes were made to 300.3.2 or 300.4.1, the policies that reference Shooting at Moving Vehicles</p>	<p>SPPD Policy recognizes that shooting at moving vehicles is generally ineffective and inherently dangerous. SPPD Policy only allows shooting at moving vehicles in extreme situations where the driver represents an immediate threat of death or serious injury to the officer or the public taking into account potential collateral damage.</p> <p>SPPD Policy is inconsistent on its policy regarding shooting at a moving vehicle to disable the vehicle. (300.3.2 vs 300.4.1).</p> <p><b>PSC agrees with SPPD Policy in that shooting at a moving vehicles should be allowed only under extreme circumstances where there is no other alternative to avert a threat. If the threat is the vehicle, then shooting to disable the vehicle should also be allowed.</b></p> <p><b>PSC recommends clarifying the current policy by removing from 300.4.1 "Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle."</b></p>

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<p><b>REQUIRE USE OF FORCE CONTINUUM</b>  Establish a Force Continuum that restricts the most severe types of force to the most extreme situations and creates clear policy restrictions on the use of each police weapon and tactic.</p>	<p>SPPD does not use a "Use of Force Continuum." but rather allows officers 300.1.3 "Situational Use of Force Options." Based on the 300.1.3(a), the Actions of the Subject, the officer may respond with 300.1.3(b) Officer Response Options. This model allows the officer to go directly to any level of force option provided that the force selected is objectively reasonable to overcome resistance.</p> <p>300.1.3 (b) Officer Response Options:  1. Professional Presence. Non-Verbal and Verbal. Includes display of authority as a peace officer and such non-verbal means of communication as body language, demeanor, and manner of approaching. Verbalization involves the directions and commands given to the subject.  2. Control, Search and Handcuff. Includes restraining and detaining by an officer laying hands on a subject with the intention of gaining control of the subject. Examples include the use of a firm grip, escort position or grappling types of techniques designed to hold a subject down by using the weight of an officer's body. Also included in this level would be the application of temporary restraining devices such as handcuffs and leg restraints. (Includes multiple appendage corded restraint devices.)  3. Defensive Tactics. Includes techniques such as control holds, joint manipulations, pressure point applications, takedown type techniques and ground grappling techniques.  4. OC Spray and Chemical Agents. Includes substances such as mace and oleoresin capsicum based products, via appropriate delivery means, such as, spray, munition, or pepperball.  5. Electrical Control Devices. Includes devices such as the T.A.S.E.R.  6. Carotid Restraint. Includes upper body control holds such as the Lateral Vascular Neck Restraint (LVNR).  7. Personal Weapons. Includes parts of the human body such as hands, feet, elbows and knees to strike a suspect.  8. Intermediate Weapons. Includes impact weapons such as straight batons, PR-24 police batons, expandable batons, and Official Police Nunchakus (OPNs) used in the application of a control technique or in an impact mode;  9. K-9 Deployment. Use of K-9 that results in the biting of a suspect in a search mode when necessary to control a fleeing or resistant suspect;  10. Specialized Weapons. Includes items such as impact projectiles fired from a 12- gauge shotgun or other impact delivery device;  11. Firearms. Includes handguns, rifles, long-guns, shotguns.</p>	<p>No changes were made to 300.1.3 Situational Use of Force Options</p>	<p>Most agencies do not use a "Use of Force Continuum" anymore. Most agencies have transitioned to a model where a level of force is immediately met with an appropriate level of force such as the Situational Use of Force model currently in SPPD policy.</p> <p>This does not mean an officer can use any level of force. As mentioned in the "REQUIRES EXHAUST ALL ALTERNATIVES BEFORE SHOOTING" section of this analysis. An officer may only use an appropriate level of force necessary to control the subject.</p> <p>300.4 already requires an officer to evaluate other options WHEN SAFE AND FEASIBLE. 300.3 already only allows the officer to use the amount of force reasonable necessary. 308.2 references SPPD philosophy by using a minimum amount of force necessary to control violent, resisting, and fleeing subjects</p> <p>PSC believes this model given its restrictions for use is appropriate.</p> <p><b>PSC recommends no changes to current policy.</b></p> <p>It should be noted that there is a probably outdated Use of Force Continuum described under the ECD (taser) section of the SPPD policy. This section describes where in the Use of Force Continuum ESD belongs.</p> <p>PSC recommends removing 302.3.1 as ECD is already covered in 300.1.3 Situational Use of Force Options Model to avoid confusion.</p>

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<p><b>REQUIRE COMPREHENSIVE REPORTING</b> Require officers to report each time they use force or threaten to use force against civilians. Comprehensive reporting includes requiring officers to report whenever they point a firearm at someone, in addition to all other types of force.</p>	<p>SPPD Policy has a requirement to report any use of force. There is no requirement to report a THREATENED use of force.</p> <p>300.5 REPORTING THE USE OF FORCE <b>Any use of force by a member of this [department/office] shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident.</b> The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the [Department/Office] may require the completion of additional report forms, as specified in [department/office] policy, procedure or law.</p> <p>323.2.2 REQUIRED REPORTING - NON-CRIMINAL ACTIVITY The following incidents shall be documented using the appropriate approved report: (a) Anytime an officer points a firearm at any person (b) Any use of force against any person by a member of this department (see the Use of Force Policy) (c) Any firearm discharge (see the Firearms Policy)</p>	<p>Updated policy changes 300.5.1.(i) to make the following change:</p> <p>"An individual alleges <b>unreasonable force was used or that</b> any of the above has occurred."</p> <p>Additionally adds a requirement to report when an individual alleges unreasonable force used.</p>	<p>Current SPPD Policy already includes language that requires proper reporting when a Use of Force is exhibited to specifically include reporting when a firearm is pointed at a person or discharged.</p> <p>The inclusion of language to require reporting when use of force is THREATENED would be vague and unnecessary as it would be difficult to define. It would require an unnecessary amount of paperwork to create and review.</p> <p>For example, any verbal threat to comply to an officer's orders would require a report no matter how minor.</p> <p>The Updated Policy adds a requirement to report when an individual alleges unreasonable force. This is a welcome change for documentation and tracking purposes</p> <p><b>PSC recommends accepting the updated policy.</b></p>