



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**AMENDED  
A G E N D A**

**SPECIAL MEETING  
CLOSED SESSION**

**WEDNESDAY, AUGUST 17, 2022  
5:00 P.M.**

**CITY MANAGER’S CONFERENCE ROOM, SECOND FLOOR, CITY HALL  
1414 MISSION STREET, SOUTH PASADENA, CA 91030**

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Special City Council Closed Session Meeting will be conducted in-person from the City Manager’s Conference Room, Second Floor, City Hall, 1414 Mission Street, South Pasadena. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference.

Public comment regarding items on the Closed Session agenda will be taken at the beginning of the meeting. The public will be released from the meeting so that the Council can convene closed session discussion of items allowed under the Government Code. Any reportable action taken in closed session will be reported by the City Attorney during the next open session meeting. A separate Zoom webinar link will be provided for the open session for the public to attend.

Public Participation may be made as follows:

- In Person Hybrid – City Hall, City Manager’s Conference Room, Second Floor, 1414 Mission St
- Via Zoom – Meeting ID: **226 442 7248**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:  
<https://us06web.zoom.us/j/2264427248?pwd=aEFuSGszQ2l5WjJkemoTms0RTIVUT09> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted.

**CALL TO ORDER:** Mayor Michael Cacciotti

**ROLL CALL:**

Mayor	Michael Cacciotti
Mayor Pro Tem	Jon Primuth
Councilmember	Jack Donovan
Councilmember	Diana Mahmud
Councilmember	Evelyn G. Zneimer

**PUBLIC COMMENT**

**CLOSED SESSION AGENDA ITEMS**

**A. CONFERENCE WITH LEGAL COUNSEL: POTENTIAL LITIGATION**

Government Code Section 54956.9(d)(2)

Number of Potential Cases: 1

**B. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**

Government Code Section 54956.9(d)(1)

1. Case Name: Abbas v. City of South Pasadena, LASC Case No. 22STCV19084
2. Case Name: Contreras v. City of South Pasadena, LASC Case No 21STCV10065
3. Case Name: Snider v. City of South Pasadena, UPC Case No LA-CE-1180-M

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **August 17, 2022**, 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, on the date listed below.*

8/16/2022

/S/

Date

Yolanda Chavez, Interim City Clerk Records Specialist



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**A G E N D A  
REGULAR MEETING  
WEDNESDAY, AUGUST 17, 2022, AT 7:00 P.M.**

**CITY COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

**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**

The South Pasadena City Council Meeting will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference.

The Meeting will be available:

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Live Broadcast via the website - [http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)
- Via Zoom – **Webinar ID: 825 9999 2830**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: <https://us06web.zoom.us/j/82599992830> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

**CALL TO ORDER:** Mayor Michael Cacciotti

**ROLL CALL:**

Mayor	Michael Cacciotti
Mayor Pro Tem	Jon Primuth
Councilmember	Jack Donovan
Councilmember	Diana Mahmud
Councilmember	Evelyn G. Zneimer

**PLEDGE OF ALLEGIANCE:** Councilmember Jack Donovan

**PUBLIC COMMENT GUIDELINES**

The City Council welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in-person at the City Council Chambers.

Option 2:

Public Comment speakers have three minutes to address the Council, however, the Mayor and City Council can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak. for up to three minutes per item.

Option 3:

Email public comment(s) to [ccpubliccomment@southpasadenaca.gov](mailto:ccpubliccomment@southpasadenaca.gov).

Public Comments received in writing will not be read aloud at the meeting, but will be 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(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than 12:00 p.m., on the day of the Council meeting.

PLEASE NOTE: The Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to adjust public comment(s) to less than three minutes.

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.

**CLOSED SESSION ANNOUNCEMENTS****1. CLOSED SESSION ANNOUNCEMENTS****PUBLIC COMMENT****2. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

**PRESENTATIONS****3. STAFF RECOGNITION**

City Manager's Office: Cielo Frausto-Lupo  
 Community Development Department: Ben Jarvis  
 Community Services Department: Jonathan Smith  
 Fire Department: Colin Carson, Sam Benites, and Luis Vasquez  
 Library Department: Kimberly Nguyen

4. **DEPARTMENT HIGHLIGHT VIDEO**  
Fire Department
5. **PET ADOPTION – PASADENA HUMANE SOCIETY**

## COMMUNICATIONS

6. **COUNCILMEMBER COMMUNICATIONS**  
Time allotted per Councilmember is 3 minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.
7. **CITY MANAGER COMMUNICATIONS**
8. **REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

## CONSENT CALENDAR

### OPPORTUNITY TO COMMENT ON CONSENT CALENDAR

Items listed under the consent calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

9. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$358,194.89; GENERAL CITY WARRANTS IN THE AMOUNT OF \$2,537,566.73; ONLINE PAYMENTS IN THE AMOUNT OF \$115,527.81; TRANSFERS IN THE AMOUNT OF \$125,815.27; VOIDS IN THE AMOUNT OF (\$3,800.00); PAYROLL IN THE AMOUNT OF \$2,799,490.53.**

### Recommendation

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

10. **MONTHLY INVESTMENT REPORT FOR JUNE 2022**

### Recommendation

It is recommended that the City Council receive and file the Monthly Investment Report for June 2022.

11. **PRESENTATION OF CITY COUNCIL MEETING MINUTES**

### Recommendation

It is recommended that the City Council approve the minutes as listed on the agenda and as presented.

12. **CITY RECOGNIZED HOLIDAY SCHEDULE**

### Recommendation

It is recommended that the City Council approve the City holiday closure schedule.

**13. JOB DESCRIPTION, CLASSIFICATION AND SALARY SCHEDULE CREATIONS, UPDATES AND CORRECTIONS FOR VARIOUS POSITIONS****Recommendation**

It is recommended that the City Council consider the following actions:

1. Approve the job description and salary schedule for the Permit Counter Technician and salary schedule for the Part Time Code Enforcement Officer positions;
2. Approve the reclassification of the Accounting Manager position to a Deputy Finance Director/Controller position, approve the job description and salary schedule, and appropriate \$75,044 to Finance Department Salaries – Permanent Account 101-3010-3011-7000-000 from General Fund Reserves;
3. Approve the correction to the salary schedule for Police Chief and Appropriate \$913 to Police Department Salaries – Permanent Account 101-4010-4011-7000-000 from General Fund Reserves;
4. Approve the correction to the salary schedule for the Part-Time Community Services Coordinator and Appropriate \$1,690 to the Community Services Department Salaries – Permanent Account 101-8030-8031-7000-000 from General Fund Reserves;
5. Approve a salary schedule adjustment for the Deputy City Manager classification and appropriate \$19,599 to City Manager Department Salaries – Permanent Account 101-2010-2011-7000-000 from General Fund Reserves; and
6. Approve a revised job description for the Assistant to the City Manager classification.

**14. AUTHORIZE THE CITY MANAGER TO EXECUTE A SECOND CONTRACT AMENDMENT WITH RIGHT OF WAY, INC. TO EXTEND THE CONTRACT TERM TO AUGUST 19, 2023 AND INCREASE THE TOTAL NOT TO EXCEED AMOUNT OF \$100,000****Recommendation**

It is recommended that the City Council authorize the City Manager to execute the second contract amendment with Right of Way, Inc. (ROW) to extend the contract term to August 19, 2023 and increase the maximum amount by \$25,000, for a new not to exceed amount of \$100,000.

**15. AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO CONDUCT A WATER AND WASTEWATER SERVICE RATES STUDY****Recommendation**

It is recommended that the City Council:

1. Award a professional services agreement to Raftelis Financial Consultants, Inc. (Raftelis) to conduct a comprehensive rate study for water and wastewater services; and
2. Authorize the City Manager to execute an agreement with Raftelis for a not-to-exceed amount of \$79,990, including \$74,990 for the proposed amount, and a \$5,000 contingency.

**ACTION / DISCUSSION****16. CONSIDERATION OF APPROVAL FOR THE RELOCATION OF PEAFOWL AND THE CREATION OF A SOUTH PASADENA PEAFOWL MANAGEMENT PLAN****Recommendation**

It is recommended that the South Pasadena City Council:

1. Consider the removal of Peafowl; and
2. Creation of a Peafowl Management Plan (PMP).

**17. DISCUSS 2022 FINANCE AD HOC COMMITTEE REPORT****Recommendation**

It is recommended that the City Council:

- 1) Review and discuss the 2022 Finance Ad Hoc Committee (FAHC) Report;
- 2) Not pursue a forensic audit/internal auditor in light of current and improved fiscal practices; and
- 3) Receive and file the 2022 Finance Ad Hoc Committee Report.

**PUBLIC COMMENT – CONTINUED****18. CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 2. No new speakers will be accepted at this time.

**ADJOURNMENT****FOR YOUR INFORMATION****FUTURE CITY COUNCIL MEETINGS**

September 7, 2022	Regular City Council Meeting	7:00 p.m.
September 21, 2022	Regular City Council Meeting	7:00 p.m.

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

City Council meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City's website:

[www.southpasadenaca.gov/CityCouncilMeetings2022](http://www.southpasadenaca.gov/CityCouncilMeetings2022)

Regular meetings are live streamed 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**

If you wish to receive an agenda email notification please contact the City Clerk's Division via email at [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or call (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).

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **August 17, 2022**, 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, on the date listed below.*

8/11/2022

/S/

Date

Yolanda Chavez, Interim City Clerk Records Specialist







# City Council Agenda Report

ITEM NO. 9

**DATE:** August 17, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Kenneth L. Louie, Interim Deputy City Manager

**SUBJECT:** Approval of Prepaid Warrants in the Amount of \$358,194.89; General City Warrants in the Amount of \$2,537,566.73; Online Payments in the Amount of \$115,527.81; Transfers in the Amount of \$125,815.27; Voids in the Amount of (\$3,800.00); Payroll in the Amount of \$2,799,490.53

### Recommendation

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

### Fiscal Impact

#### Prepaid Warrants:

Warrant # 314810-314835	\$	70,665.00
ACH	\$	285,729.89
Voids	\$	0

#### General City Warrants:

Warrant # 314836-314989	\$	776,281.83
ACH	\$	1,761,284.90
Voids	\$	(3,800.00)

Payroll Period Ending: 07/08/2022	\$	726,928.77
Payroll Period Ending: 07/15/2022	\$	212,487.15
Payroll Period Ending: 07/21/2022	\$	234.78
Payroll Period Ending: 07/22/2022	\$	1,028,682.92
Payroll Period Ending: 07/29/2022	\$	21,287.89
Payroll Period Ending: 08/05/2022	\$	809,869.02
Wire Transfers Out – To (LAIF)	\$	0
Wire Transfers In – From (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers Out – To (Acct # 2413)	\$	125,815.27
Wire Transfers Out – To (Acct # 1936)	\$	0
Online Payments	\$	115,527.81
RSA:		
Prepaid Warrants	\$	1,800.00
General City Warrants	\$	0

Total	\$	<u>5,932,795.23</u>
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### **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

### **Explanation of Terms**

Warrant – Directs the Finance Department to pay a sum of money out of the City’s funds to bearer of claim/invoice (named individual, company) also known as a payable. The warrants (payments) are only released after City Council approval.

Warrant Summary – Summarizes all of the payments prepared during a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing. All the warrants for the current cycle are summarized and the detail of warrants provided to Council for review and approval.

Prepaid Warrant List - A Prepaid Warrant directs the Finance Department to pay a sum of money out of the City’s funds to bearer of claim/invoice (named individual, company) also known as a payable. The Prepaid Warrants (payments) are released prior to City Council approval, however reported to City Council as a Prepaid. Prepayments are generally time sensitive and would incur additional charges if not paid within a specific time frame.

General City Warrant List – Detailed listing of all payments made for a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing.

Online Payments – Payments made online. These are typically for time sensitive utilities, credit card payments, and sometimes require the use of the payee’s portal (SCE, So Cal Gas, Amazon, etc.).

VOIDS – Checks that were issued and voided. Examples of such instances would be lost checks that were mailed out. Checks that were on a warrant that did not get approved by Council.

Payroll – All payments made related to payroll, such as payroll taxes, retirement benefits, CalPERS, Garnishments, payroll etc.

#### Attachments:

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

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

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

Date 8/17/2022

Fund No.	Amounts		
	Prepaid	Written	
General Fund	101	128,295.47	707,019.13
Insurance Fund	103	-	1,245,284.89
Street Improvement Program	104	-	-
Facilities & Equip.Cap. Fund	105	-	-
Programs and Projects	107	-	-
Local Transit Return "A"	205	-	6,457.18
Local Transit Return "C"	207	-	59,479.06
TEA/Metro	208	-	-
Sewer Fund	210	-	34,424.07
CTC Traffic Improvement	211	-	-
Street Lighting Fund	215	178,750.31	43,677.86
Public, Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	42,200.00
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	-	764.69
County Park Bond Fund	232	-	10,047.05
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	22,986.00
Measure W	239	-	4,493.75
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	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	36,767.34
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	11,467.50
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	65,993.80
Sewer Capital Projects Fund	310	-	-
Water Fund	500	-	241,277.77
Water Efficiency Fund	503	-	5,226.64
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	49,349.11	-
<b>Column Totals:</b>		<b>356,394.89</b>	<b>2,537,566.73</b>

Fund No.	Amounts		
	Prepaid	Written	
RSA	227	1,800.00	-
<b>RSA Report Totals:</b>		<b>1,800.00</b>	<b>-</b>
<b>City Report Totals:</b>			<b>2,895,761.62</b>

Payroll Period Ending: 07/08/2022	726,928.77
Payroll Period Ending: 07/15/2022	212,487.15
Payroll Period Ending: 07/21/2022	234.78
Payroll Period Ending: 07/22/2022	1,028,682.92
Payroll Period Ending: 07/29/2022	21,287.89
Payroll Period Ending: 08/05/2022	809,869.02
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	125,815.27
Wire Transfer Out - To Acct. # 1936	-
Online Payments	115,527.81
Voids - Prepaid	-
Voids - General Warrant	(3,800.00)

**Grand Report Total: 5,932,795.23**

Michael A. Cacciotti, Mayor

Kenneth L. Louie, Interim Deputy City Manager

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

# Accounts Payable

## Check Detail

User: EAlvarez  
Printed: 08/09/2022 - 10:20PM



Check Number	Check Date	Amount
<b>ETJT8264 - Simone, Stuart Russell</b>		
0	07/18/2022	
Inv	06/26/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2022	2022 Summer Concerts in the Park: Escape the Journey Tribute	2,150.00
Inv 06/26/2022 Total		2,150.00
0 Total:		2,150.00
<b>ETJT8264 - Simone, Stuart Russell Total:</b>		2,150.00
<b>TKO88 - The Kings of 88</b>		
314810	07/18/2022	
Inv	07/04/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/04/2022	Performance for 2022 Festival of Balloons July 4th 2022	1,500.00
Inv 07/04/2022 Total		1,500.00
314810 Total:		1,500.00
<b>TKO88 - The Kings of 88 Total:</b>		1,500.00
Total:		3,650.00

# Accounts Payable

## Check Detail

User: EAlvarez  
Printed: 08/09/2022 - 10:23PM



Check Number	Check Date		Amount
<b>AFLA7010 - AFLAC</b>			
0	07/21/2022		
Inv	009676		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/28/2022	AFLAC Optional Insurance June Premiums		595.59
Inv 009676 Total			595.59
Inv	634089		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/28/2022	AFLAC Optional Insurance May Premiums		595.59
Inv 634089 Total			595.59
0 Total:			1,191.18
<b>AFLA7010 - AFLAC Total:</b>			1,191.18
<b>AME0229 - Ameritas</b>			
0	07/21/2022		
Inv	June		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2022	Ameritas VSP June Premiums		3,246.80
Inv June Total			3,246.80
0 Total:			3,246.80
<b>AME0229 - Ameritas Total:</b>			3,246.80
<b>CRSC2013 - Capital Research &amp; Consulting LLC</b>			
314811	07/21/2022		
Inv	3053		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/05/2022	Management of 457 Deferred Compensation Plan thru 06/30/2022		2,802.52
Inv 3053 Total			2,802.52
314811 Total:			2,802.52

Check Number	Check Date		Amount
<b>CRSC2013 - Capital Research &amp; Consulting LLC Total:</b>			2,802.52
<b>DEL0771 - Delta Dental of California</b>			
314812	07/21/2022		
Inv	BE004987578		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2022	Delta Dental premiums for June 2022		11,884.84
Inv BE004987578 Total			11,884.84
314812 Total:			11,884.84
<b>DEL0771 - Delta Dental of California Total:</b>			11,884.84
<b>DON4011 - Donnoe &amp; Associates Inc</b>			
314813	07/21/2022		
Inv	9415		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/16/2022	Police Sergeant and Corporal Exam Rental and Test Books		710.00
Inv 9415 Total			710.00
314813 Total:			710.00
<b>DON4011 - Donnoe &amp; Associates Inc Total:</b>			710.00
<b>ALJGMZ - Gomez, Alejandro</b>			
314814	07/21/2022		
Inv	266130420		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/23/2022	Refund Overpayment of Citation # 266130420		17.05
Inv 266130420 Total			17.05
314814 Total:			17.05
<b>ALJGMZ - Gomez, Alejandro Total:</b>			17.05
<b>MGGONZ - Gonzalez, Miguel</b>			
314815	07/21/2022		
Inv	244126331		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/18/2022	Refund overpayment of citation # 244126331		50.00
Inv 244126331 Total			50.00



Check Number	Check Date	Amount
314815 Total:		50.00
<b>MGGONZ - Gonzalez, Miguel Total:</b>		50.00
<b>PEG4590 - NUFIC</b>		
314816	07/21/2022	
Inv	April 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2022	Premiums for EE AD&D Basic & Optional	196.50
04/01/2022	Premiums for EE AD&D Basic & Optional	838.40
Inv April 2022 Total		1,034.90
Inv	June 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2022	Premiums for EE AD&D Basic & Optional	799.75
06/01/2022	Premiums for EE AD&D Basic & Optional	192.00
Inv June 2022 Total		991.75
Inv	May 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	Premiums for EE AD&D Basic & Optional	828.50
05/01/2022	Premiums for EE AD&D Basic & Optional	195.00
Inv May 2022 Total		1,023.50
314816 Total:		3,050.15
<b>PEG4590 - NUFIC Total:</b>		3,050.15
<b>CRPC7000 - Pech, Carlos</b>		
314817	07/21/2022	
Inv	05/16-05/17/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/16/2022	Training class reimb. for Officer Pech: 05/16-05/17/2022	527.61
Inv 05/16-05/17/22 Total		527.61
314817 Total:		527.61
<b>CRPC7000 - Pech, Carlos Total:</b>		527.61
<b>SCIV4011 - South Cities Investigations</b>		
314818	07/21/2022	
Inv	SPPD 22-01	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2022	Pre-Employment Background & Record Check for PA Fierro & Atamian	2,270.00

Check Number	Check Date	Amount
Inv SPPD 22-01 Total		2,270.00
314818 Total:		2,270.00
<b>SCIV4011 - South Cities Investigations Total:</b>		2,270.00
<b>COBR7131 - The Advantage Group</b>		
0	07/21/2022	
Inv 143735		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/05/2022	HRA June 2022 Admin. Fees	318.00
Inv 143735 Total		318.00
0 Total:		318.00
<b>COBR7131 - The Advantage Group Total:</b>		318.00
<b>HAFR7000 - The Hartford</b>		
314819	07/21/2022	
Inv 085033487822		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2022	Life Insurance June Premiums	769.50
Inv 085033487822 Total		769.50
314819 Total:		769.50
<b>HAFR7000 - The Hartford Total:</b>		769.50
<b>TCLPLUS - TimeClock Plus</b>		
314820	07/21/2022	
Inv 594414		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/18/2021	Scheduling, Time & Attendance Software and Hardware.	5,253.07
Inv 594414 Total		5,253.07
314820 Total:		5,253.07
<b>TCLPLUS - TimeClock Plus Total:</b>		5,253.07

**Check Number**    **Check Date**

**Amount**

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Total:	32,090.72
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# Accounts Payable

## Check Detail

User: EAlvarez  
 Printed: 08/09/2022 - 10:25PM



Check Number	Check Date	Amount
<b>AME0229 - Ameritas</b>		
0	07/21/2022	
Inv	July 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	EE Vision Plan Premiums - July 2022	3,414.96
Inv July 2022 Total		3,414.96
0 Total:		3,414.96
<b>AME0229 - Ameritas Total:</b>		3,414.96
<b>BAK9999 - Baker &amp; Taylor Inc.</b>		
0	07/21/2022	
Inv	NS22060213	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/24/2022	TS360 Purchasing Platform Subscription: 08/01/2022-07/31/2023	2,194.50
Inv NS22060213 Total		2,194.50
0 Total:		2,194.50
<b>BAK9999 - Baker &amp; Taylor Inc. Total:</b>		2,194.50
<b>SHBE8032 - Bee, Shuny</b>		
314821	07/21/2022	
Inv	8516	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	Contract Instructor payment-June Taekwondo	682.50
Inv 8516 Total		682.50
Inv	8519	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	Contract Instructor payment-June Taekwondo	97.50
Inv 8519 Total		97.50
Inv	8527	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
07/19/2022	Contract Instructor payment-June Jeetkunedo	292.50
Inv 8527 Total		292.50
314821 Total:		1,072.50
<b>SHBE8032 - Bee, Shuny Total:</b>		1,072.50
<b>BLBA8010 - Bibliotheca, LLC</b>		
0	07/21/2022	
Inv	INV-US53563	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2022	Annual renewal of Library's security & theft prevention equipment	2,900.46
Inv INV-US53563 Total		2,900.46
0 Total:		2,900.46
<b>BLBA8010 - Bibliotheca, LLC Total:</b>		2,900.46
<b>RENBURGN - Burguan, Rene</b>		
314822	07/21/2022	
Inv	07/10/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	2022 Summer Concerts in the Park Performance: Suave the Band	1,500.00
Inv 07/10/2022 Total		1,500.00
314822 Total:		1,500.00
<b>RENBURGN - Burguan, Rene Total:</b>		1,500.00
<b>CSD3014 - Ca. State Disbursement Unit</b>		
314823	07/21/2022	
Inv	PR 07/08/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2022	PR Batch 70822.06.2022 - Garnishment Case # FAMSS - 1406906	814.15
Inv PR 07/08/2022 Total		814.15
314823 Total:		814.15
<b>CSD3014 - Ca. State Disbursement Unit Total:</b>		814.15
<b>DEL0771 - Delta Dental of California</b>		
314824	07/21/2022	

Check Number	Check Date	Amount
Inv	BE005040441	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	Dental Premiums - July 2022	12,668.13
Inv BE005040441 Total		12,668.13
314824 Total:		12,668.13
<b>DEL0771 - Delta Dental of California Total:</b>		12,668.13
<b>DIG0800 - Digital Telecommunications Corp</b>		
0	07/21/2022	
Inv	45606	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	07/30/2022 - 07/29/2023 Voicemail Renewal Software Assurance	720.00
Inv 45606 Total		720.00
0 Total:		720.00
<b>DIG0800 - Digital Telecommunications Corp Total:</b>		720.00
<b>GRA2010 - Graham Company</b>		
0	07/21/2022	
Inv	38737	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/16/2022	Maint. & Service of Library's Emergency Lighting Inverter - FY23	1,640.00
Inv 38737 Total		1,640.00
0 Total:		1,640.00
<b>GRA2010 - Graham Company Total:</b>		1,640.00
<b>CRHY8067 - Hartney, Corey</b>		
0	07/21/2022	
Inv	8394	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	Contract Instructor payment-Basketball June 25-July 23	500.50
Inv 8394 Total		500.50
0 Total:		500.50
<b>CRHY8067 - Hartney, Corey Total:</b>		500.50

Check Number	Check Date	Amount
<b>PODM8264 - Juceam, Scott</b>		
314825	07/21/2022	
Inv	07/08/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	2022 Summer Movies in the Park A/V: Spiderman	1,800.00
Inv 07/08/2022 Total		1,800.00
Inv	07/22/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	2022 Summer Movies in the Park A/V: Back to the Future	1,800.00
Inv 07/22/2022 Total		1,800.00
314825 Total:		3,600.00
<b>PODM8264 - Juceam, Scott Total:</b>		
		3,600.00
<b>VRMZ7000 - Munoz, Valerie</b>		
314826	07/21/2022	
Inv	PR 07/08/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2022	PR Batch 70822.06.2022 - Garnishment	750.00
Inv PR 07/08/2022 Total		750.00
314826 Total:		750.00
<b>VRMZ7000 - Munoz, Valerie Total:</b>		
		750.00
<b>POS5265 - Post Alarm Systems</b>		
0	07/21/2022	
Inv	1482214	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/03/2022	Annual Renewal of Fire Alarm System (07/01/2022-06/30/2023)	1,018.80
Inv 1482214 Total		1,018.80
0 Total:		1,018.80
<b>POS5265 - Post Alarm Systems Total:</b>		
		1,018.80
<b>NEOF8011 - Quadient Finance USA, Inc.</b>		
0	07/21/2022	
Inv	INV59422845	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2022	Quadient Lease - Pre Pay	115.60

Check Number	Check Date	Amount
Inv INV59422845	Total	115.60
0 Total:		115.60
<b>NEOF8011 - Quadient Finance USA, Inc. Total:</b>		115.60
<b>SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000</b>		
0	07/21/2022	
Inv	July 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2022	PR Batch 70822.06.2022 SPPOA - Union Dues	3,321.50
07/06/2022	PR Batch 70822.06.2022 SPPOA Insurance	2,004.48
Inv July 2022	Total	5,325.98
0 Total:		5,325.98
<b>SOU5435 - S.P. Police Officers Association Total:</b>		5,325.98
<b>SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000</b>		
0	07/21/2022	
Inv	July 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2022	PR Batch 70822.06.2022 SPPSEA - Union Dues	1,380.00
Inv July 2022	Total	1,380.00
0 Total:		1,380.00
<b>SOU5451 - S.P. Public Service Employees Association Total:</b>		1,380.00
<b>CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000</b>		
0	07/21/2022	
Inv	July 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2022	PR Batch 70822.06.2022 PART TIME ASSN. DUES / FEE	288.00
Inv July 2022	Total	288.00
0 Total:		288.00
<b>CEAP7000 - S.P. Public Service Employees Association-PT Total:</b>		288.00
<b>SOU5230 - S.P. Firefighters L-3657</b>		
0	07/21/2022	



Check Number	Check Date	Amount
Inv	July 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2022	PR Batch 70822.06.2022 Firefighters 3657 - Union	2,050.00
07/06/2022	PR Batch 70822.06.2022 FFA Fire Rec Fees	90.00
07/06/2022	PR Batch 70822.06.2022 Fire Assn. Insurance	177.42
Inv July 2022 Total		2,317.42
0 Total:		2,317.42
<b>SOU5230 - S.P.Firefighters L-3657 Total:</b>		2,317.42
<b>SSDV2018 - Sandoval, Sheila</b>		
0	07/21/2022	
Inv	PR 07/08/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2022	PR Batch 70822.06.2022 - Garnishment	737.00
07/06/2022	PR Batch 70822.06.2022 - Garnishment	485.00
Inv PR 07/08/2022 Total		1,222.00
0 Total:		1,222.00
<b>SSDV2018 - Sandoval, Sheila Total:</b>		1,222.00
<b>SHA8030 - Shakespeare by the Sea</b>		
314827	07/21/2022	
Inv	04.698SBTS	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2022	Shakespeare in the Park Performances 07/23-07/24/2022	4,000.00
Inv 04.698SBTS Total		4,000.00
314827 Total:		4,000.00
<b>SHA8030 - Shakespeare by the Sea Total:</b>		4,000.00
<b>SIR8011 - SirsiDynix</b>		
0	07/21/2022	
Inv	INV10323	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2022	Renewal of Library Information System Product Services: FY22-23	39,110.00
Inv INV10323 Total		39,110.00
0 Total:		39,110.00

Check Number	Check Date	Amount
<b>SIR8011 - SirsiDynix Total:</b>		39,110.00
<b>MART8031 - SoSound Entertainment</b>		
0	07/21/2022	
Inv	06/26/22-ESCAPE	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2022	2022 Summer Concerts in the Park Sound Package: 06/26/2022	2,050.00
Inv	06/26/22-ESCAPE Total	2,050.00
Inv	07/10/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	Audio/Sound package for Concerts in the Park SUAVE 7/10/22	2,050.00
Inv	07/10/2022 Total	2,050.00
0 Total:		4,100.00
<b>MART8031 - SoSound Entertainment Total:</b>		4,100.00
<b>COBR7131 - The Advantage Group</b>		
0	07/21/2022	
Inv	July 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	Retiree Health Premium Reimbursement - July 2022	14,703.69
Inv	July 2022 Total	14,703.69
0 Total:		14,703.69
<b>COBR7131 - The Advantage Group Total:</b>		14,703.69
<b>HAFR7000 - The Hartford</b>		
314828	07/21/2022	
Inv	085033049866	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	Life Insurance Premium - July 2022	1,026.00
Inv	085033049866 Total	1,026.00
314828 Total:		1,026.00
<b>HAFR7000 - The Hartford Total:</b>		1,026.00

**Check Number**    **Check Date**

**Amount**

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Total:	106,382.69
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# Accounts Payable

## Check Detail

User: calvarez  
Printed: 08/10/2022 - 10:44AM



Check Number	Check Date		Amount
<b>ADV8268 - Adventure City</b>			
314829	08/10/2022		
Inv	1094		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/28/2022	Camp Med Summer field trip for lower and middle school on 07/27.		1,097.50
Inv 1094 Total			1,097.50
314829 Total:			1,097.50
<b>ADV8268 - Adventure City Total:</b>			
			1,097.50
<b>AZTL1011 - Aztlan Athletics</b>			
314830	08/10/2022		
Inv	SP001		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/04/2022	Billing for 2022 Summer Concerts in the Park Stage Package		3,280.00
Inv SP001 Total			3,280.00
314830 Total:			3,280.00
<b>AZTL1011 - Aztlan Athletics Total:</b>			
			3,280.00
<b>DTV5012 - DIRECTV</b>			
314831	08/10/2022		
Inv	068653046220729		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/29/2022	ACCT #068653046X220729; EOC COMMUNICATION 07/28/202.		96.98
Inv 068653046220729 Total			96.98
314831 Total:			96.98
<b>DTV5012 - DIRECTV Total:</b>			
			96.98
<b>HRDY2013 - HR Dynamics &amp; Performance Management, Inc.</b>			
314832	08/10/2022		

Check Number	Check Date		Amount
Inv	May2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/12/2022	Analysis on compensation & benefits study		10,125.00
Inv May2022 Total			10,125.00
314832 Total:			10,125.00
<b>HRDY2013 - HR Dynamics &amp; Performance Management, Inc. Total:</b>			10,125.00
<b>BENR8021 - Rushing, Ben</b>			
314833	08/10/2022		
Inv	08/18/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/08/2022	Entertainment for National Senior Citizen Day Picnic		150.00
Inv 08/18/2022 Total			150.00
314833 Total:			150.00
<b>BENR8021 - Rushing, Ben Total:</b>			150.00
<b>THES8267 - Siegel, Theodore</b>			
314834	08/10/2022		
Inv	Psycho 08/08/22		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/13/2022	Senior Center Pyscho presentation and screening 08/08/2022		150.00
Inv Psycho 08/08/22 Total			150.00
314834 Total:			150.00
<b>THES8267 - Siegel, Theodore Total:</b>			150.00
<b>REP6115 - Siemens Mobility, Inc.</b>			
0	08/10/2022		
Inv	5610266247		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/08/2021	Traffic Signal and Streetlight Services		2,163.63
Inv 5610266247 Total			2,163.63
Inv	5610269858		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/14/2021	Traffic Signal and Streetlight Services		2,163.63
Inv 5610269858 Total			2,163.63

Check Number	Check Date	Amount
Inv 5610277695		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2021	Traffic Signal and Streetlight Services	2,163.63
Inv 5610277695 Total		2,163.63
Inv 5610277924		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2021	Traffic Signal and Streetlight Services	2,163.63
Inv 5610277924 Total		2,163.63
Inv 5610278430		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/20/2021	Traffic Signal and Streetlight Services	2,163.63
Inv 5610278430 Total		2,163.63
Inv 5610278772		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2021	Traffic Signal and Streetlight Services	2,163.63
Inv 5610278772 Total		2,163.63
Inv 5610278910		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2021	Traffic Signal and Streetlight Services	2,163.63
Inv 5610278910 Total		2,163.63
Inv 5610279318		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/16/2021	Traffic Signal and Streetlight Services	2,163.63
Inv 5610279318 Total		2,163.63
Inv 5610279628		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/21/2022	Traffic Signal and Streetlight Services	2,163.63
Inv 5610279628 Total		2,163.63
Inv 5610279847		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2022	Traffic Signal and Streetlight Services	2,163.63
Inv 5610279847 Total		2,163.63
Inv 5610279965		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
02/23/2022	Traffic Signal and Streetlight Services	2,163.63
Inv 5610279965	Total	2,163.63
Inv 5610280216		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2022	Traffic Signal and Streetlight Services	2,163.63
Inv 5610280216	Total	2,163.63
Inv 5610280648		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2022	Traffic Signal and Streetlight Services	2,163.63
Inv 5610280648	Total	2,163.63
Inv 5610280759		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2022	Traffic Signal and Streetlight Services	2,163.63
Inv 5610280759	Total	2,163.63
Inv 5620025369		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2021	Traffic Signal and Streetlight Services	3,347.88
Inv 5620025369	Total	3,347.88
Inv 5620029479		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2021	Traffic Signal and Streetlight Services	1,532.70
Inv 5620029479	Total	1,532.70
Inv 5620034119		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/14/2021	Traffic Signal and Streetlight Services	3,267.05
Inv 5620034119	Total	3,267.05
Inv 5620034299		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2021	Traffic Signal and Streetlight Services	8,395.31
Inv 5620034299	Total	8,395.31
Inv 5620035292		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/08/2021	Traffic Signal and Streetlight Services	2,814.74
Inv 5620035292	Total	2,814.74

Check Number	Check Date	Amount
Inv 5620035878		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2021	Traffic Signal and Streetlight Services	2,730.34
Inv 5620035878 Total		2,730.34
Inv 5620036038		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2021	Traffic Signal and Streetlight Services	7,425.50
Inv 5620036038 Total		7,425.50
Inv 5620037032		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2021	Traffic Signal and Streetlight Services	252.96
Inv 5620037032 Total		252.96
Inv 5620037040		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2021	Traffic Signal and Streetlight Services	4,901.02
Inv 5620037040 Total		4,901.02
Inv 5620037336		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/20/2021	Traffic Signal and Streetlight Services	5,396.23
Inv 5620037336 Total		5,396.23
Inv 5620037579		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2021	Traffic Signal and Streetlight Services	4,578.50
Inv 5620037579 Total		4,578.50
Inv 5620037972		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2021	Traffic Signal and Streetlight Services	2,985.06
Inv 5620037972 Total		2,985.06
Inv 5620038064		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2021	Traffic Signal and Streetlight Services	442.69
Inv 5620038064 Total		442.69
Inv 5620038120		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2021	Traffic Signal and Streetlight Services	5,591.75



Check Number	Check Date	Amount
Inv 5620038120	Total	5,591.75
Inv 5620038467		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/16/2021	Traffic Signal and Streetlight Services	1,718.18
Inv 5620038467	Total	1,718.18
Inv 5620038766		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/21/2022	Traffic Signal and Streetlight Services	6,472.95
Inv 5620038766	Total	6,472.95
Inv 5620038832		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/27/2022	Traffic Signal and Streetlight Services	8,901.45
Inv 5620038832	Total	8,901.45
Inv 5620039118		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/23/2022	Traffic Signal and Streetlight Services	4,433.28
Inv 5620039118	Total	4,433.28
Inv 5620039143		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/25/2022	Traffic Signal and Streetlight Services	4,164.27
02/25/2022	Traffic Signal and Streetlight Services	30,900.00
Inv 5620039143	Total	35,064.27
Inv 5620039305		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2022	Traffic Signal and Streetlight Services	197.64
Inv 5620039305	Total	197.64
Inv 5620039426		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2022	Traffic Signal and Streetlight Services	6,472.73
Inv 5620039426	Total	6,472.73
Inv 5620039632		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2022	Traffic Signal and Streetlight Services	2,169.07
Inv 5620039632	Total	2,169.07

Check Number	Check Date	Amount
Inv 5620039641		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2022	Traffic Signal and Streetlight Services	648.24
Inv 5620039641 Total		648.24
Inv 5620039642		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2022	Traffic Signal and Streetlight Services	15,922.69
Inv 5620039642 Total		15,922.69
Inv 5620039892		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2022	Traffic Signal and Streetlight Services	9,987.37
Inv 5620039892 Total		9,987.37
Inv 5620040125		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2022	Traffic Signal and Streetlight Services	2,809.89
Inv 5620040125 Total		2,809.89
0 Total:		178,750.31
<b>REP6115 - Siemens Mobility, Inc. Total:</b>		178,750.31
<b>MART8031 - SoSound Entertainment</b>		
0	08/10/2022	
Inv IN-0121		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/04/2022	2022 Summer Concerts in the Park Sound Package Ploughboys 8/7/2	2,050.00
08/04/2022	2022 Summer Concerts in the Park Sound Package Wiseguys 7/31/2	2,050.00
Inv IN-0121 Total		4,100.00
0 Total:		4,100.00
<b>MART8031 - SoSound Entertainment Total:</b>		4,100.00
<b>COBR7131 - The Advantage Group</b>		
0	08/10/2022	
Inv 144820		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2022	Retiree Health Premium Reimbursement - August 2022	14,703.69
07/05/2022	July 2022 Admin Fee	318.00
Inv 144820 Total		15,021.69

Check Number	Check Date	Amount
0 Total:		15,021.69
<b>COBR7131 - The Advantage Group Total:</b>		15,021.69
<b>TWBB - The Wiseguys Big Band</b>		
314835	08/10/2022	
Inv	07/31/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/04/2022	Performance for 2022 Summer Concerts in the Park 07/31/2022	1,500.00
Inv 07/31/2022 Total		1,500.00
314835 Total:		1,500.00
<b>TWBB - The Wiseguys Big Band Total:</b>		1,500.00
<b>USBANK - U.S. Bank NA</b>		
0	08/10/2022	
Inv	6609836	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	Admin Fee for South Pasadena Downtown Revitalization Project # 1	1,800.00
Inv 6609836 Total		1,800.00
0 Total:		1,800.00
<b>USBANK - U.S. Bank NA Total:</b>		1,800.00
Total:		216,071.48

# **ATTACHMENT 3 General City Warrant List**

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 08/10/2022 - 4:48PM



Check Number	Check Date		Amount
<b>ATGC8530 - Acorn Technology Services</b>			
0	08/17/2022		
Inv	95943		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2022	Monthly Service Contract July		26,000.00
Inv 95943 Total			26,000.00
0 Total:			26,000.00
<b>ATGC8530 - Acorn Technology Services Total:</b>			26,000.00
<b>ANDAGLAR - Aguilar, Andrea</b>			
314836	08/17/2022		
Inv	123749		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2022	Refundable security deposit for WMB		561.00
Inv 123749 Total			561.00
314836 Total:			561.00
<b>ANDAGLAR - Aguilar, Andrea Total:</b>			561.00
<b>AIR6010 - Airgas USA LLC</b>			
0	08/17/2022		
Inv	9127220080		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/23/2022	Fire Department Medical Oxygen Tank Refills & Hazmat Delivery		1,693.18
Inv 9127220080 Total			1,693.18
Inv	9990531927		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/31/2022	Annual Oxygen Supplies: FY2022-23; JULY 2022		445.05
Inv 9990531927 Total			445.05
0 Total:			2,138.23

<b>AIR6010 - Airgas USA LLC Total:</b>	2,138.23
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**AIRT5150 - Air-Tro, Inc.**

314837            08/17/2022

Inv    422767

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/23/2022	HVAC Emergency Services for Library Facility	504.00

Inv 422767 Total	504.00
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Inv    423306

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	FD EOC HVAC repairs	216.00

Inv 423306 Total	216.00
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Inv    423307

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	HVAC Emergency Services for Library Facility	2,229.17

Inv 423307 Total	2,229.17
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314837 Total:	2,949.17
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<b>AIRT5150 - Air-Tro, Inc. Total:</b>	2,949.17
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**ALAL5011 - Alert-All Corp.**

314838            08/17/2022

Inv    222060204

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/24/2022	EVENT TABLECLOTH WITH FIRE LOGO	485.10

Inv 222060204 Total	485.10
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314838 Total:	485.10
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<b>ALAL5011 - Alert-All Corp. Total:</b>	485.10
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**ALH0179 - Alhambra Car Wash**

314839            08/17/2022

Inv    June 2022

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	Police Department Car Washes - June 2022	273.00

Inv June 2022 Total	273.00
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Check Number	Check Date		Amount
Inv	March 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/21/2022	Vehicle Maintenance - PW Inspector Truck Wash		13.00
Inv March 2022 Total			13.00
314839 Total:			286.00
<b>ALH0179 - Alhambra Car Wash Total:</b>			286.00
<b>ACMT2920 - All City Management Services, Inc.</b>			
314840	08/17/2022		
Inv	78738		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/13/2022	Crossing Guard Services: 06/26/2022-0/09/2022		5,082.21
Inv 78738 Total			5,082.21
314840 Total:			5,082.21
<b>ACMT2920 - All City Management Services, Inc. Total:</b>			5,082.21
<b>ALL0197 - All Star Fire Equipment, Inc.</b>			
314841	08/17/2022		
Inv	241070		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/08/2022	Annual PO for Fire Safety Clothing & Equipment; STRUCTURAL BOOT		416.98
Inv 241070 Total			416.98
Inv	241390		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/20/2022	Annual PO for Fire Safety Clothing & Equipment; Turnout Coat/Pant		2,459.02
Inv 241390 Total			2,459.02
314841 Total:			2,876.00
<b>ALL0197 - All Star Fire Equipment, Inc. Total:</b>			2,876.00
<b>ALLI3041 - Alliant Insurance Services, Inc.</b>			
314842	08/17/2022		
Inv	1974166		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/30/2022	Alliant Insurance - Commercial Crime		2,564.00
Inv 1974166 Total			2,564.00

314842 Total:	2,564.00
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<b>ALLI3041 - Alliant Insurance Services, Inc. Total:</b>	2,564.00
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**AMAZONCP - Amazon Capital Services, Inc.**

0 08/17/2022

Inv 17YY-J6YQ-XG3W

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Camp Med supplies	403.29
07/11/2022	Camp Med supplies	235.00

Inv 17YY-J6YQ-XG3W Total	638.29
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Inv 197R-VDY4-67TN

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/03/2022	Dewalt Flexvolt 20v/60v Max Battery	606.36

Inv 197R-VDY4-67TN Total	606.36
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Inv 1P19-WQTQ-WCCR

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Camp Med supplies	350.00

Inv 1P19-WQTQ-WCCR Total	350.00
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Inv 1Q9Y-T43T-VQNN

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/29/2022	Gear slings for training	286.44

Inv 1Q9Y-T43T-VQNN Total	286.44
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Inv 1QQV-MXCY-C73P

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	Library Supplies	18.63

Inv 1QQV-MXCY-C73P Total	18.63
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Inv 1QTD-HVQM-9PVW

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	PD office supplies	99.21

Inv 1QTD-HVQM-9PVW Total	99.21
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Inv 1V7V-HYX6-117W

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2022	Toilet Dispensers for Garfield Park	504.36

Inv 1V7V-HYX6-117W Total	504.36
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Check Number	Check Date		Amount
Inv	1VVV-HYHF-37QC		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2022	Books for Library Collection		97.90
Inv 1VVV-HYHF-37QC Total			97.90
Inv	1WHM-MMTK-9DWD		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/25/2022	Camp Med supplies		83.56
Inv 1WHM-MMTK-9DWD Total			83.56
0 Total:			2,684.75
<b>AMAZONCP - Amazon Capital Services, Inc. Total:</b>			2,684.75
<b>ANTLAGRP - Annealta Group</b>			
314843	08/17/2022		
Inv	2344		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/02/2022	Consulting Services for Public Works		2,450.00
Inv 2344 Total			2,450.00
Inv	2426		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/06/2022	Consulting Services for Public Works		4,470.00
Inv 2426 Total			4,470.00
Inv	2439		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/06/2022	Consulting Services for Public Works		175.00
Inv 2439 Total			175.00
314843 Total:			7,095.00
<b>ANTLAGRP - Annealta Group Total:</b>			7,095.00
<b>PALASMOW - Asimow, Paul</b>			
314844	08/17/2022		
Inv	0122-01		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2022	City rebate for native trees, plants, drip irrigation.		825.00
Inv 0122-01 Total			825.00

Check Number	Check Date	Amount
314844 Total:		825.00
<b>PALASMOW - Asimow, Paul Total:</b>		825.00
<b>ATTM4011 - AT &amp; T Mobility</b>		
314845	08/17/2022	
Inv	287288006612X06	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/02/2022	Public Works Cell Phones -JUNE 2022-Admin	704.59
06/02/2022	Public Works Cell Phones -JUNE 2022-Sewer	40.48
06/02/2022	Public Works Cell Phones -JUNE 2022-Water Prod.	157.18
06/02/2022	Public Works Cell Phones -JUNE 2022-Water Dist.	210.80
Inv 287288006612X06 Total		1,113.05
314845 Total:		1,113.05
<b>ATTM4011 - AT &amp; T Mobility Total:</b>		1,113.05
<b>AT&amp;T5006 - AT&amp;T</b>		
314846	08/17/2022	
Inv	130464796	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2022	AN 130464796 Service (07-18-2022-08-17-2022)	90.24
06/17/2022	AN 130464796 Services (06/18/2022-07/17/2022)	90.24
Inv 130464796 Total		180.48
314846 Total:		180.48
314847	08/17/2022	
Inv	331841-07563432	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	AN 331 841-0756 343 2 Service (07/07/2022-08/06/2022)	33.97
Inv 331841-07563432 Total		33.97
Inv	331841-08023436	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	AN 331 841-0802 343 6 Service (07/07/2022-08/06/2022)	33.97
Inv 331841-08023436 Total		33.97
Inv	626441-64973570	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/13/2022	AN 626 441-6497 357 0 Service (07/13/2022-08/12/2022)	933.55
Inv 626441-64973570 Total		933.55

Check Number	Check Date	Amount
314847 Total:		1,001.49
314848	08/17/2022	
Inv 000018394966		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2022	AN 9391036943 Services (05/27/2022-06/26/2022)	1,075.89
Inv 000018394966 Total		1,075.89
Inv 000018395348		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2022	AN CLAPDSOPAS Services (05/27/2022-06/26/2022)	322.27
Inv 000018395348 Total		322.27
Inv 000018520665		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2022	AN: 9391062308 Service (06/20/2022-07/19/2022)	14,572.71
Inv 000018520665 Total		14,572.71
Inv 000018520991		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2022	AN: 9391081369 Service (06/20/2022-07/19/2022)	66.31
Inv 000018520991 Total		66.31
Inv 000018536171		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2022	AN: CLAPDSOPAS Service (06/27/2022-07/26/2022)	322.27
Inv 000018536171 Total		322.27
Inv 000018539955		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2022	AN: 9391036943 Service (06/27/2022-07/26/2022)	1,077.64
Inv 000018539955 Total		1,077.64
314848 Total:		17,437.09
<b>ATCN9011 - AT&amp;T Total:</b>		18,619.06
<b>CIN4011 - AT&amp;T Mobility</b>		
314849	08/17/2022	
Inv 287014917916X07		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2022	AN 287014917916 Services (06/09/2022-07/08/22022)	798.32

Check Number	Check Date	Amount
Inv 287014917916X07 Total		798.32
Inv 287269956155X07		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2022	AN 287269956155 Services (07/07/2022-08/06/2022)	308.71
Inv 287269956155X07 Total		308.71
Inv 287297984615X07		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2022	AN 287297984615 Services (06/03/2022-07/02/2022)	291.16
Inv 287297984615X07 Total		291.16
Inv 287312118886X07		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2022	AN 287312118886 Services (06/03/2022-07/02/2022)	478.97
Inv 287312118886X07 Total		478.97
314849 Total:		1,877.16
<b>CIN4011 - AT&amp;T Mobility Total:</b>		1,877.16
<b>ATSS6010 - Athens Services</b>		
314850	08/17/2022	
Inv 12332653		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Athens Street Sweeping Services-May 2022	840.70
Inv 12332653 Total		840.70
Inv 12332654		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Athens Bus Stop Barrel Pickup-May 2022	2,241.89
Inv 12332654 Total		2,241.89
Inv 12502416		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Athens Street Sweeping Services-June 2022	840.70
Inv 12502416 Total		840.70
Inv 12502418		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Athens Bus Stop Barrel Pickup-June 2022	2,241.89
Inv 12502418 Total		2,241.89

Check Number	Check Date	Amount
314850 Total:		6,165.18
<b>ATSS6010 - Athens Services Total:</b>		6,165.18
<b>ATLRR816 - Atkinson, Andelson, Loya, Rudd &amp; Romo</b>		
0	08/17/2022	
Inv 653606		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Labor Contract Negotiations Legal Services - May 2022	13,022.10
Inv 653606 Total		13,022.10
Inv 656208		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Labor Contract Negotiations Legal Services - June 2022	7,381.50
Inv 656208 Total		7,381.50
0 Total:		20,403.60
<b>ATLRR816 - Atkinson, Andelson, Loya, Rudd &amp; Romo Total:</b>		20,403.60
<b>AXON4010 - Axon Enterprise Inc.</b>		
314851	08/17/2022	
Inv SI-1664707		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Axon Equipment FY21-22	8,449.56
Inv SI-1664707 Total		8,449.56
Inv SI-1745436		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Axon Equipment FY21-22	7,858.62
Inv SI-1745436 Total		7,858.62
Inv SI-1745755		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Axon Equipment FY21-22	20,459.16
Inv SI-1745755 Total		20,459.16
314851 Total:		36,767.34
<b>AXON4010 - Axon Enterprise Inc. Total:</b>		36,767.34

**BFWB4011 - Badge Frame, Inc.**

0	08/17/2022	
Inv	39621	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	07/12/2022	Retirement presentation plaque for Sgt. Bartl
		169.17
Inv	39621 Total	169.17
0 Total:		169.17

**BFWB4011 - Badge Frame, Inc. Total:**

169.17

**BAK0369 - Baker & Taylor Books**

0	08/17/2022	
Inv	2036713454	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	06/24/2022	Library Books
		542.43
Inv	2036713454 Total	542.43
Inv	2036807750	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	07/15/2022	Library Books
		85.41
Inv	2036807750 Total	85.41
Inv	2036824718	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	07/11/2022	Library Books
		488.65
Inv	2036824718 Total	488.65
Inv	2036825708	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	07/07/2022	Library Books
		111.23
Inv	2036825708 Total	111.23
Inv	2036834413	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	06/29/2022	Library Books
		155.34
Inv	2036834413 Total	155.34
Inv	2036846430	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	07/11/2022	Library Books
		320.41
Inv	2036846430 Total	320.41

Check Number	Check Date	Amount
Inv	2036857046	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Library Books	80.73
Inv 2036857046 Total		80.73
Inv	2036882495	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	Library Books	31.10
Inv 2036882495 Total		31.10
0 Total:		1,815.30
<b>BAK0369 - Baker &amp; Taylor Books Total:</b>		1,815.30
<b>BAK0366 - Baker &amp; Taylor Entertainment</b>		
0	08/17/2022	
Inv	H61857670	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/29/2022	DVDs/CDs	33.07
Inv H61857670 Total		33.07
Inv	H61989350	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/13/2022	DVDs/CDs	319.51
Inv H61989350 Total		319.51
Inv	T24131440	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	DVDs/CDs	28.93
Inv T24131440 Total		28.93
0 Total:		381.51
<b>BAK0366 - Baker &amp; Taylor Entertainment Total:</b>		381.51
<b>MQEBRON - Barron, Monique</b>		
314852	08/17/2022	
Inv	123405	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2022	Refund for Spy Kidz: Secret Agent class due to low enrollment	165.00
Inv 123405 Total		165.00

Check Number	Check Date	Amount
314852 Total:		165.00
<b>MQEBRON - Barron, Monique Total:</b>		165.00
<b>BCTS918 - BC Traffic Specialist</b>		
314853	08/17/2022	
Inv	0067622-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2022	Traffic Cones for PW Parks Division	1,398.30
Inv 0067622-IN Total		1,398.30
314853 Total:		1,398.30
<b>BCTS918 - BC Traffic Specialist Total:</b>		1,398.30
<b>SHBE8032 - Bee, Shuny</b>		
314854	08/17/2022	
Inv	8419	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Contract Class Instructor July Taekwondo	97.50
Inv 8419 Total		97.50
Inv	8517	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Contract Class Instructor July Taekwondo	195.00
Inv 8517 Total		195.00
Inv	8528	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Contract Class Instructor July Jeetkunedo	195.00
Inv 8528 Total		195.00
314854 Total:		487.50
<b>SHBE8032 - Bee, Shuny Total:</b>		487.50
<b>BLJD2920 - Bell, Jordan</b>		
314855	08/17/2022	
Inv	06/28-07/06/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Reimburse mileage for Jordan bell: CPRS & Camp Med Trip	109.88
Inv 06/28-07/06/22 Total		109.88



Check Number	Check Date	Amount
314855 Total:		109.88
<b>BLJD2920 - Bell, Jordan Total:</b>		109.88
<b>BB&amp;K - Best Best &amp; Krieger LLP</b>		
0	08/17/2022	
Inv 940252		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2022	Legal matter through June 2022	1,627.50
Inv 940252 Total		1,627.50
Inv 940253		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2022	Legal matter through June 2022	472.50
Inv 940253 Total		472.50
0 Total:		2,100.00
<b>BB&amp;K - Best Best &amp; Krieger LLP Total:</b>		2,100.00
<b>BLSP8010 - Blackstone Publishing</b>		
0	08/17/2022	
Inv 2015729		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/30/2021	Books/DVDs/CDs	69.90
Inv 2015729 Total		69.90
0 Total:		69.90
<b>BLSP8010 - Blackstone Publishing Total:</b>		69.90
<b>BLUTGLD - Blue to Gold, LLC</b>		
314856	08/17/2022	
Inv GLA22LSIGS0002		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	ADVANCED SEARCH AND SEIZURE TRAINING FOR OFFICER KIM	149.00
Inv GLA22LSIGS0002 Total		149.00
314856 Total:		149.00
<b>BLUTGLD - Blue to Gold, LLC Total:</b>		149.00

**WON6400 - Bob Wondries Ford**

314857	08/17/2022	
Inv	637713	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	Vehicle Maint and Repair of Transit Division F250 Pickup	269.53
Inv 637713 Total		269.53
		269.53
314857 Total:		269.53

**WON6400 - Bob Wondries Ford Total:**

269.53

**DABN8267 - Bohan, Diana 101-8030-8021-8267-000**

0	08/17/2022	
Inv	8456	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2022	Class Instructor Yoga July	179.20
Inv 8456 Total		179.20
Inv	8458	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2022	Contract Class Instructor Yoga Walk-In July	96.00
Inv 8458 Total		96.00
		275.20
0 Total:		275.20

**DABN8267 - Bohan, Diana Total:**

275.20

**MLYNBLT - Bolt, Marilyn**

314858	08/17/2022	
Inv	123399	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Refund for Parent and Me June class due to low enrollment.	138.00
Inv 123399 Total		138.00
Inv	123711	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Refund for Parent and Me July class due to low enrollment.	138.00
Inv 123711 Total		138.00
		276.00
314858 Total:		276.00

Check Number	Check Date		Amount
<b>MLYNBLT - Bolt, Marilyn Total:</b>			276.00
<b>BRMR8267 - BRIT West Soccer</b>			
314859	08/17/2022		
Inv	8162		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/12/2022	Contarct Class instructor Half Day Camp		1,977.30
Inv 8162 Total			1,977.30
Inv	8163		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/12/2022	Contarct Class instructor Full Day Camp		1,398.80
Inv 8163 Total			1,398.80
Inv	8334		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/12/2022	Contarct Class instructor Tiny Pros 2-3.5 SA		1,149.20
Inv 8334 Total			1,149.20
Inv	8343		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/12/2022	Contarct Class instructor Tiny Pros 2-3.5 SU		811.20
Inv 8343 Total			811.20
Inv	8345		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/12/2022	Contarct Class instructor Tiny Pros 3.5-5 SA		878.80
Inv 8345 Total			878.80
Inv	8347		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/12/2022	Contarct Class instructor Tiny Pros 3.5-5 SU		811.20
Inv 8347 Total			811.20
Inv	8350		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/12/2022	Contarct Class instructor Club Pros 5-7 (SA)		676.00
Inv 8350 Total			676.00
Inv	8352		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/12/2022	Contarct Class instructor Club Pros 5-7 (SU)		405.60
Inv 8352 Total			405.60

Check Number	Check Date	Amount
Inv 8354		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2022	Contact Class instructor Club Pros 7-12 (SA)	270.40
Inv 8354 Total		270.40
Inv 8356		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2022	Contact Class instructor Club Pros 7-12(SU)	270.40
Inv 8356 Total		270.40
314859 Total:		8,648.90
<b>BRMR8267 - BRIT West Soccer Total:</b>		8,648.90
<b>PMAB8021 - Budka, Pamela Avry</b>		
314860	08/17/2022	
Inv 8449		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2022	Contract Class Instructor- Meditation July class	38.40
Inv 8449 Total		38.40
Inv 8452		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2022	Contract Class Instructor- Meditation July class	4.00
Inv 8452 Total		4.00
314860 Total:		42.40
<b>PMAB8021 - Budka, Pamela Avry Total:</b>		42.40
<b>CAL5236 - CA Linen Services</b>		
314861	08/17/2022	
Inv 1990557		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/02/2022	Fire Station Linen Rental & Cleaning Services	92.23
Inv 1990557 Total		92.23
Inv 2002154		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	Fire Department Linen Rental and Cleaning Services: FY22-23	106.08
Inv 2002154 Total		106.08

Check Number	Check Date	Amount
Inv 2004284		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	Fire Department Linen Rental and Cleaning Services: FY22-23	99.17
Inv 2004284 Total		99.17
Inv 2006385		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2022	Fire Department Linen Rental and Cleaning Services: FY22-23	104.53
Inv 2006385 Total		104.53
Inv 2009320		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2022	Fire Department Linen Rental and Cleaning Services: FY22-23	116.68
Inv 2009320 Total		116.68
314861 Total:		518.69
<b>CAL5236 - CA Linen Services Total:</b>		518.69
<b>CAL6695 - California American Water</b>		
314862	08/17/2022	
Inv 5/20/22-6/21/22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2022	Water Connection fee for Wilson Well #2 in the City of S.G	58.64
Inv 5/20/22-6/21/22 Total		58.64
314862 Total:		58.64
<b>CAL6695 - California American Water Total:</b>		58.64
<b>CAN0607 - Cantu Graphics Inc.</b>		
314863	08/17/2022	
Inv 20906		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	Business Cards for Officer Holland and Kim	33.02
Inv 20906 Total		33.02
Inv 20909		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Supplies for Commissioner Congress Event	532.51
Inv 20909 Total		532.51

Check Number	Check Date		Amount
Inv	20919		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/28/2022	Quarterly Newsletter Printing		225.46
Inv 20919 Total			225.46
Inv	20920		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/06/2022	Business Cards-TS		33.02
Inv 20920 Total			33.02
Inv	20921		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/29/2022	Fourth of July Flyers		52.92
Inv 20921 Total			52.92
Inv	20923		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/14/2022	Business Cards for Officer Holland and Kim		33.02
Inv 20923 Total			33.02
Inv	20933		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/11/2022	Printing of Community Services Commission Handbook.		457.98
Inv 20933 Total			457.98
314863 Total:			1,367.93
<b>CAN0607 - Cantu Graphics Inc. Total:</b>			1,367.93
<b>CAPI2010 - CAPIO</b>			
314864	08/17/2022		
Inv	15827		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/16/2022	Mary J. Webinar Registration		30.00
Inv 15827 Total			30.00
314864 Total:			30.00
<b>CAPI2010 - CAPIO Total:</b>			30.00
<b>CAEN9297 - Carollo Engineers</b>			
0	08/17/2022		

Check Number	Check Date	Amount
Inv	FB20245	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2022	Preparation of City's Integrated Water & WW Resources Plan	2,443.13
Inv FB20245 Total		2,443.13
Inv	FB21230	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2022	Preparation of City's Integrated Water & WW Resources Plan	1,308.33
Inv FB21230 Total		1,308.33
Inv	FB22144	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2022	Preparation of City's Integrated Water & WW Resources Plan	1,702.20
Inv FB22144 Total		1,702.20
Inv	FB23409	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2022	Preparation of City's Integrated Water & WW Resources Plan	8,769.11
Inv FB23409 Total		8,769.11
Inv	FB24464	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/15/2022	Preparation of City's Integrated Water & WW Resources Plan	2,570.13
Inv FB24464 Total		2,570.13
0 Total:		16,792.90
<b>CAEN9297 - Carollo Engineers Total:</b>		16,792.90
<b>CBE5011 - CBE Los Angeles</b>		
314865	08/17/2022	
Inv	IN2524186	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2022	CSD- Recreation Office toner for copy machine (SHARP264).	197.89
Inv IN2524186 Total		197.89
314865 Total:		197.89
<b>CBE5011 - CBE Los Angeles Total:</b>		197.89
<b>CDW5246 - CDW Government LLC</b>		
0	08/17/2022	

Check Number	Check Date		Amount
Inv	BG09780		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/02/2022	Adobe InDesign Subscription: Qty # 2		642.10
Inv BG09780 Total			642.10
0 Total:			642.10
<b>CDW5246 - CDW Government LLC Total:</b>			642.10
<b>CBSE6010 - Cell Business Equipment</b>			
314866	08/17/2022		
Inv	76899996		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/09/2022	AN 857406 Services from 07/01/2022-07/31/2022		731.95
Inv 76899996 Total			731.95
314866 Total:			731.95
<b>CBSE6010 - Cell Business Equipment Total:</b>			731.95
<b>CMCWDCOV - Cemac Window Coverings</b>			
314867	08/17/2022		
Inv	22-142		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/20/2022	Window shade for Reference Office		397.58
Inv 22-142 Total			397.58
314867 Total:			397.58
<b>CMCWDCOV - Cemac Window Coverings Total:</b>			397.58
<b>ANTCHAN - Chan, Anthony</b>			
314868	08/17/2022		
Inv	123398		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/21/2022	Refunable security deposit for WMB reservation.		522.00
Inv 123398 Total			522.00
314868 Total:			522.00
<b>ANTCHAN - Chan, Anthony Total:</b>			522.00



**TIM4011 - Charter Communications**

314869	08/17/2022	
Inv	0029763062722	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2022	AN 8448 20 899 0029763 Service (06/16/2022-07/15/2022)	294.12
Inv 0029763062722 Total		294.12
Inv	0052005062622	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2022	AN 8448 20 899 0052005 Service (06/11/2022-07/10/2022)	3,472.86
Inv 0052005062622 Total		3,472.86
Inv	0052005072622	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2022	AN 8448 20 899 0052005 Service (07/11/2022 - 08/10/2022)	3,472.86
Inv 0052005072622 Total		3,472.86
Inv	0070193070122	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	AN 8448 30 008 0070193 Service (07/01/2022 - 07/31/2022)	83.95
Inv 0070193070122 Total		83.95
Inv	0224964070822	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2022	AN 8448 30 008 0224964 Service (07/08/2022 - 08/07/2022)	49.29
Inv 0224964070822 Total		49.29
Inv	0251967062222	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	AN 8448 30 008 0251967 Service (06/22/2022 - 07/21/2022)	233.23
Inv 0251967062222 Total		233.23
Inv	0251967072222	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/22/2022	AN 8448 30 008 0251967 Service (07/22/2022 - 08/21/2022)	466.34
Inv 0251967072222 Total		466.34
Inv	0355990070222	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2022	AN 884 30 008 0355990 Service (07/02/2022 - 08/01/2022)	418.13
Inv 0355990070222 Total		418.13

Check Number	Check Date	Amount
Inv	0357905070522	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2022	Business TV+ Internet for period 07/05/2022- 08/04/2022.	130.52
Inv 0357905070522 Total		130.52
314869 Total:		8,621.30
<b>TIM4011 - Charter Communications Total:</b>		8,621.30
<b>CHE6010 - Chem Pro Laboratory, Inc.</b>		
314870	08/17/2022	
Inv	688557	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/23/2022	Cooling Tower Treatment & Service-June 2022	153.00
Inv 688557 Total		153.00
314870 Total:		153.00
<b>CHE6010 - Chem Pro Laboratory, Inc. Total:</b>		153.00
<b>CHARCHEN - Chen, Charles</b>		
314871	08/17/2022	
Inv	0419-1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	City rebate for native trees, plants, drip irrigation.	718.00
Inv 0419-1 Total		718.00
314871 Total:		718.00
<b>CHARCHEN - Chen, Charles Total:</b>		718.00
<b>JMCB6710 - Cipres Bravo, Jose Manuel</b>		
314872	08/17/2022	
Inv	04/08/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2022	Mileage Call Out Reimbursement 04/08/2022	22.58
Inv 04/08/2022 Total		22.58
314872 Total:		22.58
<b>JMCB6710 - Cipres Bravo, Jose Manuel Total:</b>		22.58

Check Number	Check Date		Amount
<b>ALPD4010 - City of Alhambra Police Department</b>			
314873	08/17/2022		
Inv	SoPas - 06/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/14/2022	Inmate housing for the month of June 2022		2,064.00
Inv SoPas - 06/2022 Total			2,064.00
314873 Total:			2,064.00
<b>ALPD4010 - City of Alhambra Police Department Total:</b>			2,064.00
<b>GLE2563 - City of Glendale</b>			
314874	08/17/2022		
Inv	2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/12/2022	VERDUGO FIRE DISPATCH FEE; JULY 01, 2022-DECEMBER 3		74,838.95
Inv 2024 Total			74,838.95
314874 Total:			74,838.95
<b>GLE2563 - City of Glendale Total:</b>			74,838.95
<b>PAS4012 - City of Pasadena</b>			
314875	08/17/2022		
Inv	30019266		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2022	Forensics services incidents 22-002738, 22-003807, PA 2022-53051		270.60
Inv 30019266 Total			270.60
314875 Total:			270.60
<b>PAS4012 - City of Pasadena Total:</b>			270.60
<b>CSPF5011 - City of South Pasadena Fire Department Petty Cash</b>			
314876	08/17/2022		
Inv	9/13/21-6/29/22		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/29/2022	REIMBURSE FIRE DEPARTMENT PETTY CASH 09/13/2021-06/29/2022		62.67
06/29/2022	REIMBURSE FIRE DEPARTMENT PETTY CASH 09/13/2021-06/29/2022		32.77
06/29/2022	REIMBURSE FIRE DEPARTMENT PETTY CASH 09/13/2021-06/29/2022		156.33
06/29/2022	REIMBURSE FIRE DEPARTMENT PETTY CASH 09/13/2021-06/29/2022		28.50
06/29/2022	REIMBURSE FIRE DEPARTMENT PETTY CASH 09/13/2021-06/29/2022		6.49
Inv 9/13/21-6/29/22 Total			286.76

Check Number	Check Date	Amount
314876 Total:		286.76
<b>CSPF5011 - City of South Pasadena Fire Department Petty Cash Total:</b>		286.76
<b>SOU5402 - City of South Pasadena PD Petty Cash</b>		
314877	08/17/2022	
Inv	PD 6.30.22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	PD Petty Cash Reconciliation 6.30.22	404.76
Inv PD 6.30.22 Total		404.76
314877 Total:		404.76
<b>SOU5402 - City of South Pasadena PD Petty Cash Total:</b>		404.76
<b>SOU5340 - City of South Pasadena-Library Petty Cash</b>		
314878	08/17/2022	
Inv	4/5/2022 A	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2022	white vinegar to clean library foyer	3.98
Inv 4/5/2022 A Total		3.98
Inv	4/5/2022 B	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2022	white vinegar to clean library foyer	12.38
Inv 4/5/2022 B Total		12.38
Inv	4/7/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/07/2022	coffee, tea, and ice for 4/7/22 Volunteer Recognition Event	34.48
Inv 4/7/2022 Total		34.48
Inv	5/31/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Blu Rays for Library collection	22.01
Inv 5/31/2022 Total		22.01
Inv	5/5/2022 A	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2022	Paint supplies for Little Free Library	26.25
Inv 5/5/2022 A Total		26.25

Inv 5/5/2022 B

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2022	Paint supplies for Little Free Library	15.26

Inv 5/5/2022 B Total 15.26

Inv 6/13/2022 A

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/13/2022	face shields for children	10.94

Inv 6/13/2022 A Total 10.94

Inv 6/13/2022 B

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/13/2022	masks for children	13.13

Inv 6/13/2022 B Total 13.13

Inv 6/23/2022 A

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/23/2022	allen wrench for main entrance door	8.81

Inv 6/23/2022 A Total 8.81

Inv 6/23/2022 B

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/23/2022	allen wrench for magazine cabinet	12.78

Inv 6/23/2022 B Total 12.78

Inv 6/23/2022 C

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/23/2022	masks for children	29.71

Inv 6/23/2022 C Total 29.71

314878 Total: 189.73

**SOU5340 - City of South Pasadena-Library Petty Cash Total:** 189.73

**CHWP2010 - Colantuono,Highsmith & Whatley,PC**

0 08/17/2022

Inv 52598

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	General Labor - June 2022	10,000.00

Inv 52598 Total 10,000.00

Inv 52599

<u>Line Item Date</u>	<u>Line Item Description</u>	
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Check Number	Check Date	Amount
07/11/2022	Labor & Employment - June 2022	4,483.50
Inv 52599 Total		4,483.50
Inv 52600		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Litigation - June 2022	2,646.00
Inv 52600 Total		2,646.00
Inv 52601		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Water & Utilities - June 2022	490.00
Inv 52601 Total		490.00
Inv 52602		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Special Projects - June 2022	11,904.00
Inv 52602 Total		11,904.00
Inv 52603		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Litigation - June 2022	4,777.50
Inv 52603 Total		4,777.50
Inv 52604		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Litigation - June 2022	12,564.00
Inv 52604 Total		12,564.00
Inv 52605		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Litigation - June 2022	1,061.00
Inv 52605 Total		1,061.00
Inv 52606		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Litigation - June 2022	9,896.75
Inv 52606 Total		9,896.75
Inv 52607		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Litigation - June 2022	3,858.95
Inv 52607 Total		3,858.95

Check Number	Check Date	Amount
Inv 52608		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Litigation - June 2022	2,146.00
Inv 52608 Total		2,146.00
Inv 52609		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Litigation - June 2022	21,812.46
Inv 52609 Total		21,812.46
Inv 52610		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Litigation - June 2022	5,096.00
Inv 52610 Total		5,096.00
Inv 52613		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Under collection of UUT thru 06/30/2022	143.19
Inv 52613 Total		143.19
0 Total:		90,879.35
<b>CHWP2010 - Colantuono,Highsmith &amp; Whatley,PC Total:</b>		90,879.35
<b>CTAA8022 - Community Transportation Association of America</b>		
314879	08/17/2022	
Inv 114314		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2022	Membership to Community Transportation Association of America.	625.00
Inv 114314 Total		625.00
314879 Total:		625.00
<b>CTAA8022 - Community Transportation Association of America Total:</b>		625.00
<b>CRDA1021 - Corodata Records Management</b>		
0	08/17/2022	
Inv RS4812073		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	AN 042023 Storage: 06/01/2022-06/30/2022	413.78
Inv RS4812073 Total		413.78

Check Number	Check Date	Amount
0 Total:		413.78
<b>CRDA1021 - Corodata Records Management Total:</b>		413.78
<b>CRSR2010 - Corodata Shredding Inc.</b>		
0	08/17/2022	
Inv	DN 1368130	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	AN SD041103 Service through 06/30/2022	126.19
Inv DN 1368130 Total		126.19
0 Total:		126.19
<b>CRSR2010 - Corodata Shredding Inc. Total:</b>		126.19
<b>MNBL8170 - Crestline Software, LLC dba MuniBilling</b>		
0	08/17/2022	
Inv	15946	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/29/2022	Postage - May 2022	2,024.86
Inv 15946 Total		2,024.86
Inv	16028	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Lock Box - June 2022	751.85
07/11/2022	Absorb Charges - June 2022	9,098.08
Inv 16028 Total		9,849.93
Inv	16131	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2022	Postage (June 2022)	1,838.19
Inv 16131 Total		1,838.19
0 Total:		13,712.98
<b>MNBL8170 - Crestline Software, LLC dba MuniBilling Total:</b>		13,712.98
<b>CSUFUBC - CSUF, Foundation</b>		
314880	08/17/2022	
Inv	EDC_072022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2022	Registration for Mary Jerejian	700.00
Inv EDC_072022 Total		700.00



Check Number	Check Date	Amount
314880 Total:		700.00
<b>CSUFUBC - CSUF, Foundation Total:</b>		700.00
<b>CSULB40 - CSULB Foundation</b>		
314881	08/17/2022	
Inv 2735		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2022	MENTAL HEALTH TRAINING FOR OFFICER SMITH	182.00
Inv 2735 Total		182.00
314881 Total:		182.00
<b>CSULB40 - CSULB Foundation Total:</b>		182.00
<b>DSP0755 - D &amp; S Printing</b>		
314882	08/17/2022	
Inv 7006		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	Department envelopes Public Works(1000)	352.80
Inv 7006 Total		352.80
314882 Total:		352.80
<b>DSP0755 - D &amp; S Printing Total:</b>		352.80
<b>DAN0769 - DANGELO CO.</b>		
0	08/17/2022	
Inv S1470341.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2022	Parts to install new service at Hill Dr.	206.20
Inv S1470341.001 Total		206.20
0 Total:		206.20
<b>DAN0769 - DANGELO CO. Total:</b>		206.20
<b>DEL4000 - Dell Marketing L.P.</b>		
0	08/17/2022	
Inv 10578500657		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Dell Ultrasharp 34 Curved Monitor W/ USB-C Hub: Qty # 4	4,121.25

Check Number	Check Date		Amount
		Inv 10578500657 Total	4,121.25
		0 Total:	4,121.25
<b>DEL4000 - Dell Marketing L.P. Total:</b>			4,121.25
<b>DESI5011 - Digital EMS Solutions Inc.</b>			
314883	08/17/2022		
		Inv 00304	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/01/2022		EMS Software for EMS reporting and dispatch: 07/01/22-06/30/22	6,988.90
		Inv 00304 Total	6,988.90
		314883 Total:	6,988.90
<b>DESI5011 - Digital EMS Solutions Inc. Total:</b>			6,988.90
<b>DIG0800 - Digital Telecommunications Corp</b>			
0	08/17/2022		
		Inv 45209	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/01/2022		Monthly Service Contract (June)	984.00
		Inv 45209 Total	984.00
		Inv 45480	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/01/2022		Monthly Service Contract (July)	984.00
		Inv 45480 Total	984.00
		Inv 45799	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/01/2022		Monthly Service Contract (August)	984.00
		Inv 45799 Total	984.00
		0 Total:	2,952.00
<b>DIG0800 - Digital Telecommunications Corp Total:</b>			2,952.00
<b>DCSG - DocuSign Inc.</b>			
0	08/17/2022		
		Inv INV34328901	
<u>Line Item Date</u>		<u>Line Item Description</u>	

Check Number	Check Date	Amount
08/02/2022	Enterprise Premier Support & eSignature Enterprise Edition	8,198.40
Inv INV34328901	Total	8,198.40
0 Total:		8,198.40
<b>DCSG - DocuSign Inc. Total:</b>		8,198.40
<b>PMLDONG - Dong, Pamela C</b>		
0	08/17/2022	
Inv 8464		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	Contract Class Instructor- Qi Gong July	72.00
Inv 8464	Total	72.00
Inv 8466		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	Contract Class Instructor- Tai Chi for Health Walk-In July	32.00
Inv 8466	Total	32.00
Inv 8471		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	Contract Class Instructor- Tai Chi Intro July	12.00
Inv 8471	Total	12.00
Inv 8472		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	Contract Class Instructor- Martial Art Introduction July	16.00
Inv 8472	Total	16.00
0 Total:		132.00
<b>PMLDONG - Dong, Pamela C Total:</b>		132.00
<b>MADH1021 - Donohue, Marc Andre</b>		
0	08/17/2022	
Inv 6		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Meeting Minutes: 01/12/2022-03/28/2022	6,175.00
Inv 6	Total	6,175.00
Inv 7		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	Preparation of Minutes from 04/06/2022-04/20/2022	1,800.00

Check Number	Check Date	Amount
Inv 7 Total		1,800.00
0 Total:		7,975.00
<b>MADH1021 - Donohue, Marc Andre Total:</b>		7,975.00
<b>DNBROSL - Donovan Bros. Golf LLC</b>		
314884	08/17/2022	
Inv Item # 15		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2022	Management Incentive Fee Arroyo Seco Golf Course	61,586.80
Inv Item # 15 Total		61,586.80
314884 Total:		61,586.80
<b>DNBROSL - Donovan Bros. Golf LLC Total:</b>		61,586.80
<b>DDL8010 - Dr. Detail Ph.D</b>		
0	08/17/2022	
Inv 2532		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	Dial-A-Ride Fleet Washing and Santizing	1,125.00
Inv 2532 Total		1,125.00
Inv 2555		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	Dial-A-Ride Fleet Washing and Santizing	1,025.00
Inv 2555 Total		1,025.00
Inv 2566		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	Dial-A-Ride Fleet Washing and Santizing	1,345.00
Inv 2566 Total		1,345.00
Inv 2582		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2022	Dial-A-Ride Fleet Washing and Santizing	780.00
Inv 2582 Total		780.00
Inv 2612		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	Paint spill spot clean for lower level Camp Med	150.00

Check Number	Check Date	Amount
Inv 2612 Total		150.00
Inv 2616		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	Cleaning of Community Room carpet	395.00
Inv 2616 Total		395.00
		<hr/>
0 Total:		4,820.00
		<hr/>
<b>DDL8010 - Dr. Detail Ph.D Total:</b>		4,820.00
<b>DUB0187 - DuBois, Andrew</b>		
314885	08/17/2022	
Inv 07/11-07/13/22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	FIREARM TRAINING FOR SGT. DUBOIS 07/11-07/13/22	536.81
08/02/2022	FIREARM TRAINING FOR SGT. DUBOIS 07/11-07/13/22	274.85
Inv 07/11-07/13/22 Total		811.66
		<hr/>
314885 Total:		811.66
		<hr/>
<b>DUB0187 - DuBois, Andrew Total:</b>		811.66
<b>EGBC4011 - E.G. Brennan &amp; Co. Corp.</b>		
314886	08/17/2022	
Inv i60257		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	Annual Service Maintenance agreement for shredder 2022-2023	225.00
Inv i60257 Total		225.00
		<hr/>
314886 Total:		225.00
		<hr/>
<b>EGBC4011 - E.G. Brennan &amp; Co. Corp. Total:</b>		225.00
<b>ELSRTIRE - El Sereno Tires</b>		
314887	08/17/2022	
Inv 01899		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2022	Tire Replacement / Tire Repair Services for Unit # 75	650.00
Inv 01899 Total		650.00
Inv 01905		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
08/01/2022		Tire Replacement / Tire Repair Services for Unit # 80	650.00
		Inv 01905 Total	650.00
314887 Total:			1,300.00
<b>ELSRTIRE - El Sereno Tires Total:</b>			1,300.00
<b>HERD8010 - Erdmann, Hollis</b>			
0	08/17/2022		
		Inv 000000897	
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/16/2022	Baldwin piano tuning		200.00
		Inv 000000897 Total	200.00
0 Total:			200.00
<b>HERD8010 - Erdmann, Hollis Total:</b>			200.00
<b>EVGATEWY - EVGateway</b>			
314888	08/17/2022		
		Inv 2731	
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2022	EV Charging Station at City Hall: Purchase, Installation, Config		22,986.00
05/17/2022	EV Charging Station at City Hall: Purchase, Installation, Config		48,845.21
		Inv 2731 Total	71,831.21
314888 Total:			71,831.21
<b>EVGATEWY - EVGateway Total:</b>			71,831.21
<b>FED1109 - FedEx</b>			
314889	08/17/2022		
		Inv 2-065-06513	
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2022	Shipment of clearance documents		95.06
		Inv 2-065-06513 Total	95.06
		Inv 7-819-65172	
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/20/2022	Overnight to DMV for records, boxes for equipment shipping		64.47
		Inv 7-819-65172 Total	64.47

Check Number	Check Date	Amount
314889 Total:		159.53
<b>FED1109 - FedEx Total:</b>		159.53
<b>FGEN8020 - Ferguson Enterprises LLC # 1350</b>		
314890	08/17/2022	
Inv 146638		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2021	Parts for PD Restroom Repairs	57.72
Inv 146638 Total		57.72
314890 Total:		57.72
<b>FGEN8020 - Ferguson Enterprises LLC # 1350 Total:</b>		57.72
<b>GAL7788 - Gale, Donna</b>		
314891	08/17/2022	
Inv 8379		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2022	Contarct Class instructor Youth Ballet & Tap	165.00
Inv 8379 Total		165.00
Inv 8381		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2022	Contarct Class instructor Master Chef	749.00
Inv 8381 Total		749.00
Inv 8383		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2022	Contarct Class instructor Ballet & Tap	495.00
Inv 8383 Total		495.00
314891 Total:		1,409.00
<b>GAL7788 - Gale, Donna Total:</b>		1,409.00
<b>RYAN - Garcia, Ryan</b>		
314892	08/17/2022	
Inv 7/12/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2022	Mileage Claim-7/12/2022 Arroyo Square-stagnant water call out	13.57
Inv 7/12/2022 Total		13.57

Check Number	Check Date		Amount
Inv	7/3/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/03/2022	Mileage Claim-7/3/2022 Garfield Park-car accident damages		13.57
Inv 7/3/2022 Total			13.57
			<hr/>
314892 Total:			27.14
			<hr/>
<b>RYAN - Garcia, Ryan Total:</b>			27.14
<b>GAR5011 - Garvey Equipment Co</b>			
314893	08/17/2022		
Inv	144623		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/21/2022	Public Works Parks Division Supplies		264.61
Inv 144623 Total			264.61
Inv	144640		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/22/2022	Parks Division-Service For Trencher		549.19
Inv 144640 Total			549.19
Inv	146753		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/22/2022	Parks Division-Chainsaw & Ppole Prunner Replacement		858.33
Inv 146753 Total			858.33
Inv	146754		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/22/2022	Public Works Parks Division Supplies		110.37
Inv 146754 Total			110.37
			<hr/>
314893 Total:			1,782.50
			<hr/>
<b>GAR5011 - Garvey Equipment Co Total:</b>			1,782.50
<b>GOGOAPP - GOGov, Inc.</b>			
314894	08/17/2022		
Inv	22-195		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/28/2022	GoRequest CRM Subscription & GoNotify Citizen Engagement		15,120.00
Inv 22-195 Total			15,120.00



Check Number	Check Date	Amount
314894 Total:		15,120.00
<b>GOGOAPP - GOGov, Inc. Total:</b>		15,120.00
<b>GOVE2013 - Governmentjobs.com, Inc. DBA NEOGOV</b>		
0	08/17/2022	
Inv	INV-26639	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2022	Insight Subscription: 07/01/2022-06/30/2023	10,452.35
Inv INV-26639 Total		10,452.35
Inv	INV-26664	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/12/2022	Governmentjobs Subscription: 07/12/2022-07/11/2023	1,197.90
Inv INV-26664 Total		1,197.90
0 Total:		11,650.25
<b>GOVE2013 - Governmentjobs.com, Inc. DBA NEOGOV Total:</b>		11,650.25
<b>GREDA4011 - Gramajo, Ederson</b>		
314895	08/17/2022	
Inv	07/11/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	DOMESTIC VIOLENCE TRAINING FOR OFFICER GRAMAJO	8.00
08/02/2022	DOMESTIC VIOLENCE TRAINING FOR OFFICER GRAMAJO	27.00
Inv 07/11/2022 Total		35.00
314895 Total:		35.00
<b>GREDA4011 - Gramajo, Ederson Total:</b>		35.00
<b>ROBGREEN - Green, Robin</b>		
314896	08/17/2022	
Inv	S0622-01	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	City water conservation rebate for sprinkler nozzles.	20.00
Inv S0622-01 Total		20.00
314896 Total:		20.00
<b>ROBGREEN - Green, Robin Total:</b>		20.00

Check Number	Check Date	Amount
<b>ISGU4011 - Gutierrez, Issac</b>		
314897	08/17/2022	
Inv	07/18-07/19/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	LESS LETHAL TRAINING FOR OFFICER GUTIERREZ 07/18-07/19/22	58.84
Inv 07/18-07/19/22 Total		58.84
314897 Total:		58.84
<b>ISGU4011 - Gutierrez, Issac Total:</b>		58.84
<b>HHA5011 - H &amp; H Wholesale Parts</b>		
314898	08/17/2022	
Inv	11N0505235	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/09/2022	BRAKLEEN BRAKE PART	47.89
Inv 11N0505235 Total		47.89
314898 Total:		47.89
<b>HHA5011 - H &amp; H Wholesale Parts Total:</b>		47.89
<b>HALOINC - HALO Branded Solutions, Inc.</b>		
0	08/17/2022	
Inv	2022000099016	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	PD Community Outreach Items for FY21-22	1,442.93
Inv 2022000099016 Total		1,442.93
0 Total:		1,442.93
<b>HALOINC - HALO Branded Solutions, Inc. Total:</b>		1,442.93
<b>HGSI6010 - Harry's Glass Shop Inc.</b>		
314899	08/17/2022	
Inv	22-40371	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Historical Museum Glass	649.49
Inv 22-40371 Total		649.49
314899 Total:		649.49

Check Number	Check Date		Amount
<b>HGSI6010 - Harry's Glass Shop Inc. Total:</b>			649.49
<b>THEPRK - Highland Products Group, LLC</b>			
0	08/17/2022		
Inv	146086355		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/20/2022	Memorial Bench for Pizante Family @ Garfield Park		2,165.31
07/20/2022	Memorial Bench for Pizante Family @ Garfield Park		2,165.31
07/20/2022	Memorial Bench for Pizante Family @ Garfield Park		-2,165.31
Inv 146086355 Total			2,165.31
0 Total:			2,165.31
<b>THEPRK - Highland Products Group, LLC Total:</b>			2,165.31
<b>TMHG6711 - Hogan, Tim</b>			
314900	08/17/2022		
Inv	6233		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/29/2022	Water Division-2022 CCR printing		290.48
Inv 6233 Total			290.48
314900 Total:			290.48
<b>TMHG6711 - Hogan, Tim Total:</b>			290.48
<b>HOMCOMMU - Hom, Reagan</b>			
314901	08/17/2022		
Inv	062922		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/29/2022	Electrical Work for Police Department Vehicles		1,929.82
Inv 062922 Total			1,929.82
314901 Total:			1,929.82
<b>HOMCOMMU - Hom, Reagan Total:</b>			1,929.82
<b>HOM1515 - Home Depot Credit Services</b>			
314902	08/17/2022		
Inv	7640018		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/29/2022	CIRCULAR SAW		316.41
Inv 7640018 Total			316.41

Check Number	Check Date	Amount
Inv 7680932		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/29/2022	DEWALT LITHIUM BATTER PACK (4)	438.80
Inv 7680932 Total		438.80
Inv 7856223		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/29/2022	SHOP VACUUM	209.48
Inv 7856223 Total		209.48
Inv 8122567		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2022	CONCRETE DEGREASE, TAPCON, TOWEL, DUCT TAPES	154.96
Inv 8122567 Total		154.96
Inv 9280697		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/07/2022	EXPANDABLE HOSE AND REEL	47.25
Inv 9280697 Total		47.25
314902 Total:		1,166.90
<b>HOM1515 - Home Depot Credit Services Total:</b>		1,166.90
<b>INLDWTWS - Inland Water Works</b>		
314903	08/17/2022	
Inv S1056165.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2022	Meter Gaskets for 3/4 Inch & 1 Inch meters	66.15
Inv S1056165.001 Total		66.15
314903 Total:		66.15
<b>INLDWTWS - Inland Water Works Total:</b>		66.15
<b>ITCR2501 - Intercare Holdings Insurance Services</b>		
0	08/17/2022	
Inv 76-008752		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Workers Comp monthly claims	3,471.26
Inv 76-008752 Total		3,471.26

Check Number	Check Date		Amount
Inv	76-008827		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/30/2022	Workers Comp monthly claims		1,555.28
Inv 76-008827 Total			1,555.28
0 Total:			5,026.54
<b>ITCR2501 - Intercare Holdings Insurance Services Total:</b>			5,026.54
<b>INT6115 - Interstate Battery Systems of Eastern Los Angeles</b>			
314904	08/17/2022		
Inv	78776		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/13/2022	Water Division Vehicle Batteries for FY2021-22		121.01
Inv 78776 Total			121.01
314904 Total:			121.01
<b>INT6115 - Interstate Battery Systems of Eastern Los Angeles Total:</b>			121.01
<b>JSAR4011 - Jack's Auto Repair</b>			
314905	08/17/2022		
Inv	17,500		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/19/2022	A/C BELT REPLACEMENT, OIL/FILTER MAINTENANCE; 2006		216.03
Inv 17,500 Total			216.03
Inv	17141		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/07/2022	45/60 Day Inspection of Dial-A-Ride Service Vehicles		66.00
Inv 17141 Total			66.00
Inv	17434		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/07/2022	45/60 Day Inspection of Dial-A-Ride Service Vehicles		644.92
Inv 17434 Total			644.92
Inv	17462		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/20/2022	Automotive Repairs for Police Department Unit # 1703		131.61
Inv 17462 Total			131.61

Check Number	Check Date	Amount
Inv 17473		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	45/60 Day Inspection of Dial-A-Ride Service Vehicles	669.61
Inv 17473 Total		669.61
Inv 17480		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2022	Automotive Repairs for Police Department Unit # 1703	316.90
Inv 17480 Total		316.90
Inv 17503		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2022	New Battery for Unit # 0317	180.01
Inv 17503 Total		180.01
Inv 17516		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2022	Wheel Cap Replacement for Unit # 1703	223.87
Inv 17516 Total		223.87
Inv 17520		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	45/60 Day Inspection of Dial-A-Ride Service Vehicles	66.00
Inv 17520 Total		66.00
Inv 17523		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2022	45/60 Day Inspection of Dial-A-Ride Service Vehicles	574.10
Inv 17523 Total		574.10
Inv 17530		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2022	45/60 Day Inspection of Dial-A-Ride Service Vehicles	100.11
Inv 17530 Total		100.11
Inv 17568		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Right front signal bulb repair on vehicle 78	27.56
Inv 17568 Total		27.56
314905 Total:		3,216.72

Check Number	Check Date	Amount
<b>JSAR4011 - Jack's Auto Repair Total:</b>		3,216.72
<b>JAYNBROS - Jaynes Brothers Construction, Inc.</b>		
0	08/17/2022	
Inv	072822JRA	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	Installation, Demo and Temporary Fencing for Wavy Web Climber Pl	5,347.93
Inv 072822JRA Total		5,347.93
0 Total:		5,347.93
<b>JAYNBROS - Jaynes Brothers Construction, Inc. Total:</b>		5,347.93
<b>JHMS8020 - JHM Supply</b>		
0	08/17/2022	
Inv	285818/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2022	Irrigation Supplies	435.07
Inv 285818/1 Total		435.07
Inv	288999/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2022	Irrigation Supplies-Arroyo Park	378.66
Inv 288999/1 Total		378.66
Inv	289605/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2022	Water Pipe Fittings Supplies for Water Division	194.73
Inv 289605/1 Total		194.73
Inv	290871/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	Irrigation Supplies	39.25
Inv 290871/1 Total		39.25
Inv	293580/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/25/2022	Irrigation Supplies	99.95
Inv 293580/1 Total		99.95
Inv	294745/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/07/2022	Irrigation Drip Line installation supplies	717.35

Check Number	Check Date	Amount
Inv 294745/1 Total		717.35
Inv 294748/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/07/2022	Irrigation supplies & Credit Returned	12.55
Inv 294748/1 Total		12.55
Inv 297970/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	Water Pipe Fittings Supplies for Water Division	177.02
Inv 297970/1 Total		177.02
0 Total:		2,054.58
<b>JHMS8020 - JHM Supply Total:</b>		2,054.58
<b>JHA307 - John L. Hunter and Associates, Inc.</b>		
314906	08/17/2022	
Inv SP1FOG12201		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/18/2022	Fats, Oils, and Grease (FOG) Compliance - Jan 2022	247.50
Inv SP1FOG12201 Total		247.50
Inv SP1FOG12206		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2022	Fats, Oils, and Grease (FOG) Compliance	916.25
Inv SP1FOG12206 Total		916.25
Inv SP1MS12201		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/18/2022	Environmental Compliance and NPDES Services - Jan 2022	1,370.00
Inv SP1MS12201 Total		1,370.00
Inv SP1MS412206		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2022	Environmental Compliance and NPDES Services	3,123.75
Inv SP1MS412206 Total		3,123.75
314906 Total:		5,657.50
<b>JHA307 - John L. Hunter and Associates, Inc. Total:</b>		5,657.50



**JCRS5011 - Jones Coffee Roasters**

314907	08/17/2022	
Inv	15131	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	COFFEE for Fire Dept.	162.68
Inv 15131 Total		162.68
Inv	52242	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	COFFEE for Fire Dept.	162.68
Inv 52242 Total		162.68
314907 Total:		325.36

**JCRS5011 - Jones Coffee Roasters Total:**

325.36

**KMTM4011 - Kim, Timothy**

314908	08/17/2022	
Inv	07/11/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	DOMESTIC VIOLENCE FOR FIRST RESPONDERS TRAINING	27.00
08/02/2022	DOMESTIC VIOLENCE FOR FIRST RESPONDERS TRAINING	8.00
Inv 07/11/2022 Total		35.00
314908 Total:		35.00

**KMTM4011 - Kim, Timothy Total:**

35.00

**LDCR6410 - LandCare USA LLC**

0	08/17/2022	
Inv	520231	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/07/2022	Via Del Rey Pocket Park Hill Side Clean Up	2,756.43
Inv 520231 Total		2,756.43
Inv	521080	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Monthly Landscaping Citywide Service for May 2022	1,669.68
08/03/2022	Monthly Landscaping Citywide Service for May 2022	1,233.21
05/31/2022	Monthly Landscaping Citywide Service for May 2022	17,389.18
Inv 521080 Total		20,292.07
Inv	530091	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
06/30/2022	Monthly Landscaping Citywide-June 2022		1,468.42
06/30/2022	Monthly Landscaping Citywide June 2022		1,521.55
06/30/2022	Monthly Landscaping Citywide-June 2022		13,065.32
06/30/2022	Monthly Landscaping Citywide June 2022		7,785.08
Inv 530091	Total		23,840.37
Inv 530750			
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/24/2022	Vacant City Lot Weed Abatement		940.00
Inv 530750	Total		940.00
Inv 533374			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2022	Park Maintenance Contract Services Vacant City Lot Weed Abatement		9,000.00
Inv 533374	Total		9,000.00
Inv 533375			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2022	Vacant City Lot Weed Abatement		1,740.00
Inv 533375	Total		1,740.00
Inv 533376			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2022	Weed Abatement for Illinois		1,440.00
Inv 533376	Total		1,440.00
Inv 536659			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/07/2022	Weed Abatement for CNG Station Annual Clearance		940.00
Inv 536659	Total		940.00
Inv 537686			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/12/2022	Weed Abatement at Garfield Park Easement		4,700.00
Inv 537686	Total		4,700.00
Inv 541374			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2022	Weed Abatement at Moffat & Kendal		2,440.00
Inv 541374	Total		2,440.00
0 Total:			68,088.87

Check Number	Check Date		Amount
<b>LDCR6410 - LandCare USA LLC Total:</b>			68,088.87
<b>LAW6711 - Lawn Mower Corner</b>			
314909	08/17/2022		
Inv	31686		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/05/2022	Service Concrete Cutting Saw		254.31
Inv 31686 Total			254.31
314909 Total:			254.31
<b>LAW6711 - Lawn Mower Corner Total:</b>			254.31
<b>LCCS8060 - League of California Cities</b>			
314910	08/17/2022		
Inv	4095		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/08/2022	LA County Division Dues: 7/1/22-6/30-23		1,212.75
Inv 4095 Total			1,212.75
314910 Total:			1,212.75
<b>LCCS8060 - League of California Cities Total:</b>			1,212.75
<b>CIMVLEE - Lee, Chi Man Vincent</b>			
314911	08/17/2022		
Inv	123412		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/21/2022	Refund for class due to low enrollment per instructor's request.		165.00
Inv 123412 Total			165.00
314911 Total:			165.00
<b>CIMVLEE - Lee, Chi Man Vincent Total:</b>			165.00
<b>LEE1111 - Lee, Richard</b>			
314912	08/17/2022		
Inv	07/11-07/13/22		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/02/2022	FIREARM TRAINING FOR OFFICER LEE		522.44
08/02/2022	FIREARM TRAINING FOR OFFICER LEE		86.88
Inv 07/11-07/13/22 Total			609.32

Check Number	Check Date	Amount
314912 Total:		609.32
<b>LEE1111 - Lee, Richard Total:</b>		609.32
<b>LIFE822 - Life-Assist Inc.</b>		
314913	08/17/2022	
Inv	1232893	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	Fire Department Medical Supplies - FY 22-23	1,776.41
Inv 1232893 Total		1,776.41
Inv	1232894	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	Fire Department Medical Supplies - FY 22-23	773.82
Inv 1232894 Total		773.82
Inv	1233461	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2022	Fire Department Medical Supplies - FY 22-23	354.56
Inv 1233461 Total		354.56
314913 Total:		2,904.79
<b>LIFE822 - Life-Assist Inc. Total:</b>		2,904.79
<b>LFSVRTM - Lifesaver Team</b>		
314914	08/17/2022	
Inv	787	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2022	First Aid CPR/AED 2 Year Certification	1,210.00
Inv 787 Total		1,210.00
Inv	788	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2022	First Aid CPR/AED 2 Year Certification	325.00
Inv 788 Total		325.00
314914 Total:		1,535.00
<b>LFSVRTM - Lifesaver Team Total:</b>		1,535.00
<b>ELZLIM - Lim, Lizbeth</b>		

Check Number	Check Date		Amount
314915	08/17/2022		
Inv	123710		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2022	Refund for summer Camp Med due to Covid-19.		156.00
Inv 123710 Total			156.00
314915 Total:			156.00
<b>ELZLIM - Lim, Lizbeth Total:</b>			156.00
<b>LAPCA401 - Los Angeles Police Chief Association</b>			
314916	08/17/2022		
Inv	LACPCA fall2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/19/2022	LACPCA Fall 2022 conference		200.00
Inv LACPCA fall2022 Total			200.00
314916 Total:			200.00
<b>LAPCA401 - Los Angeles Police Chief Association Total:</b>			200.00
<b>LOU1111 - Louie, Spencer</b>			
314917	08/17/2022		
Inv	07/11/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/02/2022	DOMESTIC VIOLENCE FOR FIRST RESPONDERS TRAINING FOR SGT. LOUIE		69.75
08/02/2022	DOMESTIC VIOLENCE FOR FIRST RESPONDERS TRAINING FOR SGT. LOUIE		20.97
Inv 07/11/2022 Total			90.72
314917 Total:			90.72
<b>LOU1111 - Louie, Spencer Total:</b>			90.72
<b>LVDSCLLC - Love and Discovery LLC</b>			
314918	08/17/2022		
Inv	2021162		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/19/2022	Speaking and filmmaker presentation of "Far East Deep South"		250.00
Inv 2021162 Total			250.00
314918 Total:			250.00

Check Number	Check Date		Amount
<b>LVDSCLLC - Love and Discovery LLC Total:</b>			250.00
<b>MKAV2920 - Mak, Alvin</b>			
314919	08/17/2022		
Inv	123416		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/12/2022	Refund for summer Skateside camp due to Covid-19.		469.00
Inv 123416 Total			469.00
314919 Total:			469.00
<b>MKAV2920 - Mak, Alvin Total:</b>			469.00
<b>JLMATZ - Martinez, Julio</b>			
314920	08/17/2022		
Inv	123173		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/21/2022	Patron cancelled gazebo reservations due to emergency		62.50
Inv 123173 Total			62.50
314920 Total:			62.50
<b>JLMATZ - Martinez, Julio Total:</b>			62.50
<b>MCLSCHLT - McLean &amp; Schultz</b>			
314921	08/17/2022		
Inv	728-106-A		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2022	Removal and replacement of Golf Course netting and poles.		4,407.00
Inv 728-106-A Total			4,407.00
314921 Total:			4,407.00
<b>MCLSCHLT - McLean &amp; Schultz Total:</b>			4,407.00
<b>DOMMEG14 - Megerdichian, Domenica</b>			
314922	08/17/2022		
Inv	062922		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/29/2022	Business and Breakfast Networking Event - Econ. Development		64.80
Inv 062922 Total			64.80

Check Number	Check Date		Amount
Inv	071422		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/14/2022	Executive Team Meeting Reimbursement		27.00
Inv 071422 Total			27.00
314922 Total:			91.80
<b>DOMMEG14 - Megerdichian, Domenica Total:</b>			91.80
<b>EMPRTSO - Mena, Elias</b>			
314923	08/17/2022		
Inv	2062		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/06/2022	Cotton/Poly Blend Uniform T-Shirts for PW Operations and Water D		377.77
07/06/2022	Cotton/Poly Blend Uniform T-Shirts for PW Operations and Water D		396.07
07/06/2022	Cotton/Poly Blend Uniform T-Shirts for PW Operations and Water D		75.63
07/06/2022	Cotton/Poly Blend Uniform T-Shirts for PW Operations and Water D		175.24
07/06/2022	Cotton/Poly Blend Uniform T-Shirts for PW Operations and Water D		222.65
07/06/2022	Cotton/Poly Blend Uniform T-Shirts for PW Operations and Water D		145.59
Inv 2062 Total			1,392.95
314923 Total:			1,392.95
<b>EMPRTSO - Mena, Elias Total:</b>			1,392.95
<b>MER2145 - Merit Oil Company</b>			
314924	08/17/2022		
Inv	720345		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/07/2022	Fuel for Fire Dept. Vehicles - 1,894 Gallons of Diesel # 2		10,115.41
Inv 720345 Total			10,115.41
314924 Total:			10,115.41
<b>MER2145 - Merit Oil Company Total:</b>			10,115.41
<b>MBII9190 - Michael Baker International Inc.</b>			
0	08/17/2022		
Inv	1152350		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/14/2022	CEQA Compliance for Berkshire and Grevalia Pocket Parks		11,467.50
Inv 1152350 Total			11,467.50

Check Number	Check Date	Amount
0 Total:		11,467.50
<b>MBII9190 - Michael Baker International Inc. Total:</b>		11,467.50
<b>MMA2011 - MMASC</b>		
314925	08/17/2022	
Inv 5179		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	2022 Summer Training	140.00
Inv 5179 Total		140.00
314925 Total:		140.00
<b>MMA2011 - MMASC Total:</b>		140.00
<b>MOR2900 - Morrow &amp; Holman Plumbing Inc</b>		
314926	08/17/2022	
Inv P-12-17486		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/27/2021	Routine and Emergency Plumbing Repair Services: FY2021-2022	110.00
Inv P-12-17486 Total		110.00
Inv P-2-17836		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2022	TROUBLESHOOT AND SERVICE WATER HEATER	210.00
Inv P-2-17836 Total		210.00
Inv P-3-17977		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/11/2022	Emergency repairs to City owned sewer line in easement	811.25
Inv P-3-17977 Total		811.25
Inv P-4-18345		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2022	Fire Department -hot water repair	1,550.63
Inv P-4-18345 Total		1,550.63
314926 Total:		2,681.88
<b>MOR2900 - Morrow &amp; Holman Plumbing Inc Total:</b>		2,681.88
<b>MTSL8520 - Motorola Solutions, Inc.</b>		



Check Number	Check Date	Amount
0	08/17/2022	
Inv 1187080837		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/22/2022	Replace Fire Dept Radio Fleet-Model APX8500 DESKTOP AND DUAL CH	19,406.38
Inv 1187080837 Total		19,406.38
0 Total:		19,406.38
<b>MTSL8520 - Motorola Solutions, Inc. Total:</b>		19,406.38
<b>NBSFIN - NBS</b>		
314927	08/17/2022	
Inv 202206-1269		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2022	Professional Services for Library Parcel Tax: FY 2022-2023	1,662.20
Inv 202206-1269 Total		1,662.20
314927 Total:		1,662.20
<b>NBSFIN - NBS Total:</b>		1,662.20
<b>JNNG8110 - Nugent, Jonathan</b>		
314928	08/17/2022	
Inv 06/09/22 CERTIF		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/09/2022	FIRE FIGHTER 1 (2019) CERTIFICATION; 06/09/2022	75.00
Inv 06/09/22 CERTIF Total		75.00
314928 Total:		75.00
<b>JNNG8110 - Nugent, Jonathan Total:</b>		75.00
<b>OREI6711 - O' Reilly Automotive Inc.</b>		
314929	08/17/2022	
Inv 3213-257007		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/26/2022	Auto Supplies for Water Division Fleet	77.96
Inv 3213-257007 Total		77.96
Inv 3213-263430		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/16/2022	Auto Supplies for Street Division Fleet	207.37
Inv 3213-263430 Total		207.37

Check Number	Check Date	Amount
314929 Total:		285.33
<hr/>		
<b>OREI6711 - O' Reilly Automotive Inc. Total:</b>		285.33
<hr/>		
<b>OCL8011 - OCLC Inc.</b>		
0	08/17/2022	
Inv	1000229895	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	Subscription Renewal for Cataloging Metadata Services: 07/01/202	22,217.44
Inv 1000229895 Total		22,217.44
<hr/>		
0 Total:		22,217.44
<hr/>		
<b>OCL8011 - OCLC Inc. Total:</b>		22,217.44
<hr/>		
<b>OMEG4011 - Omega Polygraph</b>		
314930	08/17/2022	
Inv	01876	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	TWO POLYGRAPH EXAMS FOR POLICE CADET APPLICANTS	300.00
Inv 01876 Total		300.00
<hr/>		
314930 Total:		300.00
<hr/>		
<b>OMEG4011 - Omega Polygraph Total:</b>		300.00
<hr/>		
<b>ORI2659 - Oriental Trading Co., Inc.</b>		
0	08/17/2022	
Inv	715880804-01	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2022	Spring / Easter Decorations	576.79
Inv 715880804-01 Total		576.79
Inv	717507208-01	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/22/2022	FIRE SAFETY EVENT SUPPLIES-SLAP BRACELETS	40.02
Inv 717507208-01 Total		40.02
Inv	718050757-01	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2022	DEPARTMENT EXPENSE-FIRE SAFETY EVENT SUPPLIES-DUCKS	40.19

Check Number	Check Date	Amount
Inv 718050757-01	Total	40.19
0 Total:		657.00
<b>ORI2659 - Oriental Trading Co., Inc. Total:</b>		657.00
<b>OVDR8011 - OverDrive Inc.</b>		
0	08/17/2022	
Inv	01148CO22208840	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	eBooks / Audiobooks	1,155.74
Inv 01148CO22208840	Total	1,155.74
Inv	01148CO22208854	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	eBooks / Audiobooks	1,498.25
Inv 01148CO22208854	Total	1,498.25
Inv	01148CO22276111	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2022	eBooks / eAudiobooks	1,590.93
Inv 01148CO22276111	Total	1,590.93
0 Total:		4,244.92
<b>OVDR8011 - OverDrive Inc. Total:</b>		4,244.92
<b>CNPO4011 - Pacheco, Cynthia</b>		
314931	08/17/2022	
Inv	07/18-07/19/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	CIVILIAN LEADERSHIP TRAINING FOR P.A. PACHECO	91.26
Inv 07/18-07/19/22	Total	91.26
314931 Total:		91.26
<b>CNPO4011 - Pacheco, Cynthia Total:</b>		91.26
<b>PPSS8520 - Pacific Parking Systems Inc.</b>		
314932	08/17/2022	
Inv	15946	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	VenStation 2022-2023: 07/01/2022-06/30/2022	1,100.00

Check Number	Check Date		Amount
		Inv 15946 Total	1,100.00
		314932 Total:	1,100.00
		<b>PPSS8520 - Pacific Parking Systems Inc. Total:</b>	1,100.00
		<b>PRKA8267 - Parker-Anderson Enrichment</b>	
314933	08/17/2022		
		Inv 8168	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		07/14/2022	Contract Class Instructor- Techkidz Minecraft
			810.00
		Inv 8168 Total	810.00
		Inv 8169	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		07/14/2022	Contract Class Instructor-Stop Motion Animation
			1,471.50
		Inv 8169 Total	1,471.50
		Inv 8536	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		07/14/2022	Contract Class Instructor - Robot Shop Battlebots
			1,980.00
		Inv 8536 Total	1,980.00
		Inv 8537	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		07/14/2022	Contract Class Instructor - Robot Workshop - Green Science
			866.25
		Inv 8537 Total	866.25
		Inv 8538	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		07/14/2022	Contract Class Instructor-ChemKidz
			1,980.00
		Inv 8538 Total	1,980.00
		314933 Total:	7,107.75
		<b>PRKA8267 - Parker-Anderson Enrichment Total:</b>	7,107.75
		<b>PHS4011 - Pasadena Humane Society</b>	
314934	08/17/2022		
		Inv AUG2022SoPas	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/01/2022	Animal Control Services: August 2022
			14,456.90

Check Number	Check Date	Amount
Inv AUG2022SoPas Total		14,456.90
Inv JUL2022SoPas		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	Animal Control Services: July 2022	14,456.90
Inv JUL2022SoPas Total		14,456.90
314934 Total:		28,913.80
<b>PHS4011 - Pasadena Humane Society Total:</b>		28,913.80
<b>PSLSV802 - Pasadena Live Scan Service</b>		
314935	08/17/2022	
Inv 1010		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Live Scan Services for pre-employment & volunteers	350.00
Inv 1010 Total		350.00
Inv 843		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2021	Live Scan Services for pre-employment & volunteers	150.00
Inv 843 Total		150.00
Inv 962		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2022	Live Scan Services for pre-employment & volunteers	250.00
Inv 962 Total		250.00
Inv 982		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Live Scan Services for pre-employment & volunteers	1,050.00
Inv 982 Total		1,050.00
314935 Total:		1,800.00
<b>PSLSV802 - Pasadena Live Scan Service Total:</b>		1,800.00
<b>PWP4465 - Pasadena Water &amp; Power</b>		
314936	08/17/2022	
Inv 1973816780		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/13/2022	Account: 1973816780 water purchase June-July 2022	2,647.62
Inv 1973816780 Total		2,647.62

Check Number	Check Date	Amount
Inv	4/13/22-5/11/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2022	City Of Pasadena water purchase April-May 2022	2,549.15
Inv 4/13/22-5/11/22 Total		2,549.15
Inv	5/12/22-6/13/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2022	City Of Pasadena water purchase May-June 2022	3,150.38
Inv 5/12/22-6/13/22 Total		3,150.38
314936 Total:		8,347.15
<b>PWP4465 - Pasadena Water &amp; Power Total:</b>		8,347.15
<b>CTPZ7000 - Perez, Christopher A.</b>		
314937	08/17/2022	
Inv	05/23-05/25/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	FTO UPDATE TRAINING FOR OFFICER PEREZ	43.52
Inv 05/23-05/25/22 Total		43.52
314937 Total:		43.52
<b>CTPZ7000 - Perez, Christopher A. Total:</b>		43.52
<b>PNCR8025 - Phoenix Cars LLC</b>		
314938	08/17/2022	
Inv	S1933	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	Dial-A-Ride Vehicle Maint. of Unit # 80	1,219.58
Inv S1933 Total		1,219.58
314938 Total:		1,219.58
<b>PNCR8025 - Phoenix Cars LLC Total:</b>		1,219.58
<b>PHOE4610 - Phoenix Group Information Systems</b>		
314939	08/17/2022	
Inv	062022184	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	Annual Parking Citation Processing & Database Access June 2022	5,077.08

Check Number	Check Date		Amount
Inv 062022184	Total		5,077.08
			<hr/>
314939	Total:		5,077.08
			<hr/>
<b>PHOE4610 - Phoenix Group Information Systems Total:</b>			5,077.08
<b>PBPP8010 - Pitney Bowes Inc</b>			
314940	08/17/2022		
Inv	3105571665		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/08/2022	Lease postage meter 4/30/22-7/29/22		69.03
07/08/2022	Lease postage meter 4/30/22-7/29/22		69.02
07/08/2022	Lease postage meter 4/30/22-7/29/22		138.04
Inv 3105571665	Total		276.09
			<hr/>
314940	Total:		276.09
			<hr/>
<b>PBPP8010 - Pitney Bowes Inc Total:</b>			276.09
<b>PDI417 - Plumbers Depot Inc.</b>			
314941	08/17/2022		
Inv	PD-51325		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/21/2022	Sewer Division Maintenance Supplies & Materials		3,809.86
Inv PD-51325	Total		3,809.86
Inv	PD-51427		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2022	Sewer Division Maintenance Supplies & Materials		10,836.24
Inv PD-51427	Total		10,836.24
			<hr/>
314941	Total:		14,646.10
			<hr/>
<b>PDI417 - Plumbers Depot Inc. Total:</b>			14,646.10
<b>POS5265 - Post Alarm Systems</b>			
0	08/17/2022		
Inv	1497079		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/05/2022	Monthly monitoring fee for WMB or OG for service period 08/01/20		54.33
07/05/2022	Monthly monitoring fee for WMB or OG for service period 08/01/20		54.33
Inv 1497079	Total		108.66

Check Number	Check Date	Amount
0 Total:		108.66
<b>POS5265 - Post Alarm Systems Total:</b>		108.66
<b>CSAC2012 - PRISM</b>		
0	08/17/2022	
Inv	23100095	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	Excess Workers' Compensation (7/1/2022-6/30/2023)	484,413.00
Inv 23100095 Total		484,413.00
Inv	23300078	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	General Liability, Program 1 (7/1/2022-6/30/2023)	642,829.00
Inv 23300078 Total		642,829.00
Inv	23400044	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	Employee Assistance Program (July-September 2022)	1,411.59
Inv 23400044 Total		1,411.59
Inv	23500110	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	Property Program (3/31/2022-3/31/2023)	100,000.00
Inv 23500110 Total		100,000.00
0 Total:		1,228,653.59
<b>CSAC2012 - PRISM Total:</b>		1,228,653.59
<b>PROVARMO - Proven Arms &amp; Outfitters</b>		
314942	08/17/2022	
Inv	144891	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2022	Patrol Rifles Optic Pro's, Magazine's, Scout Lights, and Keys	3,205.00
Inv 144891 Total		3,205.00
314942 Total:		3,205.00
<b>PROVARMO - Proven Arms &amp; Outfitters Total:</b>		3,205.00
<b>POSU8132 - Prudential Overall Supply</b>		



0	08/17/2022	
Inv	52586784	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Scrapper Mat Cleaning Services Street Trees-5/31/2022	3.87
05/31/2022	Scrapper Mat Cleaning Services Facilities Maint.5/31/22	3.87
05/31/2022	Scrapper Mat Cleaning Services Street Lighting-5/31/2022	3.87
05/31/2022	Scrapper Mat Cleaning Services Sewer Division-5/31/2022	3.87
05/31/2022	Scrapper Mat Cleaning Services Street Division-5/31/2022	3.87
Inv 52586784 Total		19.35

Inv	52586785	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Uniform Cleaning Services Sewer Division-5/31/2022	9.30
05/31/2022	Uniform Cleaning Services Street Tree Maint.-5/31/2022	9.30
05/31/2022	Uniform Cleaning Services Facility Division-5/31/2022	14.03
05/31/2022	Uniform Cleaning Services Street Maintenance-5/31/2022	20.84
05/31/2022	Uniform Cleaning Services Street Lighting-5/31/2022	11.10
Inv 52586785 Total		64.57

Inv	52586786	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Uniform Cleaning Services Water Production5/31/2022	26.63
05/31/2022	Uniform Cleaning Services Water Distribution-5/31/2022	35.15
Inv 52586786 Total		61.78

Inv	52586787	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Scrapper Mat Cleaning Services Water Distribution-5/31/2022	6.23
05/31/2022	Scrapper Mat Cleaning Services Water Production-5/31/2022	6.24
Inv 52586787 Total		12.47

Inv	52588792	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/07/2022	Scrapper Mat Cleaning Services Street Trees-6/7/2022	3.87
06/07/2022	Scrapper Mat Cleaning Services Street Division-6/7/2022	3.87
06/07/2022	Scrapper Mat Cleaning Services Facilities Maint.6/7/2022	3.87
06/07/2022	Scrapper Mat Cleaning Services Street Lighting 6/7/2022	3.87
06/07/2022	Scrapper Mat Cleaning Services Sewer Division-6/7/2022	3.87
Inv 52588792 Total		19.35

Inv	52588793	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/07/2022	Uniform Cleaning Services Street Tree Maint.-6/7/2022	9.30
06/07/2022	Uniform Cleaning Services Street Lighting-6/7/2022	11.10
06/07/2022	Uniform Cleaning Services Street Maintenance-6/7/2022	23.48
06/07/2022	Uniform Cleaning Services Sewer Division-6/7/2022	9.30
06/07/2022	Uniform Cleaning Services Facility Division-6/7/2022	14.03

Check Number	Check Date	Amount
Inv 52588793 Total		67.21
Inv 52588794		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/07/2022	Uniform Cleaning Services Water Production-6/7/2022	26.63
06/07/2022	Uniform Cleaning Services Water Distribution-6/7/2022	35.15
Inv 52588794 Total		61.78
Inv 52588795		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/07/2022	Scrapper Mat Cleaning Services Water Production-6/7/2022	6.24
06/07/2022	Scrapper Mat Cleaning Services Water Distribution-6/7/2022	6.23
Inv 52588795 Total		12.47
Inv 52590778		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2022	Scrapper Mat Cleaning Services Street Division-6/14/2022	3.87
06/14/2022	Scrapper Mat Cleaning Services Street Lighting-6/14/2022	3.87
06/14/2022	Scrapper Mat Cleaning Services Facilities Maint.-6/14/2022	3.87
06/14/2022	Scrapper Mat Cleaning Services Street Trees-6/14/2022	3.87
06/14/2022	Scrapper Mat Cleaning Services Sewer Division-6/14/2022	3.87
Inv 52590778 Total		19.35
Inv 52590779		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2022	Uniform Cleaning Services Street Tree Maint.-6/14/2022	9.30
06/14/2022	Uniform Cleaning Services Street Maintenance-6/14/2022	23.48
06/14/2022	Uniform Cleaning Services Sewer Division-6/14/2022	9.30
06/14/2022	Uniform Cleaning Services Facility Division-6/14/2022	14.03
06/14/2022	Uniform Cleaning Services Street Lighting-6/14/2022	11.10
Inv 52590779 Total		67.21
Inv 52590780		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2022	Uniform Cleaning Services Water Production-6/14/2022	26.63
06/14/2022	Uniform Cleaning Services Water Distribution-6/14/2022	35.15
Inv 52590780 Total		61.78
Inv 52590781		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2022	Scrapper Mat Cleaning Services Water Distribution-6/14/2022	6.23
06/14/2022	Scrapper Mat Cleaning Services Water Production-6/14/2022	6.24
Inv 52590781 Total		12.47
Inv 52592874		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount	
	06/21/2022	Scrapers Mat Cleaning Services Sewer Division-6/21/2022	3.87
	06/21/2022	Scrapers Mat Cleaning Services Facilities Maint.-6/21/2022	3.87
	06/21/2022	Scrapers Mat Cleaning Services Street Lighting-6/21/2022	3.87
	06/21/2022	Scrapers Mat Cleaning Services Street Trees-6/21/2022	3.87
	06/21/2022	Scrapers Mat Cleaning Services Street Division-6/21/2022	3.87
	Inv 52592874 Total		19.35
	Inv 52592875		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/21/2022	Uniform Cleaning Services Sewer Division-6/21/2022		9.30
06/21/2022	Uniform Cleaning Services Street Maintenance-6/21/2022		23.48
06/21/2022	Uniform Cleaning Services Street Lighting-6/21/2022		11.10
06/21/2022	Uniform Cleaning Services Street Tree Maint.-6/21/2022		9.30
06/21/2022	Uniform Cleaning Services Facility Division-6/21/2022		14.03
	Inv 52592875 Total		67.21
	Inv 52592876		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/21/2022	Uniform Cleaning Services Water Distribution-6/21/2022		34.69
06/21/2022	Uniform Cleaning Services Water Production-6/21/2022		26.55
	Inv 52592876 Total		61.24
	Inv 52592877		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/21/2022	Scrapers Mat Cleaning Services Water Production-6/21/2022		6.24
06/21/2022	Scrapers Mat Cleaning Services Water Distribution-6/21/2022		6.23
	Inv 52592877 Total		12.47
	Inv 52594909		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/28/2022	Scrapers Mat Cleaning Services Facilities Maint.-6/28/2022		3.87
06/28/2022	Scrapers Mat Cleaning Services Street Trees-6/28/2022		3.87
06/28/2022	Scrapers Mat Cleaning Services Sewer Division-6/28/2022		3.87
06/28/2022	Scrapers Mat Cleaning Services Street Division-6/28/2022		3.87
06/28/2022	Scrapers Mat Cleaning Services Street Lighting-6/28/2022		3.87
	Inv 52594909 Total		19.35
	Inv 52594910		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/28/2022	Uniform Cleaning Services Street Lighting-6/28/2022		11.10
06/28/2022	Uniform Cleaning Services Street Maintenance-6/28/2022		23.48
06/28/2022	Uniform Cleaning Services Street Tree Maint.6/28/2022		9.30
06/28/2022	Uniform Cleaning Services Facility Division-6/28/2022		14.03
06/28/2022	Uniform Cleaning Services Sewer Division-6/28/2022		9.30
	Inv 52594910 Total		67.21

Check Number	Check Date	Amount
Inv	52594911	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2022	Uniform Cleaning Services Water Distribution-6/28/2022	34.69
06/28/2022	Uniform Cleaning Services Water Production-6/28/2022	26.55
Inv 52594911 Total		61.24
Inv	52594912	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2022	Scrapper Mat Cleaning Services Water Production-6/28/2022	6.24
06/28/2022	Scrapper Mat Cleaning Services Water Distribution-6/28/2022	6.23
Inv 52594912 Total		12.47
0 Total:		800.33
<b>POSU8132 - Prudential Overall Supply Total:</b>		800.33
<b>PUBRSKAG - Public Agency Risk Management Association</b>		
314943	08/17/2022	
Inv	170950	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2022	Public Entity Membership: 07/01/2022-06/30/2023	150.00
Inv 170950 Total		150.00
314943 Total:		150.00
<b>PUBRSKAG - Public Agency Risk Management Association Total:</b>		150.00
<b>ERKZ5270 - Ramirez, Erika</b>		
314944	08/17/2022	
Inv	123407	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2022	Refund for class due to low enrollment per instructor's request.	165.00
Inv 123407 Total		165.00
314944 Total:		165.00
<b>ERKZ5270 - Ramirez, Erika Total:</b>		165.00
<b>RTPC5500 - Regional TAP Service Center</b>		
314945	08/17/2022	
Inv	6016982	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	Metro Senior Buss Pass subsidy June	292.00

Check Number	Check Date	Amount
Inv 6016982 Total		292.00
314945 Total:		292.00
<b>RTPC5500 - Regional TAP Service Center Total:</b>		292.00
<b>REL8011 - Reliance Barcode Solutions</b>		
314946	08/17/2022	
Inv 13372		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Single Barcode Labels for Library Books	432.56
Inv 13372 Total		432.56
314946 Total:		432.56
<b>REL8011 - Reliance Barcode Solutions Total:</b>		432.56
<b>RBRTSONS - Robertson's</b>		
314947	08/17/2022	
Inv 119971		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/15/2022	Concrete Citywide Street Projects Curb Repair 200 blk. Oaklawn	828.11
Inv 119971 Total		828.11
314947 Total:		828.11
<b>RBRTSONS - Robertson's Total:</b>		828.11
<b>RCKL8032 - Rocketology LLC</b>		
314948	08/17/2022	
Inv 8173		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Contact Class Instructor Professor Egghead Rocket Camp	2,673.75
Inv 8173 Total		2,673.75
Inv 8174		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Contact Class Instructor Professor Egghead Engineering Camp	1,743.75
Inv 8174 Total		1,743.75
314948 Total:		4,417.50

<b>RCKL8032 - Rocketology LLC Total:</b>	4,417.50
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**SSSS8267 - Round Star West, LLC**

0                      08/17/2022

Inv    8404

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2022	Contract Class Instructor Super Soccer Stars 3-4	358.80

Inv 8404 Total	358.80
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Inv    8406

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2022	Contract Class Instructor Super Soccer Stars 3-4	179.40

Inv 8406 Total	179.40
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Inv    8408

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2022	Contract Class Instructor Super Soccer Stars 2-3	358.80

Inv 8408 Total	358.80
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Inv    8410

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2022	Contract Class Instructor Super Soccer Stars 5-6	179.40

Inv 8410 Total	179.40
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Inv    8412

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2022	Contract Class Instructor Super Soccer Stars 7-10	179.40

Inv 8412 Total	179.40
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0 Total:	1,255.80
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<b>SSSS8267 - Round Star West, LLC Total:</b>	1,255.80
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**CDASMTZ - Salazar-Martinez, Claudia**

314949                      08/17/2022

Inv    123176

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2022	Refund for summer TechKidz:Stop Motion Animation due to Covid-19	135.00

Inv 123176 Total	135.00
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314949 Total:	135.00
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Check Number	Check Date		Amount
<b>CDASMTZ - Salazar-Martinez, Claudia Total:</b>			135.00
<b>SGVMC111 - San Gabriel Valley Medical Center</b>			
314950	08/17/2022		
Inv	887831		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2022	Blood alcohol draw medical record number 887831		48.00
Inv 887831 Total			48.00
Inv	890343		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2022	Blood alcohol draw medical record number 890343		48.00
Inv 890343 Total			48.00
Inv	890912		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/03/2022	Blood draw for 890912		48.00
Inv 890912 Total			48.00
314950 Total:			144.00
<b>SGVMC111 - San Gabriel Valley Medical Center Total:</b>			144.00
<b>SAN4958 - San Marino Security System</b>			
314951	08/17/2022		
Inv	33128		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2022	Monitoring Services for Water Division Facilities 7/1/22-9/30/22		702.00
Inv 33128 Total			702.00
314951 Total:			702.00
<b>SAN4958 - San Marino Security System Total:</b>			702.00
<b>SAN8032 - San Pascual Stables</b>			
314952	08/17/2022		
Inv	8138		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2022	Contract Class Instructor Summer Camp Week 4		480.00
Inv 8138 Total			480.00
Inv	8139		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date		Amount
08/01/2022		Contract Class Instructor Summar Camp Week 5	832.00
Inv 8139 Total			832.00
Inv 8140			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/01/2022		Contract Class Instructor Summer Camp Week 6	480.00
Inv 8140 Total			480.00
Inv 8142			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/01/2022		Contract Class Instructor Summer Camp Week 8	1,480.00
Inv 8142 Total			1,480.00
Inv 8143			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/01/2022		Contract Class Instructor Summer Camp Week 9	520.00
Inv 8143 Total			520.00
314952 Total:			<hr/> 3,792.00
<b>SAN8032 - San Pascual Stables Total:</b>			<hr/> 3,792.00
<b>SAXE2013 - Saxe-Clifford PH.D, Susan</b>			
314953	08/17/2022		
Inv 22-0715-1			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/02/2022		PSYCHOLOGICAL EVALUATION FOR APPLICANT FIERRO	450.00
Inv 22-0715-1 Total			450.00
314953 Total:			<hr/> 450.00
<b>SAXE2013 - Saxe-Clifford PH.D, Susan Total:</b>			<hr/> 450.00
<b>SCAT6710 - Scott's Automotive</b>			
314954	08/17/2022		
Inv 17074			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/22/2022		Public Works Vehicles: Preventative Maint.	756.33
Inv 17074 Total			756.33
314954 Total:			<hr/> 756.33



Check Number	Check Date		Amount
<b>SCAT6710 - Scott's Automotive Total:</b>			756.33
<b>SDSI0107 - SDS Security Design Systems</b>			
314955	08/17/2022		
Inv	234185		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/01/2021	Monthly Security System Council Chambers NM 583		67.12
Inv 234185 Total			67.12
Inv	234186		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/01/2021	Monthly Security System-CH First Floor NM 582		101.71
Inv 234186 Total			101.71
Inv	234187		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/01/2021	Monthly Security System-CH Rear Gate NM 586		45.66
Inv 234187 Total			45.66
Inv	234188		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/01/2021	Monthly Security System-FD Gate NM 585		36.66
Inv 234188 Total			36.66
Inv	234189		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/01/2021	Monthly Security System-FD EOC NM 584		77.14
Inv 234189 Total			77.14
Inv	234289		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/13/2021	Monthly Security System-PW Yard Cameras NM 618		29.15
Inv 234289 Total			29.15
Inv	237342		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/05/2022	SDS Security Design Systems - FY 2022-23		113.00
Inv 237342 Total			113.00
Inv	237343		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/14/2022	SDS Security Design Systems - FY 2022-23		30.00
Inv 237343 Total			30.00

Check Number	Check Date	Amount
Inv 237394		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2022	SDS Security Design Systems - FY 2022-23	65.18
Inv 237394 Total		65.18
Inv 237395		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2022	SDS Security Design Systems - FY 2022-23	217.46
Inv 237395 Total		217.46
Inv 237396		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2022	SDS Security Design Systems - FY 2022-23	113.00
Inv 237396 Total		113.00
Inv 237397		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	SDS Security Design Systems - FY 2022-23	30.00
Inv 237397 Total		30.00
314955 Total:		926.08
<b>SDSI0107 - SDS Security Design Systems Total:</b>		926.08
<b>SHO7777 - Showcases</b>		
0 08/17/2022		
Inv 323905		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	DVD cases	181.44
Inv 323905 Total		181.44
0 Total:		181.44
<b>SHO7777 - Showcases Total:</b>		181.44
<b>WLST8267 - Shuttic, William 101-8030-8021-8267-000</b>		
0 08/17/2022		
Inv 8426		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Contract Class Instructor July Functional Fitness	316.00
Inv 8426 Total		316.00

Check Number	Check Date		Amount
Inv	8427		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2022	Contract Class Instructor July Functional Fitness (Monday Only)		12.00
Inv 8427 Total			12.00
Inv	8429		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2022	Contract Class Instructor July Functional Fitness (Walk In)		328.00
Inv 8429 Total			328.00
0 Total:			656.00
<b>WLST8267 - Shuttic, William Total:</b>			656.00
<b>SIR8011 - SirsiDynix</b>			
0	08/17/2022		
Inv	INV10323		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2022	Supplemental Payment - Renewal of Library Information System		800.00
Inv INV10323 Total			800.00
0 Total:			800.00
<b>SIR8011 - SirsiDynix Total:</b>			800.00
<b>SCOT8300 - So Cal Office Technologies</b>			
314956	08/17/2022		
Inv	IN2793414		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/07/2022	AN CO72:21L124-002-S Services 04/10/2022 - 07/09/2022)		7,785.76
Inv IN2793414 Total			7,785.76
314956 Total:			7,785.76
<b>SCOT8300 - So Cal Office Technologies Total:</b>			7,785.76
<b>SPBL6710 - South Pasadena Beautiful</b>			
314957	08/17/2022		
Inv	Item # 11		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/20/2022	Discretionary funds for the South Pasadena Nature park projects		3,000.00
Inv Item # 11 Total			3,000.00

Check Number	Check Date	Amount
314957 Total:		3,000.00
<b>SPBL6710 - South Pasadena Beautiful Total:</b>		3,000.00
<b>SOU3232 - South Pasadena Tournament of Roses Association</b>		
314958	08/17/2022	
Inv	Item # 11	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2022	Discretionary Funds for Tournament of Roses Float: Item # 11	1,000.00
Inv Item # 11 Total		1,000.00
Inv	Item # 15	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Discretionary funds for TOR float flowers.	500.00
Inv Item # 15 Total		500.00
314958 Total:		1,500.00
<b>SOU3232 - South Pasadena Tournament of Roses Association Total:</b>		1,500.00
<b>SCA4329 - Southern California Association of Governments</b>		
314959	08/17/2022	
Inv	SCAG FY23 0184	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/21/2022	Dues assessment for FY 22-23	3,272.00
Inv SCAG FY23 0184 Total		3,272.00
314959 Total:		3,272.00
<b>SCA4329 - Southern California Association of Governments Total:</b>		3,272.00
<b>CHA3010 - SPCC Corporation</b>		
0	08/17/2022	
Inv	8342	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	Business Improvement Tax Allocation - FY 2022-23 Payment 1 of 4	42,200.00
Inv 8342 Total		42,200.00
0 Total:		42,200.00
<b>CHA3010 - SPCC Corporation Total:</b>		42,200.00

Check Number	Check Date		Amount
<b>SPOH8032 - Spohn Ranch, Inc.</b>			
314960	08/17/2022		
Inv	SP015		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2022	Replacement of 12 Skatelite Pro panels at the Skate Park		15,716.92
Inv SP015 Total			15,716.92
314960 Total:			15,716.92
<b>SPOH8032 - Spohn Ranch, Inc. Total:</b>			15,716.92
<b>SPBK - Springbrook Holding Company, LLC</b>			
0	08/17/2022		
Inv	INV-009856		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/05/2022	CivicPay Transaction Fee June 2022		122.00
Inv INV-009856 Total			122.00
0 Total:			122.00
<b>SPBK - Springbrook Holding Company, LLC Total:</b>			122.00
<b>STA5219 - Staples Business Advantage</b>			
0	08/17/2022		
Inv	3508443396		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/21/2022	removable tape, thermal receipt paper		511.96
Inv 3508443396 Total			511.96
Inv	3509653591		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/03/2022	Return of toner cartridge		-65.48
Inv 3509653591 Total			-65.48
Inv	3510497330		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/29/2022	Public Works Department- Yard Admin Div. Supplies		150.63
Inv 3510497330 Total			150.63
Inv	3510862704		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/20/2022	Public Works Department- Yard Admin Div. Supplies		169.95

Check Number	Check Date	Amount
Inv 3510862704	Total	169.95
Inv 3510862705		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2022	Public Works Department- Yard Admin Div. Supplies	34.61
Inv 3510862705	Total	34.61
Inv 3511290325		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/22/2022	PROJECTOR FOR TRAINING	363.81
Inv 3511290325	Total	363.81
Inv 3511290328		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2022	index tabs, dusting, table fan, petty cash book	215.54
Inv 3511290328	Total	215.54
Inv 3511290329		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2022	Engineering Division Supplies	55.11
Inv 3511290329	Total	55.11
Inv 3511290330		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2022	Office supplies for SC	70.55
Inv 3511290330	Total	70.55
Inv 3511352334		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2022	INK CARTRIDGE, POST IT, TONER, BINDER CLIPS, SCISSOR	191.61
Inv 3511352334	Total	191.61
Inv 3511626461		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	power strips	112.43
Inv 3511626461	Total	112.43
Inv 3511626463		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	City Council Supplies	87.19
Inv 3511626463	Total	87.19

Check Number	Check Date	Amount
Inv 3511626464		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	City Council Supplies	49.40
Inv 3511626464 Total		49.40
Inv 3511764341		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2022	Office supplies for SC	117.38
Inv 3511764341 Total		117.38
Inv 3512124305		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2022	Office supplies for SC	480.68
Inv 3512124305 Total		480.68
Inv 3512257302		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	Return of toner cartridge	-65.48
Inv 3512257302 Total		-65.48
Inv 3512257303		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/29/2022	adult face masks	661.06
Inv 3512257303 Total		661.06
Inv 3512335619		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/16/2022	Management Services Supplies	614.50
07/16/2022	Council Meeting Supplies	50.70
Inv 3512335619 Total		665.20
Inv 3512335620		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2022	Management Services Supplies	26.13
Inv 3512335620 Total		26.13
Inv 3512335621		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/08/2022	Council Meeting Supplies	10.09
Inv 3512335621 Total		10.09
Inv 3512335622		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
	07/08/2022	Management Services Supplies	37.26
	Inv 3512335622	Total	37.26
	Inv 3512335623		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/07/2022	Council Meeting Supplies	68.47
	Inv 3512335623	Total	68.47
	Inv 3512335624		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/08/2022	Council Meeting Supplies	21.31
	Inv 3512335624	Total	21.31
	Inv 3512475136		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/09/2022	cardstock, label maker tape, desk lamp, baby wipes, clipboards	97.90
	Inv 3512475136	Total	97.90
	Inv 3512493520		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/10/2022	cardstock, label maker tape, desk lamp, baby wipes, clipboards	29.76
	Inv 3512493520	Total	29.76
	Inv 3512608039		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/13/2022	City Managers Office Supplies	62.30
	Inv 3512608039	Total	62.30
	Inv 3512608040		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/13/2022	City Manager's Office Supplies	16.33
	Inv 3512608040	Total	16.33
	Inv 3512673395		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/14/2022	paper cutter, audio cable, usb charging cable	77.57
	Inv 3512673395	Total	77.57
	Inv 3512673396		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/14/2022	Supplies for Library Strategic Planning Consultant site visit	20.08
	Inv 3512673396	Total	20.08



Check Number	Check Date	Amount
Inv 3512673398		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/13/2022	CSD Rec office supplies and CSD comission binders	104.01
Inv 3512673398 Total		104.01
Inv 3512673399		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	DAR office supplies	152.42
Inv 3512673399 Total		152.42
Inv 3512777794		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2022	Supplies for Library Strategic Planning Consultant site visit	60.35
Inv 3512777794 Total		60.35
Inv 3512777797		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2022	PD Office Supplies	597.28
Inv 3512777797 Total		597.28
Inv 3512951733		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/16/2022	cardstock, label maker tape, desk lamp, baby wipes, clipboards	26.67
Inv 3512951733 Total		26.67
Inv 3512951734		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/16/2022	City Council Meeting Supplies	28.10
Inv 3512951734 Total		28.10
Inv 3513030293		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	City Managers Office Supplies	41.99
Inv 3513030293 Total		41.99
Inv 3513030295		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/13/2022	Camp Med calender.	15.98
Inv 3513030295 Total		15.98
Inv 3513109815		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2022	11 x17" paper	23.35

Check Number	Check Date	Amount
Inv 3513109815 Total		23.35
Inv 3513177864		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2022	City Managers Office Supplies	43.63
Inv 3513177864 Total		43.63
Inv 3513540777		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2022	PD Office Supplies	116.84
Inv 3513540777 Total		116.84
0 Total:		5,483.97
<b>STA5219 - Staples Business Advantage Total:</b>		5,483.97
<b>SRYC5011 - Stericycle Inc.</b>		
314961 08/17/2022		
Inv 3006059660		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	MEDICAL WASTE DISPOSAL; 07/2022-09/2022	156.44
Inv 3006059660 Total		156.44
314961 Total:		156.44
<b>SRYC5011 - Stericycle Inc. Total:</b>		156.44
<b>STE4845 - Stetson Engineers Inc</b>		
314962 08/17/2022		
Inv 2740-08-009		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/26/2022	Risk & Resilience Assessments - City of South Pasadena	668.50
Inv 2740-08-009 Total		668.50
314962 Total:		668.50
<b>STE4845 - Stetson Engineers Inc Total:</b>		668.50
<b>STSM1020 - Studio Spectrum</b>		
0 08/17/2022		
Inv 192179		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
08/01/2022	City Council Meeting Production Services: 06/01/2022-06/14/2022	4,490.00
Inv 192179 Total		4,490.00
0 Total:		4,490.00
<b>STSM1020 - Studio Spectrum Total:</b>		4,490.00
<b>SUVA8022 - Sunset Vans Inc.</b>		
314963	08/17/2022	
Inv 21766		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2022	60 Day inspection vehicle 75 & 80 for CHP audit	170.00
Inv 21766 Total		170.00
Inv 21767		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2022	60 Day inspection vehicle 75 & 80 for CHP audit	95.00
Inv 21767 Total		95.00
Inv 22362		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	60 Day inspection vehicle 75 & 80 for CHP audit	155.00
Inv 22362 Total		155.00
Inv 22363		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	60 Day inspection vehicle 75 & 80 for CHP audit	155.00
Inv 22363 Total		155.00
314963 Total:		575.00
<b>SUVA8022 - Sunset Vans Inc. Total:</b>		575.00
<b>SCRR4010 - Superior Court of California, County of LA</b>		
314964	08/17/2022	
Inv June 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Citations processed for the month of June 2022	4,352.00
Inv June 2022 Total		4,352.00
314964 Total:		4,352.00

Check Number	Check Date	Amount
<b>SCRR4010 - Superior Court of California, County of LA Total:</b>		4,352.00
<b>SWOR8032 - Swords Fencing Studio</b>		
314965	08/17/2022	
Inv 8489		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2022	Contract Class Instructor- Fencing Beginner	576.00
Inv 8489 Total		576.00
314965 Total:		576.00
<b>SWOR8032 - Swords Fencing Studio Total:</b>		576.00
<b>TMON4011 - Team One Network</b>		
314966	08/17/2022	
Inv 17437T		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2022	ARMORER COURSE FOR OFFICER PEREZ AND LEE	700.00
Inv 17437T Total		700.00
314966 Total:		700.00
<b>TMON4011 - Team One Network Total:</b>		700.00
<b>TERE6201 - Terex USA, LLC</b>		
314967	08/17/2022	
Inv 708862		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2021	Emergency repair of aerial boom truck	572.35
Inv 708862 Total		572.35
Inv 7166693		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/07/2021	Emergency repair of aerial boom truck	4,075.21
10/07/2021	Emergency repair of aerial boom truck	1,900.00
Inv 7166693 Total		5,975.21
314967 Total:		6,547.56
<b>TERE6201 - Terex USA, LLC Total:</b>		6,547.56
<b>TCGS3012 - The Corporate Gift Service, Inc.</b>		
314968	08/17/2022	

Check Number	Check Date		Amount
Inv	31328		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/12/2022	Commissioner Congress Event		364.70
Inv 31328 Total			364.70
314968 Total:			364.70
<b>TCGS3012 - The Corporate Gift Service, Inc. Total:</b>			364.70
<b>GPPT9090 - The Silver Bullet Corporation</b>			
0	08/17/2022		
Inv	9428834		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/29/2022	Gopher Abatement-Arroyo Park 6/29/2022		250.00
Inv 9428834 Total			250.00
0 Total:			250.00
<b>GPPT9090 - The Silver Bullet Corporation Total:</b>			250.00
<b>LEBE8032 - The Skateside, LLC</b>			
314969	08/17/2022		
Inv	8098		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/26/2022	Contract Class Instructor-Summer Camp Week 5-8		595.00
Inv 8098 Total			595.00
Inv	8099		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/26/2022	Contract Class Instructor-Summer Camp Week 5-8		1,641.50
Inv 8099 Total			1,641.50
Inv	8100		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/26/2022	Contract Class Instructor-Summer Camp Week 5-8		3,611.30
Inv 8100 Total			3,611.30
Inv	8101		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/26/2022	Contract Class Instructor-Summer Camp Week 5-8		2,626.40
Inv 8101 Total			2,626.40

Check Number	Check Date		Amount
Inv	8397		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/26/2022	Contract Class Instructor-July Beginner Skateside		1,045.80
Inv 8397 Total			1,045.80
314969 Total:			9,520.00
<b>LEBE8032 - The Skateside, LLC Total:</b>			9,520.00
<b>DNATMAS - Thomas, Diana</b>			
314970	08/17/2022		
Inv	123177		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/21/2022	Refund for Arroyo Park gazebo reservation due to change of plans		42.00
Inv 123177 Total			42.00
314970 Total:			42.00
<b>DNATMAS - Thomas, Diana Total:</b>			42.00
<b>ALCTNG - Tong, Alice</b>			
314971	08/17/2022		
Inv	123420		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/21/2022	Refunable securirty deposit WMB		522.00
Inv 123420 Total			522.00
Inv	123421		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/21/2022	Additional refund due to broken air conditioner during event.		816.00
Inv 123421 Total			816.00
314971 Total:			1,338.00
<b>ALCTNG - Tong, Alice Total:</b>			1,338.00
<b>TSA8011 - Tsai Fong Books, Inc.</b>			
314972	08/17/2022		
Inv	12981		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/28/2022	Books for library		27.54
Inv 12981 Total			27.54

Check Number	Check Date	Amount
314972 Total:		27.54
<hr/>		
<b>TSA8011 - Tsai Fong Books, Inc. Total:</b>		27.54
<hr/>		
<b>UCL6115 - UC Regents</b>		
314973	08/17/2022	
Inv 3013-243		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Fire Department Continuing Education - FY22-23; AUGUST 2022	2,215.02
Inv 3013-243 Total		2,215.02
<hr/>		
314973 Total:		2,215.02
<hr/>		
<b>UCL6115 - UC Regents Total:</b>		2,215.02
<hr/>		
<b>UND6710 - Underground Service Alert/SC</b>		
314974	08/17/2022	
Inv 420220703		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2021	Utility Underground Service Alert	120.55
Inv 420220703 Total		120.55
Inv 520220705		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2022	Utility Underground Service Alert	153.55
Inv 520220705 Total		153.55
Inv 620220702		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	Underground Service Alert Fee	170.05
Inv 620220702 Total		170.05
Inv dsb20210609		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2022	Utility Underground Service Alert	51.25
Inv dsb20210609 Total		51.25
<hr/>		
314974 Total:		495.40
<hr/>		
<b>UND6710 - Underground Service Alert/SC Total:</b>		495.40

Check Number	Check Date		Amount
<b>UQMS8010 - Unique Management Svcs Inc.</b>			
0	08/17/2022		
Inv	6102402		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2022	Library Agency Recovery Services: FY 2022-23		186.40
Inv 6102402 Total			186.40
0 Total:			186.40
<b>UQMS8010 - Unique Management Svcs Inc. Total:</b>			186.40
<b>POR4707 - United Site Services, Inc.</b>			
314975	08/17/2022		
Inv	114-13239027		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2022	Portable Toilet at Skate Park July 12 - August 8, 2022.		368.33
Inv 114-13239027 Total			368.33
314975 Total:			368.33
<b>POR4707 - United Site Services, Inc. Total:</b>			368.33
<b>UPP7789 - Upper San Gabriel Valley MWD</b>			
314976	08/17/2022		
Inv	2/04-22		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/16/2022	Water Purchased from MWD-Wilson Well 4 being out of service		56,319.20
Inv 2/04-22 Total			56,319.20
Inv	2/05-22		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/15/2022	Water Purchased from MWD-Wilson Well 4 being out of service		72,517.20
Inv 2/05-22 Total			72,517.20
Inv	2/06-22		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/15/2022	Water Purchased from MWD-Wilson Well 4 being out of service		78,313.59
Inv 2/06-22 Total			78,313.59
Inv	2022Q3		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/15/2022	Water Capacity Charge 3rd Quarter 2022		3,050.00
Inv 2022Q3 Total			3,050.00



Check Number	Check Date	Amount
Inv	SoPas-6.8..22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2022	MWD Rebate Co-Fund: May 2022	634.98
Inv SoPas-6.8..22 Total		634.98
Inv	SoPas-7.13.22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2022	MWD Rebate Co-Fund: June 2022	3,028.66
Inv SoPas-7.13.22 Total		3,028.66
314976 Total:		213,863.63
<b>UPP7789 - Upper San Gabriel Valley MWD Total:</b>		213,863.63
<b>VALD4011 - Valdez, Catalina</b>		
314977	08/17/2022	
Inv	07/11/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	DOMESTIC VIOLENCE FOR FIRST RESPONDERS TRAINING	69.75
08/02/2022	DOMESTIC VIOLENCE FOR FIRST RESPONDERS TRAINING	22.32
Inv 07/11/2022 Total		92.07
Inv	07/18-07/19/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	LESS LETHAL WEAPONS TRAINING -OFFICER VALDEZ	28.85
Inv 07/18-07/19/22 Total		28.85
314977 Total:		120.92
<b>VALD4011 - Valdez, Catalina Total:</b>		120.92
<b>VPSI407 - Valley Power Systems Inc.</b>		
314978	08/17/2022	
Inv	I37656 013070	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/24/2022	Fire Engine E-81 Vehicle Maint & Troubleshoot of Test Pumps	2,941.23
Inv I37656 013070 Total		2,941.23
314978 Total:		2,941.23
<b>VPSI407 - Valley Power Systems Inc. Total:</b>		2,941.23

**VEOC5011 - Veoci Inc.**

0	08/17/2022	
Inv	1822	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	07/28/2022	Software Subscription-Emergency Management;08/01/2022-07/31/2
		5,760.00
Inv 1822 Total		5,760.00
		5,760.00
0 Total:		5,760.00

**VEOC5011 - Veoci Inc. Total:** 5,760.00

**VERW6711 - Verizon Wireless**

314979	08/17/2022	
Inv	9909549690	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	06/23/2022	AN 571839627-00001 Services (05/24/22-06/23/2022)
		16.03
Inv 9909549690 Total		16.03
Inv	9909750901	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	06/26/2022	AN 2706199951-00004 Services (05/27/22-06/26/2022)
		507.16
Inv 9909750901 Total		507.16
Inv	9910094795	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	07/01/2022	AN 542443342-00001 Services (06/02/22-07/01/2022)
		41.34
Inv 9910094795 Total		41.34
Inv	9910113497	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	07/01/2022	AN 642443919-00001 Services (06/02/22-07/01/2022)
		1,100.21
Inv 9910113497 Total		1,100.21
Inv	9911384330	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	07/17/2022	AN 842311063-0002 Services (06/18/2022-07/17/2022)
		2,528.14
Inv 9911384330 Total		2,528.14
Inv	9911870527	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	07/23/2022	AN 571839627-00001 Services (06/24/2022-07/23/2022)
		32.06
Inv 9911870527 Total		32.06

Check Number	Check Date	Amount
314979 Total:		4,224.94
<b>VERW6711 - Verizon Wireless Total:</b>		4,224.94
<b>SLVLGNA - Villagrana, Sildy</b>		
314980	08/17/2022	
Inv 123403		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2022	Refund for summer Camp Med due to inability to attend	332.00
Inv 123403 Total		332.00
314980 Total:		332.00
<b>SLVLGNA - Villagrana, Sildy Total:</b>		332.00
<b>EDVL6010 - Villalobos, Edgar</b>		
314981	08/17/2022	
Inv 04/17/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2022	Mileage Reimbursement for Call Out 04/17/2022	22.82
Inv 04/17/2022 Total		22.82
314981 Total:		22.82
<b>EDVL6010 - Villalobos, Edgar Total:</b>		22.82
<b>VEWI8020 - Vision Electric Wholesale Inc.</b>		
0	08/17/2022	
Inv 1001240		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/15/2022	Electrical Lighting Hardware, Wiring, and Supplies	200.24
Inv 1001240 Total		200.24
0 Total:		200.24
<b>VEWI8020 - Vision Electric Wholesale Inc. Total:</b>		200.24
<b>WES4152 - West Coast Arborists, Inc.</b>		
0	08/17/2022	
Inv 187645		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Citywide Urban Forestry Services 6/16/2022-6/30/2022	58.00

Check Number	Check Date		Amount
06/30/2022		Citywide Urban Forestry Services 6/16/2022-6/30/2022	360.00
06/30/2022		Citywide Urban Forestry Services 6/16/2022-6/30/2022	20,310.00
		Inv 187645 Total	20,728.00
0 Total:			20,728.00
<b>WES4152 - West Coast Arborists, Inc. Total:</b>			20,728.00
<b>WLHD8020 - Westlake Hardware</b>			
314982	08/17/2022		
		Inv 14302702	
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/29/2022	PVC PIPE		5.50
		Inv 14302702 Total	5.50
		Inv 14302716	
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/06/2022	KITCHEN SUPPLIES		221.70
		Inv 14302716 Total	221.70
		Inv 14302742	
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/15/2022	NIPPLE, GAS VALVE, CAPS, COUPLING		75.07
		Inv 14302742 Total	75.07
		Inv 14302743	
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/15/2022	RETURN GAS VALVE; INVOICE #14302742		-22.04
		Inv 14302743 Total	-22.04
314982 Total:			280.23
<b>WLHD8020 - Westlake Hardware Total:</b>			280.23
<b>WIT6353 - Wittman Enterprises LLC</b>			
314983	08/17/2022		
		Inv 2205059	
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/06/2022	Paramedic Billing Services; MAY 2022		4,930.56
		Inv 2205059 Total	4,930.56
		Inv 2206059	
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date		Amount
07/26/2022		Paramedic Billing Services; JUNE 2022	5,003.07
		Inv 2206059 Total	5,003.07
314983 Total:			9,933.63
<b>WIT6353 - Wittman Enterprises LLC Total:</b>			9,933.63
<b>WON1111 - Wong, Daren</b>			
314984	08/17/2022		
		Inv 07/11/2022	
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/02/2022		DOMESTIC VIOLENCE FOR FIRST RESPONDERS TRAINING	26.71
08/02/2022		DOMESTIC VIOLENCE FOR FIRST RESPONDERS TRAINING	69.75
		Inv 07/11/2022 Total	96.46
314984 Total:			96.46
<b>WON1111 - Wong, Daren Total:</b>			96.46
<b>LSEWNG - Wong, Louise</b>			
314985	08/17/2022		
		Inv 123178	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/21/2022		Refund for Garfield Park gazebo reservation	62.50
		Inv 123178 Total	62.50
314985 Total:			62.50
<b>LSEWNG - Wong, Louise Total:</b>			62.50
<b>PUFG8267 - Wong, Pauline</b>			
314986	08/17/2022		
		Inv 8441	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/28/2022		Contract Class Instructor - Line Dancing Class July	64.00
		Inv 8441 Total	64.00
		Inv 8444	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/28/2022		Contract Class Instructor - Line Dance Walk-In Intermediate July	124.00
		Inv 8444 Total	124.00

Check Number	Check Date	Amount
Inv 8494		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2022	Contract Class Instructor - Line Dance Intermediate July	65.00
Inv 8494 Total		65.00
Inv 8500		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2022	Contract Class Instructor - Line Dance Walk-In July	159.25
Inv 8500 Total		159.25
Inv 8541		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2022	Contract Class Instructor - Line Dance Beginner July Class	16.25
Inv 8541 Total		16.25
314986 Total:		428.50
<b>PUFG8267 - Wong, Pauline Total:</b>		428.50
<b>XXRF5010 - Xerox Financial Services</b>		
314987	08/17/2022	
Inv 3319204		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/16/2022	AN 010-0061587-002 Service (06/06/2022 - 07/05/2022)	275.05
Inv 3319204 Total		275.05
Inv 3334690		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2022	AN 010-0061587-003 Services (06/18/2022-07/17/2022)	162.35
Inv 3334690 Total		162.35
Inv 3353791		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	AN 010-0061587-001 Services (07/10/2022-08/09/2022)	1,906.08
Inv 3353791 Total		1,906.08
Inv 3377792		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2022	AN 010-0061587-002 Services (07/06/2022-08/05/2022)	275.02
Inv 3377792 Total		275.02
314987 Total:		2,618.50

<b>XRXF5010 - Xerox Financial Services Total:</b>	2,618.50
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**YTI1023 - Y Tire Performance LLC**

314988                      08/17/2022

Inv    33285

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2022	Replacement of one tire unit #1908	280.32

Inv 33285 Total	280.32
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314988 Total:	280.32
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<b>YTI1023 - Y Tire Performance LLC Total:</b>	280.32
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**PTZM4011 - Zamora, Patrick**

314989                      08/17/2022

Inv    06/22&06/27/22

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	BASIC HANDLERS TRAINING FROM 06/13-06/30/22 FOR OFFICER ZAMORA	23.73

Inv 06/22&06/27/22 Total	23.73
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Inv    109246

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/25/2022	Training class equipment	334.81

Inv 109246 Total	334.81
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Inv    1531870

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/21/2022	Officer Zamora training class fuel	70.61

Inv 1531870 Total	70.61
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Inv    1536585

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/23/2022	Officer Zamora training class fuel	97.24

Inv 1536585 Total	97.24
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Inv    1545511

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2022	Officer Zamora training class fuel	54.48

Inv 1545511 Total	54.48
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Inv    2472499

<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
06/20/2022		Officer Zamora training class fuel	56.60
		Inv 2472499 Total	56.60
		Inv 66650976779	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/25/2022		Officer Zamora training class fuel	49.30
		Inv 66650976779 Total	49.30
		Inv 66650976787	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/25/2022		Training class equipment	28.78
		Inv 66650976787 Total	28.78
		Inv 9061071	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/25/2022		Officer Zamora training class fuel	75.00
		Inv 9061071 Total	75.00
		314989 Total:	790.55
		<b>PTZM4011 - Zamora, Patrick Total:</b>	790.55
		<b>ZOLL8021 - Zoll Medical Corporation</b>	
0	08/17/2022		
		Inv 3513121	
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/03/2022		Cardiac Monitors - Defibrillators & Accessories / Service Plan 4	84,629.01
		Inv 3513121 Total	84,629.01
		0 Total:	84,629.01
		<b>ZOLL8021 - Zoll Medical Corporation Total:</b>	84,629.01
		Total:	2,533,766.73



# **ATTACHMENT 4**

## **Online Payments**

City of  
**SOUTH PASADENA**

Online Payment Log			
Date	Vendor	Amount	Description
7/14/2022	So Cal Edison	\$11,835.13	Online Payment for City's So Cal Edison Accounts.
7/14/2022	Pitney Bowes	\$2,000.00	Online Payment to Pitney Bowes Postage Reserve Account.
7/21/2022	Amazon / SYNC Bank	\$5,996.99	Online Payment for City's Amazon Expenses: 04/10/2022-05/05/2022
7/21/2022	UPMQUA Bank	\$20,333.26	Online Payment for City's June 2022 Credit Card Expenses.
8/3/2022	So Cal Edison	\$75,362.43	Online Payment for City's So Cal Edison Accounts.

**Total:** **\$115,527.81**

City of  
**SOUTH PASADENA**

June 2022 Credit Card Expense Summary		
Date	Description	Amount
6/1/2022	Community Services - American Carrier Compliance DOT	\$97.39
6/1/2022	City Manager's Office - Heirloom Bakery - Staff Meeting Lunch	\$82.14
6/2/2022	Library: Party City: Open House Decorations	\$34.51
6/2/2022	Community Services - Café X20 - Meal for Staff Training	\$399.10
6/2/2022	City Manager's Office - WF Wayfair - Office Furniture	\$231.51
6/3/2022	Management Services - Canoe House - City Council Dinner	\$86.33
6/3/2022	Community Services - Smart & Final - Camp Supplies	\$445.06
6/5/2022	Library: Zazzle Inc: Teacher Library Card Stickers	\$72.86
6/5/2022	Library: Uline - Locking Cart for Memory Lab	\$928.13
6/7/2022	Management Services - Planetizen - Job Posting	\$99.95
6/7/2022	Community Services - Costco - Senior Center Supplies	\$8.99
6/7/2022	City Managers Office - Latinos for Water - Conference Diana Mahmud	\$175.00
6/8/2022	Zoom for Community Development	\$16.11
6/8/2022	Fire Dept. - BLT Mystery Ranch Backpack - Medical bags / Equipment	\$1,167.20
6/8/2022	Fire Dept. - Arrowhead Scientific - Arson Investigation Equipment	\$211.10
6/8/2022	Management Services - Medek Health - Antigen Tests	\$4,196.25
6/8/2022	Management Services - American Planning Association - Job Posting	\$50.00
6/8/2022	Community Services - Lakeshore - Senior Center Supplies	\$79.32
6/8/2022	City Managers Office - Gios Bakery - Fire Staff Meeting	\$37.00
6/9/2022	Management Services - APA California - Job Posting	\$120.00
6/9/2022	Community Services - BR Party Rental	\$214.29
6/9/2022	Community Services - Target - Camp Med Supplies	\$55.10
6/9/2022	Community Services - Party City - Camp Med Supplies	\$184.67
6/9/2022	Community Services - Neon Arcade - Camp Med Field Trip	\$180.00
6/9/2022	City Manager's Office - SGVCMA Annual Conference - Tamara Binns	\$81.20
6/9/2022	City Manager's Office - SGVCMA Annual - Domenica Megerdichian	\$162.40
6/9/2022	City Managers Office - Charlies Trio - Staff Welcome Lunch	\$139.07
6/10/2022	Management Services - MMANC Training	\$10.00
6/10/2022	Canoe House - Police Department Panel Lunch	\$90.69
6/13/2022	Community Services - Disney + - Camp Med	\$79.99
6/14/2022	Auto Zone EV Charger for Community Development	\$209.46
6/15/2022	City Manager's Office - Cal Cities Registration for CM and DCM	\$1,200.00
6/15/2022	VISME Membership Renewal	\$261.00
6/16/2022	Library: Crowdcast: Virtual Platform	\$109.50
6/16/2022	Management Services - Vons - City Council Meeting Supplies	\$44.06
6/16/2022	City Managers Office - Vons - City Council Meeting 06/15/2022	\$43.35
6/16/2022	Gus's BBQ - Lunch for CC Meeting	\$154.35
6/16/2022	CA Library Association Membership for Library	\$600.00
6/17/2022	Library: Yourmember-Careers - Job Posting	\$10.00
6/17/2022	Fire Dept. - Terrys Mobile Canvas - Strike Team Helmet Equipment	\$147.00
6/17/2022	Management Services - Vons - City Council Meeting Supplies	\$13.09
6/17/2022	Management Services - Vons - City Council Meeting Supplies	\$35.26
6/17/2022	Management Services - American Planning Association - Job Posting	\$195.00
6/17/2022	Management Services - APA California - Deputy Community Director	\$90.00
6/17/2022	Community Services - Smart & Final - Supplies for Commissioner Congress Dinner	\$9.80
6/17/2022	City Manager's Office - Plate 38 - Staff Meeting Budget Prep	\$125.72
6/17/2022	City Managers Office Winchell's - Budget Meeting Snacks	\$143.91
6/17/2022	Gus's BBQ - Lunch for CC Meeting	\$135.43
6/17/2022	CSU SAC CCE	\$165.00
6/21/2022	Community Services - Jump n Jammin Field Trip	\$360.00
6/21/2022	City Managers Office La Monarca - Business and Breakfast Event	\$248.60
6/21/2022	Café X20 - Commissioner Congress Dinner	\$2,411.17
6/22/2022	Community Services - Underwood Family Farms - Camp Med Field Trip	\$198.00
6/22/2022	City Managers Office 99 Cents - Chat and Chew Supplies	\$7.67
6/22/2022	99 Cents Only Store - Commissioner Congress Supplies Ceramic Pot	\$22.58
6/23/2022	City Manager's Office - Mike and Anne's - Economic Development Meeting	\$57.41
6/23/2022	City Managers Office Vons - Employee Engagement Supplies	\$69.70
6/23/2022	City Managers Office - Amazon - Fourth of July Parade Supplies	\$60.63
6/23/2022	Planetizen - Job Posting	\$99.95
6/23/2022	Western City Magazine - Job Posting	\$300.00
6/23/2022	Westlake Ace - Commissioner Congress Plants	\$72.64
6/23/2022	Jones Coffee Roasters - Commissioner Congress Beverages	\$55.65
6/23/2022	Berry Opera - Commissioner Congress Treats	\$290.78
6/23/2022	Berry Opera - Commissioner Congress Treats	\$82.69
6/23/2022	Quick & Clean - Commissioner Congress Linens	\$285.00
6/23/2022	City Clerks Association of CA - Job Posting	\$200.00

6/24/2022	City Manager's Office - Panera Bread - Working Lunch	\$77.67
6/24/2022	Vons - Commissioner Congress Supplies	\$15.41
6/24/2022	Vons - Commissioner Congress Supplies	\$87.29
6/28/2022	Community Services - Locksmith - Billickie Tower Communication Room	\$437.80
6/28/2022	CalPERS CVENT - Training for Ani Sargsyan	\$449.00
6/29/2022	American Association of Code Enforcement	\$75.00
6/29/2022	Library: gosq.com - DVD for Library Collection	\$73.08
6/29/2022	Community Services - Costco - Camp Med Snacks	\$357.25
6/30/2022	Library: FedEx - Shipping of Directories for Digitization	\$35.18
6/30/2022	City Manager's Office - Berry Opera	\$15.47
06/02/2022-06/30/2022	Police Department - Chevron - Fuel for Motor Officers	\$460.35
<b>Total:</b>		<b>\$20,333.26</b>

**ATTACHMENT 5**  
**Prepaid &Warrant Voids**

# Accounts Payable

## Void Check Proof List

User: calvarez  
 Printed: 08/10/2022 - 4:35PM  
 Batch: 00001.08.2022



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: SGMC2013	St. George's Medical Clinic									
Check No: 0	Check Date: 08/17/2022									
101-2010-2013-8170-000	75.00	136768	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	136213	04/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	136061	04/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	175.00	136504	04/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	350.00	135915	05/30/2022	Covid Test					No	0
101-2010-2013-8170-000	75.00	136655	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	137392	06/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	137273	06/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	136936	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	137264	06/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	137026	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	136923	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	200.00	132611	05/30/2022	Covid Test					No	0
101-2010-2013-8170-000	150.00	133883	04/30/2022	Covid Test					No	0
101-2010-2013-8170-000	75.00	136669	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000										

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
101-2010-2013-8170-000	175.00	136523	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	150.00	137054	05/30/2022	Covid Test					No	0
101-2010-2013-8170-000	200.00	135636	05/30/2022	Covid Test					No	0
101-2010-2013-8170-000	75.00	137564	06/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	200.00	115534	05/30/2022	Covid Test					No	0
101-2010-2013-8170-000	75.00	136895	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	175.00	136941	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	136759	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	94858	04/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	136937	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	136949	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	136902	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	137143	06/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	137393	06/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	136095	04/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	150.00	134226	05/30/2022	Covid Test					No	0
101-2010-2013-8170-000	150.00	122105	05/30/2022	Covid Test					No	0
101-2010-2013-8170-000	75.00	136610	05/30/2022	Pre-Employment					No	0
101-2010-2013-8170-000	75.00	136945	05/30/2022	Pre-Employment					No	0
Check Total:	3,800.00									

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor Total:	3,800.00									
Report Total:	3,800.00									



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

# Payroll

## Payroll Summary Report



**Payroll Date:** 7/8/2022 Regular

Checks	\$	5,074.71
Direct Deposits	\$	462,763.41
IRS Payments	\$	96,604.40
EDD - State of CA	\$	27,925.87
PERS Pension	\$	111,310.43
Deferred Comp	\$	23,249.95
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>726,928.77</b>

**Payroll Date:** 7/15/2022 Off-Cycle

Checks	\$	-
Direct Deposits	\$	189,732.72
IRS Payments	\$	19,670.49
EDD - State of CA	\$	3,083.94
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>212,487.15</b>

**Payroll Date:** 7/21/2022 Off-Cycle

Checks	\$	214.94
Direct Deposits	\$	-
IRS Payments	\$	19.84
EDD - State of CA	\$	-
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>234.78</b>

**Payroll Date:** 7/22/2022 Regular

Checks	\$	4,567.55
Direct Deposits	\$	537,824.89
IRS Payments	\$	121,676.72
EDD - State of CA	\$	37,110.91
PERS Pension	\$	131,114.56
Deferred Comp	\$	22,037.12
PERS Health	\$	174,351.17
<b>Subtotal:</b>	<b>\$</b>	<b>1,028,682.92</b>

# Payroll

## Payroll Summary Report



**Payroll Date:** 7/29/2022 Off-Cycle

Checks	\$	-
Direct Deposits	\$	16,856.88
IRS Payments	\$	3,342.76
EDD - State of CA	\$	1,088.25
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>21,287.89</b>

**Payroll Date:** 8/5/2022 Regular

Checks	\$	4,012.28
Direct Deposits	\$	513,509.47
IRS Payments	\$	117,459.70
EDD - State of CA	\$	35,366.54
PERS Pension	\$	118,196.04
Deferred Comp	\$	21,324.99
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>809,869.02</b>
<b>Grand Total:</b>	<b>\$</b>	<b>2,799,490.53</b>



# City Council Agenda Report

ITEM NO. 10

**DATE:** August 17, 2022

**FROM:** Arminé Chaparyan, City Manager *Ac*

**PREPARED BY:** Ken Louie, Interim Deputy City Manager -Finance  
Albert Trinh, Finance Manager  
Stephanie Pinto, Management Assistant

**SUBJECT:** **Monthly Investment Report for June 2022**

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## **Recommendation**

It is recommended that the City Council receive and file the Monthly Investment Report for June 2022.

## **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 in the City Clerk's Office.

## **Analysis**

The Monthly Investment Report provides a detailed report of the City's investments in various bonds and the Local Agency Investment Fund (LAIF). The report provides assurance that the City is in compliance with California Government Code Section 53646, whereby the investment liquidity meets the City's expenditure requirements for the next six months.

## **Fiscal Impact**

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

## **Commission Review and Recommendation**

This item was not reviewed by a commission.

Attachment: City Investment Report for June 2022

**ATTACHMENT**  
City Investment Report for June 2022

**Exhibit A**  
**City of South Pasadena**  
**INVESTMENT REPORT**  
**June 30, 2022**

**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	0.861%	28.44%	15,581,019.17	15,581,019.17
SUBTOTAL			28.44%	<b>15,581,019.17</b>	<b>15,581,019.17</b>
<b>ZIONS BANK</b>					
Corporate Bonds	See Exhibit B-1	2.82%	21.04%	11,528,082.97	11,062,125.28
U.S. Treasury Bills	See Exhibit B-1	1.14%	2.37%	1,298,014.90	1,298,667.50
US Treasury Notes & Bonds	See Exhibit B-1	1.20%	46.56%	25,510,294.59	24,667,854.15
US Obligations Variable	See Exhibit B-1	1.78%	1.60%	874,953.20	876,143.05
SUBTOTAL			71.56%	<b>39,211,345.66</b>	<b>37,904,789.98</b>
<b>TOTAL INVESTMENTS</b>			<b>100.00%</b>	<b>\$54,792,364.83</b>	<b>\$53,485,809.15</b>

**BANK ACCOUNTS:**

Bank of the West Account Balance:	\$18,543,044.88
Zions Bank Uninvested Cash Balance <sup>1</sup> :	\$94,125.80
Zions Bank Unsettled Transactions <sup>1</sup>	-
BNY Mellon Uninvested Cash Balance <sup>2</sup>	158,463.60

**Footnotes:**

<sup>1</sup> The Zions Bank Uninvested Cash Balance and Unsettled Transactions are separate from the investment portion. The sum of the three Zions Bank 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	<u>527</u> DAYS
Average weighted total yield to maturity of the portfolio	<u>1.444%</u>
Projected Expenditures for the next 6 months:	
Projected with Prior Year Same Period:	\$ 26,020,241
Projected with FY 2023 Adopted Budget:	\$ 38,563,906

\* 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

07/27/2022

Date

ZIONS BANK®

Exhibit B-1

Statement of Account

June 1, 2022 Through June 30, 2022

South Pasadena Custody

Account Number: [REDACTED]

City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030

[REDACTED]

[REDACTED]

[REDACTED]

## Cash Reconciliation

	Income	Principal
Opening Balance June 1, 2022	\$ 483,428.08	\$ -483,428.08
<b>Receipts</b>		
Sales	0.00	1,199,491.20
Interest	26,265.68	0.00
Dividends	66.59	0.00
Other Receipts	0.00	0.00
Collective Fund Earnings	0.00	0.00
Transfers	0.00	0.00
Total Receipts	26,332.27	1,199,491.20
<b>Disbursements</b>		
Purchases	0.00	-1,298,014.90
Fees	0.00	0.00
Other Disbursements	0.00	-3,151.90
Transfers	0.00	0.00
Total Disbursements	0.00	-1,301,166.80
Net Cash Management	0.00	75,343.33
Closing Balance June 30, 2022	\$ 509,760.35	\$ -509,760.35



# Portfolio Summary

June 30, 2022	Portfolio %	Market Value	Projected Income	Current Yield
Cash & Equivalents	0.25%	94,125.80	262.82	0.28%
Fixed Income	99.75%	37,904,789.98	638,568.53	1.68%
<b>Total Portfolio</b>	<b>100.00 %</b>	<b>37,998,915.78</b>	<b>638,831.35</b>	<b>1.68%</b>
Accrued Income		148,884.33		
Total Market Value		38,147,800.11		

June 01, 2022 through June 30, 2022

Account Name : South Pasadena Custody

Account No : XXXXXXXXXX

## Holdings

Shares / PV	Asset Description		Cost	Price	Market Est	Ann Inc	Yield	Acc Income	
<u>Money Market Funds - Taxable</u>									
94,125.8	Fidelity Gov Port III FCGXX		94,125.80	1.00	94,125.80	262.82	0.28%	66.23	
94,125.8	* * Sub Totals * *		94,125.80		94,125.80	262.82	0.28%	66.23	
<u>Corporate Bonds (30/360)</u>									
387,000	Bristol-Myers Squ bb Co	2.000%	08/01/2022	388,305.27	99.97	386,887.43	7,740.00	2.00%	3,221.40
191,000	Visa Inc	2.150%	09/15/2022	192,555.51	99.96	190,927.26	4,106.50	2.15%	1,204.42
383,000	Chubb INA Holdings INC	2.875%	11/03/2022	387,203.87	100.03	383,126.25	11,011.25	2.87%	1,753.19
383,000	Bank of New York Mellon	2.950%	01/29/2023	384,493.77	99.90	382,618.75	11,298.50	2.95%	4,765.57
289,000	Amazon Com Inc	2.400%	02/22/2023	288,869.68	99.85	288,557.92	6,936.00	2.40%	2,479.91
378,000	General Dynamics Corp	3.375%	05/15/2023	383,835.45	100.62	380,355.93	12,757.50	3.35%	1,603.60
373,000	Burlington Northn Santa Fe	3.850%	09/01/2023	377,882.57	100.64	375,371.46	14,360.50	3.83%	4,773.46
191,000	Cisco Systems Inc	2.200%	09/20/2023	189,862.48	99.19	189,452.38	4,202.00	2.22%	1,173.74
373,000	Deere John Capital Corp	3.650%	10/12/2023	383,670.76	100.52	374,938.93	13,614.50	3.63%	2,966.29
374,000	State Street Corp	3.700%	11/20/2023	392,227.00	100.91	377,396.11	13,838.00	3.67%	1,546.15
373,000	Caterpillar Finl Svcs	3.750%	11/24/2023	391,723.44	100.91	376,381.89	13,987.50	3.72%	1,406.56
468,000	Truist Finl Corp	3.750%	12/06/2023	485,403.26	100.65	471,061.63	17,550.00	3.73%	1,176.54
375,000	Blackrock Inc	3.500%	03/18/2024	379,436.25	100.48	376,784.37	13,125.00	3.48%	3,739.53
185,000	MetLife Inc	3.600%	04/10/2024	192,070.29	100.05	185,100.43	6,660.00	3.60%	1,488.27
371,000	Comcast Corp New	3.700%	04/15/2024	389,411.64	100.31	372,158.75	13,727.00	3.69%	2,875.77
380,000	Texas Instrs Inc	2.625%	05/15/2024	387,088.44	99.16	376,826.46	9,975.00	2.65%	1,253.84
193,000	Paccar Financial Corp	2.150%	08/15/2024	198,071.89	97.31	187,805.50	4,149.50	2.21%	1,564.76
483,000	Unitedhealth Group Inc	2.375%	08/15/2024	499,393.26	97.93	473,022.83	11,471.25	2.43%	4,325.75
193,000	United Parcel Svcs Inc	2.200%	09/01/2024	195,191.81	97.64	188,454.35	4,246.00	2.25%	1,411.38
390,000	Coca Cola Co	1.750%	09/06/2024	395,146.14	97.79	381,369.91	6,825.00	1.79%	2,173.32
481,000	PNC Finl Svcs Group Inc	2.200%	11/01/2024	486,684.27	96.95	466,313.68	10,582.00	2.27%	1,743.96
380,000	Pepsico Inc	2.250%	03/19/2025	394,008.12	97.48	370,409.62	8,550.00	2.31%	2,412.15
383,000	Target Corp	2.250%	04/15/2025	393,670.49	96.62	370,037.56	8,617.50	2.33%	1,805.34
398,000	US Bancorp	1.450%	05/12/2025	398,598.79	93.80	373,315.37	5,771.00	1.55%	773.77

# Holdings

Shares / PV	Asset Description		Cost	Price	Market Est	Ann Inc	Yield	Acc Income	
647,000	JPMorgan Chase & Co	3.900%	07/15/2025	692,153.92	100.54	650,495.61	25,233.00	3.88%	11,629.73
462,000	Bank Of America Corp	3.875%	08/01/2025	501,259.80	99.67	460,471.82	17,902.50	3.89%	7,451.04
370,000	Home Depot Inc	3.350%	09/15/2025	398,245.55	99.38	367,701.96	12,395.00	3.37%	3,635.41
199,000	Prudential Finl Inc	1.500%	03/10/2026	196,697.69	91.82	182,711.85	2,985.00	1.63%	917.18
403,000	Procter & Gamble Co	1.000%	04/23/2026	394,061.18	91.94	370,499.28	4,030.00	1.09%	754.22
406,000	Schwab Charles Corp	1.150%	05/13/2026	397,104.32	90.32	366,704.64	4,669.00	1.27%	612.97
378,000	Intel Corp	2.600%	05/19/2026	393,756.06	96.53	364,865.35	9,828.00	2.69%	1,125.55
11,240,000	** Sub Totals **			11,528,082.97		11,062,125.28	312,144.00	2.82%	79,764.77
	<u>U.S. Treasury Bills</u>								
1,300,000	U S Treasury Bills		08/02/2022	1,298,014.90	99.90	1,298,667.50	14,739.88	1.14%	0.00
1,300,000	** Sub Totals **			1,298,014.90		1,298,667.50	14,739.88	1.14%	0.00
	<u>U.S. Treasury Notes &amp; Bonds</u>								
1,933,000	U S Treasury Notes	1.750%	07/15/2022	1,940,950.23	100.02	1,933,398.20	33,827.50	1.75%	15,512.06
1,835,000	U S Treasury Notes	1.750%	01/31/2023	1,842,513.47	99.51	1,825,968.13	32,112.50	1.76%	13,306.28
2,135,000	U S Treasury Notes	1.375%	06/30/2023	2,134,965.14	98.50	2,102,891.74	29,356.25	1.40%	0.00
1,188,000	U S Treasury Notes	0.250%	09/30/2023	1,173,488.71	96.76	1,149,482.66	2,970.00	0.26%	738.44
1,699,000	U S Treasury Notes	2.875%	11/30/2023	1,746,960.03	99.94	1,697,938.13	48,846.25	2.88%	4,003.79
1,621,000	U S Treasury Notes	2.125%	03/31/2024	1,626,222.56	98.60	1,598,331.94	34,446.25	2.16%	8,564.50
2,300,000	U S Treasury Notes	2.000%	04/30/2024	2,316,887.76	98.33	2,261,636.00	46,000.00	2.03%	7,625.00
2,191,000	U S Treasury Notes	0.625%	10/15/2024	2,156,939.71	94.82	2,077,598.22	13,693.75	0.66%	2,843.51
2,010,000	U S Treasury Notes	0.500%	03/31/2025	1,973,674.78	93.43	1,877,858.58	10,050.00	0.54%	2,498.77
1,843,000	U S Treasury Notes	0.250%	06/30/2025	1,775,777.95	92.17	1,698,728.12	4,607.50	0.27%	0.00
1,640,000	U S Treasury Notes	0.375%	11/30/2025	1,574,565.67	91.44	1,499,638.96	6,150.00	0.41%	504.10
1,751,000	U S Treasury Notes	0.375%	01/31/2026	1,689,140.62	91.04	1,594,094.64	6,566.25	0.41%	2,720.82
1,625,000	U S Treasury Notes	0.750%	03/31/2026	1,582,327.35	91.96	1,494,428.00	12,187.50	0.82%	3,030.23
2,036,000	U S Treasury Notes	0.750%	08/31/2026	1,975,880.61	91.15	1,855,860.83	15,270.00	0.82%	5,062.34
25,807,000	** Sub Totals **			25,510,294.59		24,667,854.15	296,083.75	1.20%	66,409.84

# Holdings

Shares / PV	Asset Description		Cost	Price	Market Est	Ann Inc	Yield	Acc Income
<u>U.S. Obligations Variable</u>								
874,000	U S Treasury Notes	1.785% 10/31/2023	874,953.20	100.25	876,143.05	15,600.90	1.78%	2,643.49
874,000	* * Sub Totals * *		874,953.20		876,143.05	15,600.90	1.78%	2,643.49
39,315,125.8	* * Grand Totals * *		39,305,471.46		37,998,915.78	638,831.35	1.68%	148,884.33

## Cash Summary

Principal Cash	-509,760.35
Income Cash	509,760.35
Invested Income	0.00

# Account Transactions

Date	Description	Income	Principal	Carrying Value
	Starting Balances	\$ 483,428.08	\$ -483,428.08	\$ 39,574,141.86
	<u>Interest</u>			
06/06/2022	Interest Truist Finl Corp 3.7500% 12/06/23	8,775.00		
06/09/2022	Maturity - Interest U S Treasury Bills 06/09/22	508.80		
06/30/2022	Interest U S Treasury Notes 1.3750% 06/30/23	14,678.13		
06/30/2022	Interest U S Treasury Notes 0.2500% 06/30/25	2,303.75		
	Sub Total	26,265.68	0.00	0.00
	<u>Dividends</u>			
06/01/2022	Dividend Fidelity Gov Port III FCGXX Interest From 05/01/2022 To 05/31/2022	66.59		
	Sub Total	66.59	0.00	0.00
	<u>Buys</u>			
06/10/2022	Buy U S Treasury Bills 08/02/22 1300000 Par Val @ \$99.8473		-1,298,014.90	1,298,014.90
	Sub Total	0.00	-1,298,014.90	1,298,014.90
	<u>Sells</u>			
06/09/2022	Maturity U S Treasury Bills 06/09/22 1200000 PV @ \$ 99.9576 Cost Basis Removed \$1,199,491.20		1,199,491.20	-1,199,491.20
	Sub Total	0.00	1,199,491.20	-1,199,491.20

# Account Transactions

Date	Description	Income	Principal	Carrying Value
<u>Disbursements</u>				
06/10/2022	Cash Disbursement Miscellaneous Disbursement Paid To : Morgan Stanley & Co. LLC Per Sec 9 of Custody Agmt Inv#10823022158 dtd 06-07-22 Acct#255-138705		-3,151.90	
	Sub Total	0.00	-3,151.90	0.00
<u>Cash Management</u>				
06/01/2022	Sweep - Buy Fidelity Gov Port III FCGXX 66.59 Par Val @ \$1.00		-66.59	66.59
06/06/2022	Sweep - Buy Fidelity Gov Port III FCGXX 8775 Par Val @ \$1.00		-8,775.00	8,775.00
06/09/2022	Sweep - Buy Fidelity Gov Port III FCGXX 1200000 Par Val @ \$1.00		-1,200,000.00	1,200,000.00
06/10/2022	Sweep - Sell Fidelity Gov Port III FCGXX Sold 1301166.8 Par Val @ \$1.00		1,301,166.80	-1,301,166.80
06/30/2022	Sweep - Buy Fidelity Gov Port III FCGXX 16981.88 Par Val @ \$1.00		-16,981.88	16,981.88
	Sub Total	0.00	75,343.33	-75,343.33
	Ending Balances	\$ 509,760.35	\$ -509,760.35	\$ 39,597,322.23

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**Corporate Trust Services provided by Zions Bancorporation, N.A.  
Statement Disclosures & Other Important Information**

Please review your statement promptly and report any discrepancies immediately to your account administrator listed on the first page.

Market value information (including accrued income) furnished herein has been obtained from sources that Zions Bancorporation, N.A. believes to be reliable. Zions Bancorporation, N.A. makes no representation, warranty or guarantee, express or implied, that any quoted value necessarily reflects the proceeds that may be received on the sale of a security or asset. Securities and asset prices may vary from actual liquidation value and should only be used as general guide to portfolio value. Prices are received from various pricing services. However, pricing services are sometimes unable to provide timely information. Where pricing sources are not readily available, particularly on certain debt securities, estimated prices may be generated by a matrix system taking various factors into consideration.

**Securities, including mutual funds, are not bank deposits and are not FDIC insured, nor are they obligations of or guaranteed by Zions Bancorporation, N.A., its affiliates or of any federal or state government or government sponsored agency. Securities, including mutual funds, involve investment risks, including the possible loss of the principal amount invested.**

**Exhibit B-2**

**Funds and Investments  
Held by Contracted (Third) Parties  
June 30, 2022**

**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		44.89	0.010%	44.89	0.010%		1	
2	Morgan Stanley Treasury Portfolio		158,418.71	0.250%	158,291.81	0.250%		1	
<b>Subtotal Cash &amp; Cash Equivalents</b>		<b>0.52%</b>	<b>158,463.60</b>	<b>0.250%</b>	<b>158,336.70</b>	<b>0.250%</b>		<b>1</b>	
<b>Total Project Fund</b>			<b>158,463.60</b>	<b>0.250%</b>	<b>158,336.70</b>	<b>0.250%</b>		<b>1</b>	



**Exhibit C**

**June 30, 2022  
Investment Report**

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

<b>MONTH</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>	<b>FY 2021-22</b>
JULY	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	47,220,730
AUGUST	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	47,188,874
SEPTEMBER	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	50,651,612
OCTOBER	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	47,647,956
NOVEMBER	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	47,638,933
DECEMBER	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	30,398,333	36,824,546	51,976,067
JANUARY	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	30,183,446	43,433,939	56,735,289
FEBRUARY	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	35,784,459	43,636,405	44,768,920
MARCH	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	35,894,036	43,608,698	53,763,388
APRIL	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	36,081,161	42,158,002	53,442,475
MAY	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	34,133,626	42,180,215	53,637,240
JUNE	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	34,218,755	42,164,581	53,485,809



# City Council Agenda Report

ITEM NO. 11

**DATE:** August 17, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Yolanda Chavez, Records Specialist  
Mark Jimenez, Management Assistant

**SUBJECT:** **Presentation of City Council Meeting Minutes**

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## **Recommendation**

It is recommended that the City Council approve the minutes as listed on the agenda and as presented.

## **Executive Summary**

Attached for the City Council's consideration and approval are meeting minutes for various dates as listed on the agenda and hereby included as attachments to this staff report.

## **Fiscal Impact**

Funds for these services were accounted for in the City Clerk's Fiscal Year 2022-2023 operational budget.

## Attachments:

1. March 16, 2022 Regular Meeting
2. April 27, 2022 Special Meeting

**ATTACHMENT 1**  
March 16, 2022 Regular Meeting Minutes



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

**MINUTES**  
**WEDNESDAY, MARCH 16, 2022 AT 7:00 PM**

**CALL TO ORDER:**

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Cacciotti on Wednesday, March 16, 2022, at 7:00 p.m. The City Council Chamber are located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

**PRESENT**

Mayor Michael Cacciotti  
Mayor Pro Tem Jon Primuth  
Councilmember Jack Donovan  
Councilmember Diana Mahmud  
Councilmember Evelyn G. Zneimer

**ABSENT**

Christina Muñoz, Deputy City Clerk, announced a quorum.

**CITY STAFF PRESENT:** Arminé Chaparyan, City Manager; Andrew Jared, City Attorney; Christina Muñoz, Deputy City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

**PLEDGE OF ALLEGIANCE**

The Flag Salute was led by Mayor Cacciotti.

**CLOSED SESSION ANNOUNCEMENTS**

**1. Closed Session Announcements**

**A. CONFERENCE WITH LABOR NEGOTIATORS**

(Government Code Section 54957.6)

Conference with Labor Negotiators regarding labor negotiations with the following groups:

- South Pasadena Police Officers’ Association
- South Pasadena Firefighters’ Association
- South Pasadena Public Service Employees’ Association
- South Pasadena Public Service Part Time Employees Association

City Negotiators: City Manager Arminé Chaparyan; Human Resources and Risk Manager Belinda Varela

City Attorney Jared reported that Council met in Closed Session to receive a briefing on the item. He noted direction was provided to the City Attorney’s Office but no legal action was taken in closed session.

**B. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**

(Government Code Section 54956.9(d)(1))

1. City of South Pasadena v. California Department of Transportation (LASC Case No. 21STCP01779)
2. Smith v. City of South Pasadena (LASC Case No. 19BBCV00118)

City Attorney Jared reported that Council met in Closed Session to receive a briefing on both items. He noted direction was provided to the City Attorney’s Office but no legal action was taken in closed session.

**C. CONFERENCE WITH LEGAL COUNSEL: INITIATION OF LITIGATION**

(Government Code Section 54956.9(d)(4))

Number of Potential Cases: 3

**D. CONFERENCE WITH LEGAL COUNSEL: POTENTIAL OF LITIGATION**

(Government Code Section 54956.9(d)(2))

Number of Potential Cases: 1

City Attorney Jared noted that closed session Item Nos. C and D were not discussed during Closed Session and will be heard after the open session.

The City Council recessed closed session at 7:08 p.m.

**PUBLIC COMMENT**

**2. Public Comment – General – General (None-Agenda Items)**

Mayor Cacciotti announced public comments are intended to address matters not on the agenda for the meeting. Members of the public have the option of emailing, in-person, or participating via Zoom (audio) to address the City Council, as listed on the agenda. He

noted that general public comment will be limited to 30 minutes at the beginning of the agenda.

Deputy City Clerk Muñoz announced written Public Comments were submitted online and available for viewing on the City’s website.

**PRESENTATIONS**

**3. Merchant Minute**

Laurie Wheeler, South Pasadena Chamber of Commerce, introduced Sandy Olivas, owner of Waverly LA, and played a short video.

**4. INTRODUCTION OF STAFF**

Community Services Director Pautsch introduced Deputy Community Services Director Lucy Hakobian.

Community Development Director introduced Community Improvement Coordinator Christopher Mandala.

Mayor Cacciotti noted that the City Council will hear Item 15 next at 7:30 p.m. pursuant to Elections Code 21607.1(D)

**PUBLIC HEARING**

**15. PUBLIC HEARING TO RECEIVE PUBLIC INPUT REGARDING BOUNDARIES FOR SOUTH PASADENA CITY COUNCIL DISTRICTS; AND FIRST READING AND INTRODUCTION OF AN ORDINANCE DESIGNATING A CITY COUNCIL ELECTION DISTRICT MAP AS REQUIRED BY THE ELECTIONS CODE**

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A CITY COUNCIL ELECTION DISTRICT MAP UNDER ELECTIONS CODE SECTIONS 21600–21609

**Recommendation**

It is recommended that the City Council:

1. Conduct a public hearing to receive public input regarding the boundaries of potential City Council election districts based on 2020 U.S. Census data, as required by applicable law;
2. Review draft map(s); and
3. Read by title only for first reading, waving further reading, and introduce an ordinance designating a City Council Election District Map under Elections

Code Sections 21600-21609.

**COUNCIL ACTION AND MOTION**

Ken Chawkins, National Demographic Corporation, made a presentation and provided an overview of the final map choices.

Mayor Cacciotti opened the public hearing.

Public Comment via Zoom:

Yvonne LaRose commented regarding under-represented minority communities.

Anne Bagasao expressed support for map 105a.

John Srebalus expressed support for map 105a.

Josh Albrektson expressed concern with the teal map; and, expressed support for map 105a with the exception of the Monterey Street split.

Joanne Nuckols expressed support for map 105a but, prefers non-district based elections.

In-Person Public Comment

Sam Burgess inquired about the process should two Councilmembers end up in the same district in the new map.

Mr. Chawkins provided clarification on the different map scenarios.

Deputy City Clerk Muñoz noted the following written public comments were submitted:

- Josh Albrektson expressed an opinion on each proposed map.
- Delaine Shane expressed support for map 105.
- Shireen Chang requested that her address be included in District 1.
- Mary Urquhart expressed support for the green map.
- Joanne Nuckols requested revisions to map 105a; and, the public outreach for whichever map is selected.
- Christina & Warren Holmes expressed support for map 107.
- Anne Bagasao expressed support for the green map.

With no other requests to speak, the public hearing was closed.

Mayor Pro Tem Primuth discussed communities of interest and how they could be split amongst the districts.

Councilmember Mahmud expressed support for each district to include commercial areas.

Mr. Chawkins noted changes to the maps would require to return before the Council at a future meeting.

Councilmember Zneimer requested clarification regarding area changes from the current district map and map 105a.

Mr. Chawkins confirmed the changes are attributed to population balance and noted any additional changes will cause a ripple effect throughout the map.

Councilmember Donovan expressed his support for map 105a.

There was discussion amongst the City Council regarding Mission Street's commercial district and how it should be distributed between the districts.

Councilmember Zneimer expressed support for map 105a; and, commented regarding the map's balance and the low population deviation.

Mayor Cacciotti expressed support for map 105a.

Councilmember Mahmud discussed the population balance north of Monterey Road and expressed concern regarding the street boundaries of map 105a.

Mayor Cacciotti recessed the meeting at 8:59 p.m.; and reconvened at 9:14 p.m. with all members present.

Mayor Pro Tem Primuth requested modifications to the teal map and requested a Special City Council meeting to consider all changes.

Mayor Cacciotti proposed eliminating map options.

By consensus, the City Council eliminated maps 101, 103a, 107, and 109.

Mayor Pro Tem Primuth discussed the changes he would like to see in the teal map.

A motion was made by Councilmember Donovan, seconded by Councilmember Zneimer and approved by roll call vote to select map 105a.

Motion carried, 3-2 with Councilmember Mahmud and Mayor Pro Tem Primuth voting no.

A motion was made by Mayor Cacciotti, seconded by Councilmember Zneimer and approved by roll call vote to read by title only for first reading, waiving further reading, and introducing an ordinance designating a City Council Election District Map under Elections Code Sections 21600-21609.



Motion carried, 4-1 with Mayor Pro Tem Primuth voting no.

**COMMUNICATIONS**

**5. Councilmembers Communications**

Councilmember Zneimer shared a photo of South Pasadena Little League opening night; shared a photo of the Via Del Rey park.

Councilmember Mahmud reported attending and discussed the following meetings: South California Association of Governments (SCAG) Energy & Environment Committee, Planning Commission meeting, and Library Board of Trustees; discussed the current drought situation in the State; and, thanked Deputy Community Development Director Lin for her service to the City.

Councilmember Donovan provided updates regarding the Athens and Leased properties ad-hoc committees.

Mayor Pro Tem Primuth reported attending and discussed the SCAG Transportation Committee and Mobility, Transportation & Infrastructure Commission meetings.

Mayor Cacciotti shared photos of the recent Lunar New Year celebration in South Pasadena; shared a photo Sam Hernandez at Orange Grove Park; shared a photo of a zoom meeting with the Los Angeles County Department of Health; shared a photo of an event at the library; shared a photo of a recent boy scout event; shared a photo of a recent meeting with City staff for the upcoming 4<sup>th</sup> of July event; shared a photo of himself on the Gold Line; shared a photo of the City of Glendora; shared a photo of the future Gold Line extension.

**6. City Manager Communications**

City Manager Chaparyan stated that City staff is temporarily closing the Arroyo Seco Golf Course due to recent damage from the winds; encouraged the community to participate in the Commission Survey; discussed a recent meeting of the San Gabriel Valley Council of Governments City Manager group; wished her son a happy birthday.

**7. Reordering of, Additions, or Deletions to the Agenda**

None.

**CONSENT CALENDAR**

**8. THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.**

**9. MONTHLY INVESTMENT REPORT FOR JANUARY 2022**

**Recommendation**

It is recommended that the City Council receive and file the Monthly Investment Report for January 2022.

**10. SELECTION OF OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUSTEE**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING AN AGREEMENT TO PARTICIPATE IN THE PREFUNDING PLAN FOR OTHER POST-EMPLOYMENT BENEFITS (OPEB) THROUGH CALPERS – CERBT

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DELEGATING AUTHORITY TO REQUEST DISBURSEMENTS FROM CALPERS OTHER POST-EMPLOYMENT BENEFITS (OPEB) PREFUNDING PLAN

**Recommendation**

It is recommended that the City Council:

1. Select CalPERS – CERBT as the City’s OPEB Trustee;
2. Adopt a resolution to participate in OPEB Prefunding through CalPERS;
3. Adopt a resolution for the Delegation of Authority to Request Disbursements; and
4. Authorize the City Manager to execute appropriate documents to secure trustee.

**11. ADOPTION OF A RESOLUTION CONFIRMING THE FIRE DEPARTMENT’S COMPLIANCE WITH MANDATED INSPECTION DUTIES**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ACKNOWLEDGING RECEIPT OF THE FIRE DEPARTMENT’S ANNUAL REPORT OF COMPLIANCE WITH MANDATED INSPECTION DUTIES

**Recommendation**

It is recommended that the City Council adopt a resolution acknowledging receipt of the Fire Department’s annual report of compliance for mandated inspection duties.

- 12. THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.
- 13. 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

**RESOLUTION**

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

**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.

- 14. AUTHORIZE SECOND AMENDMENT TO LEASE AGREEMENT FOR 1503-1507 EL CENTRO STREET WITH STEPHEN GODWIN AND SALLY SMYTHE

**Recommendation**

It is recommended that the City Council direct City Manager to enter into an amended lease agreement for South Pasadena Housing Authority owned property at 1503-1507 El Centro Street with Stephen Godwin and Sally Smythe.

Councilmember Zneimer pulled Item No. 8 for separate discussion.

Mayor Cacciotti pulled Item No. 12 for separate discussion.

Councilmember Mahmud noted that Item No. 13 has an additional document.

A motion was made by Councilmember Mahmud, seconded by Councilmember Donovan and approved by roll call vote to approve Consent Calendar Items 9, 10, 11, 13 and 14, as presented and modified.

Motion carried, 5-0.

**CONSENT CALENDAR - AGENDA ITEM(S) PULLED FOR SEPARATE DISCUSSION**

- 8. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$17,336.19; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,325,835.95;

**SUPPLEMENTAL AUTOMATED CLEARING HOUSE (ACH) PAYMENTS IN THE AMOUNT OF \$93,150.05; VOIDS IN THE AMOUNT OF (\$1,688.48); TRANSFERS IN THE AMOUNT OF \$3,000,000; PAYROLL IN THE AMOUNT OF \$1,038,411.98**

**Recommendation**

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

**COUNCIL ACTION AND MOTION**

Councilmember Zneimer asked if someone is monitoring the West Coast Arborist contract to ensure that it doesn't go over its cap and asked for its totals for Fiscal Year 2020/21.

Public Works Director Gerber stated that staff does monitor the expenses and noted their expenses can fluctuate throughout the year depending on the work completed.

Councilmember Zneimer asked if West Coast Arborists has specific costs for each species of tree within the City.

Public Works Director Gerber confirmed pricing is determined by the size of the tree.

Mayor Cacciotti inquired regarding the payment to the Gabrieleño Band of Mission Indians with relation to the South Pasadena Sewer Rehabilitation Replacement Project.

City Manager Chaparyan confirmed the City contract with the local tribe to assist with the project.

Councilmember Zneimer commented regarding payments to PSOMAS and inquired when the work on the General Plan will be completed.

Community Development Director Frausto-Lupo noted those payments are from previous work for preparing for the Environmental Impact Report; and noted PSOMAS will continue work once the documents presented for public review.

A motion was made by Councilmember Zneimer, seconded by Councilmember Mahmud and approved by roll call vote to approve the Item No. 8, as presented.

Motion carried, 5-0.

**12. AUTHORIZE REAPPOINTMENT OF COMMISSIONERS TO CITY BOARDS AND COMMISSIONS**

**Recommendation**

It is recommended by Mayor Cacciotti that the City Council reappoint the following

incumbents to the three-year term ending December 31, 2024:

- Kristin Morrish, Cultural Heritage Commission
- Samantha Hill, Design Review Board
- Kay Younger, Design Review Board
- Zhen Tao, Finance Commission
- Bianca Richards, Library Board of Trustees
- Kim Hughes, Mobility and Transportation Infrastructure Commission
- John Fisher, Mobility and Transportation Infrastructure Commission
- Rona Bortz, Natural Resources and Environmental Commission
- Casey Law, Natural Resources and Environmental Commission
- Laura Dahl, Planning Commission
- Ed Donnelly, Public Safety Commission
- Amin Al-Sarraf, Public Safety Commission
- Frank Catania, Public Works Commission

**COUNCIL ACTION AND MOTION**

Mayor Cacciotti thanked all the Commissioners for their continued service to the City.

A motion was made by Councilmember Mahmud, seconded by Councilmember Zneimer and approved by roll call vote to approve the Item No. 12, as presented.

Motion carried, 5-0.

**PUBLIC HEARING**

**16. FIRST READING AND INTRODUCTION OF AN ORDINANCE AMENDING CHAPTER 20F, OF THE SOUTH PASADENA MUNICIPAL CODE (SPMC) REGARDING SAFE STORAGE OF FIREARMS IN RESIDENCES**

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADDING CHAPTER 20F “SAFE STORAGE OF FIREARMS IN RESIDENCES” TO THE SOUTH PASADENA MUNICIPAL CODE

**Recommendation**

It is recommended that the City Council read by title only for first reading, waiving further reading, and introduce an ordinance to amend Chapter 20F of the South Pasadena Municipal Code, Safe Storage of Firearms in Residences.

**COUNCIL ACTION AND MOTION**

Police Chief Solinsky introduced the item.

Lieutenant Jacobs made a presentation and provided an overview of the item.

Councilmember Mahmud inquired if rockets and rocket projectile launchers could be included under the proposed ordinance.

Lieutenant Jacobs stated it could be included if they are considered a firearm under the State's penal code.

Councilmember Mahmud expressed concerns that a toy might be considered a rocket and noted unintended applications of the ordinance.

City Attorney Jared noted the Council could modify language in the ordinance to clarify the definition of firearms.

Councilmember Zneimer inquired how the Police Department will conduct enforcement.

Lieutenant Jacobs stated inspections would generally occur after an incident happens.

Mayor Pro Tem Primuth inquired if the ordinance is more for education purposes, rather than enforcement.

Lieutenant Jacobs confirmed the ordinance could be used to make an arrest when an appropriate violation is made.

Mayor Pro Tem Primuth asked how this ordinance would be used in a well-fare check situation.

Lieutenant Jacobs stated it depends on the circumstances and situation; noted that it may be a counseling session, if appropriate.

Councilmember Donovan asked if you could own a loaded firearm in California in your residence and walk around the house with it.

Lieutenant Jacobs stated its not illegal to carry a gun in your own home and it's the right of the homeowner.

Councilmember Zneimer asked if the Los Angeles County District Attorney's Office would prosecute crimes under the proposed ordinance.

Lieutenant Jacobs stated it depends on the crime and the situation.

Police Chief Solinsky stated that they have contacted the Alhambra District Attorney's Office for clarification on that issue.

Councilmember Mahmud asked if the City should consider a prohibition of ghost guns.

Police Chief Solinsky stated that staff is researching; and noted that the Los Angeles County Chiefs of Police wrote a letter to the credit card companies to cancel purchases that are made through the internet for ghost guns or non-serialized guns.

City Attorney Jared noted the staff report should be corrected to state, "Jackson v City/County of San Francisco case number 746" and the Ninth Circuit held the law was not an impermissible infringement of the Second Amendment.

Mayor Cacciotti opened the public hearing.

With no requests to speak, the public hearing was closed.

Councilmember Donovan expressed support for gun safes and safety locks; and, noted he is not in favor of the proposed ordinance.

Mayor Pro Tem Primuth expressed strong support of this ordinance. He added the ordinance provides the Police Department another tool of enforcement.

Councilmember Mahmud concurred Mayor Pro Tem Primuth. She requested to staff add the following language to Section 20F-1, Section 1: "Notwithstanding the foregoing, rockets and rocket propelled projectile launchers not intended for use as a weapon are not subject to this chapter. A BB, pellet or paint gun is not considered a firearm."

Councilmember Zneimer asked if a hyperlink of approved locks and devices should be provided in the ordinance; and if Section 3 only applies to land dwellings.

City Attorney Jared clarified the language includes any structure that someone is habiting in, which includes motor vehicles or tents. He did not recommend including a hyperlink in the proposed ordinance with the list of locks and devices.

Councilmember Mahmud expressed concern that a tent might not be considered a structure under the proposed language; proposed including the word "tent" in the ordinance.

There was discussion amongst the City Council regarding potentially adding the word "tent" in the proposed ordinance.

Police Chief Solinsky stated that it would be appropriate to add the word "tent" if that's how the City Council would like to move forward.

A motion was made by Councilmember Mahmud, seconded by Mayor Pro Tem Primuth and approved by roll call vote to approve the Item No. 16, as amended with the additional

language to Section 20F-1; the addition of the word “tent” wherever the City Attorney determines is appropriate; and the definition of residence.

Motion carried, 4-0-1, with Councilmember Donovan abstaining.

<b>ACTION/DISCUSSION</b>
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**17. DISCUSSION AND DIRECTION ON INCLUSIONARY HOUSING ORDINANCE: DEVELOPMENT OF IN-LIEU FEE**

**Recommendation**

It is recommended that the City Council review and provide direction on the options for establishing an inclusionary housing in-lieu fee.

**COUNCIL ACTION AND MOTION**

Community Development Director Angelica Frausto-Lupo provided a brief overview of the Item and contract Planner Bar-EI made a presentation.

Julie Cooper and Darin Smith, Economic & Planning Systems, Inc., provided an overview of the fees.

Councilmember Mahmud option 2b, how complicated is it to diafiltrate by fraction the low and the very low for rentals.

Ms. Bar-EI commented regarding the possible challenges applicants may encounter and added with staff’s assistance the process can easily explained.  
Councilmember Mahmud asked how often the City should revisit the fee structure.

Mr. Smith stated its common for City’s to perform a study once every five to eight years and noted that a cost escalator, similar to the consumer price index, could be utilized during the in-between years.

Councilmember Mahmud inquired about the City of Santa Monica’s fees and why their fees are lower than South Pasadena’s fees.

Ms. Cooper attributed the difference to their fee schedule being older than South Pasadena’s fee schedule.

Mayor Pro Tem Primuth asked how the City expends the trust where the in-lieu fees get deposited.

Ms. Cooper stated most cities use these fees for a local match on affordable housing projects.



Mayor Pro Tem Primuth inquired regarding the survey of local developers and the process.

Ms. Cooper noted the survey included developers working in South Pasadena and research on land sales in the City.

Mayor Pro Tem Primuth inquired about the 30% of gross income requirement for housing.

Ms. Cooper stated that language is specified in the ordinance and noted in general most households are paying more.

Mayor Pro Tem Primuth discussed the escalation of area median income within the County and inquired how it was determined.

Ms. Cooper noted its comparable to counties with high housing costs.

Mayor Pro Tem Primuth asked why there is a 50% difference in operating costs.

Ms. Cooper explained a project with moderate income units would pay property tax; however, a project with low-income units would be tax exempt.

Mayor Pro Tem Primuth inquired about the pros and cons of using an average unit size to calculate the in-lieu fee.

Ms. Cooper stated South Pasadena's fee program does not lend itself to using the per square foot of a market rate project on account of the City does not allow for projects to pay an in-lieu fee on their entire inclusionary requirement.

Councilmember Mahmud clarified if the fees were calculated on a square foot basis with just a matter of total square footage of the entire development versus the average size of the units being developed.

Ms. Cooper confirmed affirmatively and noted the difference is the particular unit size as opposed to the entire building size.

Councilmember Zneimer inquired regarding the square footage cost for affordable units versus other cities in the area.

Ms. Bar-El provided an overview of how the cost is calculated and noted the numbers are comparable with other cities.

Mayor Cacciotti opened the public comment period.

Zoom Public Comment:

Josh Albrektson expressed concern with the high in-lieu fees for the City and noted the proposed ordinance is the highest inclusionary housing ordinance in the state.

Deputy City Clerk Muñoz announced written Public Comments were submitted online and available for viewing on the City's website.

With no requests to speak, the public comment period was closed.

City Manager Chaparyan noted that the development of the inclusionary ordinance would require to return before the Planning Commission for recommendations.

Councilmember Mahmud expressed support for recommended Action No. 3 for a single fee for ownership projects and rental projects differentiated by size and further differentiated by low income and very low income.

Mayor Pro Tem Primuth stated the City Council should design a fee structure which would provide for incentivize housing and rather than deterring it.

City Manager Chaparyan noted that staff requires direction on the fee structure due to current projects pending.

Mayor Cacciotti referenced the table on page 17-8 in the staff report and asked where the City would be on that table.

Community Development Director Frausto-Lupo stated that when developing a fee, we need we need to determine if we want them to build on site or partner with an affordable housing developer.

Councilmember Mahmud noted that anytime the City facilitates a developer's ability to utilize the in-lieu fee means a delay in City's ability to realize construction of the affordable units as the City has to accumulate a certain amount of money to actually undertake the construction; noted that a higher in-lieu fee would be more beneficial as it will provide a stronger incentive to the developer and a greater integration of affordable housing units in the City.

Councilmember Zneimer asked how onsite versus off-site will affect the City's Regional Housing Needs Assessment (RHNA) numbers.

Community Development Director Frausto-Lupo stated when the developer builds the units on-site, its quicker to reach the City's RHNA numbers.

Councilmember Zneimer inquired as to the City Council's discretion to modify the fee in the future.

Community Development Director Frausto-Lupo confirmed the City Council can modify the fee if its consistent with the ordinance language.

City Manager Chaparyan thanked the City Council for their input and noted that a Study Session will take place in the future on the state of housing.

A motion was made by Councilmember Mahmud, seconded by Mayor Pro Tem Primuth to provide consensus to move forward with recommended Action No. 3, that includes a single fee for ownership projects and rental projects differentiated by size and further differentiated by low income and very low income.

**18. AUTHORIZE A LETTER OF SUPPORT TO ELECTED OFFICIALS URGING STRICTER REGULATIONS ON THE RECYCLING INDUSTRY WHEN RECEIVING CATALYTIC CONVERTERS**

**Recommendation**

It is recommended that the City Council authorize a letter of support for Senate Bill 919, Senate Bill 366, Assembly Bill 1653, Assembly Bill 1659, and request to establish a task force or Blue-Ribbon Committee to hear testimony regarding stricter regulations on the recycling industry when receiving catalytic converters.

**COUNCIL ACTION AND MOTION**

Management Analyst Wehrle introduced the item.

Councilmember Mahmud requested to forego the staff presentation due to the late hour; and noted she has some recommended changes to the letter.

Councilmember Zneimer asked what the Police Department is currently doing to prevent catalytic converter thefts.

Police Chief Solinsky reported the Police Department is working with regional partners and has increased patrols. He added the department is looking into smart cameras to install at the entrances and exits of the City.

Councilmember Zneimer inquired regarding the cost of a camera system.

Police Chief Solinsky stated its estimated to cost around \$30,000.

Councilmember Mahmud asked if a request for the smart cameras in next year's fiscal year budget.

Police Chief Solinsky confirmed affirmatively.

Councilmember Mahmud stated depending on the make of the vehicle, catalytic converters might be easier to steal based on where it's installed in the vehicle; recommended the use of "shields" on vehicles; and recommended staff provide education outreach to residents to make them aware of those facts.

Police Chief Solinsky noted that “shields” do help but will not remedy the problem. He confirmed staff will provide education outreach for residents.

Mayor Cacciotti opened the public comment period.

With no requests to speak, the public comment period was closed.

Mayor Cacciotti discussed the percentage increase in thefts from the last year; discussed why a Blue-Ribbon Committee is needed; stated that there needs to be an investigation if this involves organized crime; noted that individuals who commit these crimes are often from out of state.

Councilmember Mahmud asked for the following modifications to the letter: (1) that the Blue-Ribbon Committee be established before the summer legislative process, (2) recommended amendment to SB 919 to require the seller of the catalytic converter to show a vehicle registration card for the vehicle from which the catalytic converter was taken, with a California Identification, and to require the purchaser of the catalytic converter to record that information to provide an audit trail.

Mayor Cacciotti recommended the letter include language for investigation and prosecution process.

Councilmember Donovan stated the proof of ownership language provided by Councilmember Mahmud would only be effective dependent on the establishment purchasing the catalytic converter is honest and keeping accurate records.

A motion was made by Councilmember Mahmud, seconded by Mayor Cacciotti and approved by roll call vote to approve the recommended action with the additional language recommended by Councilmember Mahmud and Mayor Cacciotti.

Motion carried, 5-0.

The City Council recessed back into Closed Session at 12:24 a.m.

**ADJOURNMENT**

There being no further matters, Mayor Cacciotti adjourned the meeting of the City Council at 1:22 A.M., to the next Regular City Council meeting scheduled on Wednesday, April 6, 2022.

Respectfully submitted:

---

Christina Muñoz  
Deputy City Clerk

APPROVED

\_\_\_\_\_  
MICHAEL CACCIOTTI  
MAYOR

Attest:

\_\_\_\_\_  
Christina Muñoz  
Deputy City Clerk

**ATTACHMENT 2**  
April 27, 2022 Special Meeting Minutes



**CITY OF SOUTH PASADENA  
CITY COUNCIL - SPECIAL MEETING**

**MINUTES**  
**WEDNESDAY, APRIL 27, 2022, 6:00 PM**

**CALL TO ORDER:**

The Special Meeting of the South Pasadena City Council was called to order by Mayor Cacciotti on Wednesday, April 27, 2022, at 6:15 p.m. The meeting was held In Person Hybrid at the City Council Chambers, 1424 Mission Street, South Pasadena, California, and via Zoom.

**ROLL CALL**

**PRESENT**

Mayor Michael Cacciotti  
Mayor Pro Tem Jon Primuth – Arrived at 6:27 p.m.  
Councilmember Jack Donovan  
Councilmember Diana Mahmud  
Councilmember Evelyn G. Zneimer

Christina Muñoz, Deputy City Clerk, announced a quorum.

**CITY STAFF PRESENT:** Arminé Chaparyan, City Manager; Andrew Jared, City Attorney; Christina Muñoz, Deputy City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

**PLEDGE OF ALLEGIANCE**

Councilmember Donovan led the Flag Salute.

**PRESENTATION**

**1. PROCLAMATION: DONATE LIFE**

Mayor Cacciotti presented the proclamation for DMV/Donate Life Month to Ms. Sorrentino.

Rene Sorrentino from OneLegacy shared her story of receiving the gift of life; and commented on the Donate Life's mission emphasizing the importance of organ donation.

**CONSENT CALENDAR  
OPPORTUNITY TO COMMENT ON CONSENT CALENDAR****2. AUTHORIZE APPOINTMENT OF COMMISSIONERS TO CITY BOARDS AND COMMISSIONS****Recommendation**

It is recommended by Mayor Cacciotti that the City Council appoint the following to three-year terms ending December 31, 2024:

- Cynthia Quade, Finance Commission
- Peter Giulioni, Finance Commission
- Brian Nichols, Design Review Board
- Ella Hushagen, Natural Resources and Environmental Commission
- Walter Cervantes, Public Safety Commission
- Bethesda Gee, Public Safety Commission

**3. AWARD OF CONTRACT TO AKD CONSULTING TO PROVIDE A SEISMIC AND STRUCTURAL EVALUATION OF THE WESTSIDE RESERVOIR IN AN ANNUAL AMOUNT NOT-TO-EXCEED \$92,345****Recommendation**

It is recommended that the City Council accept a proposal from AKD Consulting (Consultant) to provide a Seismic and Structural Evaluation of the Westside Reservoir and authorize the City Manager to execute an agreement with the Consultant for a not-to-exceed annual amount of \$92,345.

**COUNCIL ACTION AND MOTION**

Deputy City Clerk Muñoz announced no requests to speak were received in the Council Chambers or via Zoom; and written Public Comments were submitted online and available for viewing on the City's website.

Councilmember Mahmud inquired regarding the specific Commercial Price Index ('CPI') by which rates may be adjusted in the future; and requested staff incorporate the CPI that is used for City consulting contracts.

Public Works Director Ted Gerber confirmed affirmatively.

A motion was made by Councilmember Mahmud, seconded by Councilmember Donovan, and approved by roll call vote to approve Consent Calendar, as presented.

Motion carried, 5-0.

**STUDY SESSION****4. PRESENTATION BY SAN GABRIEL VALLEY BASIN WATERMASTER ON THE STATE OF WATER**



Public Works Director Gerber introduced the item and introduced Kelly Gardner, Assistant Executive Officer and Charles Teviño, Upper San Gabriel Valley Municipal Water District Board of Directors.

Mr. Teviño commented regarding the current dire water situation.

Ms. Garner made a presentation and provided an overview of the Watermaster's responsibilities, including production, water quality compliance, basin storage, outreach, and education. She noted drought conditions and drought planning efforts.

There was discussion amongst the City Council regarding the Carson Project (sewage and industrial waste testing process to recharge that water) and the potential 90,000 to 100,000 acre water increase to the San Gabriel Basin; the added capacity from the Colorado River; deepening wells potential; banking of water and sustainability; increase in purchase of San Gabriel Valley reservoirs and population increase; private owner water rights; regional housing needs and increased water consumption; desalinization projects and environmental issues; and possible support of a pending Metropolitan Water District Bill that would allow for design-build in an effort to bring treatment plants to fruition in less time.

## **5. ONE WATER 2050 PLAN & SEWER SYSTEM MANAGEMENT PLAN**

### **Recommendation**

It is recommended that the City Council provide direction to staff regarding the drafts of the South Pasadena Integrated Water and Wastewater Resources Management Plan (IWWRMP), and the 2021 Sewer System Management Plan (SSMP). Staff will incorporate such direction into revised draft documents for future City Council adoption.

Public Works Director Gerber introduced the draft plan and introduced Inge Wiersema, Project Manager, Carollo Engineers.

Ms. Wiersema made a presentation and provided an overview of the One Water 2050 Plan and Sanitary Sewer Management Plan, highlighting the contents of the plan and the capital investments needed.

Councilmember Mahmud inquired regarding the specific use of Regional Housing Needs Assessment (RHNA) numbers for projections in the plan.

Community Development Director Angelica Frausto-Lupo confirmed the RHNA numbers will be referenced.

Councilmember Mahmud inquired regarding MS4 permit compliance and projected the wet weather flows.

Public Works Director Gerber responded other regulations control the level of wet weather that infiltrates the sewer system unintentionally and is a separate consideration from the 85 percentile requirements are applied to the flood control network.

Mayor Cacciotti noted the rising cost of construction cost.

Ms. Wiersema confirmed estimated costs are in today's dollars, the rate study will factor projected increase in costs and inflation.

Public Works Director Gerber thanked Ms. Wiersema and the team for the all the effort put into the Plan.

City Manager Chaparyan echoed the gratitude and invited continued dialogue with City Council as work on the Plan continues.

Public Comment via Zoom:

Alan Ehrlich commended the presentations provided, requested PowerPoint slides used in presentation be made available in the packet, and requested the Capital Improvement Projects include water/wastewater infrastructure.

Deputy City Clerk Muñoz announced written Public Comments were submitted online and available for viewing on the City's website.

**6. DISCUSSION OF POTENTIAL USES FOR THE CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF), AS ESTABLISHED THROUGH THE AMERICAN RESCUE PLAN ACT (ARPA) OF 2021, IN PREPARATION FOR THE FISCAL YEAR 2022/2023 BUDGET**

**Recommendation**

It is recommended that the City Council:

1. Discuss potential uses of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), as established through the American Rescue Plan Act of 2021; and
2. Provide direction to staff as to potential uses to be included in the Fiscal Year 2022/2023 Preliminary Budget

Interim Finance Director Ken Louie made a presented and provided an overview highlighting key objectives, noting final rule for funding flexibility, expanding the eligible uses and simplicity for recipients to turn the tide on the pandemic while maintaining vital public services amid revenue shortfalls during recovery. He reviewed COVID-19 response expenses, long-term options, and potential funding sources.

Councilmember Mahmud inquired regarding Infrastructure Investment and Jobs Act; and the availability of disbursement guidelines, personal protective equipment (PPE) being the main reimbursement category under FEMA, and law enforcement overtime.

Senior Management Analyst Alma Medina responded all funding sources are being explored for reimbursement.

There was discussion amongst the City Council related to the Fire Department's request for funding on equipment and vehicles.

Fire Chief Paul Riddle provided details on the equipment requested and the replacement cycle.

Public Works Director Ted Gerber provided additional details on the requested asphalt truck commenting that the new truck would make street maintenance much more efficient and safer for staff.

Mayor Pro Tem Primuth inquired regarding the practical outcome of use for the truck.

Director Gerber commented that the truck would be dedicated to asphalt projects alleviating the current labor-intensive load and unload due to the multiuse of the flatbed.

Mayor Cacciotti inquired regarding the use of the asphalt truck to complete work such as he noted in a photo taken where multiple trucks were used to complete work.

Director Gerber confirmed affirmatively.

Mayor Pro Tem Primuth requested the photo be included for public record.

City Manager Chaparyan noted funds can be used toward affordable housing initiatives, much needed technology projects, employee recruitment and retention efforts, and business assistance and economic development programs and requested feedback from Council on the recommendations.

Mayor Cacciotti opened the public comment period.

Zoom Public Comment:

Mark Gallatin commented regarding State and Local Fiscal Recovery Funds (SLFRF) funds; the need for affordable housing; and requested that funds not be allocated toward the purchase of Caltrans surplus property.

Alan Ehrlich requested consideration of funding for disaster mitigation, including overhead electric lines on Oak; solar panels on City owned parking lots; and funding for completion of the hook ramp project on Fair Oaks Boulevard.

Deputy City Clerk Muñoz announced written Public Comments were submitted online and available for viewing on the City's website.

Councilmember Mahmud inquired regarding the current analog phone system and an estimate of the annual savings for using a VoIP system; a comprehensive records management system; an IT Master Plan; and requested cost estimates.

Councilmember Zneimer inquired regarding the anticipated reimbursement funds from Federal Emergency Management Agency.

City Manager Chaparyan announced the reimbursement amount is not yet known.

Councilmember Zneimer expressed support for the Fire Department and Public Works vehicles, golf course LED lighting, and IT improvements.

Mayor Pro Tem Primuth inquired regarding alternative sources of available funding for some of the projects such as grants or user fees; supported vehicle and equipment purchases; IT Master Plan to ensure timing and availability of best technology; inquired regarding employee recruitment and retention; and supported affordable housing.

Councilmember Donovan expressed support for affordable housing recommendations; vehicle and equipment purchases; and requested a priority list for funding be provided.

Councilmember Mahmud expressed support in procurement of technology such as permitting software and document management software; noted the Southern California Edison has a program which may be utilized for an EV charging station; supports affordable housing and reminded Council of the Slater Fund reserves; supports employee recruitment and retention initiatives; and supports allocating funds toward streets and meeting Maintenance of Effort (MOE) requirements to ensure allocation of SB 1 funds.

Mayor Cacciotti expressed support of all equipment uses; Street Capital Improvement Projects; EV chargers; and suggested some funding toward affordable housing and business assistance.

**INFORMATION REPORTS**

**7. FISCAL YEAR 2022-2023 BUDGET SCHEDULE**

City Manager Arminé Chaparyan introduced item, and Interim Finance Director presented the schedule for the Budget process.

Mahmud inquired regarding the Planning Commission approval.

City Manager Chaparyan stated the purpose is to maintain consistency with General Plan, and confirmed staff will revisit the current budget approval process.

**ADJOURNMENT**

Mayor Cacciotti adjourned the special meeting of the City Council at 9:36 p.m.

Respectfully submitted:

\_\_\_\_\_  
Christina Muñoz  
Deputy City Clerk

**APPROVED:**

\_\_\_\_\_  
MICHAEL CACCIOTTI  
MAYOR

**ATTEST:**

\_\_\_\_\_  
Christina Muñoz  
Deputy City Clerk



# City Council Agenda Report

ITEM NO. 12

**DATE:** August 17, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Belinda Varela, Acting Director of Management Services  
Mark Jimenez, Management Assistant

**SUBJECT:** **City Recognized Holiday Schedule**

### Recommendation

It is recommended that the City Council approve the City holiday closure schedule.

### Background

On June 17, 2021, Juneteenth (June 19) was signed into law as a U.S. Federal holiday. Currently, the City of South Pasadena follows the State of California holiday schedule which does not include Juneteenth. During labor negotiations, the City and labor groups agreed to recognize Juneteenth in exchange of Columbus Day, previously observed in October. This change sends a positive message to the community and is in line with the City's proactive efforts in diversity, equity, and inclusion.

Officially recognized City Holidays where City Hall will be closed are as follows:

Date	Holiday
January 1 <sup>st</sup>	New Year's Day
3 <sup>rd</sup> Monday in January	Martin Luther King, Jr Birthday
3 <sup>rd</sup> Monday in February	President's Day
Last Monday in May	Memorial Day
June 19 <sup>th</sup>	Juneteenth
July 4 <sup>th</sup>	Independence Day
1 <sup>st</sup> Monday in September	Labor Day
November 11	Veteran's Day
4 <sup>th</sup> Thursday in November	Thanksgiving Day
Friday after Thanksgiving	Substitute for Admission's Day
December 25	Christmas Day
Holiday Closure	Week between Christmas & New Year's

### Discussion

On June 15, 2022, City Council approved 2022-2025 Memorandum of Understanding (MOU) with the Full Time Public Service Employee Association (PSEA), Police Officers Association, Fire Association, and Unrepresented Management Unit. Under the terms of

the agreement Columbus Day, previously recognized in October, was exchanged for Juneteenth, which is recognized on June 19<sup>th</sup>.

City Hall will be closed on scheduled recognized holidays, and reopen the following working day. If the holiday falls on a Friday, weekend or if the employee is scheduled to work on the holiday, the respective MOUs describe the administrative time-off process for each group

The City recognizes 12 holidays each year, during which non-essential government offices are closed. Most banks, post offices, and schools also close in recognition of these holidays. Many private businesses recognize these holidays and close as well.

As previously noted, Juneteenth will be recognized as a holiday in South Pasadena for the first time this year. With recruitment efforts focused on attracting diverse candidates, and with individual job seekers looking for employers who recognize and celebrate diversity, South Pasadena is leading those efforts by officially recognizing this holiday. This effort is in line with the City's commitment in furthering diversity, equity and inclusion.

Juneteenth is an important historical celebration in our country's history. The longest-running African American celebration, Juneteenth celebrates the abolition of slavery in the US. Juneteenth began in Texas in 1896 with an inaugural "Jubilee Day", on the one-year anniversary commemorating the day in 1865, when federal troops descended onto Galveston, Texas, to seize power over the region and guarantee the freedom of all slaves, more than two years after the Emancipation Proclamation was issued. U.S. General Gordon Granger stood on Texas soil and read General Orders No. 3: "The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free." This day is now known as Juneteenth." Slavery was formally abolished in America that December with the passage of the 13th Amendment.

Texas was first state to declare Juneteenth as a recognized holiday in 1979; over time, a number of additional states have also recognized the holiday. In June of 2021, Congress passed a resolution designating Juneteenth as a national holiday, and on June 17, 2021, President Biden signed it into law.

### **Fiscal Impact**

There is no financial impact to the City's fiscal year 2022/23 budget, as the number of recognized holidays remains the same.



# City Council Agenda Report

ITEM NO. 13

**DATE:** August 17, 2022

**FROM:** Arminé Chaparyan, City Manager *Ac*

**PREPARED BY:** Belinda Varela, Acting Director of Management Services  
Tamara Binns, Assistant to the City Manager

**SUBJECT:** **Job Description, Classification and Salary Schedule Creations, Updates and Corrections for Various Positions**

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## Recommendation

It is recommended that the City Council:

1. Approve the job description and salary schedule for the Permit Counter Technician and salary schedule for the Part Time Code Enforcement Officer positions;
2. Approve the reclassification of the Accounting Manager position to a Deputy Finance Director/Controller position, approve the job description and salary schedule, and appropriate \$75,044 to Finance Department Salaries – Permanent Account 101-3010-3011-7000-000 from General Fund Reserves;
3. Approve the correction to the salary schedule for Police Chief and Appropriate \$913 to Police Department Salaries – Permanent Account 101-4010-4011-7000-000 from General Fund Reserves;
4. Approve the correction to the salary schedule for the Part-Time Community Services Coordinator and Appropriate \$1,690 to the Community Services Department Salaries – Permanent Account 101-8030-8031-7000-000 from General Fund Reserves;
5. Approve a salary schedule adjustment for the Deputy City Manager classification and appropriate \$19,599 to City Manager Department Salaries – Permanent Account 101-2010-2011-7000-000 from General Fund Reserves; and
6. Approve a revised job description for the Assistant to the City Manager classification.

## Discussion

The Adopted 2022-2023 Fiscal Year Budget included the addition of new positions that require job description and salary schedule approval by City Council ahead of recruitment efforts. New positions were created in the Community Development Department, for the positions of Permit Counter Technician and a Part Time Code Enforcement Officer.

The City Manager is also proposing the reclassification of a Finance position to a Deputy Finance Director/Controller, adjustment of the Deputy City Manager salary



range, correction to the Police Chief and part time Community Services Coordinator salary ranges, and an update to the job description for the Assistant to the City Manager.

### **Analysis**

In the Community Development Department, there is currently a full time Community Improvement Coordinator classification who handles code enforcement for the City, and the current full-time salary schedule was used to determine the part time salary schedule. In order to aide recruitment efforts and encompass all job duties and functions, the title of Code Enforcement Officer was updated to Community Improvement Coordinator in 2001. As such, the job title for the part time position will be Part Time Community Improvement Coordinator. The City surveyed comparable cities with comparable job classifications to develop appropriate job duties and salary schedules for both the part time code enforcement officer and the permit counter technician positions.

The City Manager is requesting the Accounting Manager position be reclassified to a Deputy Finance Director/Controller. A recent management vacancy in the Finance Department provided an opportunity to evaluate the current needs of the Finance Department and the agency, to ensure operational efficiency. The reclassification provides for optimal organizational structure to the department and additional oversight of the department, as the Deputy Finance Director will work closely with the Finance Director, managing both staff and financial reporting. Updating the job description will assist in the recruitment efforts to elevate the responsibilities, functions and job duties and bring onboard a top qualified candidate for this vital financial role in the City. In addition to the duties of the Accounting Manager, the reclassified position will assist in supervising the Finance Department, oversee the daily functions and work product of the department. The Deputy Director will coordinate with the Finance Director in preparing long-term strategies to achieve organizational goals. The reclassification of this position is in line with the City's recent Annual Comprehensive Financial Report recommendations to ensure timely implementation of audit findings and oversight in fiscal year close outs. The reclassification will result in a salary increase of \$26,256 and corresponding fully burdened rate increase of \$209,134. The City surveyed comparable cities with comparable job classifications to develop appropriate job duties and salary schedules for the Deputy Finance Director/Controller position, attached for your consideration.

The City Manager is requesting approval of a correction to the Police Chief and part time Community Services Coordinator salary ranges due to scrivener's errors. The part time Memorandum of Understanding (MOU) indicated a 5% increase in salary to all positions effective December 20, 2021. The part time Community Services Coordinator salary range did not include the calculated 5% increase and erroneously remained at the same as the 2020 range. All other part time salary ranges have been audited, and the Community Services Coordinator was the only position that did not include the increase. The Police Chief salary was found to be slightly off schedule by \$42 per

## Job Descriptions and Salary Schedules

August 17, 2022

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month, an error that was overlooked when updating the salary schedules for the Management Unrepresented group in the current Memorandum of Understanding (MOU).

In the City Manager's Office, it is requested an adjustment be made to the Deputy City Manager salary range. When the Deputy City Manager position was established October 20, 2021, the salary schedule was intended to account for impaction with Director level positions. The Deputy City Manager position has additional agency-wide operational oversight responsibilities of large-scale projects, and as such, was intended to have a salary schedule that reflects this level of oversight. The salary adjustment provides for impaction in relation to the Directors level and Assistant City Manager salary ranges.

Additionally, the City Manager is requesting approval of an update to the job description for the Assistant to the City Manager classification. During the October 2021 reorganization and creation of the Management Services Department, the Assistant to the City Manager classification was not updated or changed and many of the duties currently listed under the Assistant to the City Manager classification, reflect duties now handled in the Management Services department. After evaluating current departmental needs in the City Manager's Office, the job description has been updated to reflect the duties and responsibilities necessary for efficient operations and functions related to the City Manager's Office. The City has surveyed comparable cities with comparable job classifications to develop appropriate duties for the Assistant to the City Manager position.

### Alternatives

Council approved a comprehensive classification and compensation study to evaluate positions and job functions for all city classifications, the compensation portion has been completed and the classification portion of the study will commence this fiscal year. Human Resources requires the approved job descriptions and salary schedules for the positions approved in the 2022-2023 Budget to begin the recruitments for these positions.

### Fiscal Impact

The positions approved by Council on June 15, 2022 as part of the fiscal year 2022-2023 budget includes the Permit Counter Technician and Community Improvement Coordinator (part time). The proposed monthly salary schedule for each position are as follows:

<b>Community Development Approved Positions in the FY 22-23 Budget</b>	<b>Proposed Salary Range</b>	<b>Fully Burdened Rate</b>
Permit Counter Technician	\$ 4,144 - \$5,040	\$76,080
Community Improvement Coordinator (part time)	\$ 29.06 - \$35.33	\$38,033

Job Descriptions and Salary Schedules

August 17, 2022

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The total fully burdened rate, which includes salary and benefits, for the newly adopted Community Development positions of Permit Counter Technician and Community Improvement Coordinator (part time) is \$114,113.

The Deputy Finance Director/Controller is a reclassification of the existing Accounting Manager position.

<b>Proposed Reclassification</b>	<b>Proposed Monthly Salary Range</b>	<b>Increase to Fully Burdened Rate</b>
Deputy Finance Director/Controller <i>(Reclassified from Accounting Manager)</i>	\$8,787 - \$11,775	\$75,044

The cost associated with the adjustment to the Deputy City Manager's salary range is \$6,972 for the fiscal year.

<b>Proposed update to Salary Range</b>	<b>Proposed Monthly Salary Range</b>	<b>Increased to Fully Burdened Rate</b>
Deputy City Manager	\$11,520 - \$15,438	\$19,599

The cost associated with the correction of the Police Chief's salary schedule is \$504 for the fiscal year.

<b>Correction to Salary Range</b>	<b>Corrected Monthly Salary Range</b>	<b>Increased to Fully Burdened Rate</b>
Police Chief	\$13,207 - \$17,699	\$913

The cost associated with the correction of the Part Time Community Services Coordinator's salary schedule is \$1,570 the fiscal year.

<b>Correction to Salary Range</b>	<b>Correction Monthly Salary Range</b>	<b>Increase to Fully Burdened Rate</b>
Part Time Community Services Coordinator	\$30.01 - \$36.48	\$1,690

There is no financial impact associated with updating the job description for the classification of Assistant to the City Manager.

The total financial impact for all of the salary changes proposed in this report is \$97,246, of this, 77% is contributed to the reclassification of the Accounting Manager to a Deputy

Finance Director/ Controller position, and the funds will come from the General Fund Reserves.

Attachment: Resolution Adopting Classification and Salary Schedule changes

**ATTACHMENT**

Resolution Adopting Classification and Salary Schedule changes

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ADOPTING NEW JOB DESCRIPTIONS AND SALARY RANGES FOR POSITIONS ADOPTED IN THE FISCAL YEAR 2022-2023 BUDGET, ESTABLISHING A DEPUTY FINANCE DIRECTOR/CONTROLLER POSITION, CORRECTING THE PART TIME COMMUNITY SERVICES COORDINATOR AND POLICE CHIEF SALARY RANGE, ADJUSTING THE DEPUTY CITY MANAGER SALARY RANGE, AND REVISING THE ASSISTANT TO THE CITY MANAGER CLASSIFICATION**

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES HEREBY RESOLVE:

**WHEREAS**, the City wishes to approve the job description and salary schedule for the Permit Counter Technician and salary schedule for the Part Time Community Improvement Coordinator positions, adopted in the Fiscal Year 2022-2023 Budget; and

**WHEREAS**, the City wishes to approve the reclassification of the Accounting Manager position to a Deputy Finance Director/Controller position, approve the job description and salary schedule the establish a Deputy Finance Director/Controller position by reclassifying the Accounting Manager position; and

**WHEREAS**, the City wishes to approve the correction to the salary schedule for the Part-Time Community Services Coordinator, and Police Chief; and

**WHEREAS**, the City wishes to approve a salary schedule adjustment for the Deputy City Manager classification; and

**WHEREAS**, the City wishes to approve a revised job description for the Assistant to the City Manager classification.

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

**SECTION 1.** That the classifications of Permit Counter Technician, Part Time Community Improvement Coordinator, and Deputy Finance Director/Controller are hereby established.

**SECTION 2.** That the job descriptions for the, Permit Counter Technician, Part Time Code Enforcement Officer, Part Time Community Services Coordinator, Deputy Finance Director/Controller, attached hereto as shown in Exhibit A, are hereby adopted.

**SECTION 3.** The Deputy Finance Director/Controller classification is an unrepresented management classification.

**SECTION 4.** The Permit Counter Technician classification is a represented classification under the Public Service Employees Association (PSEA).

**SECTION 5.** The Part Time Code Enforcement Officer and Part Time Community Services Coordinator are represented classifications under the Public Service Part Time Employees Association.

**SECTION 6.** The base salary for the Permit Counter Technician, Part Time Code Enforcement Officer, Part Time Community Services Coordinator, and Deputy Finance Director/Controller, as set forth in Exhibit B, are hereby established.

**SECTION 7.** The corrected base salary schedule for the position of Police Chief, as set forth in Exhibit B, is hereby adjusted.

**SECTION 8.** The updated base salary schedule for the position of Deputy City Manager, as set forth in Exhibit B, is hereby adjusted.

**SECTION 9.** The revised job description for the Assistant to the City Manager, as forth in Exhibit A, is hereby adopted.

**SECTION 10.** This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED ON** this 17th day of August, 2022.

\_\_\_\_\_  
Mayor Michael Cacciotti

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Yolanda Chavez, CMC  
Interim City Clerk Records Specialist  
(seal)

\_\_\_\_\_  
Andrew Jared, 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 17th day of August 2022 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Yolanda Chavez, CMC  
Interim City Clerk Records Specialist  
(seal)

# Exhibit A

## City of South Pasadena

### Permit Counter Technician

(Full Time – Public Service Employees Association)

#### **Purpose**

Under general supervision, performs general and specialized tasks related to urban planning, including permit processing and development planning; responding to public inquiries from applicants, developers, consultants, and the general public regarding City codes, policies, standards, and processes; and provide excellent customer service.

#### **Example of Duties**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Provides zoning, entitlement, permit process and general Community Development information to the public, applicants, developers, architects, engineers, contractors, and the business community in response to inquiries at the public counter, virtual counter, over the phone, and via email. Provides information on the Municipal Code, City development policies, and procedures.

Reviews and processes various planning applications including residential remodel/improvement, residential additions, commercial tenant improvements, commercial signage, home business applications, and business license applications.

Performs site visits and captures site images as needed; surveys existing public and private building and construction sites for conditions verifications and compliance with city, state, federal codes and laws.

Attends and provides administrative support at commission meetings and public hearings. May prepare commission meeting minutes, as needed.

Provides research for the general public and other departments regarding record requests.

Provides assistance and support to the Department on various planning/building/code enforcement projects. Compiles zoning and planning related data as directed by the supervisor, which may include the preparation of graphics and mapped data.

Performs related duties as assigned.

#### **Employment Standards**

##### Education/Experience:

Any combination of education, training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to gain such knowledge and abilities would be:



# Exhibit A

A high school diploma or GED. Graduation from an accredited college or university with major coursework in Urban Planning, Public Administration, Architecture, Geography or a related field is highly desirable. One (1) year of experience of public counter, urban planning, customer service, or clerical related work. Previous work experience in providing public counter assistance in a public agency is highly desirable.

## Knowledge of:

Office methods, practices and procedures, including business correspondence, filing and customer service dynamics; Knowledge of urban planning principles, zoning laws, and building concepts.

Skill in: Operating office equipment such as computers and application software including word processing, desktop publishing and spread sheets, type and enter data at a speed necessary for successful job performance. Skill in permit automation software is highly desirable.

## Ability to:

Interpreting, applying and explaining laws, ordinances, regulations and/or policies and procedures,

Provides effective and courteous customer service.

Read and understand architectural and engineering drawings.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with the general public and other staff.

Work independently or in a team environment.

## Physical Demands:

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Incumbents in this classification work in an open-office environment, and direct contact with the public. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to sit at a desk for long periods of time; to stand at the counter for long periods of time; talk or listen, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment, surrounding desk; walk, bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

# Exhibit A

## Working Conditions:

Employee spends 95% working in an office environment. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office. Noise levels in the work environment is usually moderate.

## Special Requirements:

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

## **FLSA Status:**

Non-Exempt

# Exhibit A

## **City of South Pasadena**

### **Community Improvement Coordinator**

(Part Time – Hourly Rate: \$29.06/hr to \$35.33/hr)

#### **Purpose**

Under general supervision and reporting to the Planning & Community Development Director, the Community Improvement Coordinator administers all aspects of a multi-faceted community program designed to improve the quality of life for the city's residents and businesses.

#### **Examples of Duties**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties, which are not listed below.*

Interprets and explains code provisions to property owners and others requiring information; responds to complaints of alleged violations.

Enforces and administers City ordinances and regulations; perform investigations, listen and engage thoughtfully with the public, and issue warnings, citations, and notices as appropriate. Includes inspection of premises to verify type of business, detecting and advising property owners of violations of code provisions. Testifies in court, as required. Coordinates the enforcement activities with the appropriate City department(s) and outside public agencies.

Responds to inquiries and provides technical assistance to property owners and the general public regarding compliance with zoning regulations, property maintenance standards, regulatory practices, and currently active code enforcement cases; assists individuals during field inspections, at the public counter, and through telephone and electronic communications.

Recommends corrective action in order to bring about compliance; determines timelines for compliance in accordance with local standards and requirements; assists homeowners and businesses with procedures to obtain compliance

Assists other Planning & Community Development Department staff with various projects and tasks.

#### **Employment Standards**

##### Education/Experience:

Experience or familiarity with code administration, building, construction or a related field; or any equivalent combination of training and experience that provides the

# Exhibit A

required skills, knowledge and abilities. Two years of public relations experience involving public contact and regulatory compliance is highly desirable.

## Knowledge of:

Public administration principles, practices and methods as applicable to a municipal setting. Pertinent federal, state, and local laws, codes, and regulations related to building, zoning, housing, nuisance violations, and public safety codes. Working knowledge of inspection techniques. Methods and techniques of public relations and conflict resolution.

## Ability to:

Comprehend and correctly use a variety of informational documents, including service reports, telephone calls/messages, memos and general department orders. Prepare citations, criminal complaints, notification cards/door hangers, production report, and correspondence using prescribed format and conforming to all rules of punctuation, grammar, diction, and style. Comprehend a variety of reference books and manuals, including municipal code manual, health and safety code, zoning and land use maps, policies and procedure, and City maps. Communicate effectively with coworkers, contractors, department heads, supervisor, Los Angeles County Health and Safety Officials, other agencies, and the general public verbally and in writing. Calculate decimals, ratios, percentages and fractions.

## Physical Demands:

Requires occasional lifting up to 25 pounds, walking, some bending, stooping, squatting, climbing, balancing, kneeling, crouching, crawling, talking, hearing, periods of standing. Specific vision abilities required by the job include close, distance, color, peripheral, depth perception, and the ability to adjust focus. Required to conduct field inspection on a daily basis, frequently entering and exiting an automobile.

## Special Requirements:

Possession of a valid California Driver's License, Class "C" or ability to obtain one prior to start of employment.

Completion of California Penal Code Section 832 certificate within one year of employment.

Certification by S.C.A.C.E.O. or equivalent highly desirable.

## **FLSA Status:**

Non-exempt

# Exhibit A

## **City of South Pasadena**

### **Deputy Finance Director/Controller** (Full-time, Management At-Will)

#### **Purpose**

*Under general direction, assists the Finance Director in performing activities related to the City's financial operations including general accounting, grant accounting, accounts payable, audit functions, procurement and contract financial reporting; oversees, manages, and serves as a business partner with the City's payroll processing vendor; performs financial analyses and a variety of professional level accounting functions in the preparation and maintenance of financial records, reports and statements, year-end procedures; evaluates and implements short and long-term financial service strategies for maintaining accounting activities; recommends and directs the issuance of bonds and other debt instruments for sound fiscal management and fiduciary compliance; functions as the principal contact for all City banking relationships; maintains and reconciles all City bank accounts; exercises supervision over accounting staff as assigned; and performs related work as required.*

#### **Distinguishing Characteristics**

The Deputy Finance Director/Controller is designated as "at-will". At-will employees serve at the pleasure of the appointing authority, which for this position is the Finance Director and incumbents are subject to discharge without cause and without right of appeal. In addition to the responsibilities of a Deputy Finance Director/Controller, the incumbent in this class has primary responsibility for general accounting, procurement operations, and contracts administration; and may serve in the absence of the Finance Director. An employee in this class exercises considerable discretion and independent judgment in the performance of assigned duties, based on extensive experience, training in public sector finance and accounting.

#### **Examples of Essential Duties**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:*

Assists the Finance Director in managing the accounting operations of the Finance Department; assists in the development and implementation of Finance Department goals, objectives, policies, and procedures and measures accomplishments against stated objectives.

Assists in the preparation of monthly and quarterly budget reports to City Council.

Manages all aspects of the City and Successor Agency (post-Redevelopment) accounting operations.

Oversees and performs bank reconciliations; interacts with financial institutions and agencies.

# Exhibit A

Reviews purchase requisitions and confers with departments by phone or in person to clarify requests, explain purchasing procedures, and provide additional information.

Analyzes bids received, compares specifications and prices, reviews market trends, makes value analysis and makes recommendation of award of order.

Prepares written bid specifications based on equipment, services, or supplies as requested in accordance with policies and procedures.

May coordinate, implement, monitor and evaluate the administration of procurements for financial review, in partnership with other departments.

Assists in the department's formulation of pricing and procurement objectives and strategies; conducts and/or participates in negotiations to leverage the City's purchases.

Plans and implements research and data gathering activities needed for preparation of cost estimates, financing plans and forecasts related to the purchase agreements and contracts; processes or supervises the processing of pertinent documents such as contracts, bids, request for proposals, Council agenda reports and other related reports.

Receives, opens, and examines informal bids and represents the City Manager at public formal bid openings.

Develops new or modified systems and policies to improve essential functions and services to internal and external customers.

Identifies, articulates, manages, supervises, and coordinates policy, procedures, goals and objectives necessary to improve Department services.

Oversees and manages the City's contract with the vendor providing Payroll services; coordinates the transmittal of employee timekeeping to vendor; ensures the appropriate application and interpretation of City policies and procedures, and the provisions of various memoranda of understanding related to Payroll; serves as a business partner with the vendor in the administration of the contract and services; resolves complex issues involving employee compensation.

Analyzes, reviews, and prepares a variety of complex financial statements and reports; draws conclusions and makes recommendations; submits mandated reports to regulatory and grant agencies.

Ensures compliance with laws, codes and regulations governing regulatory and municipal accounting; maintains high standards of professional accounting and auditing.

Develops, revises, and implements specialized accounting procedures and systems to increase efficiency and effectiveness.

# Exhibit A

Oversees, conducts research and prepares financial reports for special projects.

Compiles and analyzes financial data to assist City administration in financial planning and economic development.

Provides staff training and development; assigns and reviews the work of subordinate employees; reviews and evaluates employees' job performance.

Ensures compliance with provisions of Federal, State, County and City statutes relating to financial matters.

Interacts with the public or internal customers to obtain cash payments, information or documents, or resolve discrepancies.

Ensures Department services are provided with the highest customer service and ethical standards.

Recommends changes to system setup to enhance accounting controls and assists in testing such controls to confirm the correct result.

Provides financial data, financial information and guidance to other City departments; provides timely and accurate monthly reports to the Departments.

Responsible for the completion of the State Controller's Report, and the Cities Financial Transactions Report, as well as the preparation of other annual financial reports.

Coordinates the annual financial audit with external auditors.

Develops and maintains the Finance Department's Policies and Procedures Manual.

Recommends automation of accounting systems and reports by use of the City's Financials system.

Researches, develops, and prepares studies, reports, correspondence, and technical materials in accordance with City policies and related legal requirements, including those required for state and federal grants.

Analyzes existing and proposed ordinances, statutes, resolutions, legislation, and other documents for impact on City operations, including revenue and taxation, as it relates to the City's fiscal policy and its effect on City financial operations.

Stays abreast of current and emerging trends and practices in the field of municipal finance.

Assigns, participates, or assists with the review and audit of the City's financial transactions; acts on recommendations made in audit reports.

# Exhibit A

Manage and maintain the City's general ledger, including ensuring record-keeping accuracy and adequate internal controls.

Prepare written reports to other City Departments, City Council and outside agencies; make oral presentations at City Council and other public meetings.

Conducts a variety of financial planning, analysis, and negotiations associated with revenue generation, capital project financing, debt issuance, and the financial performance of enterprise funds, prepares a variety of reports.

Identifies the City's portfolio objectives, priorities and actions to be accomplished; manages the implementation and achievement of investment and revenue maintenance activities and objectives, including short and long-term planning and budgetary activities.

Meets with department directors, management and city labor negotiator to provide input on bargaining strategies; makes recommendations on salaries, working conditions and other terms and conditions of employment; may participate in contract negotiations.

Serves as Department Head in Finance Director's absence, as assigned.

Performs other related duties, as assigned.

## **Employment Standards**

### Education/Experience:

A minimum of five years of professional level finance and accounting experience in a municipal agency or equivalent, of which at least three years involved supervision and/or lead direction of subordinate staff; and the completion of a Bachelor's degree from an accredited college or university in Finance, Accounting, or a related field. A Master's degree and/or designation as a Certified Public Accountant (CPA) is highly desirable. Any combination of training and/or experience that could likely provide the desired knowledge and abilities is qualifying. Proficiency in word processing and spreadsheets at an advanced level is required.

### Knowledge of:

Highly complex principles, practices, techniques, systems, and procedures of government finance and grant accounting; municipal budgeting processes; sources of revenue to fund municipal services; research methods and techniques of report presentation; management and organization theories, principles, practices and methods; laws and regulations which govern municipal finance administration; legislation related to public finance and accounting; principles and practices of governmental procurement; advanced principles and practices of computer and accounting systems services; principles of contract administration and liaison; banking operations and accounting procedures related to management of cash and investments;



# Exhibit A

modern office equipment and procedures; general office practices and procedures; basic English usage, spelling, grammar and punctuation; word processing, spreadsheet, and/or data base software at an advanced proficiency level; basic customer service principles; and principles of supervision.

## Ability to:

Plan, direct, manage and perform advanced professional level accounting and financial activities related to the operations of the Finance Department; communicate clearly and concisely, both verbally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the community at large, the City Council and other public officials; select, train, supervise and evaluate employees; represent the City in a variety of meetings; make decisions regarding assigned operational functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; deal constructively with conflict and develop effective resolutions; plan, develop, manage, administer and enforce a balanced budget; develop new policies impacting department operations/procedures; interpret financial statements and cost accounting reports; analyze financial issues as they relate to City services; and maintain accurate and complete reports and records.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to exert light to moderate physical effort, and exert sufficient force to lift, carry, push, pull, or otherwise move objects up to 25 pounds. Ability to remain in a sitting/standing position for extended periods of time. Ability to hear and speak to the general public, and City staff on the telephone and in person. Hand and eye coordination are needed to operate office equipment. Strength, dexterity, coordination and vision to use keyboard and video/computer display terminal.

## Working Conditions:

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Environment is generally clean with some limited exposure to such conditions as dust, fumes, odors, or noise. Computer terminal, copier/scanner, and other office machines are used on a daily basis. Requires traveling throughout the City and adjacent areas, and the attendance of occasional night meetings.

## Special Requirements:

Possession of a valid Class "C" California Driver License and a satisfactory driving record.

## **FLSA Status**

Exempt

# Exhibit A

## **City of South Pasadena**

### **Assistant to the City Manager** (Full-time, Management At-Will)

#### **Purpose**

Under the direction of the City Manager, this is a highly responsible, confidential and complex administrative position on citywide efforts. The Assistant to the City Manager assists in the analysis and solution of municipal problems, with particular emphasis on citywide administrative programs, policies and procedures and oversees interdepartmental coordination of significant special projects proposed in the city.

#### **Distinguishing Characteristics**

The Assistant to the City Manager reports to the City Manager and/or Deputy City Manager. This position is classified as Management At-Will and is responsible for overseeing citywide efforts across all City departments, and acts as a liaison to the community and various stakeholder and providers groups.

#### **Examples of Duties and Essential Functions**

*The following are typical duties for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Performs responsible and complex administrative work.
- Directs or conducts special surveys and studies.
- Work involves extensive public contact, interaction with the City Council, department heads and other agency representatives.
- Oversees and coordinates the work of subordinate clerical, technical and professional personnel.

#### **Essential Functions**

- Manages citywide programs and projects, such as the Strategic Plan, legislative affairs, facilities and security assessments and improvements.
- Oversees the development and implementation of goals, objectives, and priorities for assigned functions and programs; recommends and implements resulting policies and procedures.
- Works to improve departmental and inter-departmental operations and administrative matters; analyzes complex problems and situations; recommends solutions.
- Collaborates with Department Directors and staff on status of pending project assignments; monitors and reviews reports and scheduled activities in preparation of meetings; provides appropriate support and services to City Departments to ensure proper operation of activities and implementation of Council actions and goals.
- Reviews and analyzes the impacts of federal, state and county legislation; monitors laws and regulations as they relate to municipal government; coordinates with Department staff to maintain compliance. Keeps the legislative platform current following the City's legislative policy, and provides regular and

# Exhibit A

routine updates to the City Manager, executive team and City Council on relevant legislative efforts.

- Act as the City's Social Services liaison, and service providers to the community; plan and host meetings of providers to share best practices, experiences and successes in improving service to the community. Provide assistance to Departments working on Social Service related work or efforts by way of representation, follow up and execution of identifying related opportunities, analyzing options, recommendations to the City Council and execution of collaborative efforts.
- Oversees and directs a variety of special projects including planning and implementation of special programs and events.
- Act as a Government Relations liaison to partner with other agencies, elected officials, and other customers.
- Prepares and delivers reports and presentations on a wide variety of issues to the City Council, other City boards and commissions, and community groups.
- Oversees the development and administration of the department budget; submits budget recommendations; monitors expenditures. Participates in the preparation, coordination, and presentation of the City's annual budget.
- Directs, supervises and coordinates staff to implement strategies and initiatives related to programs and projects.
- May supervise the work of Management Services Department and personnel.
- May assist in a supervisory, management, oversight or improvement/expediter role across all City departments.
- Maintains a physical presence in the office which is necessary to perform essential administrative and supervisory tasks.
- Participates in the selection of assigned staff; provides or coordinates staff training; prepares and conducts performance evaluations.
- Works with employees to correct deficiencies, implements discipline procedures.
- Act as the lead point of contact from the City Manager's Office in working with Departments on establishing, revising and implementation of citywide policies and procedures.
- Provides information requiring specific and technical knowledge of citywide policies and procedures.
- Represents the City and may represent the City Manager at inter-departmental, inter-governmental, and community activities and meetings.
- Schedules and maintains calendar of meetings and events for the City Manager; coordinates activities with the City Council, department heads, the public and outside agencies.
- Serves as liaison to a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondences.
- Interacts with the public courteously and diplomatically; organizes, and ensures systemic, timely responses and review of issues, complaints, and requests; answers inquiries concerning city standards and procedures.

# Exhibit A

## Employment Standards

### Education/Experience:

A bachelor's degree from an accredited college or university with major course work in public administration, or a related field is required. A master's degree in the above discipline or a related field is highly desirable. Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: At least five (5) years of increasingly responsible analytical and administrative experience with a governmental agency, preferably including at least two (2) years in a supervisory or administrative capacity.

### Knowledge of:

Extensive knowledge of public sector administrative procedures, including the organization and functions of municipal government; considerable knowledge of office management, and the principles and practices of effective supervision; Strong customer service orientation and ability to foster a similar commitment throughout the organization;; legislative and political processes; and techniques of maintaining effective public/staff relations; Experience in the following areas desired: Legislative Affairs, Social Services, Government Relations.

### Ability to:

Oversee and assist with the daily operations of the City Manager's Office; Solve complex administrative problems and make recommendations for solutions; Recommend and implement goals and objectives for program areas assigned; Oversee, direct, and coordinate the work of staff; Select, supervise, train, and evaluate staff; Effectively delegate, plan, direct and coordinate city-wide project activities; Interpret and explain department and City policies and procedures; Edit and organize information into an appropriate format for presentation; Compose reports, press releases and letters; Analyze complex projects and administrative problems and suggest solutions; Analyze a variety of public policy issues and be able to recommend alternative solutions; Quickly anticipate, and respond to, organizational and community needs; Communicate clearly and concisely, both verbally and in writing, and appropriately to inquiries from the community at large, community groups, media, public officials other agencies. Comprehend, analyze and understand written material; Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; Establish and maintain effective working relationships with those contacted in the course of work; Act as a liaison to internal and external customers and stakeholders.

### Physical Demands:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Ability to exert light to moderate physical effort, and exert sufficient force to lift, carry, push, pull, or otherwise move objects up to 25 pounds. Ability to remain in a

# Exhibit A

sitting/standing position for extended periods of time. Ability to hear and speak to the general public and City staff on the telephone and in person. Hand and eye coordination are needed to operate office equipment. Strength, dexterity, coordination and vision to use keyboard and video display terminal. Driving to offsite locations is sometimes required.

## Special Requirements:

Possession of a valid Class "C" California Driver's License with a safe driving record.

## **Working Conditions**

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Video terminal is used on a daily basis. Requires traveling throughout the City and adjacent areas for meetings, and the attendance of night meetings.

## **FLSA Status:**

Exempt

Original 6/3/2015

## Exhibit B

### NEW

#### Permit Counter Technician

(Effective August 17,2022)

Position	Step A	Step B	Step C	Step D	Step E
Permit Counter Technician	\$4,144	\$4,351	\$4,569	\$4,797	\$5,040

#### Community Improvement Coordinator (Part-Time)

(Effective August 17,2022)

Position	Step A	Step B	Step C	Step D	Step E
Code Enforcement Officer (Part-Time)	\$29.06	\$30.51	\$32.04	\$33.64	\$35.33

### RECLASSIFIED

#### Deputy Finance Director/Controller

(Effective August 17,2022)

Position	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Deputy Finance Director/Controller	\$8,787	\$9,226	\$9,687	\$10,171	\$10,680	\$11,214	\$11,775

### ADJUSTMENT

#### Deputy City Manager

(Effective August 17,2022)

Position	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Deputy City Manager	\$11,520	\$12,096	\$12,701	\$13,336	\$14,003	\$14,703	\$15,438

## Exhibit B

### CORRECTION

#### Community Services Coordinator (Part-Time)

(Effective December 20,2021)

Position	Step A	Step B	Step C	Step D	Step E
Community Services Coordinator (Part-Time)	\$30.01	\$31.51	\$33.08	\$34.74	\$36.48

#### Police Chief

(Effective July 4, 2022)

Position	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Police Chief	\$13,207	\$13,867	\$14,561	\$15,289	\$16,053	\$16,856	\$17,699



# City Council Agenda Report

ITEM NO. 14

**DATE:** August 17, 2022

**FROM:** Arminé Chaparyan, City Manager *Ac*

**PREPARED BY:** H. Ted Gerber, Public Works Director

**SUBJECT:** **Authorize the City Manager to Execute a Second Contract Amendment with Right of Way, Inc. to Extend the Contract Term to August 19, 2023 and Increase the Total Not-to-Exceed Amount of \$100,000.**

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## Recommendation

It is recommended that the City Council authorize the City Manager to execute a second contract amendment with Right of Way, Inc. (ROW) to extend the contract term to August 19, 2023, and increase the maximum amount by \$25,000, for a new not-to-exceed amount of \$100,000.

## Background & Analysis

On August 19, 2020, the City Council authorized staff to facilitate the installation of concrete K-rail barriers along sections of Mission Street between Fair Oaks Avenue and Meridian Avenue. The K-rails are placed in parking spots along sidewalks to support businesses' use of these locations for approved outdoor purposes, such as Al Fresco dining, and several businesses have set up wooden platform parklets inside the K-rails. The future configuration of parklets and K-rails will be determined in Fiscal Year 2022-2023 through the City's Slow Streets Program, however, the contract extension with ROW is necessary to retain the K-rails in place while the Slow Street Program roadway modification design work is completed.

The Slow Streets Program is intended to provide space for residents to safely walk and ride, and to support local business use of outdoor space for dining or other purposes. This is accomplished by installing temporary program equipment along streets in the form of temporary striping, curb extensions using reflective delineators, and bicycle lanes where feasible, using short-term paint/tape and signs. Temporary parklet structures are added to create usable street space, and other placemaking elements like furniture, plants, and art pieces are also incorporated. At the end of 2021, Public Works had completed the pre-design outreach and prepared preliminary engineering drawings illustrating the striping, curb extensions, parking and parklet layouts and dimensions to properly install program equipment and demonstration improvements along Mission Street and several residential roadways. The Public Works Department



will bring a professional services agreement to Council in September which will continue the Slow Streets Program design work that was initiated in 2021. This is planned to be a collaborative effort with the public, including the businesses along Mission.

**Fiscal Impact**

Extending the concrete barriers by one year will cost approximately \$17,000. Of the \$75,000 presently appropriated to the ROW K-rail rental purchase order, \$68,758.23 has been expended as of June 30, 2022. The Fiscal Year 2022-2023 Budget includes \$25,000 for the continuation of the AI Fresco Program within the Planning and Community Development Professional Services Account (101-7010-7011-8170-000). As funds are included in the Planning Department's FY 2022 Budget, there is no need to allocate additional funding.

**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. Proposed Second Amendment with Right of Way, Inc.
2. First Amendment with Right of Way, Inc.
3. Master On-Call Services Agreement with Right of Way, Inc.

# **ATTACHMENT 1**

Proposed Second Amendment to Agreement with  
Right of Way, Inc.

**SECOND AMENDMENT TO  
AGREEMENT FOR SERVICES**

THIS AMENDMENT (“Amendment”) is made on this 17th day of August 2022, by and between the CITY OF SOUTH PASADENA (“CITY”) and RIGHT OF WAY, INC. (“CONTRACTOR”).

**RECITALS**

**WHEREAS**, on August 19, 2020, the City Council approved an on-call contract with Right of Way, Inc., to provide concrete barriers for parking closures as part of the Al Fresco Dining and Retail Pilot Program on an as-needed basis; and

**WHEREAS**, on August 18, 2021, the City Council approved the first amendment to the on-call contract with Right of Way, Inc., to extend the contract to August 19, 2022 and establish month-to-month unit costs for equipment and other services; and

**WHEREAS**, the Term of the amended Agreement is through August 19, 2022, with the option to extend upon written agreement of the parties; and

**WHEREAS**, the Contractor has deployed barriers in conformity with the Agreement and the City desires to continue use of those barriers; and

**WHEREAS**, the Payment for Services in the Agreement shall not exceed the Maximum Amount of the Agreement, as amended, unless the City has given specific advance approval in writing; and

**WHEREAS**, the City and Contractor desire to extend the contract term to August 19, 2023.

**NOW, THEREFORE, THE CITY AND THE CONTRACTOR AGREE AS FOLLOWS:**

1. PARAGRAPH 3.5 “Maximum Amount” is amended to read as follows: The highest total compensation and costs payable to Consultant by the City under this Agreement. The Maximum Amount under this Agreement is One-Hundred Thousand (\$100,000), which is comprised of Fifty Thousand (\$50,000) for the original Scope of Services; Twenty-Five Thousand (\$25,000) for the first extension of the contract term, and Twenty-Five Thousand (\$25,000) for this second extension of the contract term.

- 2. PARAGRAPH 3.7 "Termination Date" is amended to read: August 19, 2023, or when the work is satisfactory completed, whichever occurs first, or unless extended by a supplemental amendment.
  
- 3. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

"City"  
City of South Pasadena

"Contractor"  
Right of Way, Inc.

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**Attest:**

By: \_\_\_\_\_  
Yolanda Chavez  
Interim City Clerk Records Specialist

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

**Approved as to form:**

By: \_\_\_\_\_  
Andrew L. Jared, City Attorney

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

## **ATTACHMENT 2**

First Amendment to Agreement with Right of Way, Inc.

**FIRST AMENDMENT TO  
AGREEMENT FOR SERVICES**

THIS AMENDMENT (“Amendment”) is made and entered into on the 18<sup>th</sup> day of August, 2021 by and between the CITY OF SOUTH PASADENA (“City”) and Right of Way, Inc. (“Consultant”).

**RECITALS**

WHEREAS, on August 19, 2020, the City Council approved an on-call contract with Right of Way, Inc., to provide concrete barriers for parking closures as part of the Al Fresco Dining and Retail Pilot Program on an as-needed basis; and

WHEREAS, the Term of the Agreement is through August 19, 2021, with the option to extend upon written agreement of the parties; and

WHEREAS, the Consultant has deployed barriers in conformity with the Agreement and the City desires to continue use of those barriers; and

WHEREAS, the Payment for Services in the Agreement shall not exceed the Maximum Amount of the Agreement, as amended, unless the City has given specific advance approval in writing; and

WHEREAS, the City and Consultant desire to extend the contract term by 12 months.

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

1. PARAGRAPH 3.1 “Scope of Services” is amended by adding an additional Scope of Services as set forth in Exhibit 1, attached and incorporated by this Amendment.
2. PARAGRAPH 3.5 “Maximum Amount” is amended to read as follows: The highest total compensation and costs payable to Consultant by the City under this Agreement. The Maximum Amount under this Agreement is Seventy-Five Thousand (\$75,000), which is comprised of Fifty Thousand (\$50,000) for the original Scope of Services; and Twenty-Five Thousand (\$25,000) to extend the contract term.
3. PARAGRAPH 3.7 “Termination Date” is amended to read: August 19, 2022, or when the work is satisfactory completed, whichever occurs first, or unless extended by a supplemental amendment.
4. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

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

“CITY”

City of South Pasadena

By: DocuSigned by:  
Armine Chaparyan  
B6F80358A0F24D7...  
Signature

Printed: Arminé Chaparyan

Title: City Manager

Date: 9/30/2021

“Consultant”

Right of Way, Inc.

By: [Signature]  
Signature

Printed: Steven J. Osborn

Title: V.P.

Date: 8-18-21

**Attest:**

By: DocuSigned by:  
Christina Muñoz  
BDCE537AC2E8433...  
Christina Muñoz

Acting Deputy City Clerk

Date: 9/30/2021

**Approved**

By: DocuSigned by:  
Andrew Jared  
0E98AF29902B451...  
Andrew Jared, City Attorney

Date: 9/28/2021

**Exhibit 1**  
**Scope of Services**

Up to an additional 12 months of traffic control services for the Al Fresco Dining and Retail Pilot Program, including management plans, installation, and removal of the necessary traffic control management devices on a month-to-month basis, on a unit cost basis. The below table of unit costs will replace the table that was included in the original contract.

<u>Item</u>	<u>Unit Cost</u>
20ft K-rail (first month)	\$85.00
20ft K-rail (each additional month)	\$44.50
10ft K-rail (first month)	\$62.00
10ft K-rail (each additional month)	\$25.00
5ft K-rail (first month)	\$62.00
5ft K-rail (each additional month)	\$25.00
Crane and rigging fee (based on 8 hours)	\$2,472.00
Crane and rigging fee over time (based on 4 hours)	\$1,820.23
Freight and trucking fee	\$805.00
Traffic control, install and removal (based on 8 hours)	\$1,800.00
Traffic control, install and removal over time (based on 4 hours)	\$450.00



## **ATTACHMENT 3**

Master On-Call Services Agreement with Right of Way, Inc.

**MASTER ON-CALL SERVICES AGREEMENT  
Providing Payment of Prevailing Wages**

**(City of South Pasadena / Right of Way, Inc.)**

**1. IDENTIFICATION**

This MASTER ON-CALL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and Right of Way, Inc. (“Contractor”).

**2. RECITALS**

- 2.1. City has determined that it requires the following services from a contractor for traffic control services for the Al Fresco Dining and Retail Pilot Program, including management plans, installation, and removal of the necessary traffic control management devices on a month to month basis.
- 2.2. Contractor represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. This Agreement has been awarded to the lowest responsive and responsible bidder, on the basis of an objective fee schedule proposal for on-call services. The City has set the basis for the rate, in specific physical units. Contractor’s proposed rate including materials, labor, and all related costs, attached hereto as Exhibit B and incorporated herein by reference, is the fee schedule and basis for any Task Orders issued pursuant to this Agreement.

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

**3. DEFINITIONS**

- 3.1. “Scope of Services”: Such services as are set forth in Contractor’s August 12, 2020 proposal to City attached hereto as Exhibit A, as well as any executed Task Orders attached as Exhibits which shall be incorporated herein by reference.
- 3.2. “Approved Fee Schedule”: Such compensation rates as are set forth in Contractor’s fee schedule to City attached as Exhibit B and incorporated herein by this reference. Compensation shall be tied to a volumetric or otherwise objective measure of work which shall include labor costs without a separate hourly rate. For example, for paving work, the fee schedule shall be in terms of cubic feet of paving material. Labor costs

shall be included in all fee estimates and Contractor shall not separately charge for labor.

- 3.3. “City Reference Specifications”: The City’s set of Reference Specifications, including the State of California Department of Transportation Standard Specifications, Standard Plans, and Manual of Traffic Controls, latest edition of each, and the Los Angeles County Department of Public Works Standard Plans, which are incorporated herein by this reference and are hereby accepted as Reference Specifications. These specifications shall provide the technical standards for work as applicable, in the opinion of the Director of Public Works. Copies are available online, or at City Hall. To the extent any provisions in this Agreement or the Scope of Services are inconsistent with the City Reference Specifications, this Agreement’s terms shall prevail.
- 3.4. “Agreement Administrator”: The Agreement Administrator for this project is Joanna Hankamer, Director of Planning and Community Development. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Contractor.
- 3.5. “Maximum Amount”: The total amount of compensation for work performed under this Agreement shall be Fifty Thousand Dollars (\$50,000).
- 3.6. “Commencement Date”: August 19, 2020.
- 3.7. “Termination Date”: August 19, 2021

#### **4. TERM**

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

#### **5. IDENTIFICATION OF PROJECTS**

When City determines a need exists for any of the services specified in Exhibit A to this Agreement, City and Contractor may execute a “Task Order” detailing the specific services needed, the applicable fees therefor in accordance with Exhibit B to this Agreement, and the time for completion of such services by Contractor. Each Task Order shall be attached to this Agreement as a sequentially-identified Exhibit and

thereby incorporated by reference. Contractor shall only perform services under this Agreement pursuant to a Task Order approved and executed by the City.

## 6. CONTRACTOR'S DUTIES

- 6.1. **Services.** Contractor shall perform the services identified in the Task Order. City shall have the right to request, in writing, changes to the Task Order. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to the Task Order or this Agreement.
- 6.2. **Coordination with City.** In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.
- 6.3. **Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.
- 6.4. **Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 6.5. **Appropriate Personnel.** Contractor has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. Matt Coumans shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.
- 6.6. **Prevailing Wages.** This Agreement is subject to the prevailing wage law as more fully set forth in Section 9 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.
- 6.7. **Unauthorized Delay.** Contractor shall complete all services associated with the Task Order within the time period specified therein, or within seven (7) work days after execution thereof if no time is specified, as directed by the Agreement Administrator. If Contractor fails to complete such services to the satisfaction of City within the designated time period, Contractor agrees to forfeit and pay City the amount of fifty

dollars (\$50.00) per day for each and every day of unauthorized delay beyond the designated time period, which shall be deducted from any monies due Contractor. This payment shall be considered liquidated damages. Contractor agrees that such liquidated damages are reasonable under the circumstances existing at the time of execution of the Task Order, that such liquidated damages are to compensate City for losses that are difficult to measure, and that such damages are not a penalty.

- 6.8. **Unforeseeable Delay.** Contractor shall not be deemed in breach of this Agreement or any Task Order, and no forfeiture due to delay shall be made, because of any delays in the completion of a Task Order due to unforeseeable causes beyond the control and without the fault or negligence of Contractor provided Contractor requests from the Agreement Administrator an extension of time in writing. Unforeseeable causes of delay beyond the control of Contractor shall include acts of God, acts of a public enemy, acts of the government, acts of City, or acts of another contractor in the performance of a contract with City, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and weather, or delays of subcontractors due to such causes, or delays caused by failure of the owner of a utility to provide for removal or relocation of existing utility facilities. Delays caused by actions or negligence of Contractor or its agents, servants, employees, officers, subcontractors, directors, or of any party contracting to perform part of all of the Scope of Services or to supply any equipment or materials shall not be unforeseeable delays. Unforeseeable delays (those beyond Contractor's control) shall not entitle Contractor to any additional compensation beyond the Maximum Amount. The sole recourse of Contractor shall be to seek an extension of time from the Agreement Administrator.
- 6.9. **Defective Work.** All work which is defective in its construction or deficient in any of the requirements set by City Reference Specifications shall be remedied or replaced by Contractor in an acceptable manner at its own expense. Defective work shall not entitle Contractor to any additional compensation beyond the Maximum Amount.
- 6.10. **Permits and Approvals.** Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Contractor's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 6.11. **Notification of Organizational Changes.** Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.
- 6.12. **Records.** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents

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

## 7. SUBCONTRACTING AND ASSIGNMENT

- 7.1. **General Prohibition of Assignment.** This Agreement covers construction services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 7.2. **Contractor Responsible.** Contractor shall be responsible to City for all services to be performed under this Agreement.
- 7.3. **Subcontracting.** Contractor shall not subcontract any portion of the performance contemplated and provided for herein including any Task Order unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to any Task Order. Contractor is obligated to ensure that any and all subcontractors performing any services shall be fully insured in all respects and to the same extent as set forth under Section 13, to City's satisfaction.
- 7.4. **Compensation for Subcontractors.** Contractor shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

## 8. COMPENSATION

- 8.1. **General.** City agrees to compensate Contractor for the services provided under this Agreement, and Contractor agrees to accept payment, the fees identified in the Task Order and in accordance with Exhibit B to this Agreement in full satisfaction for such services. Compensation shall not exceed the fees identified in Exhibit B to this Agreement, nor shall the total amount of compensation under this Agreement exceed the Maximum Amount. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement and authorized in the Task Order.

- 8.2. **Retention.** City may retain up to 5% of each payment until project completion. Contractor may at its own expense substitute securities equivalent to the amount withheld as retention (or the retained percentage) in accordance with Public Contract Code 22300. At the request and expense of Contractor, securities equivalent to the amount withheld shall be deposited with City, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to City. Upon satisfactory completion of this Agreement, the securities shall be returned to Contractor.
- 8.3. **Invoices.** Contractor shall submit to City an invoice within 30 days of completion of each Task Order. Each invoice shall identify the Task Order amount as well as the total amount paid to the Contractor under prior Task Orders and invoices.
- 8.4. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.
- 8.5. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.
- 8.6. **Additional Work.** Contractor shall not be reimbursed for any expenses incurred for work performed beyond that identified in a Task Order unless prior written approval is given by the City on a time-and-materials basis pursuant to a new or amended Task Order. Contractor shall not undertake any such work without prior written approval of the City. A new or amended Task Order shall be in accordance with the fees identified in Exhibit B to this Agreement.

## 9. LABOR CODE

- 9.1. **Prevailing Wage Law.** This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.
- 9.2. **Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.
- 9.3. **Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars (\$200.00), or any greater penalty provided in the Labor Code, for each calendar day, or

portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.

- 9.4. **Apprentices.** Contractor shall comply with the provisions of Labor Code 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code 1777.5.
- 9.5. **Payroll Records.** Pursuant to Labor Code 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code 1811 and Labor Code 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code 1776.
- 9.6. **8-Hour Work Day.** This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code 1810 and Labor Code 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City \$25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.
- 9.7. **Registration with DIR.** Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code 1771 and Labor Code 1725.5 requiring registration with the Department of Industrial Relations (DIR).

## 10. PUBLIC CONTRACT CODE.



- 10.1. **Prompt Payment.** This Agreement is subject to the provisions of Article 1.7 (commencing at § 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to the contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with this Article. This Agreement hereby incorporates the provisions of Article 1.7 as though fully set forth herein.
- 10.2. **Public Works Claims Less Than \$375,000.** To the extent applicable, this Agreement is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by the contractor, for the response to such claims by the contracting public agency, for a mandatory meet and confer conference upon the request of the contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration if the parties fail to resolve the dispute through mediation. This Agreement hereby incorporates the provisions of Article 1.5 as though fully set forth herein.
- 10.3. **Ineligible Subcontractor(s).** This Agreement is further subject to the provisions of Public Contracts Code 6109 which prohibits Contractor from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Labor Code 1777.1 or Labor Code 1777.7.
- 10.4. **Assignment of Actions.** Contractor and any and all subcontractors shall offer and agree to assign to City all rights, title, and interest in and to all causes of action it/they may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 4) or under the Cartright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to this Agreement. This assignment shall be made and become effective at the time City tenders final payment to Contractor, without further acknowledgment by the parties.

## 11. OWNERSHIP OF WRITTEN PRODUCTS

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

## 12. RELATIONSHIP OF PARTIES

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

## 13. INDEMNIFICATION

- 13.1. **Definitions.** For purposes of this Section 12, "Contractor" shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 13.2. **Contractor to Indemnify City.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Contractor's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor or failure to comply with any provision in this Agreement.

- 13.3. **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Contractor shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.
- 13.4. **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Contractor shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 13.5. **Defense Deposit.** The City may request a deposit for defense costs from Contractor with respect to a claim. If the City requests a defense deposit, Contractor shall provide it within 15 days of the request.
- 13.6. **Waiver of Statutory Immunity.** The obligations of Contractor under this Section 12 are not limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.
- 13.7. **Indemnification by Subcontractors.** Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 12 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor's behalf.
- 13.8. **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Contractor's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

## 14. INSURANCE

- 14.1. **Insurance Required.** Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 14.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Contractor shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best’s Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Al Fresco Dining and Retail Pilot Program Traffic Managment
- Documentation of Best’s rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any required insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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

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

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

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

- 14.5. **Worker's Compensation Insurance.** Contractor is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Contractor will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.
- 14.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 14.7. **Professional Liability Insurance.** If the Contractor is performing any surveying, engineering, architectural, or other design work for the project, Contractor shall provide proof of Professional Liability insurance in the amounts described above. If such work is not included in the Scope of Services, or required by the Task Order, Professional Liability Insurance shall not be required.
- 14.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 14.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than for Professional Liability if required, for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 14.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Contractor does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Contractor under this Agreement. Failure of the Contractor to maintain the insurance required by this

Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

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

**15. MUTUAL COOPERATION**

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

**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 Contractor’s and City’s regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

If to Consultant

Joanna Hankamer  
 City of South Pasadena  
 Planning and Community Development  
 Department  
 1414 Mission Street  
 South Pasadena, CA 91030  
 Telephone: (626) 403-7240  
 Facsimile: (626) 403-7241

Matt Coumans  
 Right of Way, Inc.  
 150 East Arrow Highway  
 San Dimas, CA 91773  
 Telephone: (626) 930-9292  
 Facsimile: (626) 930-9220

With courtesy copy to:

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

**17. SURVIVING COVENANTS**

The parties agree that the covenants contained in paragraph 6.12 (Records), paragraph 12.4 (Indemnification of CalPERS Determination), Section 13 (Indemnification), paragraph 14.8 (Claims-Made Policies), paragraph 15.2 (Contractor Cooperation in Defense of Claims), and paragraph 20.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

## 18. TERMINATION

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

## 19. INTERPRETATION OF AGREEMENT

- 19.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 19.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Contractor.



- 19.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 19.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 19.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 19.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

## 20. GENERAL PROVISIONS

- 20.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 20.2. **Conflicts of Interest.** Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

- 20.3. **Non-assignment.** Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.
- 20.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 20.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 20.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 20.7. **Non-Discrimination.** Contractor shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.
- 20.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Contractor of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 20.9. **Excused Failure to Perform.** Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Contractor.
- 20.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

20.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.

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

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

"City"

City of South Pasadena

DocuSigned by:  
By: Stephanie DeWolfe  
C4433931F72E445...  
Signature

Printed: Stephanie DeWolfe

Title: City Manager

Date: 9/10/2020

"Consultant"

Right of Way, Inc.

By: Matt Coumans  
Signature

Printed: Matt Coumans

Title: General Manager

Date: 09/09/2020

**Attest:**

DocuSigned by:  
By: Evelyn G. Zneimer  
340B60F46F964F0...  
Evelyn G. Zneimer, City Clerk

Date: 9/10/2020

**Approved as to form:**

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

Date: 9-10-2020

## EXHIBIT A and B Scope of Work and Budget



**Right of Way, Inc.**

150 E. Arrow Hwy.  
San Dimas, CA 91773

Phone : 626-930-9292 Fax : 626-930-9220

## Estimate

Date	Estimate #
8/12/2020	29496

<b>Billing Address:</b> South Pasadena Management Department Attn: Margaret Lin 1414 Mission Street South Pasadena, CA 91030
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<b>Customer Contact:</b> South Pasadena Management Department Attn: Margaret Lin 1414 Mission Street South Pasadena, CA 91030 Email: mlin@southpasadenaca.gov
--

Description	Qty	Rate	Total	Map Page	Rep	P.O. No.
					Matr	
Project Location: City of South Pasadena - Diamond Avenue Between Mission Street and El Centro Street - El Centro Street Between Glendon Way and Meridian Avenue - Mission Street Between Meridian Avenue and Fairview Avenue - Mission Street Between Fair Oaks Avenue and Mound Avenue Project Description: Al Fresco Dining and Retail Program - K-Rail Rental with Placement and Removal Fees			0.00			
Crash Cushion-Attenuator Terminal - (Optional Cost) *	0	600.00	0.00			
20ft Concrete K-Rails - (First Month)	44	85.00	3,740.00			
20ft Concrete K-Rails - (Each Additional Month)	44	44.50	1,958.00			
10ft Concrete K-Rails - (First Month)	3	62.00	186.00			
10ft Concrete K-Rails - (Each Additional Month)	3	40.00	120.00			
Crane and Rigging Fees, Install and Removal - (Based on 8 Hours) **	2	2,300.00	4,600.00			
Freight and Trucking Fees - (Move-In/Move-Out) *	16	805.00	12,880.00			
Traffic Control, Install and Removal - (Based on 8 Hours) **	2	1,850.00	3,700.00			
*Prices are estimated and subject to change				<b>Subtotal</b>		
				<b>Sales Tax (9.0%)</b>		
				<b>Total</b>		



**Right of Way, Inc.**  
 150 E. Arrow Hwy.  
 San Dimas, CA 91773

Phone : 626-930-9292 Fax : 626-930-9220

## Estimate

Date	Estimate #
8/12/2020	29496

<b>Billing Address:</b>
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<b>Customer Contact:</b>
South Pasadena Management Department Attn: Margaret Lin 1414 Mission Street South Pasadena, CA 91030 Email: mlin@southpasadenaca.gov

Description	Qty	Rate	Map Page	Rep	P.O. No.
				Matr	
** Traffic Control Overtime Rate Consist of The Regular Pay and One Half ** ** All Traffic Control Labor for Sunday or That Exceeding 12 Hours or More Will Be Billed at Double The Regular Wages ** * Note: Please allow a minimum of (5-7) business days prior to this project, for scheduling, permit process and or sign orders. This project may require coordination with MTA, night work and noise variance approvals, fees and processing time may vary. The Various City's May Require Additional Site Maintenance and or Security. Estimate Excludes After Hours Site Maintenance Services, Please Call for Rates. All permits and drawings are subject to change and City approval. All project/site changes may effect rates. Any damaged or lost equipment will be billed to lessee/contractor at replacement value. Additional move in fees may vary pending labor requirements. Labor & Permit Rates for Saturday, Sunday and or Holidays may vary. <b>ACCEPTANCE OF PROPOSAL:</b> Right of Way Inc. is hereby authorized to perform the services described in the above proposal for which the undersigned agrees to pay the amount stated in said proposal, and according to the terms therefore.  Date: _____ Print Authorized Agent / Title: _____ Signature: _____ Project / Job No _____ Purchase Order No. _____ Contract No. _____ ** This proposal is valid for 60 days from the bid date above **					0.00
*Prices are estimated and subject to change					
			<b>Subtotal</b>		\$27,184.00
			<b>Sales Tax (9.0%)</b>		\$0.00
			<b>Total</b>		\$27,184.00

**EXHIBIT C**

**TASK ORDER NO. 1  
TO MASTER PROFESSIONAL SERVICES AGREEMENT (2015)**

This Task Order No. 1 ("Task Order") is made and entered into by and between the City of South Pasadena, a municipal corporation ("City"), and [Contractor] ("Contractor").

**RECITAL**

- A. City and Contractor entered into an agreement entitled Master On-Call Services Agreement ("Agreement") by which the Contractor agreed to perform traffic control services in accordance with Task Orders issued by the City.

**NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:**

- 1. **INCORPORATION BY REFERENCE.** This Task Order hereby incorporates by reference all terms and conditions set forth in the Agreement.
- 2. **SCOPE OF TASK ORDER.** Contractor shall perform the following services in accordance with the terms and conditions of the Agreement:

Traffic control services for the Al Fresco Dining and Retail Pilot Program, including management plans, installation, and removal of the necessary traffic control management devices on a month to month basis.

- 3. **PAYMENT.** For services performed by Contractor in accordance with this Task Order, City will compensate Contractor in accordance with the terms and conditions of the Agreement based on the Fee Schedule, attached thereto as Exhibit B and incorporated herein by reference. The total cost of this project is to be no more than \$50,000.00, as estimated based on the Approved Fee Schedule.
- 4. **SIGNATURES.** The individuals executing this Task Order represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Task Order on behalf of the respective legal entities of the Contractor and the City.

**IN WITNESS WHEREOF,** the City and Contractor do hereby agree to the full performance of the terms set forth herein.

**CITY OF SOUTH PASADENA**

**CONTRACTOR**

Stephanie DeWolfe

Matt Coumans

By: Stephanie DeWolfe

By: Matt Coumans

Title: City Manager

Title: General Manager

Date: 09/10/2020

Date: 09/09/2020



# City Council Agenda Report

ITEM NO. 15

**DATE:** August 17, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** H. Ted Gerber, Director of Public Works

**SUBJECT:** **Award of a Contract for Professional Services to Conduct a Water and Wastewater Service Rates Study**

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## Recommendation

It is recommended that the City Council:

- 1) Award a professional services agreement to Raftelis Financial Consultants, Inc. (Raftelis) to conduct a comprehensive rate study for water and wastewater services; and
- 2) Authorize the City Manager to execute an agreement with Raftelis for a not-to-exceed amount of \$79,990, including \$74,990 for the proposed amount, and a \$5,000 contingency.

## Background

Raftelis has assisted the City in several similar rate studies in the past, the most recent contract was awarded by the City Council in 2016. South Pasadena Municipal Code section 2.99-29 allows contracts for services of specially trained and professional persons or businesses to be exempt from bidding. Staff recommend proceeding with Raftelis as the consultant to provide services with respect to the study scope. The proposed project team includes the same principal members that have assisted the City in the past, and a similar scope to previous rate studies, including incorporation of long-term capital improvements, necessary funding for debt issue and long-term liabilities, and increases in the cost of purchased and produced/treated water. In addition, the study will include an evaluation of the current and potential alternative rate structures, Proposition 218 compliance considerations, and the minimization of customer impacts while maintaining adequate water and sewer reserves.

Raftelis' project team lead has over 40 years of experience and will support this effort with a staff of more than 130 utility rate, financial, technical, and management consultants. The company has performed rate studies for the City of Orange, City of St. Helena, City of Torrance, Otay Water District, Padre Dam Municipal Water District, Valley County Water District, Olivenhain Municipal Water District, Carpinteria Sanitary District, Ojai Valley Sanitary District, Antelope Valley-East Kern Water Agency, Santa Ynez River Water Conservation District, and El Toro Water District.

Contract for Water and Wastewater Service Rates Study

August 17, 2022

Page 2 of 2

**Fiscal Impact**

City Council had previously appropriated \$80,000 from Public Works Water Distribution Professional Services Account No. 500-6010-6710-8170-000 in the Fiscal Year 2021-2022 Annual Budget for a Water Rate Study, and previously appropriated \$50,000 from the Public Works Sewer Maintenance Professional Services Account No. 210-6010-6501-8170-000 in the Fiscal Year 2021-2022 Mid-Year Budget Update for a Sewer Rate Study. These funds will be transferred into the respective expenditure accounts for Fiscal Year 2022-2023 to fund the Water and Wastewater Service Rates Study.

**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**

Draft Professional Services Agreement



# **ATTACHMENT**

Draft Professional Services Agreement with  
Raftelis Financial Consultants, Inc.

**PROFESSIONAL SERVICES AGREEMENT  
FOR CONSULTANT SERVICES**

**(City of South Pasadena / Raftelis Financial Consultants, Inc.)**

**1. IDENTIFICATION**

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

**2. RECITALS**

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

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

**3. DEFINITIONS**

- 3.1. “Scope of Services”: **see Exhibit A**
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is **H. Ted Gerber, Public Works Director**. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant
- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This

fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Seventy-Nine Thousand, Nine-Hundred and Ninety Dollars (**\$79,990**), including \$74,990 for the proposed work, and \$5,000 as a contingency.
- 3.5. “Commencement Date”: **August 17, 2022**.
- 3.6. “Termination Date”: **June 30, 2023**.

#### **4. TERM**

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

#### **5. CONSULTANT’S DUTIES**

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

including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

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

## 6. SUBCONTRACTING

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

## 7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.
- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.
- 7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.
- 7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

## 8. PREVAILING WAGES

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

## 9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material (“written products” herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City, where City may reuse and modify the written products without the action for additional compensation to Consultant; any reuse or modification of written product shall be at the sole risk of the City. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

## 10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant’s employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

## 11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, **Raftelis Financial Consultants, Inc.** shall indemnify, hold harmless, and defend City from and against claims, losses, costs or expenses for any personal injury or property damage allegedly proximately caused by Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.
- 11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.
- 11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees approved by the City, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

- 11.5 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 11.6 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 11.7 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

## 12. INSURANCE

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



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

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

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

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

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

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker’s Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant’s insurance policies shall be primary as respects any claims related to or as the result of the Consultant’s work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant’s insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days’ notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at

least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Risk Management, 1414 Mission St., South Pasadena, CA 91030. Telephone: (626) 403-7230.

- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.
- City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.
- 12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

### 13. MUTUAL COOPERATION

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

## 14. NOTICES

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

### If to City

H. Ted Gerber  
City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030  
Telephone: (626) 460-6392  
Facsimile: (626) 403-7241

### If to Consultant

Sudhir Pardiwala  
Raftelis Financial Consultants, Inc.  
445 S. Figueroa Street, Suite 1925  
Los Angeles, CA 90071  
Telephone: (626) 583-1894

With courtesy copy to:

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

## 15. SURVIVING COVENANTS

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

## 16. TERMINATION

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

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

## 17. INTERPRETATION OF AGREEMENT

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

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

## 18. GENERAL PROVISIONS

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

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

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

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

“City”  
City of South Pasadena

“Consultant”  
Raftelis Financial Consultants, Inc.

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

Printed: Arminé Chaparyan

Printed: \_\_\_\_\_

Title: City Manager

Title: \_\_\_\_\_

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

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

**Attest:**

By: \_\_\_\_\_  
Yolanda Chavez  
Interim City Clerk Records Specialist

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

**Approved as to form:**

By: \_\_\_\_\_  
Andrew L. Jared, City Attorney

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



# EXHIBIT A

## Scope of Work

**Raftelis Financial Consultants, Inc.**

### Project Team:

Project Manager: Sudhir Pardiwala, PE  
Technical Reviewer: Nancy Phan  
Staff Consultants: Jonathan Jordan  
Lindsay Roth  
Nick Kennedy

### **Task 1: Project Management, Administration, and Initiation**

#### Task 1.1: Ongoing Project Management and Quality Assurance/Quality Control Process

General administrative duties including client correspondence, billing, project documentation, and administration of the Study.

#### Task 1.2: Project Initiation, Kick-Off Meeting, and Data Collection

Perform due diligence to ensure that project stakeholders agree to the project's goals, approach, work plan, schedule, and the Study's priorities. As part of the meeting, Raftelis will:

- Discern the major drivers for the Study
- Work with City staff to identify and prioritize pricing objectives
- Discuss reserves and reserve policies
- Discuss debt policies for capital funding and capital projects
- Review the data request list and pinpoint data gaps or questions

A detailed data request list will be provided prior to the kick-off meeting and will be reviewed and amended if necessary. The Project Team will study this data diligently to understand the City's revenue streams, operating and capital expenditures, water supply conditions, and customer base and usage patterns to perform the Study in line with the City's overall objectives.

Meeting: One (1) kick-off web meeting with City staff

Deliverables: Data request list, kick-off meeting agenda and minutes

## **Task 2: Financial Plan Development**

After the data has been compiled and analyzed, Raftelis will begin the process of developing a five-year financial plan for both water and wastewater which will involve projecting demand for accounts and consumption and forecasting revenue requirements. Raftelis will develop a detailed forecast model that will serve as the initial module of the Financial Plan and Rate Model (Model). Once completed, the Models will serve as a comprehensive yet flexible planning tool that will incorporate the City's capital improvement plan, capital financing plan, forecasted demand projections, revenue requirements, detailed cost and revenue projections, and reserve balances.

The Project Team will itemize costs from the City's budget into appropriate cost categories and determine a five-year cost forecast based on inflation assumptions provided by City staff. In addition, Raftelis will project non-rate revenues such as late fees, interest, miscellaneous fees, etc. that may be used to offset rate increases. Another important element of our financial plan is the development of reserves for operating, capital, rate stabilization, and emergency purposes. Raftelis will take into consideration the City's risk management and financial policies to recommend appropriate reserve targets.

Ultimately, the Project Team will project how much cash needs to be collected through water and wastewater rates to meet projected revenue requirements while minimizing sharp rate fluctuations. The Model will determine the capability of the City's existing and scheduled water and wastewater rates to support operations, and if necessary, propose revenue adjustments that will allow the City to effectively meet its financial obligations. Projecting revenue adjustments over a long planning horizon can illustrate future rate impacts and potential challenges to the City's financial situation in both the short-term and long-term. This will allow the City to plan expenses, reserve balances, and/or capital project schedules to smooth rate impacts and to maintain financial stability throughout the five-year planning horizon.

Raftelis will create customized computer models to develop revenue requirements, perform financial planning, and calculate water and wastewater rates based on a standardized approach to meet the City's specific needs. Key model features include:

- Revenue adjustments required for the next five (or more) years to meet debt coverage and target reserve balance(s)
- Projected operating costs and revenue streams
- Reserve balances and target levels according to the City's fiscal policies
- Different funding sources of CIP (rate or debt financed)
- Spin buttons (dynamic selection options) for scenario analyses

Meetings: Two (2) web meetings with City staff

Deliverables: Two (2) draft financial plan models in Microsoft Excel 2013 or later

### **Task 3: Cost-of-service Analysis**

For the water system, the cost-of-service analysis is based on industry standards and methodologies approved by the American Water Works Association (AWWA) and described in the Manual M1: Principles of Water Rates, Fees and Charges, 7th Edition (Manual M1) (which was co-authored by Raftelis staff). Cost allocations among customer classes will be based on the AWWA-approved Base-Extra Capacity approach which focuses on the different usage patterns, or peaking factors, demonstrated by each customer class.

Based on the revenue requirement identified in the financial plan, water expenses are allocated to cost components, including capacity-related costs, commodity costs, conservation costs, and other direct and indirect costs consistent with industry standards. The end goal of this task is to distribute the cost components to customer classes based on the cost responsibility of each. The result is the total cost to serve each customer class which is used as the basis to develop rates.

For the wastewater system, Raftelis will use the methodologies set forth by the Water Environment Federation (WEF) in their Manual of Practice No. 27, Financing and Charges for Wastewater Systems (which was co-authored by Raftelis staff, including Sudhir Pardiwala). Cost allocations among customer classes will be based on the flow of each class.

Meeting: One (1) web meeting with City staff

Deliverable: Draft cost-of-service analysis models in Microsoft Excel

### **Task 4: Rate Development and Customer Impacts Analysis**

#### Task 4.1: Rate Calculation and Development

After conducting the cost-of-service analysis, Raftelis will calculate water and wastewater rates under the current rate structures. Providing affordability in the first tier will be one of the objectives of the rate structure. The Models will also have the built-in capability to conduct various scenario analyses to address different issues such as water usage reduction, wastewater flows, etc. to calculate water and wastewater rates under each scenario. The rate dashboard, which displays key variables and results instantaneously.

#### Task 4.2: Customer Impacts Analysis

Raftelis will determine the potential financial impact on customers that result from the proposed rates. The customer impact analysis will include a series of tables and figures that show projected rate impacts by customer class at various levels of usage.

Meeting: One (1) web meeting with City staff

Deliverables: Draft rate models and Draft customer impacts analysis models – both in Microsoft Excel

### **Task 5: Draft and Final Report Preparation**

Raftelis will prepare a detailed report for both water and wastewater explaining the nexus between costs and rates clearly identified step by step in an administrative record. Raftelis will prepare a Draft Report which will include an executive summary highlighting the major issues and decisions reached during previous meetings with City staff. The main body of the reports will include a brief physical description of each utility system and service areas and an overview of operations and maintenance expenses, capital projects, financial plan, and a detailed description of the cost-of-service analysis and proposed rates. They will also contain a discussion on rate structure selection, rate design assumptions, and analysis and methodologies used to develop the rates. The Reports will clearly show the nexus between the City's costs and proposed rates.

City staff will provide comments for incorporation into the Final Reports. Following the submission of the Draft Reports and input from City staff, Raftelis will prepare the Final Reports.

Meeting: One (1) web meeting with City staff

Deliverables: Draft Report in Microsoft Word, Final Report in Microsoft Word, Draft Presentation in Microsoft PowerPoint, Final rate models in Microsoft Excel, and Final customer impacts analysis in Models in Microsoft Excel

### **Task 6: City Council Meeting/Public Hearing**

Raftelis will conduct up to two meetings with the City Council, including a Public Hearing. The meetings will present the proposed financial plan and resulting rates of the Study. Raftelis will prepare a presentation to accompany the Final Report, which will be presented at a Public Hearing.

Meetings: One (1) City Council meeting and one (1) Public Hearing

Deliverable: Final presentation for Public Hearing

## EXHIBIT B

### Project Fees and Hourly Billing Rates

#### WATER

Task	Task Descriptions	Web Meetings	No of Meetings	Hours Requirements					Total Fees & Expenses
				PM	TR	SC	Admin	Total	
<b>HOURLY RATES</b>				\$350	\$250	\$160	\$80		
1.1	Ongoing Project Management and Quality Assurance/Quality Control Process			6	4	2	2	14	\$3,720
1.2	Project Initiation, Kick-Off Meeting, and Data Collection	1		4	0	12	0	16	\$3,480
2	Financial Plan Development	2		10	8	32	0	50	\$11,120
3	Cost of Service Analysis	1		3	2	12	0	17	\$3,640
4.1	Rate Calculation and Development	1		8	2	16	0	26	\$6,120
4.2	Customer Impact Analysis			2	0	6	0	8	\$1,740
5	Draft and Final Report Preparation	1		10	2	44	2	58	\$11,780
6	Public and Council Meetings		2	16		8		24	\$7,870
<b>TOTAL ESTIMATED MEETINGS / HOURS</b>		<b>6</b>	<b>2</b>	<b>59</b>	<b>18</b>	<b>132</b>	<b>4</b>	<b>213</b>	
<b>PROFESSIONAL FEES</b>				<b>\$20,650</b>	<b>\$4,500</b>	<b>\$21,120</b>	<b>\$320</b>	<b>\$46,590</b>	
								<b>Total Fees</b>	<b>\$46,590</b>
								<b>Total Expenses</b>	<b>\$2,880</b>
								<b>TOTAL FEES &amp; EXPENSES</b>	<b>\$49,470</b>

PM - Sudhir Pardiwala, Project Manager  
TR - Nancy Phan, Technical Reviewer  
SC - Staff Consultant

#### WASTEWATER

Task	Task Descriptions	Web Meetings	No of Meetings	Hours Requirements					Total Fees & Expenses
				PM	TR	SC	Admin	Total	
<b>HOURLY RATES</b>				\$350	\$250	\$190	\$80		
1.1	Project Initiation and Management	1		4		2	2	8	\$2,020
1.2	Data Collection and Review			2		6		8	\$1,920
2	Financial Plan Development	2		2	6	20		28	\$6,280
3	Cost of Service Analysis	1		3	1	8		12	\$2,940
4	Calculate Wastewater Rates and Impacts			3	1	8		12	\$2,940
5	Prepare Final Deliverables	1		8	2	20	2	32	\$7,580
6	Public and Council Meetings		2	4		2		6	\$1,840
<b>TOTAL ESTIMATED MEETINGS / HOURS</b>		<b>5</b>	<b>0</b>	<b>26</b>	<b>10</b>	<b>66</b>	<b>4</b>	<b>106</b>	
<b>PROFESSIONAL FEES</b>				<b>\$9,100</b>	<b>\$2,500</b>	<b>\$12,540</b>	<b>\$320</b>	<b>\$24,460</b>	
								<b>Total Fees</b>	<b>\$24,460</b>
								<b>Total Expenses</b>	<b>\$1,060</b>
								<b>TOTAL FEES &amp; EXPENSES</b>	<b>\$25,520</b>

PM - Sudhir Pardiwala, Project Manager  
TR - Nancy Phan, Technical Reviewer  
SC - Staff Consultant



# City Council Agenda Report

ITEM NO. 16

**DATE:** August 17, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Brian Solinsky, Chief of Police  
Thomas Jacobs, Police Lieutenant

**SUBJECT:** **Consideration of Approval for the Relocation of Peafowl and the Creation of a South Pasadena Peafowl Management Plan**

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## **Recommendation**

It is recommended that the South Pasadena City Council:

1. Consider the removal of Peafowl; and
2. Creation of a Peafowl Management Plan (PMP).

## **Background**

In the late nineteenth century, a small peafowl flock commonly referred to as a pride, was imported into the San Gabriel Valley by a resident to roam freely. The intent behind importing the fowl was thought to beautify the region with the exotic birds. Since then, the peafowl population has grown exponentially, and the fowl have migrated out to surrounding areas, with South Pasadena becoming home to a large population.

Since 2017, residents in the Monterey Hills area have raised concerns regarding the peafowl nuisance, including damage to residential properties and vehicles, peafowl scat containing disease, and disruptive screeching in the early morning hours.

The issue was brought before the Animal Commission to address the community's concerns, which proposed educational programs. In 2019, the Pasadena Humane Society (PHS) conducted two educational programs focused on coexisting with wildlife. The wildlife topics included both peafowl and coyotes. Unfortunately, education did not reduce the growing peafowl challenges, and complaints have continued.

In June 2021, PHS conducted a peafowl census count to determine the size of the current population. After several days, PHS reported that 36 peafowl were making their home in the Monterey Hills. Given the number of peafowl compared with surrounding cities, PHS recommended continuing with public education and outreach.

On July 20, 2022, during the public comment portion of the regularly scheduled council meeting, several residents voiced strong concern about increased peafowl nuisances. The Council directed staff to research and bring a proposed PMP to the August 17, 2022, City Council Meeting.

### **Analysis**

Staff recommends the Council direct staff to create a PMP to humanely manage the peafowl population within the City and provide further direction on the scope of a PMP. This is achieved by eliminating the peafowl population citywide. A PMP can support these efforts by:

- Encouraging public education and deterrent measures;
- Prohibit the feeding of peafowl; and
- Humanely trapping and relocating the entire peafowl population in the City.

Trapping the entire pride, as opposed to only a partial number, would remove the peafowl problem almost immediately and reduce ongoing expenses to manage a PMP. It is anticipated that a census would need to be conducted for the first few years following the implementation of the PMP and PHS has provided this service free of charge as part of our continuing contract.

The initial trapping should be conducted between the months of September through April, prior to the breeding season, which occurs from May through August. A no feeding ordinance will be brought before Council on September 7, 2022.

### Cities with Existing Peafowl Management Plans

- La Cañada Flintridge developed a PMP that seeks to limit the peafowl population through limited trapping and removal. To manage these efforts, an annual census is conducted to determine the peafowl population. The PMP specifies maintaining a population of nine, which contains two males and seven female birds. When the number of peafowl exceeds the authorized amount, the fowl are trapped and removed.
- Rancho Palos Verdes' PMP is similar to La Cañada's in that it too seeks to limit its peafowl population to a specific number. Rancho Palos Verdes PMP requires no more than 134 birds are allowed, regardless of gender. A peafowl census is conducted on a bi-annual basis to determine the current size of the population. In their most recent census, 150 peafowl were removed.
- The PMP for San Marino mirrors the others with community education and trapping. San Marino's management plan also seeks to limit the peafowl population. San Marino is reducing their peafowl population by 25 birds per year.

All the cities listed above use the services of Raptor Events, LLC (Raptor), a highly regarded and recognized trapping organization specializing in peafowl removal and humane relocation. Once trapped, Raptor removes the peafowl to one of several sanctuaries throughout Southern California.

During staff's research, all other regional trappers contacted do not offer the same humane services that Raptor offers. It should be noted that of the trappers contacted,

none of them contracted with municipalities for peafowl removal. Upon City Council's direction staff will execute a contract for the services of Raptor.

In contracting with the City, Raptor would provide all services at a cost of \$250 per bird. Raptor requires the assistance of residents who volunteer to have traps placed in their backyards. Setting the traps in private yards reduces the opportunity for vandalism and damages from those who oppose removal, a common occurrence in surrounding areas.

Raptor has indicated that the current peafowl flock could be captured with one trap moved to multiple locations depending on the peafowl habitat and their mobility patterns. The peafowl traps consist of 10-foot by 12-foot chain-link fencing that provides food and water. Raptor will respond with a 24-hour pick-up service when the homeowner notifies the company of a trapped bird.

Upon City Council's direction staff will execute a contract for the services of Raptor.

Raptor keeps a detailed list of where the birds are relocated and determines who is approved to foster the fowl. The company's goal is to ease residents' concerns while reducing the overpopulation of these birds through humane relocation.

A proposed PMP will include an educational component. The Community Services Department is the contact for community education regarding peafowl and coexisting with wildlife. Staff will provide education through the City's website, social media platforms, flyers, and community forums.

### **Fiscal Impact**

It is estimated that the fiscal impact of removing and relocating peafowl is \$9,000. There are currently 36 peafowl in South Pasadena with a cost of \$250 per bird to remove. With Council's approval, an appropriation of \$9,000 will need to be allocated from General Fund reserves to the 101-4010-4011-8180 Contract Services account.

### **Alternatives Considered**

1. Continue to provide a community education-only approach.
2. Consider a reduction in peafowl pride size instead of complete removal, based on a population count and a male-to-female ratio determined by the Council. Peafowl are polygynous, meaning that a dominant male will mate with several females in a season. Therefore, a partial removal would not destroy a pride.

### **Community Outreach**

Community Services staff has provided community outreach through flyers, social media posts, and information on the City's website. On August 9, 2022 a Town Hall meeting was held to discuss co-existing with wildlife, including the peafowl population within the City. Lauren Hamlett, PHS Director of Wildlife Education and Services, provided a presentation highlighting proper protocols, in order to increase community



awareness on interacting with wildlife and peafowl. Staff received public comment from three residents expressing a desire to remove the peafowl due to property damage and disturbances.

### **Commission Review and Recommendation**

The Community Services Commission did not review this matter.

### **Environmental Analysis**

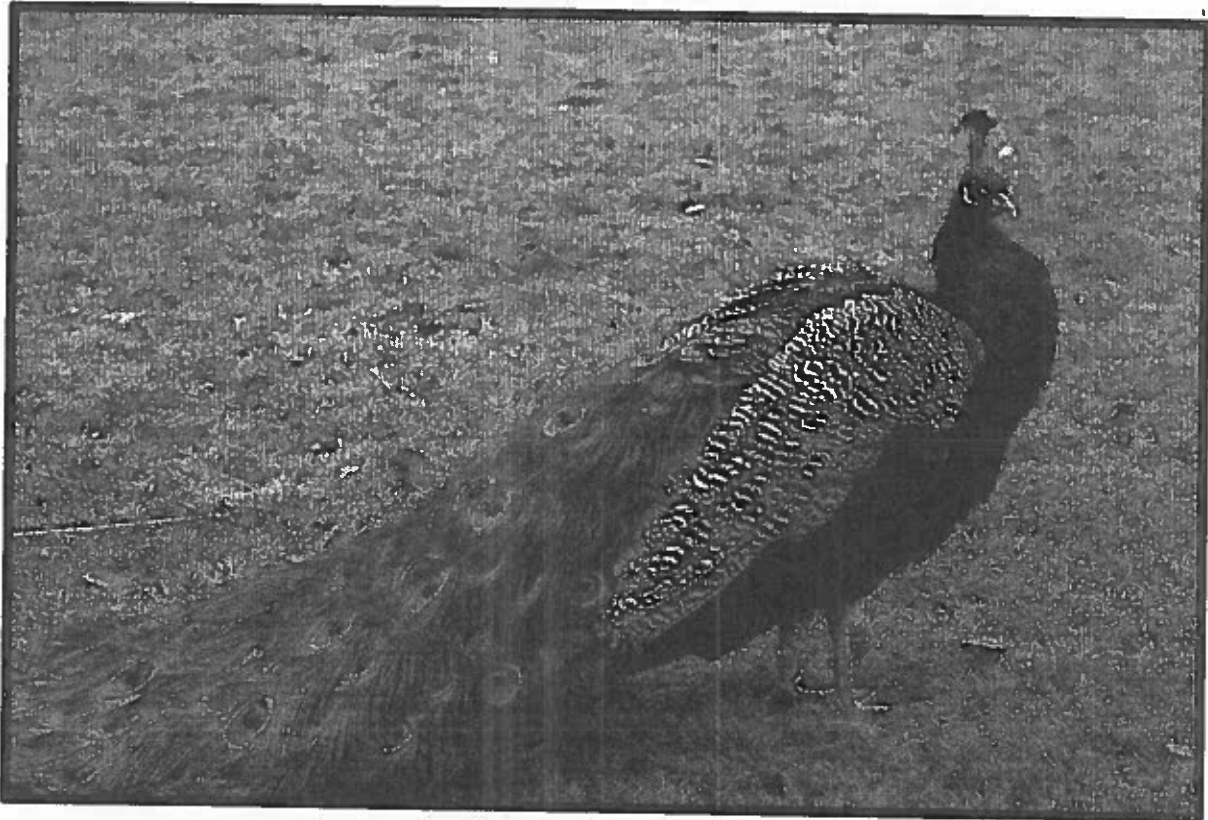
The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15061(b)(3) as it has no potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

#### Attachments:

1. Rancho Palos Verdes PMP
2. La Cañada Flintridge PMP
3. San Marino PMP

**ATTACHMENT 1**  
**Peafowl Management Plan From Rancho Palos Verdes**

# PEAFOWL MANAGEMENT PLAN



**City of Rancho Palos Verdes  
Community Development Department  
30940 Hawthorne Boulevard  
Rancho Palos Verdes, CA 90275  
Tel: 310-544-5228  
[www.rpvca.gov](http://www.rpvca.gov)**

**City Council Adopted:**



**RANCHO PALOS VERDES**

# ACKNOWLEDGEMENTS

## City Council

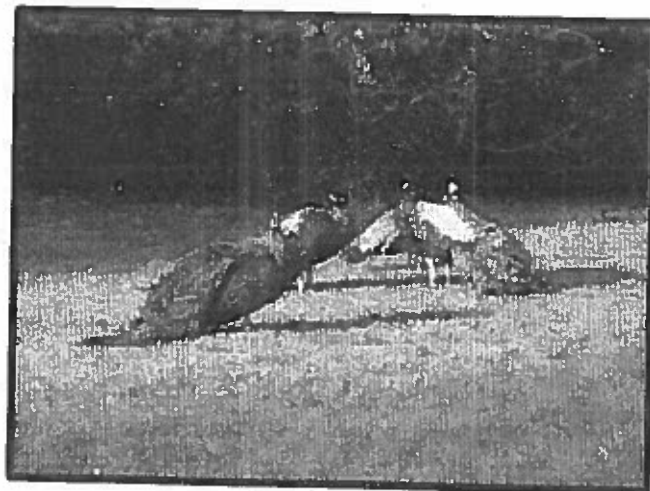
Mayor Knight  
Mayor Pro-tem Brooks  
Councilman Campbell  
Councilman Duhovic  
Councilman Misetich

## City Staff

Doug Willmore, City Manager  
Carolynn Petru, Deputy City Manager  
Carol Lynch, City Attorney  
David Snow, Assistant City Attorney  
Joel Rojas, Community Development Director  
Ara Mihranian, Deputy Community Development Director  
Daniel Pitts, Code Enforcement Officer

## Additional Recognition

Mike Maxcy, Wildlife Animal Services  
Jacob Washburn, Planning Intern (Spring 2015)



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## **PLAN PURPOSE**

The purpose of this Management Plan is to humanely manage the peafowl population within the boundary limits of the City of Rancho Palos Verdes.

## **GOAL**

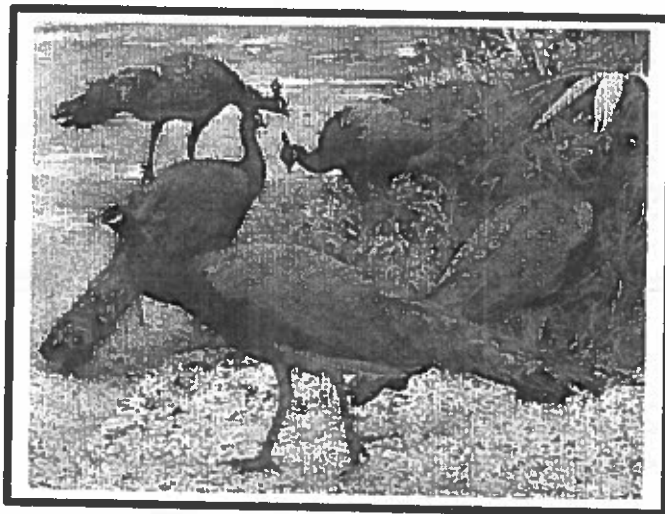
The goal of this Management Plan is to reduce and maintain the peafowl population within certain City neighborhoods to levels identified in the 2000 Peafowl Census Report and to create an environment that supports the coexistence of peafowl within the semi-rural character of the City. This goal will be achieved by implementing the following two strategies:

- 1) Deterrent Measures & Public Education
- 2) Humane Trapping & Relocation of up to 150 birds in a calendar year in order to maintain the 2000 peafowl population.

## **PEAFOWL MANAGEMENT PLAN**

The intent of this Management Plan is to provide educational guidance for City Staff and residents on how to deal with and manage the peafowl population in the City of Rancho Palos Verdes. The guidelines and provisions of this Plan do not supersede federal, state and county regulations or policies.

The City will update and modify the Plan as needed on a biennial basis based on the frequency of resident complaints and survey data conducted periodically by professional wildlife stewards.



# PEAFOWL BACKGROUND

## EARLY HISTORY

Peafowl have a long, storied history in Rancho Palos Verdes and on the Palos Verdes Peninsula. The peacock originally comes from India, Sri Lanka, and Burma. However, the original peacock colony on the Palos Verdes Peninsula is a result of a gift of 16 birds from the daughter of William Wrigley, Jr. to Frank Vanderlip, Sr. from Mr. Wrigley's aviary on Catalina Island.

These birds were maintained at the Vanderlip Estate in Portuguese Bend for years. It is also suspected that some of the birds were introduced to Palos Verdes Estates by former mayor Fred Roessler sometime in the period from 1960-65. There are now numerous peacock flocks in various neighborhoods in Rancho Palos Verdes including the Crestridge, Vista Grande, and the Portuguese Bend areas, as well as in the Lunada Bay and Malaga Cove areas of Palos Verdes Estates.

## RECENT HISTORY

Due to an increase in resident complaints about the City's peafowl population and the impacts experienced by those who live in close proximity to peafowl flocks, such as noisy calls, excessive animal waste and damage to private property (i.e. yards, roofs, vehicles, etc.), in October 2000, the City Council enlisted the professional services of Dr. Francine Bradley of U.C. Davis to study the City's peafowl population and to provide recommendations to manage the population.

Between October 2000 and January 2001, Dr. Bradley conducted workshops to educate the public on how to humanely trap peafowl and to increase public awareness on how to coexist with peafowl and minimize impacts caused by the birds. Additionally, Dr. Bradley conducted field visits to observe the City's peafowl presence, flock behavior and to conduct a population count. A total of 134 peafowl were counted in the Crestridge (also referred to as Ridgecrest), Portuguese Bend, and Vista Grande neighborhoods. In response, in February 2001, the City Council approved a program to humanely trap and relocate up to 50 peafowl in an effort to reduce the City's peafowl population in the Crestridge (Ridgecrest), Portuguese Bend and Vista Grande neighborhoods. However, only 19 birds were trapped and relocated due to routine sabotage to the traps by peafowl enthusiasts.

In 2008, the City conducted another peafowl census which concluded that the overall peafowl population grew by 53% since 2000/01 with the majority of the growth occurring in the Vista Grande neighborhood. This was attributed to the abundance of food, prime habitat and lack of predatory animals in the area. In response, in May 2009, the City Council approved another trapping and relocation program, and adopted Ordinance No. 488 to prohibit the feeding of, and interference with efforts to trap and relocate, peafowl.

Due to the substantial peafowl population growth in the Vista Grande neighborhood, in June 2009, the City Council approved the reduction of the peafowl population in this neighborhood by approximately 60 birds. Trapping in the Vista Grande neighborhood occurred between August 2009 and January 2010 resulting in 71 birds being trapped and relocated to approved locations in California.

In 2014, the City began to once again experience an increase in resident complaints regarding peafowl. The majority of the complaints were once again coming from the Vista Grande neighborhood. In response, a census was conducted in June and October 2014 which revealed that the peafowl population had significantly increased in some City neighborhoods since the first census in 2000. As a result, in November 2014, the City Council directed Staff to develop a Peafowl Management Plan intended to reduce and manage the City's peafowl population, particularly in the 5 neighborhoods where previous census reports were conducted, since 2000.

CITY OF RANCHO PALOS VERDES PEAFOWL POPULATION CENSUS DATA TABLE								
Geographical Area	2000	2008	2011-12	June 2014	October 2014	Average 2014	2011-12 to 2014 Comparison	2011-12 to 2014 Percentage Comparison
Portuguese Bend	67	75	70	97	74	85	+15	+22%
Vista Grande	29	89	40	71	71	71	+31	+76%
Cresbridge	38	30	27	33	50	41	+14	+52%
Sunnyside Ridge	0	11	25	38	90	64	+39	+156%
<b>TOTAL (4 neighborhoods)</b>	<b>134</b>	<b>205</b>	<b>162</b>	<b>239</b>	<b>285</b>	<b>261</b>	<b>+99</b>	<b>+62%</b>
Monte Verde	n/a	n/a	3	n/a	n/a	n/a	n/a	n/a
Grandview	n/a	n/a	n/a	14	20	14	n/a	n/a
<b>TOTAL (5 neighborhoods)</b>	<b>134</b>	<b>205</b>	<b>165</b>	<b>253</b>	<b>305</b>	<b>276</b>	<b>+114</b>	<b>+69%</b>



## GENERAL PEAFOWL INFORMATION

### The Peafowl (*pavo cristatus*)

Males are referred to as peacocks and females are referred to as peahens, and are collectively known as peafowl. However, the term "peacock" is commonly used to refer to birds of both sexes. There are two common peafowl species: Indian or blue peafowl and green peafowl. Most people, including residents of Rancho Palos Verdes, are familiar with the Indian peafowl, since that is the kind found in many zoos and parks.

### Peafowl Characteristics

Peafowl are large, colorful pheasants (typically blue and green). The males are known for their iridescent tails. These tail feathers, or coverts, spread out in a distinctive train that is more than 60 percent of the bird's total body length and boast colorful "eye" markings (ocelli) of blue, gold, red, and other hues. The large train is used in mating rituals and courtship displays. It can be arched into a magnificent fan that reaches across the bird's back and touches the ground on either side. Females are believed to choose their mates according to the size, color, and quality of these outrageous feather trains.

When a peacock is in his second year, he grows his first train, but it has no ocelli and is not as long as a full-grown male's. The train gets longer and more elaborate every year after that. At about five or six years of age, it reaches its maximum splendor. The peacocks that are the toughest—those that are able to survive long enough to have a really impressive train—are the ones that have the most mates and offspring. The coveted blue-eyed feathers of the train are dropped once a year; new feathers immediately begin growing and are completed a few months later.

Peahens seem to prefer males with the longest trains and biggest displays. In fact, the peacock's female-attraction power is directly related to the perfection of his spectacular train, including its overall length, the number of iridescent "eyes" that are present, and even the symmetry of their patterning.

Normally, when a peacock is just walking around, his train trails behind him but held just above the ground. But when he wants to show off for a peahen, he props up the train with his shorter, stiffer tail feathers and unfolds it like a fan into a semicircle 6 to 7 feet (1.8 to 2.1 meters) wide! If the peahen seems interested, he quivers, making his feathers shimmy and flash to entice her further.

## **Peafowl Daily Routine**

Peafowl follow a certain routine every day. They roost overnight in large groups in tall, open trees. That way they are safe from predators during the night, and the males can travel through the branches. In the morning, they break up into small groups. In the nonbreeding season, these are usually groups of all peacocks or all peahens; but during the breeding season, there are groups of one peacock and several peahens or all bachelors. These groups forage on the ground for food. During midday, peafowl drink, preen their feathers, rest in the shade, or take dust baths. Once it cools down, they go back to foraging for food before taking one last drink and returning to their roost for the night.

## **Where do Peafowl Live**

Peacocks are very unique animals. They can live anywhere there is shelter and food/water. Extreme environments with very high temperatures are not ideal for the birds.

## **What do Peafowl Eat**

Peacocks are ground feeders. They hunt for small animals, like spiders, reptiles (snakes) and amphibians in tall grasses, and minnows in shallow streams. They also eat plant parts, such as flower petals, seeds, berries, figs, leaves, and seeds.

## **As Loud as a Peacock**

Peafowl have 11 different calls, but the peacocks are the ones that really yell. They have a call that carries for a long distance and sounds like "may-AWE, may-AWE." Some say the call sounds like a human crying for help! Peacocks call in the early morning and late evening, and practically all day during the breeding season. Because peacocks make so much noise in the early morning or late evening, some consider them a real nuisance! Other animals don't mind, though. With their sharp eyes, peafowl are likely to be the first to see a predator and call out a loud alarm.

## **Breeding & Nesting Season**

Generally, nesting/hatching season takes place between April and May. During this period, a peahen makes a scrape in the ground and lines it with sticks, where she lays three to eight light green or tan eggs. She sits on them almost constantly for about four weeks. The peachicks are able to walk and forage on their own right after they hatch, but they are very vulnerable. It takes two weeks before they can flap up into a tree for safety, where they crowd on both sides of their mother and are covered by her wings. At four weeks, the young grow crests, and at two months they look just like their mother (both males and females) but are only half her size. It is not until their second year that the males achieve their mature coloring. Only half of the chicks that hatch, survive to join the rest of the group. The typical lifespan of peafowl is 15 years.

# MANAGEMENT STRATEGIES

The discussion on the following two management strategies is intended to be used by the City and its residents to humanely manage the peafowl population in the City of Rancho Palos Verdes:

1. Deterrent Measures & Public Education
2. Humane Trapping & Relocation of up to 150 birds in a calendar year in order to maintain the 2000 peafowl population.

## 1. Deterrent Measures and Public Education

### Deterrent Measures

Based on information gleaned from various resources, the City has been advised that in situations where residents are adversely impacted by peafowl, the implementation of one or the combination of the following deterrent measures may help discourage peafowl from returning. The success of the listed deterrent measures is dependent on residents working together and consistency.

- **Peafowl do not like water.**

Water is one of the best known deterrents for peafowl. During non-drought conditions, the intermittent use of sprinklers or a hose with a jet nozzle will act as a negative reinforcement for the birds. Or consider a motion sensor activated water spray, such as the Scarecrow, that is battery operated and covers an area of about 35 feet and can be connected to your garden hose. It's available on-line or at home improvement and garden stores.

- **Peafowl are afraid of dogs.**

Walk your dog around the property and neighborhood. Additionally, keeping your dog in the backyard will also serve as a deterrent.

- **Peafowl will avoid certain repellents.**

Cat repellent and mothballs around planting beds, porches, and along walkways may be an effective means of repelling peafowl. Caution should be used so as not to allow young children or animals to ingest the repellents.

- **Trim or Remove Large Trees**

Since peafowl prefer to roost in large overhanging trees, trimming or removing said trees will help deter peafowl. The Canary Island Pine is a favorite resting spot for peafowl because of its sturdy horizontal limbs and ample cover. Albeit a short-term, balloons in trees can deter peafowl from roosting in trees.

- **Be cautious when composting.**

Avoid open compost and manure sacks as they tend to attract peafowl because they love to take dirt baths. If you wish to compost, use a covered compost bin and keep the composting area clean.

- **Peafowl like to eat wild birdseed, bread and pet food.**

These are delectable treats to peafowl. Once they're hooked, it's difficult to wean them. It's a good idea to remove any leftover pet food immediately, feed pets indoors, or cover/enclose animal food bowls.

- **Peafowl like to eat seeds and plants**

Avoid planting young tender seedlings in areas you do not want peafowl to visit or cover the plants until they are well established. Additionally, certain plants are favored by peafowl while other plants are disliked. See Appendix A for a list of plants peafowl like and dislike, and follow the suggested list when landscaping. Peafowl like to take daily dust baths irrespective of the type of plants found in a garden and this can be destructive. It is suggested that gardens be covered with gravel or rocks to prevent peafowl from digging plants up to create loose soil for bathing purposes.

- **Prohibition of Feeding Peafowl**

The availability of food will cause peafowl to return. Thus, the City's Municipal Code prohibits the feeding of peafowl. Specifically, Section 6.04.020 of the Rancho Palos Verdes Municipal Code (RPVMC) enacts by reference Los Angeles County Code Section 10.84.010 which states the following:

Providing food for certain animals. Except as otherwise provided for in Section 10.84.020 of Los Angeles County Code, no person shall feed or in any manner provide food to any peafowl, crow, pigeon, seagull, non-domesticated rodent, including tree squirrels or ground squirrels, or to a non-domesticated mammalian predator, including coyotes, foxes, opossums, skunks and raccoons.

It is an infraction if any resident is caught feeding peafowl in violation of this ordinance which could result in penalty fines for each violation.

## **Public Education**

Over the years, the City has received numerous complaints from residents expressing frustration with the destruction peacocks cause to their property, such as damaging roofs, plants, walkways, and vehicles. Nuisance complaints revolve around noise, fecal material, and emotional angst caused by peacocks. Thus, in an attempt to assist residents to minimize impacts caused by the peacocks, listed above are a number of deterrent measures to discourage peafowl from visiting private property. Because the effectiveness of these deterrent measures relies on cooperation among neighbors, a

public education campaign will occur on an as-needed basis using the following methods to disseminate information to the public:

- Website Updates (see Community Development Department Homepage under Code Enforcement)
- List-serve messages to the Peafowl notification subscribers
- Articles with helpful tips in the City's quarterly newsletter
- Speaking at:
  - Council of Homeowner's Association (CHOA) meetings
  - Homeowner's Association Meetings
- Public Service Announcement on Channel 33
- Communicating and sharing information with neighboring cities
- Preparing and distributing educational leaflets

## 2. Trapping and Relocation

In an effort to humanely maintain the peafowl population to the levels reported in the 2000 census, this section of the Management Plan describes a citywide trapping and relocation program. The program proposes the trapping and relocating of up to 150 birds per year in order to maintain the 2000 peafowl population level. The trapping and relocation program consists of the following 5 stages which are described below:

- Peafowl Census
- Selection of Trapping Vendor
- Seasonal Trapping
- Trapping Protocol
- Relocation

### **Stage 1: Peafowl Census**

Every year, the City will conduct a census survey to assess the peafowl population trends based on past census reports. The census will occur in February and/or March in the Portuguese Bend, Crestridge, Sunnyside Ridge, Grandview and Vista Grande neighborhoods along with other neighborhoods where significant peafowl complaints or sightings have been documented since the previous census. Neighborhoods may be added, deleted or modified for future census years based on previous census results or the success of previous trapping efforts. The census will be used to determine whether to proceed with any trapping in the subject calendar year. If trapping is deemed necessary, the census will dictate the number of birds (up to 150 in a calendar year) to be trapped.

### **Stage 2: Selection of Trapping Vendor**

Based on the outcome of the census report, if the City determines trapping is necessary to control the peafowl population, if a service agreement is not in effect, the City will go through the Request for Proposal (RFP) process to select an outside vendor. In

considering a vendor, the City will factor experience, capability and cost. The City Council will enter into a Service Agreement with the selected vendor.

### **Stage 3: Seasonal Trapping**

Generally, the nesting/hatching season takes place during April and May when chicks flock with their peahen before being able to function on their own. This is not considered a humane time period to conduct trapping of peahen. Therefore, seasonal trapping of peahens (female) will take place July 15<sup>th</sup> through December 31<sup>st</sup>. Since peacocks (males) can be trapped all year long, if deemed necessary by the City, the trapping of peacock (males) may occur outside the July 15<sup>th</sup> and December 31<sup>st</sup> trapping window.

### **Stage 4: Trapping Protocol**

The neighborhoods selected for trapping will be determined by the City based on peafowl population trends memorialized in the biennial census reports, as well public input (See Appendix B for neighborhood boundary maps identified for trapping). The humane trapping of peafowl will occur as follows:

- Traps will be made from chicken wire, or other similar material deemed acceptable by the City.
- Traps will generally be approximately 8'(L) x 6'(H) in size intended to hold approximately 6-8 birds at a time.
- Traps will be placed on City property or private property based on agreements between the City and the property owner. Private property will be selected by the City based on input from the trapper.
- Traps will be serviced on a regular basis, but no less than once a week by the City's trapping vendor.
- Traps will be maintained and monitored in accordance to the State of California Department of Fish and Game and the U.S. Department of Wildlife and Fish standards.
- Traps occupied by peafowl will be serviced within 24 hours. The property owner where the traps are placed will be required to notify the City and the trapping vendor within 24 hours of the trap being occupied by peafowl.
- The trapping vendor will also be able to gather peafowl using large, soft hand-held "fishing" style nets as this method is considered a very effective and quick way to quickly and humanely remove the young and fearless birds from the trapping regions.
- The trapping vendor will be required to provide the City with dated photo documentation of each bird trapped, as well as information as to its relocation destination.

### **Stage 5: Relocation**

Once peafowl are trapped by the vendor or removed from a trap by the vendor they become the property of the trapping vendor. Trapped peafowl will be relocated off the Palos Verdes Peninsula to homes that have been screened by the trapping vendor and reviewed by the City to ensure the individuals adopting the peafowl have some avian

experience and have adequate space for peafowl to roam freely. The location and contact information (name and phone number) of the individual(s) accepting the trapped peafowl will remain confidential to protect their privacy. Under no circumstances will the trapped peafowl be euthanized or treated inhumanely.

### **Sabotaging Peafowl Cages**

Pursuant to Section 6.04.070 of the RPVMC, no person shall prevent or interfere with the trapping or relocation of peafowl, either on public or private property, by releasing any captured peafowl or by damaging, disabling or disengaging any peafowl trap or enclosure.

If an individual is caught interfering with peafowl trapping, they will be subject to an infraction which will result in penalty fees for each violation.

## Appendix A – Plant List

The following is a list of plants that peafowl like and dislike. It is suggested as an added deterrent measures that the following plants be considered when landscaping. It should be noted that peafowl take daily dust baths irrespective of the type of plants found in a garden and this can be destructive. It is not uncommon for residents to think peafowl are eating plants when in fact they are digging plants up to create loose soil for bathing purposes.

### Peafowl dislike these plants:

Agapanthus  
Azalea  
Baby's Breath  
Bee Balm  
Bird of Paradise  
Blazing Star Liatris  
Bouganvillea  
Butterfly Plant  
Cactus  
Camellia  
Cannas  
Clivia  
Columbine  
Coneflower  
Ferns  
Fuchsia  
Gaillardia  
Gardenia  
Geranium  
Giant Columbine  
Gladiola  
Gloriosa Daisy  
Hen & Chicken  
Hibiscus  
Hardy Lavender  
Hostas  
Iris  
Ivy  
Lantana  
Lavender  
Marigold  
Mint  
Mum  
Oleander  
Painted Daisy  
Periwinkle  
Peonies  
Phlox  
Pink Lady  
Plumbago  
Poinsettia

Pyracantha  
Rhododendron  
Rose  
Shasta Daisy  
Snap Dragon  
Sunburst Coreopsis  
Weigela

### Peafowl like these plants:

Amaryllis  
Begonia  
Broccoli  
Brussel Sprout  
Cabbage  
California Poppy  
Cauliflower  
Chive  
Holly Berries  
Impatiens  
Kale  
Kohlrabi  
Lettuce  
Nasturtium  
Pansy  
Petunia  
Primrose  
Stock  
Stock Cauliflower  
Sweet Alyssum  
Tomato  
Water Stock  
Young Spinach and  
Any young plants



**AGENDA DESCRIPTION:**

Consideration and possible action to resume the City's Peafowl Trapping Program for 2018.

**RECOMMENDED COUNCIL ACTION:**

- (1) Receive and file a final summary report on the 2017 Peafowl Trapping Program; and,
- (2) Review the 2018 Peafowl Census Report, and direct Staff to resume the humane trapping and relocation of up to 150 peafowl for 2018.

**FISCAL IMPACT:** Resuming the trapping of peafowl for 2018, which will occur after July 15, 2018, has been included in the draft FY18-19 budget under the Code Enforcement program.

<b>Amount Budgeted:</b>	\$136,000 (\$37,000 for Peafowl Trapping Program)
<b>Additional Appropriation:</b>	N/A
<b>Account Number:</b>	101-400-4180-5101

**ORIGINATED BY:** Kevin Le, Code Enforcement Officer *KL*

**REVIEWED BY:** Ara Mhrianian, AICP, Director of Community Development *Am*

**APPROVED BY:** Doug Willmore, City Manager *DW*

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**BACKGROUND AND DISCUSSION:**

On August 4, 2015, the City Council adopted the Peafowl Management Plan (PMP), which is a City-initiated plan to humanely manage the peafowl population within the City. This is achieved by reducing and maintaining the peafowl population to the levels identified in the 2000 Peafowl Census Report (134 total birds, citywide). The PMP supports the coexistence of peafowl within the semi-rural character of the City by:

- Encouraging public education and deterrent measures; and,
- Humanely trapping and relocating up to 150 birds per year in order to maintain the 2000 peafowl population.

At that same meeting, in response to the uptick in the City's peafowl population (based on the 2014 census) and the increase and tenor of residents' complaints, the City Council directed Staff to begin the trapping of up to 150 peafowl within the following five neighborhoods: *Portuguese Bend, Crestridge, Sunnyside Ridge, Grandview, and Vista Grande*. The trapping and relocation of peafowl has subsequently occurred annually.

### 2017 Peafowl Trapping Program

On September 14, 2015, the City began implementing its Peafowl Trapping Program. The five City-owned traps, one for each of the five neighborhoods participating in the program, are placed in the enclosed rear yard of a private residence for approximately a two-week period, and afterwards relocated to another property within the same neighborhood. For 2017, trapping occurred between July 2017 and March 2018, and included the *Monaco* neighborhood in response to resident requests and the high number of birds observed in the area. The table below summarizes and compares the number of birds trapped by neighborhood between the 2015 and 2017 trapping periods.

Peafowl Trapping Summary Count							
Year	Grandview	Vista Grande	Crestridge	Portuguese Bend	Sunnyside Ridge	Monaco	Total
2015	24	48	27	27	24	0	150
2016	1	82	7	8	54	0	152
2017	0	44	0	0	20	48	112
<b>Total</b>	25	174	34	35	98	48	414

The 112 birds trapped during 2017 included 42 males, 51 females, 16 juveniles, and 3 broods. This year's program resulted in fewer birds trapped partly because the City was unable to secure volunteer properties to set up traps, as well as the effectiveness of the program over the past 2 years and some trapping occurring in neighboring cities. As stated in the PMP, the birds trapped were collected by the City's vendor (Wildlife Services) within 24 hours and relocated to ranches in San Diego, Ventura, and Santa Barbara counties. Per the City Council-adopted PMP, Staff approved the locations to which the birds were relocated.<sup>1</sup>

### 2018 Peafowl Census Report

Pursuant to the PMP, each year the City is required to conduct a census survey to assess the current peafowl population trends, and based on past census reports, determine whether trapping should resume. This year's peafowl census survey was conducted between April 1 and April 8, 2018, by Wildlife Services. The census was conducted based on two types of observations. The first was counting roosting peafowl in trees at sunrise, and the second was using a systematic grid pattern during the late afternoon to evening hours. Attached to this report is a detailed description of the census count (Attachment A). It should be noted that there may be an undercount of approximately 10% due to breeding females and limited physical access. Similar to last year, this year's census includes the *Monaco* neighborhood because of the volume of peafowl-related complaints in this area. The table below summarizes the results of the

<sup>1</sup> This information is kept confidential to protect the privacy of the property owners receiving the relocated birds.

recent census, tracks the annual census results since 2014, and compares the 2018 census with the 2014 baseline census.

<b>2018 Peafowl Census Summary Table</b>							
	<b>Grandview</b>	<b>Vista Grande</b>	<b>Crestridge</b>	<b>Monaco</b>	<b>Portuguese Bend</b>	<b>Sunnyside Ridge</b>	<b>Total</b>
<b>2018 Males</b>	1	20	1	1	28	24	75
<b>2018 Females</b>	0	20	2	2	18	13	55
<b>2018 Total</b>	1	40	3	3	46	37	130
<b>2017</b>	0	42	9	22	40	37	150
<b>2016</b>	4	82	13	n/a	52	57	208
<b>2014 Census</b>	17	71	41	n/a	85	64	278
<b>Difference b/n 2014 and 2018</b>	-16	-31	-38	3	-39	-27	-148
<b>% Difference b/n 2014 and 2018</b>	-94%	-44%	-92%	n/a	-46%	-42%	-53%

As depicted above, there has been an overall 53% reduction in the City's peafowl population, compared to the baseline census conducted in 2014 (a census did not occur in 2015). The reduction can be attributed to the trapping that occurred last year.

Due to the current peafowl population in the surveyed neighborhoods, the anticipated increases after the mating season, and the concerns expressed by residents in these neighborhoods, Staff recommends that the Council resume trapping for 2018 up to the 150-bird cap<sup>2</sup>. If resumed, the humane trapping will begin on August 15<sup>th</sup>, after the nesting and hatching season has ended, and when chicks are able to function on their own. Similar to the program conducted for 2017, the City will reach out to the community for volunteer properties where the traps can be located. The City will also resume its public outreach and education program, including attending a Rancho Palos Verdes Council of Homeowners' Associations (CHOA) meeting in the near future. Lastly, the trapping services will continue to be provided by the Wildlife Services, who has been extremely cooperative and responsive to the City's needs. The City's contract with Wildlife Services expires on December 31, 2018, at which time the City Council will be asked to consider either renewing the contract or seeking new proposals.

It should be noted that the City continues to receive requests from both the *Monaco* and *Mira Vista* neighborhoods for trapping occur in these neighborhoods. The City intends

<sup>2</sup> The trapping cap cannot be increased unless additional environmental review is conducted, in accordance with the California Environmental Quality Act (CEQA).

to continue to trap in these neighborhoods intermittently during the trapping period to help control the overall peafowl population in the City.

**ADDITIONAL INFORMATION:**

In the past, the City Council inquired about using a form of avian birth control as an alternative to trapping and managing the peafowl population. The referenced birth control is known in the industry as "OvoControl." According to Wildlife Services, this product is only approved for use in pigeons, and there may be some major issues that would make this product ineffective for peafowl birth control and potentially detrimental to native bird species. In addition to the fact that the pellets are only meant to be consumed by pigeons, the product must be consumed on a daily basis during breeding season, which would be difficult to control. Further, according to the manufacturer, the pellets can only be placed on a flat cement surface. For these reasons, it is still not recommended as an alternative to trapping peafowl.

**CONCLUSION:**

The success of the 2017 peafowl trapping program and the collection of data for the 2018 peafowl census was largely the result of the community participation. Based on the 2018 census count and continued resident concerns in affected neighborhoods, Staff recommends resuming trapping for 2018 up to the 150-bird cap.

**ALTERNATIVES:**

In addition to the Staff recommendations, the following alternative actions (or some combination thereof) are available for the City Council's consideration:

1. Identify alternatives to trapping for Staff to research, and for the City Council to consider at a future meeting.
2. Direct Staff to initiate an amendment to the City Council-adopted Negative Declaration in order to increase the 150-bird trapping cap.
3. Reduce the number of birds to be trapped for 2018 to fewer than 150.
4. Direct Staff not to trap birds for 2018.

**ATTACHMENT 2**  
Peafowl Management Plan from La Cañada Flintridge

# CITY OF LA CAÑADA FLINTRIDGE

CM Review:       
 Fiscal Review:     

## CITY COUNCIL AGENDA REPORT

MEETING DATE: November 7, 2011  
 SUBJECT: Peafowl Management Plan Update  
 PRESENTER: Kevin M. Chun, Director of Administrative Services  
 REQUESTED ACTION: Receive and file report  
 FISCAL IMPACT: No fiscal impact with the requested action.

### BACKGROUND:

Over the last three years, the City has diligently implemented the Peafowl Management Plan ("Plan") with modifications authorized by the City Council. Modifications to the Plan, as well as changes to the City's census and trapping/relocation methodology, were made due to concerns from both anti and pro-peafowl residents, and include the following:

#### 2008-09

- The maximum peafowl flock size was reduced from 18 to 14
- A census and trapping/relocation methodology was implemented to ensure an accurate counting of the flock and proper treatment of captured peafowl

#### 2009-10

- The maximum peafowl flock size was reduced from 14 to 12
- Non-seasonal trapping was allowed as a measure to help individual residents capture problematic peafowl on their property

#### 2010-11

- The maximum peafowl flock size was reduced from 12 to 9

### 2011-12 PEAFOWL MANAGEMENT PLAN IMPLEMENTATION:

As in previous years, staff continues to implement the Plan and has recently concluded the annual peafowl census. The census was again conducted by animal experts from the Pasadena Humane Society and the Los Angeles Zoo. Based on this process, it was determined that there are **25 peafowl** currently in the Haskell and Vista Lejana environs. The "environs" is the area of La Cañada Flintridge most regularly inhabited by peafowl and includes the following streets: Haskell Street north of Vista Del Valle Road, El Vago Street, White Deer Drive, Ridgecliff Lane, Big Briar Way, and Vista Lejana Lane north of Vista Del Valle Road. It should be noted that peafowl are elusive creatures and are difficult to count precisely over a wide area with many places to take cover. The census represents staff's best effort to count the peafowl during different times and over several different days.

This year's census shows a three-year leveling trend in the peafowl proliferation rate as compared to 4 years ago when the peafowl population reached a high of 40 (see Table 1 below). The stability in the peafowl population size is largely due to the City's ongoing and regular trapping and relocation efforts. Annual thinning of the peafowl flock has resulted in a smaller or equal census count in each successive year since 2008.

Table 1 – Peafowl Census Trend

Year	Peafowl Census
2008	40
2009	28
2010	25
2011	25

Of the 25 peafowl counted in the 2011 census, there are approximately 5 peacocks (males), 14 peahens (females), and 6 juveniles (gender not determined). Based on this count, staff intends to trap 16 total peafowl, inclusive of: 2 peacocks and a combination of 14 peahens and juveniles. This trapping process should reduce the flock size to 9 peafowl.

Mike Maxcy, Principal Animal Keeper with the Los Angeles Zoo will be contracted to perform the peafowl trapping and relocation. The trapping will be performed in a humane fashion with the same large walk-in traps used in previous years. The traps will be monitored by Mr. Maxcy to protect the peafowl from over exposure. Food and water will also be provided in the traps. In addition, when the traps cannot be monitored (e.g., over the weekends or when time does not permit), the traps will be closed in order to prevent any peafowl from entering. Trapped peafowl will be relocated by Mr. Maxcy in large K-9 crates to private residences outside of La Cañada Flintridge with properties of one acre or more in size.

UPDATE:

Over the last 12 months, staff has fielded approximately 6 contacts from in and around the peafowl environs. The majority of the contacts were from residents complaining about loud and constant peacock squawking during the mating season (April – August). According to Mr. Maxcy, peacocks are known to squawk during mating season as a means for marking their territory with other peacocks. The peafowl complaints subsided after August seemingly due to the end of the mating season. Staff was also contacted by two residents outside of the environs about peafowl roaming their neighborhoods. This was only a temporary problem as the peafowl eventually left those areas.

While the City's annual trapping and relocation program provides relief from peafowl related issues, anti-peafowl residents in the environs remain steadfast in their position advocating the elimination of all peafowl in La Cañada Flintridge. The pro-peafowl residents are generally less vocal through the year, but are just as staunch in their position for preserving the peafowl flock.

Unless directed otherwise, staff will continue to implement the Peafowl Management Plan (attached) and will commence with the annual trapping and relocation program from November 2011 – March 2012. Staff will also assist residents after March in need of non-seasonal trapping of peafowl on their property.

OPTIONS:

1. Receive and file report
2. Provide alternative direction to staff.

RECOMMENDATION:

Option 1 – Receive and file report.

ATTACHMENT:

1. 2010 Peafowl Management Plan



# PEAFOWL MANAGEMENT PLAN

## OUTLINE

### I. PEAFOWL GENERAL INFORMATION

#### a. Appearance

- i. Male (peacocks) – characterized by their long colorful plumage
- ii. Female (peahens) – characterized by their duller plumage and less elaborate tail feathers

#### b. Breeding

- i. Once per year (between April and August)
- ii. Chicks are hatched between April and August
- iii. Peahens lay approximately 5-8 eggs. Of those, approximately 2-5 will hatch
- iv. Peafowl make loud screeching noises during the breeding months
- v. Peacocks reach sexual maturity at 3 years of age; hens after 1 year
- vi. Peahens do not build nests

#### c. Lifespan – Approximately 15 years

#### d. Molting – July through October

#### e. Feeding

- i. Diet consists of vegetation and insects
- ii. Prefer certain types of vegetation
- iii. Like animal food (i.e., dog and cat food)
- iv. Will eat small reptiles and mice

#### f. Deterrents

- i. Water (hoses)
- ii. Plants/flowers peafowl do not consume
- iii. Enclosure of animal food bowls
- iv. Securing compost
- v. Balloons in trees (short-term effectiveness)
- vi. Coyote urine (short-term effectiveness)

## PEAFOWL MANAGEMENT PLAN IMPLEMENTATION

### STEP 1:

#### Survey, Review and Analyze Flock

- Contract with animal experts to monitor and manage the program
- Conduct an annual census of the peafowl population
- Annual census must be longer than one day; tagging may be necessary if no other method of identification is feasible
- The animal experts will determine the number and male-female ratio necessary for a sustainable flock (standard used: flock size  $\leq$  9 peafowl; ratio 2 males to 5 females [approx.]

### STEP 2:

#### Education Program – Encourage use of a combination of deterrents

- Plant vegetation that peafowl do not like nor consume
- Secure animal food or compost so that it is inaccessible to peafowl
- Spray peafowl with water

#### Brochure

- Provide a brochure outlining peafowl deterrents and explaining common peafowl activities/habits

### STEP 3:

#### Seasonal Trapping

- Trapping and Relocation – If it is determined that the peafowl flock exceeds the City standard for sustainability, the City will be responsible for the trapping and relocation of excess peafowl based on the annual census final count determined by the animal experts
- Humane Treatment – Trapped peafowl will be treated humanely (will not be left without water and food for an extended period of time; will not be exposed to extreme heat)

### STEP 4:

#### Non-Seasonal Trapping

- Following the seasonal trapping performed by the City, residents experiencing ongoing peafowl problems may rent a City-owned trap (coyote size) to catch additional peafowl. Residents would be responsible for the relocation of these peafowl based on the City's instruction.

### STEP 5:

#### Voluntary Cessation of Feeding

- Residents will, voluntarily, cease the feeding of peafowl in their neighborhoods

### STEP 6:

#### Annual Meetings

- Conduct annual meetings with animal experts and neighborhood members to discuss Peafowl Management Plan effectiveness

## ACTION SCHEDULE

STAGE	ACTION	TIME TABLE
STAGE 1	Release peafowl management brochures to the general public; include in brochure methods of deterring peafowl	September – October
STAGE 2	Consult with animal experts on feasible methods of conducting an accurate peafowl census	November
STAGE 3	Conduct annual census	November – December
STAGE 4	Following the annual census, trapping and relocation may begin if there are excess peafowl. No City trapping will be conducted during the breeding and molting seasons. A determination will be made by the animal experts on the number of peafowl to be trapped and relocated based on the annual census and the City's standard for a sustainable flock.	December – March
STAGE 5	After the City's trapping and relocation process, residents with persisting problems may trap additional peafowl.	After March

**ATTACHMENT 3**  
Peafowl Management Plan from San Marino

**City of San Marino**  
**AGENDA REPORT**



**TO:** MAYOR AND CITY COUNCIL  
**FROM:** MARCELLA MARLOWE, PH.D., CITY MANAGER  
**BY:** ALDO CERVANTES, PLANNING AND BUILDING DIRECTOR  
**DATE:** FEBRUARY 13, 2019  
**SUBJECT:** DISCUSSION REGARDING THE PROPOSED PEAFOWL ABATEMENT PROGRAM

*Steven W. Huang, DDS, Mayor*  
*Gretchen Shepherd Romey, Vice-Mayor*  
*Susan Jakubowski, Council Member*  
*Steve Talt, Council Member*  
*Ken Ude, Council Member*

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**STRATEGIC PLAN CRITICAL SUCCESS FACTORS**

- Engaged and Connected Residents
- Efficient, Responsive, and Effective City Services
- Safe Community

**BACKGROUND**

The City of San Marino has recently seen an increase in the peafowl population. Concerns from the public included reports that the peafowl population in the City are hostile and creating damage to public property. In response to the growing concerns of the residents, city staff began to research for possible mitigation measures and solution. As a result, the City Council approved \$38,000 for development of a Peafowl Abatement Program.

***Rancho Palos Verdes & Rolling Hills Estates Programs***

The initial intention was to mirror the existing process adopted by the City of Rancho Palos Verdes (RPV). For the past few years, RPV has been administering peafowl abatement by means of a trapping and relocation plan. They began with a census in 2000, by contracting with a local university to perform a count of the local peafowl population. The census not only allows for Rancho Palos Verde to understand the scope of the program, but to establish a baseline level. At that time (2000), Rancho Palos Verdes counted 134 peafowl, which were located within six (6) neighborhoods. In October of 2014, the population had grown to 305 peafowl. As part of the ongoing program, Rancho Palos Verdes focuses on keeping the peafowl population to the 2000 census count level (approximately 134 peafowl), which means that the contracted vendor is only allowed to trap and relocate a specific number of peafowl each year.

Rancho Palos Verdes has contracted with one vendor to provide the trapping and relocation service. It was crucial for the City to ensure that trapping and relocation efforts are humane and meet any standards pursuant to the People for the Ethical Treatment of Animals (PETA). The City of Rancho Palos Verdes maintains a budget of \$25,000 to \$35,000 a year for this program. According to the vendor, the trapping and relocation of any peafowl runs approximately \$175 per bird. The Rancho Palos Verdes program began with the trapping and relocation of only 50 birds. That number has grown to 150 birds currently. As mentioned above, Rancho Palos Verdes is not looking to eliminate the bird from their City, but to only control the population.

The City of Rancho Palos Verdes not only provides financial support through the program; they also provide a great deal of education to the public. As part of the program, the City requests voluntary trapping and relocation by the residents before involving the City through its program. If the resident decides to utilize the City's program, the City begins the process by entering into a contract with the private resident. This allows the City and the approved vendor to gain access onto the property to set the traps. Once the agreement is signed, the owner is responsible for coordinating with the vendor moving forward. With all these efforts of the City, their staff have reported a decrease in their peafowl population.

The City of Rolling Hills Estates also provides their residents with a similar resource. In Rolling Hills Estates, the owners are required to apply using the Peafowl Trap and Removal Permit application and pay a fee of \$55 per bird. The fee(s) are assessed through an invoice that is sent to the applicant once the bird is trapped. Rolling Hills uses the Los Angeles County Animal Control Department to trap and remove the peafowl.

### ***San Marino Assessment***

The first step in determining what program would be appropriate for our community is to understand the magnitude of the situation. Staff conducted a multi-week field survey, including interviews with residents who have experienced and dealt with peafowl. As a result of the windshield surveys and interviews, City staff can account for approximately 30 peafowl in the City. This includes one property on Fairfield Place that contained 19 peafowl in the front yard area. This specific flock seems to travel along Fairfield Place as well as on Santa Anita Avenue. Based on staff's findings, it appears that the existing peafowl nest and feed in specific neighborhoods in the City, specifically Fairfield, Shakespeare, Devonport and Gainsborough. There were reports of a flock on Lorain Road near the intersection of Lorain Road and San Gabriel Boulevard; however, to date, staff has not been able to find any evidence or locate this specific flock of peafowl. As a result of the data gathered and anecdotal information, we are able to conclude the current population is no greater than 40 peafowl within San Marino.

### **DISCUSSION**

Given the funds allocated in the FY19 budget, staff could simply proceed with the relocation plan contemplated originally and expend the \$38,000. However, over the course of this fiscal year, the City

Council has repeatedly demonstrated its desire for staff to look for more cost-effective methods for all projects, even when the City Council has previously approved an expenditure amount. Although this makes it more challenging for staff to implement programs quickly and efficiently, it sometimes results in smart cost savings.

To the end, prior to simply implementing the peafowl relocation program, staff considered whether this approach appropriately matches the scope of the San Marino circumstances and whether there might be a more cost-effective way to improve the situation. As a result of this re-consideration, staff realized that, although there has been much discussion of the Rancho Palos Verdes program, the magnitude of their situation (a peafowl population that exceeded 300 with the goal of keeping the number around 150) is exponentially larger than our situation (a total peafowl population that might approach 40, which isn't even one-third of the number that RPV is content with).

With that knowledge, as well as having information about some of the challenges associated with the RPV program, and knowing that the City Council's preference is to reduce expenditures even when funds are budgeted, staff moved to consider other alternatives that would not place the City as the lead agency for contract management for animal control and relocation. In all the research found, which includes literature, other City programs, and the surveys performed by staff, staff came up with two new "out of the box" ideas for implementing said programs.

There are cost-savings associated with each of the new options; in the alternative, the City Council could simply direct staff to implement the original program, a relocation contract to mirror the RPV program (noted here as "Option 3").

### ***Option 1***

Direct staff to develop a program where education becomes the focus. Such program can include best management practices for dealing with peafowl. As listed in the attachment labeled "Information on Peafowl," the City can launch an educational campaign that provides information on peafowl abatement and deterrents in the following formats:

- Website Updates
- List-serve messages to the peafowl notification subscribers
- Articles with helpful tips in the City's quarterly newsletter
- Public Service Announcement
- Communicating and sharing information with neighboring cities
- Preparing and distributing educational leaflets

In addition to the above-mentioned approach, the Planning and Building Department would generate a list of qualified vendors who are capable of providing the residents with a humane trapping and relocation service so that the residents who are more directly affected can choose how to proceed for themselves.

This reduces City expenditures, since the vendors will contract directly with the resident and staff's time will be minimal – limited to drafting the vendor list and education materials, and conducting an educational workshop. Our hope would be that our residents feel empowered to handle the situation in appropriate ways.

***Option 2***

Proceed with a similar program as Rancho Palos Verdes, but only for one year. In RPV, the program has become a sort of “evergreen” program, meaning that funds are necessary every year as an ongoing cost. In this Option, staff would still do all of the educational steps noted above; the difference would be that in Year 1, the City would fund the relocation of peafowl; after one year, however, the residents would take ownership of the issue (as noted in Option 1). This would put the City in the position of taking the initial lead, but alleviating any ongoing cost.

***Option 3***

Implement the relocation program, similar to the Rancho Palos Verdes program, to be funded by the City on an ongoing basis. This option would require the Council to appropriate funds during the budget process each year and would represent a continuing and recurring cost.

**FISCAL IMPACT**

The annual cost to implement the peafowl relocation program is \$38,000. If the City Council directs Option 3, the cost will be approximately \$38,000 every year. If the City Council directs Option 2, the cost will be \$38,000 in FY19 only, with no continuing costs. If the City Council directs Option 1, there will be minimal fiscal impact to the City, save for staff time to develop the materials and printing/distribution costs.

**RECOMMENDATION**

Given the City Council's preference for cost-effective solutions, as well as a comparison of our conditions versus the conditions in Rancho Palos Verdes, staff recommends that the City Council select Option 1 – the creation of a Peafowl Abatement Plan Guide.

“I move to direct staff to prepare a Peafowl Abatement Plan Guide.”

**ATTACHMENTS**

1. 2018 Peafowl Census Map
2. Plant List – List of Plants Peafowl like or dislike
3. Information on Peafowl





# City Council Agenda Report

ITEM NO. 17

**DATE:** August 17, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Ken Louie, Deputy City Manager - Finance

**SUBJECT:** Discuss 2022 Finance Ad Hoc Committee Report

## Recommendation

It is recommended that the City Council:

- 1) Review and discuss the 2022 Finance Ad Hoc Committee (FAHC) Report;
- 2) Not pursue a forensic audit/internal auditor in light of current and improved fiscal practices; and
- 3) Receive and file the 2022 Finance Ad Hoc Committee Report.

## Background

The Finance Ad Hoc Committee was formed by the City Council in September 2020 in an effort to review the fiscal year 2020-2021 budget, the Annual Comprehensive Finance Report (ACFR) for fiscal year 2018-2019, and to address concerns of oversight and management of the City's budget process under the purview of the previous leadership and administration at City Hall. The Ad Hoc Committee was tasked with making recommendations to improvements to the City's process, including timely completion of various milestones.

In February 2022, the City Manager's Office evaluated the tasks and responsibilities of the City's numerous commissions, boards, and committees, including a review of the scope of work and expected work product for each ad hoc committee. In conversations with the previous representatives of the Finance Ad Hoc Committee, it was agreed that the Committee intended to submit a report summarizing their findings to the City Manager, at which point that Committee would have completed their scope of work and would be dissolved. The City Council approved this timeline.

At the regularly scheduled City Council meeting of June 15, 2022, the City Council reviewed the Finance Ad Hoc Committee's report as attached, voted to receive and file the report and take no further action, and the Ad Hoc Committee was dissolved. At the regularly scheduled City Council meeting of July 20, 2022, Councilmember Zneimer requested the item be brought back, with a second from Mayor Cacciotti, for a final discussion, as the review completed on June 15, 2022 was part of a lengthy City Council agenda. While there are no changes to the FAHC report, Councilmember Zneimer requested additional disclosures be brought forth in tonight's report.

The additional information requested, and provided in the revised attached report, is as follows:

- Listing of each committee member
- Dates of FAHC meetings
- Disclosure of documents used for determinations

### **Analysis**

The Report summarizes the previous administration's budget processes and oversights.

It highlights shortcomings of those efforts, as well as areas of improvement, detailing:

1. Unexplained changes between proposed budgets for review,
2. The City Council's consideration of the budget ahead of the completion of timely audits,
3. The lead up to the creation of the Finance Ad Hoc Committee and its specific scope of work, and
4. The concerns of the lack of internal controls, transparency and timeliness of reporting.

The Report calls for a forensic audit and/or the hiring of an internal auditor that reports directly to the City Council. However, the Report states that the need for these recommended measures (forensic audit and internal auditor) would no longer exist if strong corrective measures are put into place in the next 12 months. It also acknowledges that there has been a significant changeover in staff and such measures would create an undue labor and financial burden on already taxed staff. Finally, the report acknowledges that many of the concerns have already been remedied or are in the remedial process.

The major items of concern that have already been remedied or are in the remedial process are:

- Policies and Procedures: Finance Policies and Procedures were reviewed and recommended for approval by the Finance Commission in May 2022, and the City Council reviewed and discussed the draft document at their June 1, 2022 meeting. Staff will present the final draft for Council's consideration and adoption at the City Council meeting of September 7, 2022.
- Timely reports and transparency: The current administration has worked diligently to address these issues including a timely Midyear Report, Monthly Investment Reports and a successfully adopted Annual Budget in June of 2022. Staff looks forward to its first quarterly update for the Quarter ended September 30, 2022. With the hiring of a permanent Finance Director and Deputy Director/Controller (previously Accounting Manager), the City Manager anticipates bringing quarterly, then monthly budget reports to City Council.

- Timely audits: The City has already scheduled the 2021-2022 audit for November 2022 – a full six months earlier than last year’s audit commencement. The City will be working with Rogers, Anderson, Malody & Scott (RAMS) for the upcoming audit, as we are in a three-year audit contract. Upon the completion of the current contract, the City will go out to bid for a new audit contract.
- Proper staffing levels/morale: Greater employee training and retention, as well as incorporation of better and best practices into our processes and service to the community. A planned Finance department staffing review based on the FAHC concerns and the auditor’s declaration that the department is understaffed by at least 2 full-time positions not including current vacancies. A recruiter has been retained to host an active recruitment for the Finance Director position, which is set to commence on August 14, 2022. In addition, tonight’s agenda includes the reclassification of the Accounting Manager to Deputy Finance Director/Controller. Once these top level positions are filled, the City Manager will work with the management team to complete a thorough staffing assessment.
- Legal: The settlement of the A. Smith case based on policy decision and direction from City Council.

In response to the recommendations identified for City Staff on page 11 of the attached Report, staff would like to highlight the following:

1. Instituting a New, Independent Auditor Position Reporting to the City Council

Due to measures established or in-progress improvements listed above, it is staff’s recommendation to not pursue a forensic audit or internal auditor, and to rather focus efforts and resources on the corrective measures.

2. Contracted City Attorney Service

The City Attorney will continue providing all legal services for the City in accordance with the Agreement for Legal Services and the City’s Municipal Code.

3. RFP for City Attorney Services

In September 2021, a discussion took place at the City Council meeting regarding an RFP for a new contract for attorney services. Given the timing, staff capacity and workload, the City Manager was given an opportunity to bring this item back at a future date. The City Manager does not recommend pursuing this at this time given staffing levels, outstanding projects and overall workload. It will be extremely challenging changing the City Attorney firm in the midst of all of the current and ongoing organizational challenges.

4. Determine Legal Liability Position

It is the City Council’s role to provide ultimate policy decisions on existing, pending and threatened litigation. The City Attorney’s office and Risk Management staff will continue to diligently apprise the City Council of existing, pending and threatened risks, and associated costs thereof.

**5. Increase Financial Reporting on Legal Expenses**

The current process complies with all matters of reporting of legal expenses in a manner that does not jeopardize defense of the City. Administrative Staff reviews all legal bills, and the City Council has the opportunity to review all legal bills, prior to placing them on the Warrants register. The fluctuating nature and amount of legal expenses is based on case activity, staff needs, and the relative complexity of each legal manner.

**6. Provide Quarterly Updates to the Finance Commission and City Council on Efforts**

As part of the quarterly budget updates to the Finance Commission and City Council, staff can include updates on these recommended improvements.

**Next Steps**

The City Manager commits to ongoing improvements to internal controls and establishing solid policies and procedures. The Finance Department will work closely with the City Manager in bringing timely and regular reporting to the City Council. Additionally, the City Manager is working with a recruiter to assist with efforts to hire a permanent Finance Director focused on carrying forward and building upon these efforts. With a vacancy in the Finance Department, Council is also considering the reclassification of a position to a Deputy Finance Director/Controller position to elevate the Accounting Manager position, and to provide further oversight and management of the department. It is under the City Council's purview to direct staff on any further action in response to the findings or recommendations within the Report.

**Fiscal Impact**

There is no fiscal impact associated with receiving and reviewing this report.

**Commission Review**

The Finance Commission received and filed the 2022 Finance Ad Hoc Committee Final Report at their June 9, 2022 meeting.

Attachment:

Revised 2022 Finance Ad Hoc Committee Final Report

# **ATTACHMENT**

2022 Finance Ad Hoc Committee Final Report



## 2020-2022 Finance Ad Hoc Committee (“FAHC”) Final Report and Recommendations of the FAHC

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**DATE:** August 10, 2022

**FROM:** 2020-2022 Finance Ad Hoc Committee (the “FAHC”)

**PREPARED BY:** Jack Donovan, City Councilmember District 2  
Jon Primuth, City Councilmember District 3  
Fred Findley, Finance Commission Member  
Peter Giulioni, Finance Commission Member  
Gregory Chun, Resident  
Stephen Rossi, Resident  
William Cullinane, Resident

**SUBJECT:** **Presentation of Findings and Final Recommendations to Staff by the 2020-2022 Finance Ad Hoc Committee**

### Background

At the request of Councilmember Zneimer, and after additional discussion with Interim Finance Director Ken Louie, the FAHC is resubmitting the committee’s report, the Final Report and Recommendations of the Finance Ad Hoc Committee (the “Report”), dated June 4, 2022 and originally submitted directly to City Manager Chaparyan on June 5, 2022 and accompanied by the following cover email:

**From:** Stephen Rossi  
**Subject:** Final Report and Recommendations of the Finance Ad Hoc Committee  
**Date:** June 5, 2022 at 11:01:25 AM PDT  
**To:** Armine Chaparyan <achaparyan@southpasadenaca.gov>  
**Cc:** Jon Primuth <jprimuth@southpasadenaca.gov>, Jack Donovan <jdonovan@southpasadenaca.gov>, Fred Findley, "William (Bill) Cullinane", Gregory Chun, Edward Corey, Peter Giulioni Jr

Armine,

I am happy to announce that the Finance Ad Hoc Committee held their final meeting yesterday. At that meeting the members in attendance (Jon Primuth, Jack Donovan, Fred Findley, Peter Giulioni, Bill Cullinane, Greg Chun, and myself) reviewed and approved the attached Final Report and Recommendations of the Finance Ad Hoc Committee for submission to City Staff. Please take this email and report submission as the committee’s final action, and, in keeping with the City Council’s recent decisions, the FAHC is now dissolved.

As always, please reach out if you have any questions regarding the report contents and follow up items. I know Jon and Jack will also be reaching out to you directly to help walk you through the report as well.

Thank you again to all copied on this email for your hard work and dedication to getting this report finalized and up to the City!

Best,  
Steve

For clarity, seven **fully-voting** members of the FAHC attended the final FAHC meeting on June 4, 2022, and subsequent to additional discussion and deliberation regarding the various content of the Report, the seven members present voted unanimously to approve, and submit, the Report directly to City Manager Chaparyan as directed by Councilmember Primuth. Per the original cover email from the Report submission, the seven fully-voting members present on June 4, 2022 were as follows: City Councilmember Jack Donovan, City Councilmember Jon Primuth, Finance Commission member Fred Findley, Finance Commission member Peter Giulioni, and residents Gregory Chun, William Cullinane, and Stephen Rossi.

In total, the FAHC held meetings on the following dates:

- Zoom: 10/13/2020
- Zoom: 11/5/2020
- Zoom: 12/10/2020
- Zoom: 1/25/2021
- Zoom: 4/1/2021
- Zoom: 9/22/2021
- In Person Meeting: 9/25/2021
- In Person Meeting: 9/26/2021 (Peter Giulioni and Stephen Rossi)
- Recorded Zoom: 10/5/2021
- Recorded Zoom: 3/5/2022
- Phone Call: 3/23/2022 (Jon Primuth and Stephen Rossi)
- Zoom: 5/27/2022 (Jon Primuth and Stephen Rossi)
- In Person Meeting: 6/4/2022

Additionally, between 9/25/2021 and 6/5/2022, there were in excess of 60 email exchanges between members of the FAHC to facilitate Report drafts, comments, deliberation, and meeting logistics.

## **Recommended Actions**

It was not within the scope of the FAHC to make any conclusions as to whether any inappropriate activities *had* occurred or the intentions behind any individual activities described in this report. The FAHC has not made, nor does it infer, any such conclusions. Rather, it was the task of the FAHC to investigate whether red flags existed that would indicate inappropriate activities *may* have occurred. It is the opinion of the FAHC that the red flags discussed throughout this report do, on their surface, warrant a further review by specialists via a forensic audit. However, given the number of years that have transpired since the bulk of these actions took place, the significant financial cost associated with such an endeavor, and the prior removal/resignation of many then-acting City officials potentially involved, such a step may not be practical for the City at this time. The FAHC instead recommends the City take the additional actions outlined below to help ensure similar activities are not tolerated or allowed to exist in the future. This conclusion was based, in no small part, upon the assumption that City Staff, the Finance Commission, and the City Council will continue to implement the many recommendations provided in both this report and previously provided throughout the FAHC's work. In the event the City does not follow through on the recommendations provided in the next 12 months, it is the belief of the FAHC that a forensic audit, designed to look into the numerous findings discussed in this report, is not only warranted, but necessary.

It is further recommended that City Staff:

- Review and prepare an analysis to the Finance Commission and City Council regarding the viability of instituting a new, independent internal auditor position within the City of South Pasadena. As discussed elsewhere in this report, the existing City policies and procedures, had they been properly followed, would have helped prevent or eliminate many of the FAHC's findings. However, as the position of City Manager is the only City Staff member reporting directly to the City Council who is also under the Council's direct and sole supervision, a potential for conflict of interest is created. An Internal Auditor, hired by, reporting to, and having compensation determined directly by the City Council, would act independently of the City Manager and Finance Departments, helping to ensure ongoing compliance with stated City codes, policies, and procedures without fear of intimidation or retaliation by the City Manager. This internal auditor could support the City Council in their responsibility for oversight by providing institutional knowledge and an additional level of security regarding stewardship of funds for the citizens of South Pasadena;
- In order to comply with best practices for contract attorneys as described by the League of California Cities and the City of South Pasadena's own code of ethics requiring the elimination of even the "appearance" of a conflict of interest, it is recommended the City codify as policy that the City cannot retain one law firm to provide both (i) contract City Attorney services, and (ii) litigation services;
- Immediately proceed with an RFP for a new contract City Attorney law firm (as already motioned by Councilmember Zneimer and seconded by Councilmember Cacciotti in open session during the September 1, 2021 council meeting) to be acted upon, and any awards determined, by the newly constituted City Council after the November 2022 elections;
- Determine its estimated legal liability position in accordance with GASB, as required by local and State regulation, and after a full review of a fulsome economic risk analysis of all existing, pending, or threatened litigation outstanding for the relevant time-period, prepared by the City Attorney and reviewed by the Finance Department, Finance Commission, City Manager, and the City Council prior to inclusion in any City budget or CAFR;
- Increase financial reporting of highly fluctuating, cumulatively large legal expenses, including an immediate return to providing semi-annual reports on expenses for all lawyers, consultants, and lobbyists; and
- Provide a quarterly update to the Finance Commission to update both that body and, in turn through Finance Commission and City Council Liaison reports, the City Council as to Staff's progress on implementing the recommended actions.

The opinion is based on the FAHC's work on the operational matters described above; its review of documents and other information provided by Staff during the FAHC's work; agenda reports, presentations, and discussions at open meetings of the Finance Commission and City Council; and other related, publicly accessible materials – many of which have been cited throughout this report in support of the FAHC's findings and recommendations.

The FAHC did not consider, and did not have access to, City Council closed session materials, or other information protected from disclosure to the public by the attorney-client or other privileges. Nevertheless, the FAHC believes that the current members of the City Council, in consultation with current City senior management, should conduct its own assessment of the necessity for and scope of any additional audits (including a forensic audit if deemed warranted), using relevant materials that may be outside the scope of the FAHC's work or protected from public disclosure.

For the purpose of transparency to Staff, the City Council, and City residents, much of the FAHC's discussions regarding the final scope item, to "Assess whether it is advisable for staff to recommend a forensic audit be conducted for the period of July 2019 through the current period [September 2020]," can be found in publicly available emails and Zoom meeting video recordings (for the final two meetings of the FAHC). Videos can be found on the City's YouTube channel (<https://youtu.be/EBod1BSaoQY> and <https://www.youtube.com/watch?v=qkCj65Qcc-E>).



## **FINAL REPORT AND RECOMMENDATIONS OF THE FINANCE AD HOC COMMITTEE**

### **I. HISTORY OF THE FORMATION OF THE AD HOC FINANCE COMMITTEE**

On September 28, 2020, the City Council voted unanimously to form the Finance Ad Hoc Committee (the "FAHC"). The FAHC was originally proposed to the City Council on September 2, 2020, and ultimately approved by the City Council, in response to concerns raised by residents, the Finance Commission, and a former City Finance Director about the proposed fiscal year 2020-2021 budget and the delayed Comprehensive Annual Financial Report ("CAFR") for fiscal year 2018-2019.

#### **A. Residents' Discovery of Major Undisclosed Changes to the Proposed 2020-2021 City Budget**

A draft 2020-2021 budget was presented to the Finance Commission on May 26, 2020, by the then-acting Finance Director Karen Aceves. The commission voted 5-0 to recommend that the City Council approve the draft budget, and a presentation of the draft budget to the City Council was scheduled to occur at a City Council meeting on June 3, 2020.

However, the draft budget in the City Council agenda packet, posted online on May 29, 2021, was different from the budget originally presented to the Finance Commission 3 days earlier. Changes totaling approximately \$14 million had been made to revenue and expenditure line items. The gross sum of changes made by Staff over the course of 3 days was an amount equal to 28% of the City's total \$51 million revenue budget. Further, significant changes had also been made to various general fund reserve balances and special revenue fund balances. The breadth of the changes was neither disclosed nor explained in the agenda report for the June 3, 2020, City Council budget presentation.<sup>1</sup>

The June 3, 2020 City Council meeting was continued, and, in the following days and weeks, irregularities in the draft budget and other concerns and questions about the City's financial reporting were brought to the attention of City residents and leadership, largely through two reports, one authored by Sheila Rossi and FAHC member, Stephen Rossi, and the other by a former City Finance Director.

#### **B. The Dispute Over the Adoption of a Resolution of Continuing Appropriations**

At this point, the City Council requested that the new draft budget be reviewed by the Finance Commission. On its review of the new draft budget, the Finance Commission voted 4-1 to recommend that the City Council adopt a resolution of continuing appropriations, with review of the draft 2020-2021 budget postponed until completion of delayed 2018-2019 Comprehensive Annual Financial Report ("CAFR").<sup>2</sup>

Later, during a Special Meeting held on June 24, 2020, Staff presented the City Council with the Finance Commission's recent recommendation to delay review of the 2020-2021 budget. The first item on the agenda included a Staff report recommending that the City Council approve Finance Commission's proposal. However, citing a supposed \$3.5 million revenue shortfall expected due to the Covid pandemic<sup>3</sup>, Staff (led by Ms. Aceves and the then-acting City Manager, Ms. Stephanie DeWolfe), along with Councilmembers Ms. Khubesrian and Ms. Mahmud, spoke against the Staff's recommendation, instead suggesting the City Council adopt the new draft budget.<sup>4</sup>

After stating the report’s characterization that the Finance Commission had “originally approved [the budget] unanimously” was a “misdirection” on the part of Staff, then-sitting City Councilmember Schneider commented further, “Let me remind you what the item on the agenda is. It says, ‘Approve a Resolution to Continue Appropriations of the FY 19/20 Budget...That is the Staff recommendation, and now they’re arguing against it.’”<sup>5</sup> Following the City Attorney’s conclusion that adopting a new budget that evening would be a violation of the Brown Act, the City Council adopted the recommended resolution of continuing appropriations.

**C. Councilmember Khubesrian’s Emails Utilizing False Identities and Intimidation to Quell Resident, Former Employee, and City Official Questions Regarding the Budget**

By way of additional background color leading to the formation of the FAHC, when the resolution of continuing appropriations was before the City Council for consideration, then-sitting City Councilmember Khubesrian not only dismissed residents who had raised questions regarding the budget, characterizing them as complainers “criticizing without looking for solutions,”<sup>6</sup> but also submitted public comments via email under false identities. These emails advocated for adoption of the controversial draft budget; expressing support for the then-acting City Manager’s and Finance Director’s performance in connection with the 2020-2021 budget process; and making allegations of improprieties against the former City Finance Director who authored one of the critical reports.<sup>7</sup> Furthermore, Ms. Khubesrian used these same false identities (also via emails) to pressure her colleague, Councilmember Cacciotti to stop asking questions about the City’s financials and claimed additional improprieties against yet another resident who had previously been critical of both Ms. Khubesrian and the 2020-2021 budget process.<sup>8</sup> After these inappropriate actions were discovered and exposed by a resident, Ms. Khubesrian admitted authoring the pseudonymous emails and resigned her position in mid-August 2020. The public fallout that followed these discoveries weighed heavily in the City Council’s decision to form the FAHC.

**D. Formation of the FAHC to Assist Finance Department Staff and Make Recommendations**

On September 2, 2020, the FAHC was formed as an advisory committee to provide recommendations to, and consultation with, the City Finance Department on operational matters to promote the timeliness, accuracy, and transparency of the City’s financial reporting as well as to form a recommendation, based on the FAHC’s review, regarding whether a forensic audit would be warranted. The FAHC’s scope of work was limited to the following items:<sup>9</sup>

- (i) Ensuring the completion of the delayed fiscal year 2018-2019 Comprehensive Annual Financial Report (“CAFR”);
- (ii) Ensuring the timely completion of the fiscal year 2019-2020 CAFR;
- (iii) Management and oversight of the fiscal year 2020-2021 budget;
- (iv) Updating the City’s financial policies and procedures;
- (v) Making a recommendation to the Finance Commission regarding the frequency and timing of financial reporting; and
- (vi) Assess the necessity of, or scope of any additional audits, depending on the summation of the [FAHC’s] work, up to and including a forensic audit where the situation warrants additional review.

**II. SUMMARY OF RESULTS OF OPERATIONAL CHANGES**

As of the date of this summary report, the FAHC was comprised of six members – one Finance Commission member and five residents with various backgrounds in accounting, audit, business operations, finance, municipal finance, and restructuring – plus two City Council liaisons.<sup>10</sup> From the date of the FAHC’s inception until approximately July 2021, the FAHC assisted Finance Department Staff in accomplishing the following. More detail on each of these items can be found in **Exhibit A** to this report.

- (i) On October 26, 2020, the City Council voted 4-1 to receive the final 20189/19 Comprehensive Annual Financial Report (“CAFR”), ahead of the November 3, 2020 election<sup>11</sup>;

- (ii) On July 21, 2021, the City Council voted to receive the final 2019/20 Annual Comprehensive Financial Report (“ACFR”)<sup>12</sup>;
- (iii) On April 27, 2021, the City Council voted 5-0 to receive the Annual Budget for 2020/21;
- (iv) Completed researching and make recommendations (through Staff) regarding best practices for financial policies and procedures; and
- (v) Completed researching and make recommendations (through Staff) regarding best practices for monthly and quarterly reporting.

From approximately July 2021 until the date of this report, the FAHC focus has been the final remaining item included in the FAHC’s scope, as directed by the City Council:

- (vi) Assess the necessity of, or scope of any additional audits, depending on the summation of the [FAHC’s] work, up to and including a forensic audit where the situation warrants additional review.

The remainder of this report, and the accompanying exhibits and endnotes (which are an integral part of the FAHC’s recommendations), provides highlights of the FAHC’s discussions and deliberations on whether conducting a forensic audit is recommended. With the delivery of this report, the FAHC’s work has been completed.

### **III. RECOMMENDATION REGARDING A FORENSIC AUDIT**

Before providing a recommendation as to whether a forensic audit is warranted at this time, it was the determination of the FAHC members that both Staff and the casual reader be presented with the following information:

- What is the purpose of a forensic audit?
- What are the red flags that indicate a forensic audit is warranted?
- A discussion of the relevant findings by the FAHC.

#### **A. What is the Purpose of a Forensic Audit?**

A forensic audit differs significantly from a regularly scheduled, annual audit like the CAFR. There are numerous whitepapers that explain in detail the scope and procedures contained within a typical forensic audit, however, a more simplified description can be found on Investopedia, “Forensic audits cover a wide range of investigative activities. A forensic audit is often conducted to prosecute a party for fraud, embezzlement, or other financial crimes.”<sup>13</sup>

Further, according to the American Journal of Business Education (“AJBE”), “Forensic accountants and auditors share some goals similar to traditional accountants and auditors. They have different roles, knowledge and skills. Forensic accountant investigations include identification of fraud. This is different from Certified Public Accountant (CPA) investigations that are not responsible for identifying fraud.”<sup>14</sup>

#### **B. What are the Red Flags that Indicate a Forensic Audit is Warranted?**

The red flags highlighted by the AJBE include, but are not limited to, the following...”

- Weak internal control processes; and
- Management style that pressured employees to take actions beyond financial statement management to manipulation to outright misrepresentation which is fraud.

The AJBE goes on to state, “Personnel-related practices allowing financial statement misrepresentation include low employee morale that is possibly due to inadequate compensation, high turnover and inexperienced

managers...An organization that loses financial records may have lost their financial records on purpose to hide fraud. Fraud is easier to commit when there is no strong accounting information system.”<sup>15</sup>

Further, Investopedia highlights how fraud can manifest in actual practice<sup>16</sup>:

- Conflicts of Interest: “when a fraudster uses their influence for personal gains to the [City’s] detriment.”
- Extortion: “the wrongful use of actual or threatened force, violence, or intimidation...”
- Asset Misappropriation: which can include, but is not limited to, activities such as embezzlement, providing contracts/not charging fees to third-parties due to personal relationships, and misuse of Staff time or other City resources,
- Financial Statement Fraud: “The goal of presenting fraudulent numbers may be to...ensure that C-level executives continue to receive bonuses, or cope with the pressure to perform.”

### C. Findings of the FAHC

For the reader’s convenience, the relevant FAHC findings have been categorized according to the potential red flags indicating the possibility or threat of fraud outlined previously in this report.

#### 1. **Management failures in managing and hiring Finance Department personnel led to high staff turnover and new, relatively inexperienced and, in some cases, unqualified staff.**

**Finding 1.1 A Finance Department reorganization led to a significant reduction in Finance Department staffing levels:** On November 7, 2018, then-acting City Manager, Ms. Stephanie DeWolfe initiated the reorganization of the Finance Department.<sup>17</sup> This reorganization ultimately resulted in a 44% reduction in department staffing levels, from a historical level of 9 staff members to 5. The reductions included the elimination of two senior accounting clerk positions and the outsourcing of business licenses and payroll functions. *Potential Red Flags: Low employee morale, high turnover, inexperienced managers, weak internal controls, and incomplete financial reporting.*

**Finding 1.2 The reorganized Finance Department had inexperienced leadership.** Departed staff were replaced with new, underqualified or inexperienced staff members. Although then City Manager DeWolfe had received the recommendation to hire strong leadership for the Finance Director position,<sup>18</sup> the acting Finance Director did not have any management experience in finance department operations. It is important that City employment policies and job descriptions for all positions within the Finance Department, especially that of the Finance Director, adhere to appropriate educational or equivalent experience requirements during recruitment. *Potential Red Flags: Low employee morale, high turnover, inexperienced managers, weak internal controls, and incomplete financial reporting.*

#### 2. **The Finance Department reorganization and the procurement of the Citygate Report were undertaken in circumstances that give rise to questions about a possible lack of transparency, possible attempt to cover-up alleged asset misappropriation, and potential existence of a conflict of interest by City Manager DeWolfe.**

**Finding 2.1 Questionable circumstances surrounded the timing of, and the process undertaken, to engage Citygate:** Of note, one of the main items used by Ms. DeWolfe to support the Finance Department reorganization, was a report (the “Citygate Report”) provided by Citygate Associates, LLC (“Citygate”).<sup>19</sup> According to the staff report to the City Council recommending hiring Citygate, an organizational assessment report was needed to prepare for the retirement of the finance director who had been on leave of absence. The report was

initiated by City Manager DeWolfe while the City was actively recruiting for a new finance director. The stated purpose of the report was to provide an “organizational review” and “best practices” in a confidential report to be used as a “resource and management tool” for the new finance director. However, in the two years that followed the report, the City had completed only 1 of the 43 items that the report recommended be implemented within the first 12 months. Further, the FAHC finds that the existence of allegations by Lauren Rubin going back to March 2018, approximately a month before City Manager DeWolfe entered into a contract with Citygate, and other circumstances, raise concerns which should be discussed:

*DeWolfe Engages Citygate for an Organizational Review of the Finance Department:* Starting in March 2018, Lauren Rubin, a member of the Finance Department staff, sent then-Human Resources Manager Miriam Lee Ko and Karen Aceves messages regarding “financial irregularities and mishandling of a substantial amount of government and public monies,”<sup>20</sup> however no response was received by Rubin. Approximately one month later, on April 19, 2018, a consulting contract between Citygate and the City of South Pasadena was signed by Ms. DeWolfe, including a not-to-exceed contract total of \$69,420.00. The proposal had been presented to, and approved by, the City Council the prior evening on April 18, 2018.<sup>21</sup> A review of the City Clerk files on the City’s website did not find any evidence of a competitive bidding process as per the City’s typical procedures. Further, it was not disclosed, either in the presentation to the City Council by Staff nor in the contract with Citygate itself, that the Senior Consultant who would be performing the organizational review was former Pasadena Finance Director, Mr. Andrew Green. Mr. Green had previously worked with Ms. DeWolfe in the City of Pasadena for three years (2009-2012)<sup>22</sup>, but later departed the City of Pasadena in January 2015 amidst an investigation into the embezzlement of \$6.4 million from a city fund overseen by Mr. Green.<sup>23</sup>

*Questionable Circumstances Regarding the Rubin Case and Citygate:* The Citygate report became a central piece in the subsequent wrongful termination lawsuit by Lauren Rubin claiming that DeWolfe commissioned the Citygate report, through her personal relationship with Green and without any competitive bidding process, in an attempt to invent cause to terminate Rubin and hide Rubin’s claims of financial improprieties from the City Council.<sup>24</sup> Rubin was terminated by the City in November 2018, three months after Citygate issued the final, August 16, 2018 report. It is unclear to the members of the FAHC whether the prior messages alleging “financial irregularities and mishandling...of...monies,” sent by Rubin to Ko and Aceves, were ever disclosed to the City Council prior to the commissioning of the Citygate report, the dismissal of Rubin by the City, or the filing of Rubin’s legal claim.

Per Ms. DeWolfe’s LinkedIn profile, since June 2021, approximately 2 months after a final settlement was reached in the Rubin case and nine months after DeWolfe’s separation from her position as City Manager of South Pasadena, Citygate hired Ms. DeWolfe as a Management & Leadership Consultant.

*Potential Red Flags: Conflict of interest, management style that pressured employees to take actions beyond financial statement management to manipulation to outright misrepresentation which is fraud, potential asset misappropriation...providing contracts to third-parties due to personal relationships, misuse of Staff time or other City resources, and specific claims of financial irregularities made by Rubin.*

**Finding 2.2 The City Council appeared to have used, extensively and inappropriately, closed session City Manager performance reviews to conduct other business unrelated to the City Manager:** For reference, the position of the City Manager reports to the South Pasadena City Council, and periodic performance evaluations of the City Manager are conducted by the City Council in closed session. A summary analysis, based on a review of the City Council closed

session agendas from January 2018 through August 2020, of the various dates these closed session performance evaluations occurred is included in the chart below:

	Date of Closed Session	Days Since Last Eval	Total Days in Grouping	# of Evals in Grouping	Avg Months per Eval
1	February 21, 2018	N/A	N/A	1.0	N/A
2	July 18, 2018	147			
3	August 15, 2018	28			
4	October 17, 2018	63	203.0	6.0	1.13
5	December 19, 2018	63			
6	January 16, 2019	28			
7	February 6, 2019	21			
8	August 21, 2019	196			
9	September 11, 2019	21	28.0	3.0	0.31
10	September 18, 2019	7			
11	January 15, 2020	119	63.0	2.0	1.05
12	March 18, 2020	63			
<b>TOTAL DATA SET:</b>			<b>756.0</b>	<b>12.0</b>	<b>2.10</b>

Most cities and companies provide at least one performance review annually. Some private companies even perform regular reviews on a quarterly basis. Therefore, the existence of 12 performance reviews over an approximate 2-year span (or one performance review every 2.1 months on average) seems unusual in the absence of a performance improvement plan. However, upon closer inspection of the dates in question, it is clear that there was no regular cadence to the closed session performance reviews. Rather these reviews come in three main spurts with large gaps between each grouping, including one grouping which contained three separate closed session performance reviews within the same 28-day period.

*Potential Red Flags: Conflicts of interest, weak internal control processes, potential Brown Act violations*

**3. The Finance Department did not have, and did not follow, important internal controls, policies, and processes.**

**Finding 3.1** The Finance Department failed to reconcile bank accounts timely. While it is best practice to reconcile bank accounts and close monthly financials within 30 days of each month end, the Finance Department was as much as twelve (12) months behind in reconciling the City’s bank accounts and closing monthly financials, directly leading to the delay in starting/completing the 2018/19 CAFR. *Potential Red Flags: Weak internal control processes*

**Finding 3.2** The City lacked controls or procedures to alert management to the Department’s unreconciled accounts. The City’s failure to have “procedures in place to ensure that all relevant accounts are reconciled” at year end was a “material weakness” finding by the auditor in the 2018/19 CAFR audit letter. (As outlined in more detail in Exhibit A of this report, in conjunction with the delivery of the 2018-2019 CAFR, the City’s outside audit firm, RAMS, highlighted several “material weaknesses” in the City’s internal control processes that negatively affected the timely delivery of financial reporting. These included, but were not limited to, monthly bank reconciliations being as much as 12 months delayed; an inability to properly review numerous financial statement accounts and a failure to maintain an adequate

year end closing process; and (noted as a “significant deficiency”) the failure of the Finance Department to maintain an updated accounting policies and procedures manual for Staff to reference. RAMS also noted that the root cause of these issues was the City’s inability to maintain adequate Staffing levels in the Finance Department. *Potential Red Flags: Weak internal control processes*

**Finding 3.3 The Finance Department failed to prepare forward looking projections of the City’s cash position nor was the Monthly Liquidity Report certified by the City**

**Treasurer as required by the City’s Investment Policy.** The City’s Investment Policy (as voted on by the City Council each year) requires the City Treasurer to certify “as to the availability of cash to meet the City’s expenditures over the next six months.... based on cash flow projections provided by the Finance Department.” As of the date this FAHC was created, the City Treasurer’s monthly report was the only interim financial report regularly presented directly to the City Council. The City’s Investment Policy required the City Treasurer to certify the City’s liquidity position based on the forward-looking projections of the Finance Department.

Had the City Treasurer report and certification highlighted the Finance Department’s failure to provide the forward-looking statements, the City Council would have been directly alerted to the issue. The City Council would have been on notice as to the issues within the Finance Department, potentially as much as a year prior to the contentious budget discussions that occurred in June 2020. *Potential Red Flags: Weak internal control processes*

**4. The City did not comply with its own purchasing policy.**

**Finding 4.1 The prior City Manager used her authority to undermine the spirit of the City’s purchasing policy requiring City Council approvals of major contracts.** City purchasing policies include various provisions outlining authority levels required by the total size of expenditure. These policies state, among other things, that any contract, amendment, or follow-on contract, that results in a cumulative possible expenditure more than \$25,000.00 requires approval by the City Council.<sup>25</sup> Included in the sample selections reviewed by RAMS as part of the 2018-2019 CAFR, approximately 18 contracts (provided to the FAHC directly by RAMS) were found to be in potential violation of the City’s purchasing policies, including at least 2 contracts that, on their surface, should have gone to the City Council for approval. Both were executed by then-acting City Manager DeWolfe and then-acting City Attorney Highsmith (contracted through Colantuono, Highsmith, and Whatley).<sup>26</sup> *Potential Red Flags: Weak internal control processes, asset misappropriation*

**5. The City did not have policies or procedures for administering its legal liability reserve.**

**Finding 5.1 The City did not have a policy or practice of accruing an actual reserve against its legal liability.** Based on the FAHC’s review of the October 26, 2020, City Council meeting and follow up discussions with staff, the City did not maintain a legal liability reserve and had no policies or procedures for doing so. First, the \$500,000 “reserve” amount which appeared on the City’s balance sheet remained constant over years, without any accounting entries of expenditures or accruals to reflect activity in the liability. Second, as elicited by FAHC member Rossi in the question-and-answer session with the auditor representative at the October 26, 2020, City Council meeting, the account was for all practical purposes an inactive placeholder account within the larger general reserve and there was no true legal liability reserve accrual maintained within the City’s balance sheet. Third, there was no method of review utilized by the City to determine the City’s true, outstanding legal liability to be reflected in the annual audit and financial statements as required by GASB. Instead the City relied exclusively on the City Attorney’s general, but inaccurate, belief that all litigation claims are covered by the City’s

insurance risk pool and therefore not required to accrue for properly. *Potential Red Flags: Weak internal control processes, conflict of interest, asset misappropriation, financial statement fraud*

**Finding 5.2 Official representations that the litigation liability reserve was an actual accrual for anticipated liability expenses were based on inaccurate statements made by City Attorney Highsmith and Councilmember Mahmud with no internal review process by the Finance Department, Finance Committee, City Manager, City Council, or the City's outside audit firm, resulting in the filing of a potentially inaccurate 2018-2019 CAFR.** At the October 26, 2020 council meeting, City Attorney Highsmith and Councilmember Mahmud represented that the annual designation of a legal liability reserve was a reserve against reasonably anticipated legal expenses, and 100% of all litigation expenses beyond the policy's deductible would be covered by the City's insurance pool making further discussion on the topic unnecessary. However, during the same council meeting,<sup>27</sup> the City's outside auditor affirmed: 1) there was no actual accrual in the City's financials for litigation expenses; 2) despite the CAFR being conducted for the period ending June 30, 2019, given the date the CAFR was being *delivered* to the City Council, October 26, 2020, a review of all existing, pending, or threatened litigation outstanding at any time from June 30, 2019 through effectively September 30, 2020 would be necessary in order for the CAFR to be correct<sup>28</sup>; and 3) the auditors' sole source of information regarding potential litigation claims against the City was a letter provided by then-acting City Attorney, Ms. Theresa Highsmith, a partner at Colantuono, Highsmith, and Whatley. The representations by City Attorney Highsmith are further in direct contradiction to notification previously received by the City's insurance provider, and available to the City Attorney prior to the October 26, 2020 council meeting and finalization of the 2018-2019 CAFR as outlined in Finding 5.3 below. As such, no oversight or review of the City Attorney's methodologies, analysis, or conclusions was conducted by any member of City Staff, Finance Commission, or the City Council prior to a vote to receive the CAFR. The City Council voted 4-1 to receive and file the 2018-2019 CAFR on October 26, 2020. *Potential Red Flags: Weak internal control processes, conflict of interest, asset misappropriation, financial statement fraud*

**Finding 5.3 The City filed and received the 2018-2019 audit report containing a legal liability estimate without adequate due diligence.** Even if most claims against the City are covered by the City's risk pool coverage, the City is still required, for both the purpose of presenting accurate financial reports as well as ensuring proper accountability for, and execution of, the City's fiduciary responsibilities, to accurately estimate the amount of reserve needed for claim liabilities and for legal expenditures exceeding its annual legal expense budget. In the context of the City Council adoption of the 2018-2019 CAFR on October 26, 2020, it should be noted, that per emails provided to this FAHC and included as Exhibit B to this report, both City staff and Colantuono, Highsmith, and Whatley were made aware, at least 5 months prior to the October 26, 2020 Council meeting, that the City had been notified by its insurance company that at least one ongoing litigation may not be covered under the policy ("Case 2"). On May 27, 2020, City staff attempted to raise an alarm to the City Council that additional funds would be required to cover potential litigation costs, stating, "We need to go to Council for sure, can we discuss ASAP." Upon a review of subsequent City Council meeting agendas, this topic was never brought before the City Council. FAHC finds this course of action does not demonstrate a good faith effort to accurately reserve against the City's liability position or accurately present the City's financial position and performance to the public. FAHC recommends that the City determine its estimated legal liability position in accordance with GASB, as required by local and State regulation, and after a full review of a fulsome economic risk analysis of all existing, pending, or threatened litigation outstanding for the relevant time-period, prepared by the City Attorney and reviewed by the Finance Department, Finance Commission, City Manager, and the City Council prior to inclusion in any City budget or CAFR.



As of the October 26, 2020 City Council meeting, "Case 2" was still being tried on behalf of the City by litigators employed by Colantuono, Highsmith, and Whatley. Notification of potential non-coverage by the City's insurance company appears to be in direct contradiction to the information provided by then-acting City Attorney Highsmith, in writing to the City's outside auditors, and directly to the City Council during open session, and may have negatively impacted the accuracy of the financial information included in the 2018-2019 CAFR. *Potential Red Flags: Weak internal control processes, conflict of interest, asset misappropriation, financial statement fraud*

**Finding 5.4 The City's potentially inadequate due diligence or policies regarding litigation risk assessment and risk management led to approximately \$600,000 of litigation and settlement costs born by taxpayers.** Below is an example of a litigation issue with potential inadequate risk management. On May 20, 2022, the *SouthPasadenan* reported that the Hanscom Drive sewer litigation (referred to by the City as "Case 2") had been settled for \$200,000. This settlement was in regard to a two-day sewer overflow that occurred on January 11<sup>th</sup> and January 12<sup>th</sup>, 2018.<sup>29</sup> Included in the settlement agreement is the City's first public acknowledgement that the sewer blockage (found by work crews on January 12, 2018) actually resided in the City's mainline sewer system. In January 2018, the resident initially requested approximately \$40,000 to pay for environmental remediation of the soil as well as replacement of damaged personal property from the overflow caused by a blockage in the City's sewer mainline. The City decided not to accept the request. The resident hired a lawyer in early 2018. In October 2019, the resident again made a settlement offer to the City through then Mayor Khubesian for \$80,000 to cover the environmental remediation, replacement of damaged personal property, and incurred legal costs through that date. The settlement offer was not accepted by the city. Litigation continued until a final settlement offer was executed in mid-May 2022. Based on the legal billings presented in open session City council meetings plus third-party expert costs including but not limited to engineering, soil testing, Transtech inspections, and the final settlement cost itself, the City spent approximately \$600,000 in hard costs regarding Case 2, not including soft costs associated with City staff and Council time as well. Please see below for additional detail on legal billings and timeline of key events:

	12 Mos Actual FY2015-2016	12 Mos Actual FY2016-2017	6 Mos Actual FY2017-2018	12 Mos Annual'd FY2017-2018	12 Mos Actual FY2018-2019	12 Mos Actual FY2019-2020	12 Mos Actual FY2020-2021	11 Mos Actual FY2021-2022	5 Year Total	Check
General Services	193,569.00	241,457.00	47,661.44	95,322.88	105,763.72	99,376.28	107,083.94	100,008.30	507,555.12	-
<b>LITIGATION (UNIDENTIFIED)</b>										
Case 2 (SMITH)					5,263.50	114,175.53	156,648.38	116,341.18	116,341.18	-
Case 1 (Fox)					14,775.50	1,963.00			16,738.50	-
Case (Benzoni)			16,921.31	33,842.62	21,944.32				55,786.94	-
Other Identified Litigation Cases			22,089.81	44,179.62	44,337.65	75,029.06	51,649.01	3,610.35	218,805.69	-
Transportation (710 issues)	21,604.00	2,515.00	2,396.50	4,793.00	1,527.50	8,941.00	12,208.57	857.50	28,327.57	-
Labor & Employment	9,354.00	8,461.00	11,727.00	23,454.00	34,352.50	52,509.19	33,527.00	50,892.00	194,734.69	-
Special Projects			18,256.00	36,512.00	80,950.57	96,759.87	116,843.80	158,185.58	489,251.82	-
Tax & Assessment			1,611.50	3,223.00	11,280.00	5,724.50	4,336.50	318.50	24,882.50	-
Water & Utilities			1,457.00	2,914.00	7,520.00	5,694.50	10,734.50	16,377.50	43,240.50	-
COVID-19						10,392.00	8,042.00		18,434.00	-
Gardena V RWQCB			1,871.00	3,742.00	3,681.50	8,346.15	2,608.00	144.50	18,522.15	-
Miscellaneous	1,998.00	1,033.00			1,903.50	600.00	(415.10)	33,639.44	35,727.84	-
<b>Subtotal</b>	<b>226,525.00</b>	<b>253,466.00</b>	<b>123,991.56</b>	<b>247,983.12</b>	<b>333,300.26</b>	<b>479,511.08</b>	<b>503,266.60</b>	<b>515,931.33</b>	<b>2,079,992.39</b>	-
% Growth YoY	N/A	11.9%		-2.2%	34.4%	43.9%	5.0%	2.5%		
Subtotal - Litigation (All)			39,011.12	78,022.24	86,320.97	191,167.59	208,297.39	155,508.01	719,316.20	-
Subtotal - Litigation (Identified as Smith Case)					5,263.50	114,175.53	156,648.38	35,556.48	311,643.89	-
Case 2 (Smith) as % of total Litigation Expense by Period (as Identified in Billings)					6.1%	59.7%	75.2%	22.9%	43.3%	
Subtotal - Litigation (Identified Smith plus Pro Forma for Undesignated Billings)					5,263.50	114,175.53	156,648.38	116,948.55	393,035.96	
Case 2 (Smith) as % of total Litigation Expense by Period (Pro Forma for Undesignated Billings)					6.1%	59.7%	75.2%	75.2%	54.6%	

**CITY CASE 2 LITIGATION EXPENSE DETAIL BASED ON KEY TIMELINE OF EVENTS**

Key Items and Dates	DATE	# OF MONTHS	\$ Expenses	Cumulative \$'s	Cumulative %
Original \$40K Claim from Resident for Property Remediation and Replacement Costs	Jan-18	N/A			0.0%
Initial \$80K Settlement Offer from Resident and Date of City Press Conference	Oct-19	21.27	11,825.86	11,825.86	2.0%
First Mediation	Jun-20	8.13	107,613.17	119,439.03	20.1%
Judge Kralik Rules Against City in SLAPP Case	Jan-21	7.13	61,681.42	181,120.45	30.5%
Mandatory Settlement Conference	Jun-21	5.03	94,966.96	276,087.41	46.6%
City Files Appeals Brief in SLAPP Litigation	Nov-21	5.10	71,011.40	347,098.81	58.5%
First Formal Offer of Settlement From the City to Resident	Dec-21			347,098.81	58.5%
Settlement Executed Between City and Resident	May-22	6.03	45,937.15	393,035.96	66.3%
Plus: Agreed \$200K Settlement Cost for City (Not included in billings numbers above)	May-22		200,000.00	593,035.96	100.0%
<b>Cumulative Total Expense (Excluding Third Party Fees ie. Transtech, engineers, etc)</b>		<b>52.70</b>	<b>593,035.96</b>		

Total Cost to the City Since Losing the SLAPP Judgement	Jan-21	411,915.51
Total Cost to the City Since First Mediation Date	Jun-20	473,596.93
Total Cost to the City Since \$80K Settlement Proposal Made by Resident	Oct-19	581,210.10
Total Cost to the City Since Original \$40K Claim Made by Resident	Jan-18	593,035.96

Approximately \$600,000 of litigation costs came after the resident’s initial request of \$40,000.00. The City Attorney at that time, Highsmith, is employed directly by Colantuono, Highsmith, and Whatley, the firm hired to litigate Case 2. As noted by the California League of Cities white paper on City Attorney ethics<sup>30</sup>, there is a potential conflict of interest for a partner in a law firm, serving as a contract city attorney, to advise a city council on litigation work conducted by other members of the same law firm. *Potential Red Flags: Weak internal control processes, conflict of interest, asset misappropriation*

**6. The City decreased its financial transparency by reducing the detail and frequency of its financial reporting to Council.**

**Finding 6.1 The City discontinued its semi-annual report on expenses for attorneys, consultants, and lobbyists.** Historically, and to track total expenditures more readily for each group by category, a consolidated summary of expenses spent during the year on attorneys, consultants, and lobbyists was provided twice a year to the City Council. Without the provided consolidation, it is difficult to track total expenses by category as expenses can be distributed across multiple departments and Fund accounts making it impossible for the City Council to trace the impact of litigation, staffing, or outsourcing decisions – and thereby significantly reducing the ability for oversight from both the City Council and residents. While this report was historically provided twice per year, at the time the FAHC was created, the last issuance of such a report was in February 2018. Please note that these legacy reports had been available online via the Finance Department website until sometime in mid to late 2020. They have since been removed. *Potential Red Flags: Weak internal control processes, conflict of interest, asset misappropriation, financial statement fraud*

**Finding 6.2 The City reduced the detail provided in its Legal Billing Disclosures amidst resident concerns regarding conflicts of interest regarding the City Attorney’s employment by Colantuono, Highsmith, and Whatley** As far back as the 1990’s (the oldest available files archived in the City’s online document database) legal expenses included in the warrant register presented, and approved for payment by the City Council were summarized by matter with each matter assigned a specific identifier (either a matter name or case number).<sup>31</sup> Starting with the legal expenses billed for the month of July 2021 by Colantuono, Highsmith, and Whatley (the firm which employs the City’s contract City Attorney among providing other legal services), and presented to the City Council for inclusion in the warrant register to be approved on October 6, 2021,<sup>32</sup> these identifiers have been removed.

	FY 2017-2018								FY 2018-2019								FY 2019-2020										
	1/31/18	1/17/18	7/17/18	5/2/18	6/6/18	8/15/18	9/19/18	11/7/18	1/16/19	2/6/19	3/6/19	4/17/19	5/15/19	7/17/19	8/21/19	10/2/19	11/6/19	12/4/19	12/18/19	1/18/20	2/5/20	3/18/20	4/15/20	6/3/20	6/17/20		
General Services	9,597.37	9,599.59	9,570.85	18,893.63	19,261.47	19,215.82	9,500.00	19,326.25	9,587.20	9,620.64	9,601.54	9,650.80	9,560.32	9,560.32	10,077.72	10,095.12	10,141.62	10,075.40	10,067.28	10,065.78	10,085.78	10,088.77	4,194.95	5,449.00			
<b>LITIGATION (UNIDENTIFIED)</b>																											
Case 2 (SMITH)																											
Case 1 (Foa)																											
Case (Benzon)	141.00	10,300.26	3,413.05	3,067.00	16,332.74	5,470.58	141.00		2,086.50	141.00	1,081.00	1,848.00	107.00	2,312.40	4,249.96	17,594.25	21,735.52	7,311.70	8,161.68	10,671.09	17,607.18	13,543.50	10,588.25				
Other Identified Litigation Cases	6,721.78	5,384.93	4,714.00	5,269.50	3,607.50	4,840.85	21,854.30	7,000.50	6,785.50	1,997.50	4,253.50	1,433.50	305.50	1,081.00													
Transportation (710 issues)	660.50	91.00	634.50	1,010.50	211.50	235.00	164.50	352.50	47.00	517.00																	
Labor & Employment	493.50	1,998.00	5,757.50	3,478.00	5,146.50	12,290.50	1,679.50	3,266.00	3,078.50	5,898.50	1,034.00	1,959.00	2,209.00	1,292.50	4,624.50	3,438.00	3,887.50	16,047.93	4,064.00	1,077.50	12,746.76	1,483.00	1,638.50				
Special Projects	2,238.50	1,683.50	10,799.00	3,335.00	5,494.50	12,330.83	8,713.00	22,624.86	1,808.50	15,294.57	4,812.00	9,874.31	2,694.86	3,034.08	3,471.00	2,940.00	3,120.06	3,568.56	20,203.00	18,000.50	22,577.56	17,750.25					
Tax & Assessment	1,443.50			188.00	1,527.50	9,318.00	694.50								2,420.50	1,956.50	78.00	195.00									
Water & Utilities	493.50	235.00	282.00	446.50	1,136.00	164.50	493.50	399.50	282.00	564.00	869.50	611.00	752.00	70.50	441.00			24.50	2,417.50	328.00	730.00	612.50	318.50				
COVID-19																											
Gardena v RWQCB	415.00	292.50	449.00	714.50	438.50	732.00	555.50	70.50	120.00	987.00	94.00	684.00	1,950.50	1,039.00	814.25	468.45	1,127.45	198.50	2,064.00	204.50	65.00	181.00	253.50				
Miscellaneous																											
Subtotal	22,194.65	29,584.38	35,619.90	36,602.63	55,956.21	64,421.58	43,898.30	63,486.61	18,918.20	35,273.71	21,936.04	25,409.61	27,581.50	25,471.40	24,466.59	45,864.82	60,279.20	42,732.59	35,730.47	50,312.37	68,301.19	54,357.05	44,413.00				
% Growth Yot																											

	FY 2020-2021								FY 2021-2022									
	7/1/20	7/15/20	8/5/20	11/18/20	12/16/20	3/2/21	4/7/21	4/28/21	7/1/21	7/21/21	10/6/21	10/20/21	11/10/21	1/12/22	2/1/22	3/28/22	4/20/22	6/6/22
General Services	6,455.50								10,000.00	10,000.00	10,006.80	10,000.00	10,000.00	6,918.50				10,000.00
<b>LITIGATION (UNIDENTIFIED)</b>																		
Case 2 (SMITH)	1,627.35					38,430.39	30,843.22		8,928.28	14,157.42	4,922.00							29,359.85
Case 1 (Foa)																		
Case (Benzon)																		
Other Identified Litigation Cases	7,134.50					1,568.00	1,592.50		2,552.75									
Transportation (710 issues)						318.50												
Labor & Employment	860.50					318.50	1,200.50		686.00	2,156.00	2,523.50			3,062.50				10,596.50
Special Projects	8,645.50					7,261.50	13,641.00		36,815.50	15,884.50				15,190.50				20,560.50
Tax & Assessment	1,273.50					24.50				220.50				2,118.50				
Water & Utilities	1,273.50					122.50	2,499.00		196.00	1,739.50								1,984.50
COVID-19	3,544.50					117.50	156.00											
Gardena v RWQCB	82.00					1,176.00	318.50											
Miscellaneous						191.58			12,029.50	205.56				218.56				534.55
Subtotal	29,623.35					64,359.19	55,684.72		71,208.03	26,518.98	34,996.80			37,508.56				73,035.90

It should be noted that, while discussion by the City Council during the October 6<sup>th</sup> meeting concluded that the shift in billing practice was to mitigate any potential “advantage” that an

opposing council could gain by seeing the amount of billings incurred by the City on any particular case, this change in billing practices occurred just one month after various residents raised concerns to the City Council, via public comments, regarding what was perceived to be excessive litigation costs, specifically citing the billings by Colantuono, Highsmith, and Whatley associated with the ongoing “Case 2” litigation.<sup>33</sup> That South Pasadena City Attorney, Andrew Jared, who recommended the change in the decades-long billings practice, is a contract City Attorney employed directly by Colantuono, Highsmith, and Whatley presents a conflict of interest vis a vis the recommendation to Council. *Potential Red Flags: Weak internal control processes, conflict of interest, asset misappropriation, financial statement fraud*

**Finding 6.3 If the City had maintained the frequency and detail of legal expense reporting, the disclosures would have alerted the public to large fluctuations in legal expenses from year to year.** The 2018-2019 CAFR filed with the City Council on October 26, 2020, estimated legal liabilities of the City, outside of its budgeted legal expenses, at \$500,000. On March 12, 2021, less than 5 months after the 2018-2019 CAFR was presented to the City Council, the *SouthPasadenan* reported<sup>34</sup> that the City’s then-proposed 2020-2021 City budget included a litigation budget of “\$1.15 million for 2021, nearly four times as much as for 2020...” The article also quotes then-acting Interim Assistant City Manager, Elaine Aguilar, as stating the “\$1.15 million figures does not include potential costs for the still pending litigation over a sewer leak on Hanscom Dr. [Case 2]” FAHC recommends that increased financial reporting of highly fluctuating, cumulatively large legal expenses is an important step toward greater financial transparency, including an immediate return to providing semi-annual reports on expenses for all lawyers, consultants, and lobbyists. *Potential Red Flags: Weak internal control processes, conflict of interest, asset misappropriation, financial statement fraud*

#### IV. RECOMMENDATION REGARDING A FORENSIC AUDIT

It was not within the scope of the FAHC to make any conclusions as to whether any inappropriate activities *had* occurred or the intentions behind any individual activities described in this report. The FAHC has not made, nor does it infer, any such conclusions. Rather, it was the task of the FAHC to investigate whether red flags existed that would indicate inappropriate activities *may* have occurred. It is the opinion of the FAHC that the red flags discussed throughout this report do, on their surface, warrant a further review by specialists via a forensic audit. However, given the number of years that have transpired since the bulk of these actions took place, the significant financial cost associated with such an endeavor, and the prior removal/resignation of many then-acting City officials potentially involved, such a step may not be practical for the City at this time. The FAHC instead recommends the City take the additional actions outlined below to help ensure similar activities are not tolerated or allowed to exist in the future. This conclusion was based, in no small part, upon the assumption that City Staff, the Finance Commission, and the City Council will continue to implement the many recommendations provided in both this report and previously provided throughout the FAHC’s work. In the event the City does not follow through on the recommendations provided in the next 12 months, it is the belief of the FAHC that a forensic audit, designed to look into the numerous findings discussed in this report, is not only warranted, but necessary.

It is further recommended that City Staff:

- Review and prepare an analysis to the Finance Commission and City Council regarding the viability of instituting a new, independent internal auditor position within the City of South Pasadena. As discussed elsewhere in this report, the existing City policies and procedures, had they been properly followed, would have helped prevent or eliminate many of the FAHC’s findings. However, as the position of City Manager is the only City Staff member reporting directly to the City Council who is also under the Council’s direct and sole supervision, a potential for conflict of interest is created. An Internal Auditor, hired by, reporting to, and having compensation determined directly by the City Council, would act

independently of the City Manager and Finance Departments, helping to ensure ongoing compliance with stated City codes, policies, and procedures without fear of intimidation or retaliation by the City Manager. This internal auditor could support the City Council in their responsibility for oversight by providing institutional knowledge and an additional level of security regarding stewardship of funds for the citizens of South Pasadena;

- In order to comply with best practices for contract attorneys as described by the League of California Cities and the City of South Pasadena’s own code of ethics requiring the elimination of even the “appearance” of a conflict of interest, it is recommended the City codify as policy that the City cannot retain one law firm to provide both (i) contract City Attorney services, and (ii) litigation services;
- Immediately proceed with an RFP for a new contract City Attorney law firm (as already motioned by Councilmember Zneimer and seconded by Councilmember Cacciotti in open session during the September 1, 2021 council meeting) to be acted upon, and any awards determined, by the newly constituted City Council after the November 2022 elections;
- Determine its estimated legal liability position in accordance with GASB, as required by local and State regulation, and after a full review of a fulsome economic risk analysis of all existing, pending, or threatened litigation outstanding for the relevant time-period, prepared by the City Attorney and reviewed by the Finance Department, Finance Commission, City Manager, and the City Council prior to inclusion in any City budget or CAFR;
- Increase financial reporting of highly fluctuating, cumulatively large legal expenses, including an immediate return to providing semi-annual reports on expenses for all lawyers, consultants, and lobbyists; and
- Provide a quarterly update to the Finance Commission to update both that body and, in turn through Finance Commission and City Council Liaison reports, the City Council as to Staff’s progress on implementing the recommended actions.

The opinion is based on the FAHC’s work on the operational matters described above; its review of documents and other information provided by Staff during the FAHC’s work; agenda reports, presentations, and discussions at open meetings of the Finance Commission and City Council; and other related, publicly accessible materials – many of which have been cited throughout this report in support of the FAHC’s findings and recommendations.

The FAHC did not consider, and did not have access to, City Council closed session materials, or other information protected from disclosure to the public by the attorney-client or other privileges. Nevertheless, the FAHC believes that the current members of the City Council, in consultation with current City senior management, should conduct its own assessment of the necessity for and scope of any additional audits (including a forensic audit if deemed warranted), using relevant materials that may be outside the scope of the FAHC’s work or protected from public disclosure.

For the purpose of transparency to Staff, the City Council, and City residents, much of the FAHC’s discussions regarding the final scope item, to “Assess whether it is advisable for staff to recommend a forensic audit be conducted for the period of July 2019 through the current period [September 2020],” can be found in publicly available emails and Zoom meeting video recordings (for the final two meetings of the FAHC). Videos can be found on the City’s YouTube channel (<https://youtu.be/EBod1BSaoQY> and <https://www.youtube.com/watch?v=qkCj65Qcc-E>).

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## EXHIBIT A

### COMPREHENSIVE ANNUAL FINANCIAL REPORT (“CAFR”) FOR FISCAL YEAR 2018-2019

On September 24, 2020, a draft Comprehensive Annual Financial Report (“CAFR”) for fiscal year 2018-2019 was presented to the Finance Commission for review, discussion, and a recommendation to City Council.

During its initial review of the draft 2018-2019 CAFR, the commission discovered discrepancies between the draft 2018-2019 CAFR and the 2018-2019 budget adopted by City Council on June 6, 2018.<sup>35</sup> The commission further observed discrepancies between the 2018-2019 budget adopted by City Council and the 2018-2019 budget document posted on the City’s website.<sup>36</sup>

In other words, there were three different 2018-2019 budget documents, two of which were different from the budget document actually adopted by the City Council in 2018. The commission could not find evidence that the changes had been disclosed to or approved by the City Council.

In its initial meeting on October 13, 2020, the FAHC reviewed, discussed, and provided feedback to staff on the draft CAFR, on the variances identified by the Finance Commission, and on the adverse findings made by the City’s auditor in connection with the draft 2018-2019 CAFR. Among others, the auditor’s findings included:

- Non-Compliance with Budget Policy: While reviewing the DRAFT 2018/19 CAFR, members of the FAHC realized that the 2018/19 Budget referred to in the DRAFT CAFR was not consistent with the 2018/19 Budget approved by the City Council. Similar to the 2020/21 Budget variances described elsewhere in this report, subsequent to approval of the 2018/19 Budget by the City Council, errors within the Budget appear to have been discovered by members of the Finance Department and “corrected” without any notification to, review, or approval by the Finance Commission or City Council. As noted by RAMS and included in the 2018/19 CAFR Management Letter, this was in violation of stated City Financial Policy.
- Non-Compliance with City Purchasing Policy: City purchasing policies include various provisions outlining authority levels required by the total size of expenditure. These policies state, among other things, that any contract, amendment, or follow-on contract, that results in a cumulative possible expenditure in excess of \$25,000.00 requires approval by the City Council<sup>37</sup>. Included in the sample selections reviewed by RAMS as part of the 2018/19 CAFR, approximately eighteen (18) contracts were found to be in potential violation of the City’s purchasing policies, including at least two contracts that, on their surface, should have gone to the City Council for approval. Both were executed by then-acting City Manager DeWolfe and then-acting City Attorney Highsmith (contracted through Colantuono, Highsmith, and Whatley).
- Bank Reconciliations Not Prepared Timely: RAMS found that bank reconciliations had not been prepared, reviewed or approved in a timely manner, describing the cause as: “The City did not have controls in place to ensure bank reconciliations were performed in timely manner [i.e., monthly].” The auditor considered this deficiency to be a “material weakness.”<sup>38</sup>
- Year-End Closing Process: RAMS found that “many accounts were not properly reviewed and/or reconciled at year-end in preparation for the [2018-2019] audit.” The auditor described the cause as: “The City did not maintain the appropriate staffing levels to allow for the proper year-end closing process.” The auditor considered this deficiency to be a material weakness.

- Accounting Procedures and Policies Manual: RAMS found that the Finance Department did not have “an updated accounting procedures and policies manual readily available for reference.” The auditor considered this deficiency a “significant deficiency.”<sup>39</sup>

A revised draft 2018-2019 CAFR was presented to the Finance Commission on October 15, 2020, with current staff disclosing and explaining the revisions made to the draft initially presented to the commission on September 24, 2020, in response to feedback received from the commission and from the FAHC. The commission voted to receive and file the 2018-2019 CAFR.

The 2018-2019 CAFR was presented to the City Council on October 26, 2020. The agenda report discussed and explained the variances identified by the Finance Commission and their review by the Finance Commission and by the FAHC. The City Council voted 4-1 to receive and file the 2018-2019 CAFR.<sup>40</sup>

In the FAHC’s view, a primary cause of the financial reporting crisis that led to the formation of the FAHC was insufficient staffing in the Finance Department. In addition to the “high turnover at the management level in the Finance Department” cited by the City’s auditor, an ill-conceived 2018 reorganization of the Finance Department, promoted by the then-acting City Manager, reduced department staff from a historical nine (9) to five (5), and outsourced business licenses and payroll functions.

Exacerbating the reduction in staff was the replacement of legacy staff with new staff who did not have institutional knowledge, and the hiring of a Finance Director who lacked the experience necessary to lead the department.

These conditions, compounded by a lack of controls (and the failure to follow existing controls), led to a delay in month-end bank reconciliations -- by as much as twelve (12) months -- which in turn led to a delay in the year-end closing process, which in turn led to a delay in commencing the audit process for the 2018-2019 CAFR.

The City’s former City Manager retired suddenly effective September 12, 2020, immediately subsequent a September 11, 2020 Special Agenda Closed Session performance evaluation with the City Council. The City’s former Finance Director left on an unspecified indefinite family leave in August 2020, and resigned on October 6, 2020, prior to returning from leave and one week after the formation of this FAHC was announced.<sup>41</sup> The committee credits the interim Assistant City Manager hired to lead the Finance Department and current department staff for their transparency and responsiveness to feedback from the Finance Commission and the FAHC, and for bringing the fiscal year 2018-2019 CAFR to completion.

#### ANNUAL COMPREHENSIVE FINANCIAL REPORT (“ACFR”) FOR FISCAL YEAR 2019-2020

Finance Department staff regularly updated the FAHC and the Finance Commission on the progress of the audit necessary to complete the Annual Comprehensive Financial Report (“ACFR”) for fiscal year 2019-2020, noting completion of tasks on the year-end audit schedule.

To assist staff with preparation for the 2019-2020 audit, the FAHC reviewed City Council agenda materials for the 2019-2020 fiscal year (July 1, 2019, through June 30, 2020) to identify City Council action that had the effect of adjusting or modifying the budget, such as authorizing contracts or contract amendments, or increasing contract amounts. The FAHC members assembled the relevant agendas, agenda reports, and minutes for use by staff in connection with the audit and completion of the 2019-2020 ACFR.

A draft 2019-2020 ACFR was presented to the Finance Commission on July 14, 2021, and to the City Council on July 21, 2021. Both bodies voted to receive and file the report.

#### ANNUAL BUDGET FOR FISCAL YEAR 2020-2021

A new, draft fiscal year 2020-2021 budget was presented to the Finance Commission on March 4, 2021, and to the City Council on April 27, 2021. The commission voted unanimously to recommend approval of the 2020-2021 budget, and the Council voted unanimously to adopt the budget.

With the 2018-2019 CAFR having been completed, year-end fund balances and fiscal year 2018-2019 revenue and expenditures reported in the 2020-2021 budget were tied to actual, audited numbers. Additionally, fiscal year 2019-2020 revenue and expenditures were tied to pre-audit, actual numbers.

#### UPDATING FINANCIAL POLICIES AND PROCEDURES

As part of the FAHC review, recommendations were made to Staff regarding updated financial policies in 2021-2022 budget including: mid-year budget update, quarterly reports, GASB 10 / risk management accounting (revenues and expenditures are now accounted for through insurance internal service fund, instead of through general fund via transfer). The FAHC also discussed purchasing policies, the lack of a current policies and procedures manual, reviewed existing City policies as provided by staff, and also reviewed other the policies of other "case study" cities with the City of Irvine providing a model as to best practices. The City has since retained a consultant to draft an updated policies and procedures manual tailored to the City of South Pasadena based on the prior mentioned recommendations and reviews.

## EXHIBIT B

**From:** Lucy Demirjian  
**Sent:** Wednesday, May 27, 2020 9:37 AM  
**To:** Stephanie DeWolfe <[sdewolfe@southpasadenaca.gov](mailto:sdewolfe@southpasadenaca.gov)>; Karen Aceves <[kaceves@southpasadenaca.gov](mailto:kaceves@southpasadenaca.gov)>  
**Cc:** Tamara Binns <[tbinns@southpasadenaca.gov](mailto:tbinns@southpasadenaca.gov)>  
**Subject:** RE: Legal Services Account  
**Importance:** High

Not good news here.... We will need min \$180K to get through the year. COVID expenses are less than \$20K to date. And the ASmith reimbursement is not guaranteed, Mike doesn't believe it will be approved.

We need to go to Council for sure, can we discuss ASAP.

---

**From:** Karen Aceves <[kaceves@southpasadenaca.gov](mailto:kaceves@southpasadenaca.gov)>  
**Sent:** Wednesday, May 27, 2020, 9:11 AM  
**To:** Tamara Binns; Lucy Demirjian  
**Subject:** Legal Services Account

Hi All,

We need to go to council to request an increase for legal services of about \$200,000 for the remainder of the year. It is already over by 21, 000 so we will need to go to council this meeting.

Let's talk more.

Karen

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**From:** Michael Casalou  
**To:** Sean Joyce  
**Subject:** RE: Risk Management  
**Date:** Wednesday, November 4, 2020 3:59:13 PM

With respect to excess coverage, a final coverage determination is made at the conclusion of a claim and if deemed not covered, related defense costs are also not covered. However, PRISM staff, on behalf of the Claims Review Committee issues a coverage alert letter early on as a courtesy to members to provide preliminary notice of potentially uncovered exposure.

The Liabilities Claims Specialist and staff from PRISM make the determination. However, they do allow communication from a member to make an argument for coverage. I am aware of only one case (Smith case) where we were notified that we may have coverage issues. However, the City's attorney (Jenni Pancake) on that case provided a detailed response to their initial coverage letter that seemed to resonate with the PRISM staff.

**From:** Sean Joyce <[sjoyce@southpasadenaca.gov](mailto:sjoyce@southpasadenaca.gov)>  
**Sent:** Wednesday, November 4, 2020 3:48 PM  
**To:** Michael Casalou <[mcasalou@southpasadenaca.gov](mailto:mcasalou@southpasadenaca.gov)>



Subject: Fwd: Risk Management  
Begin forwarded message:  
From: Stephen Rossi <[srossi@southpasadenaca.gov](mailto:srossi@southpasadenaca.gov)>  
Date: November 4, 2020 at 3:37:20 PM PST  
To: Sean Joyce <[sjoyce@southpasadenaca.gov](mailto:sjoyce@southpasadenaca.gov)>  
Subject: Re: Risk Management

So the two follow up questions would be:

- When do we submit for reimbursement for expenses in excess of \$100K? At the time of invoice, payment, or final judgement?
- "The Liability program works on a reimbursement basis, therefore, the City will be reimbursed for amounts spent above the SIR assuming the loss is a covered under the bylaws. " Who is looking at whats covered under the bylaws and has the insurance carrier acknowledged that all of the ongoing litigations are covered?"

From: Sean Joyce  
Sent: Tuesday, November 3, 2020 1:33 PM  
To: Stephen Rossi  
Subject: FW: Risk Management

Steve,

See Mike's explanation below.

Sean

From: Michael Casalou  
Sent: Tuesday, November 3, 2020 1:24 PM  
To: Sean Joyce <[sjoyce@southpasadenaca.gov](mailto:sjoyce@southpasadenaca.gov)>  
Subject: Risk Management

### **Risk Management Overview**

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets, error and omissions; injuries to employees and natural disasters. The City utilizes a combination of self-insurance, Joint Powers Authority participation and excess insurance to address these concerns. The City's primary coverage provider is Public Risk Innovation, Solutions and Management (PRISM formerly CSAC). The purpose of this organization is to provide a form of liability, workers compensation and property coverage whereby risks are transferred to the JPA to fund appropriately for its member agencies. General liability, Workers Compensation and Property losses are pooled among the member cities at certain levels, and coverage is jointly purchased in excess layers. The City pays an annual deposit based on a calculation of prior claims experience and payroll (or Total Insured Values for Property coverage). For Liability, the City has a self-insured retention of \$100,000, losses exceeding the self-retention limit up to \$5 million per claim are recovered from deposits paid by member cities. Individual claims in excess of \$5 million up to a maximum of \$50 million are covered by private insurance carriers. The Liability program works on a reimbursement basis, therefore, the City will be reimbursed for amounts spent above the SIR assuming the loss is a covered under the bylaws. For Workers Compensation, the City has a self-insured retention of \$125,000, losses exceeding the self-retention limit up to \$5 million per claim are recovered from deposits paid by member cities. Individual claims in excess of \$5 million are covered by private insurance carriers who provide 'Statutory' coverage.

	12 Mos Actual FY2015-2016	12 Mos Actual FY2016-2017	6 Mos Actual FY2017-2018	12 Mos Annual'd FY2017-2018	12 Mos Actual FY2018-2019	12 Mos Actual FY2019-2020	12 Mos Actual FY2020-2021	11 Mos Actual FY2021-2022	5 Year Total	Check
General Services	193,569.00	241,457.00	47,661.44	95,322.88	105,763.72	99,376.28	107,083.94	100,008.30	507,555.12	-
<b>LITIGATION</b>								<b>116,341.18</b>	<b>116,341.18</b>	-
Case 2 (SMITH)					5,263.50	114,175.53	156,648.38	35,556.48	311,643.89	-
Case 1 (Fox)						1,963.00			16,738.50	-
Case (Benzoni)			16,921.31	33,842.62	21,944.32				55,786.94	-
Misc. Litigation			22,089.81	44,179.62	44,337.65	75,029.06	51,649.01	3,610.35	218,805.69	-
Transportation (710 issues)	21,604.00	2,515.00	2,396.50	4,793.00	1,527.50	8,941.00	12,208.57	857.50	28,327.57	-
Labor & Employment	9,354.00	8,461.00	11,727.00	23,454.00	34,352.50	52,509.19	33,527.00	50,892.00	194,734.69	-
Special Projects			18,256.00	36,512.00	80,950.57	96,759.87	116,843.80	158,185.58	489,251.82	-
Tax & Assessment			1,611.50	3,223.00	11,280.00	5,724.50	4,336.50	318.50	24,882.50	-
Water & Utilities			1,457.00	2,914.00	7,520.00	5,694.50	10,734.50	16,377.50	43,240.50	-
COVID-19						10,392.00	8,042.00		18,434.00	-
Gardena V RWQCB			1,871.00	3,742.00	3,681.50	8,346.15	2,608.00	144.50	18,522.15	-
Miscellaneous	1,998.00	1,033.00			1,903.50	600.00	(415.10)	33,639.44	35,727.84	-
<b>Subtotal</b>	<b>226,525.00</b>	<b>253,466.00</b>	<b>123,991.56</b>	<b>247,983.12</b>	<b>333,300.26</b>	<b>479,511.08</b>	<b>503,266.60</b>	<b>515,931.33</b>	<b>2,079,992.39</b>	-
% Growth YoY	N/A	11.9%		-2.2%	34.4%	43.9%	5.0%	2.5%		

Subtotal - Litigation (All)			39,011.12	78,022.24	86,320.97	191,167.59	208,297.39	155,508.01	719,316.20	-
Subtotal - Litigation (Identified as Smith Case)					5,263.50	114,175.53	156,648.38	35,556.48	311,643.89	-
Case 2 (Smith) as % of total Litigation Expense by Period (as Identified in Billings)					6.1%	59.7%	75.2%	22.9%	43.3%	
Subtotal - Litigation (Identified Smith plus Pro Forma for Undesignated Billings)					5,263.50	114,175.53	156,648.38	116,948.55	393,035.96	
Case 2 (Smith) as % of total Litigation Expense by Period (Pro Forma for Undesignated Billings)					6.1%	59.7%	75.2%	75.2%	54.6%	

CITY CASE 2 LITIGATION EXPENSE DETAIL BASED ON KEY TIMELINE OF EVENTS

Key Items and Dates	DATE	# OF MONTHS	\$ Expenses	Cumulative \$	Cumulative %
Original \$40K Claim from Resident for Property Remediation and Replacement Costs	Jan-18	N/A		-	0.0%
Initial \$80K Settlement Offer from Resident and Date of City Press Conference	Oct-19	21.27	11,825.86	11,825.86	2.0%
First Mediation	Jun-20	8.13	107,613.17	119,439.03	20.1%
Judge Kralik Rules Against City in SLAPP Case	Jan-21	7.13	61,681.42	181,120.45	30.5%
Mandatory Settlement Conference	Jun-21	5.03	94,966.96	276,087.41	46.6%
City Files Appeals Brief in SLAPP Litigation	Nov-21	5.10	71,011.40	347,098.81	58.5%
First Formal Offer of Settlement From the City to Resident	Dec-21			347,098.81	58.5%
Settlement Executed Between City and Resident	May-22	6.03	45,937.15	393,035.96	66.3%
Plus: Agreed \$200K Settlement Cost for City (Not included in billings numbers above)	May-22			200,000.00	100.0%
<b>Cumulative Total Expense (Excluding Third Party Fees i.e. Transtech, engineers, etc)</b>		<b>52.70</b>	<b>593,035.96</b>		
Total Cost to the City Since Losing the SLAPP Judgement	Jan-21		411,915.51		
Total Cost to the City Since First Mediation Date	Jun-20		473,596.93		
Total Cost to the City Since \$80K Settlement Proposal Made by Resident	Oct-19		581,210.10		
Total Cost to the City Since Original \$40K Claim Made by Resident	Jan-18		593,035.96		

	FY2017-2018						FY 2018-2019						FY2019-2020												
	1/17/18	1/17/18	7/17/18	5/2/18	6/6/18	8/15/18	9/19/18	11/7/18	1/14/19	2/6/19	3/6/19	4/17/19	5/15/19	7/17/19	8/21/19	10/2/19	11/6/19	12/4/19	12/18/19	2/5/20	3/18/20	4/15/20	6/1/20	6/17/20	
General Services	9,597.37	9,599.59	9,570.85	18,893.63	19,261.47	19,215.82	9,500.00	19,326.25	9,587.20	9,620.64	9,601.54	9,650.80	9,560.32	10,077.72	10,095.12	10,141.62	10,067.28	10,065.78	10,088.77	4,194.95	5,449.00				
<b>LITIGATION (UNIDENTIFIED)</b>																									
Case 2 (SMITH)																									
Case 1 (Fox)																									
Case (Benzoni)																									
Other Identified Litigation Cases																									
Transportation (710 issues)																									
Labor & Employment																									
Special Projects																									
Tax & Assessment																									
Water & Utilities																									
COVID-19																									
Gardena V RWQCB																									
Miscellaneous																									
<b>Subtotal</b>	<b>22,184.65</b>	<b>29,584.38</b>	<b>35,619.90</b>	<b>36,602.63</b>	<b>35,956.21</b>	<b>64,421.58</b>	<b>43,898.30</b>	<b>63,486.61</b>	<b>18,918.20</b>	<b>39,273.71</b>	<b>21,936.04</b>	<b>25,409.61</b>	<b>27,581.50</b>	<b>25,471.40</b>	<b>24,466.59</b>	<b>45,864.82</b>	<b>60,279.20</b>	<b>42,732.59</b>	<b>35,730.47</b>	<b>50,312.37</b>	<b>68,301.19</b>	<b>54,357.95</b>	<b>44,411.00</b>		

	FY2020-2021						FY2021-2022											
	7/1/20	7/15/20	8/5/20	11/18/20	12/16/20	3/1/21	4/7/21	4/28/21	7/7/21	7/21/21	10/6/21	10/20/21	11/10/21	1/12/22	3/2/22	3/28/22	4/20/22	5/6/22
General Services	6,462.50					14,917.80	8,844.00											
<b>LITIGATION (UNIDENTIFIED)</b>																		
Case 2 (SMITH)	1,627.35					38,430.39	30,843.22		8,928.28	14,157.42	4,922.00			6,918.50			29,359.85	
Case 1 (Fox)																		
Case (Benzoni)																		
Other Identified Litigation Cases	7,134.50					1,568.00	1,592.50		2,552.75									
Transportation (710 issues)																		
Labor & Employment																		
Special Projects																		
Tax & Assessment																		
Water & Utilities																		
COVID-19																		
Gardena V RWQCB																		
Miscellaneous																		
<b>Subtotal</b>	<b>29,623.35</b>					<b>191.58</b>	<b>64,359.19</b>	<b>55,684.72</b>		<b>71,208.03</b>	<b>26,518.98</b>	<b>34,996.80</b>		<b>37,508.56</b>			<b>73,035.90</b>	

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## ENDNOTES

<sup>1</sup> The agenda report also represented, incorrectly, that the different draft budget presented the City Council had been reviewed and recommended for approval by the Finance Commission. The agenda report begins at page 17-1 of the [agenda packet](#) for the Council's June 3, 2020, meeting.

<sup>2</sup> With respect to reserve and special revenue fund balances, both the former finance director who authored one of the critical reports and the Finance Commission observed that information from prior completed audits had been misapplied to prior adopted budgets.

Specifically, the adopted fiscal year 2018-2019 budget used estimated year-end balances from the adopted 2017-2018 budget, instead of actual, year-end balances from the relevant and available annual audit.

*With the 2018-2019 CAFR delayed, fund balances in the original draft 2020-2021 budget presented to the Finance Commission could not have been tied to actual, audited numbers in the first instance. In light of this, the history of misapplication of audit information to prior adopted budgets, and the substantial changes made to the fund balances in the draft budget presented to the commission, the fund balances in the draft budget presented to City Council lacked reliability.*

<sup>3</sup> The \$3.5 million "shortfall" referenced by Stephanie DeWolfe at the outset of the June 24, 2020 City Council meeting is actually referencing a projected revenue decline of \$3.432 million from the prior "Pre-Covid" 2020-2021 General Fund revenue expectations to the revised "Post-Covid" revenue expectations (Pre- and Post-Covid budget projections by Staff were \$30.893 million and \$27.461 million respectively and can be found on page 17-24 of the June 3, 2020 City Council agenda meeting packet).

In reality, the Pre-Covid budget presents an increase in revenues over the 2019-2020 year. The 2019-2020 budget (approved well prior to start of Covid domestically in March 2020) includes General Fund revenue expectations of \$28.601 million. As a result, the true revenue "shortfall" presented by the budget presented by Staff to the City Council in the June 3, 2020 agenda packet was not \$3.5 million, but rather \$1.140 million (the 2019-2020 budgeted revenues of \$28.6 million less the Post-Covid budget proposal of \$27.5 million).

However, it should be noted that the June 3, 2020 version of the proposed budget includes an \$897 thousand reduction in property tax revenues from the draft budget provided to the Finance Commission only three days earlier (\$14.825 million vs \$15.722 million respectively). Were the property tax revenues held consistent with the draft previously sent to the Finance Commission, the true revenue "shortfall" provided in the Post-Covid budget would have only resulted in a \$243 thousand differential from the adopted 2019/20 fiscal year budget – only 6.9% of the \$3.5 million figure presented by DeWolfe and Aceves in the June 24, 2020 City Council meeting.

It should also be noted, that while the 2020-2021 fiscal year numbers are not yet finalized, on February 16, 2022, City Staff provided the City Council with a Mid-Year financial review for the 2021-2022 fiscal year. During that review, Staff presented the City Council with an updated estimate of General Fund revenues, including an estimated \$16.4 million from property taxes – nearly \$1.6 million HIGHER than the 2020-2021 budget proposed by DeWolfe/Aceves (these figures include both the *Property Tax* and *Motor Vehicles in-Lieu* line items in order to be consistent with the reporting presentation of the June 3, 2020 budget presentation which also included both line items).

<sup>4</sup> The Staff report begins at 0:04:45 of the June 24, 2020 video recording available on the City's website

<sup>5</sup> Councilmember Schneider's comments begin at approximately 1:04:49 of the June 24, 2020 video recording available on the City's website

<sup>6</sup> Councilmember Khubesrian's comments can be found at approximately 1:23:00 of the June 24, 2020 video recording available on the City's website

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<sup>7</sup> See public comments by “Emily Diaz-Vines” at page PC-2-13 and “Mel Trom” at page PC-2-15 in the [additional document packet](#) for the Council’s June 24, 2020, meeting, and <https://southpasadenan.com/marina-khubesrian-admits-to-fraudulent-emails-south-pasadena-councilwoman-resigns/>.

<sup>8</sup> <https://southpasadenan.com/strange-emails-sent-to-city-council-veiled-threats-to-cacciotti/>

<sup>9</sup> Staff’s report and additional documents presented to the City Council outlining the scope of work for the FAHC, and approved 5-0 by the City Council, can be found on page 1-1 of the September 28, 2020 Special City Council Meeting Agenda located here: <https://www.southpasadenaca.gov/home/showpublisheddocument/24197/637366498690570000> and here: <https://www.southpasadenaca.gov/home/showpublisheddocument/24203/637369070841270000>

<sup>10</sup> While the FAHC originally included two (2) members from the Finance Commission, one of those members resigned from the FAHC prior to the final version of this report.

<sup>11</sup> The October 26, 2020 vote is discussed in more detail later in this report.

<sup>12</sup> What had previously been known as a Comprehensive Annual Financial Report (CAFR) was changed to being called an Annual Comprehensive Financial Report (ACFR)

<sup>13</sup> <https://www.investopedia.com/terms/f/forensic-audit.asp>

<sup>14</sup> American Journal of Business Education – Fourth Quarter 2008, Volume 1, Number 2, Pg 116 (<https://files.eric.ed.gov/fulltext/EJ1052569.pdf>)

<sup>15</sup> American Journal of Business Education – Fourth Quarter 2008, Volume 1, Number 2, Pg 125 (<https://files.eric.ed.gov/fulltext/EJ1052569.pdf>)

<sup>16</sup> <https://www.investopedia.com/terms/f/forensic-audit.asp>

<sup>17</sup> City Council meeting video for November 7, 2018 (see time stamp 00:53:59): [http://www.spectrumstream.com/streaming/south\\_pasadena/2018\\_11\\_07.cfm](http://www.spectrumstream.com/streaming/south_pasadena/2018_11_07.cfm)

<sup>18</sup> See City Gate Report, dated August 16, 2018, at Exec. Summary, p. 8 (<https://www.southpasadenaca.gov/home/showpublisheddocument/21224/637280665975830000>)

<sup>19</sup> The Citygate report can be found on the Finance Department’s website here: <https://www.southpasadenaca.gov/government/departments/finance-department-resources>

<sup>20</sup> <https://southpasadenan.com/former-city-clerk-files-retaliation-suit-alleges-cover-up-by-city-managers/#:~:text=Lauren%20Rubin%2C%20a%20former%20long,a%20scandal%20over%20business%20licenses.>

<sup>21</sup> The April 18, 2018 Staff report along with the Citygate contract and proposal can be found here: <https://opengov.southpasadenaca.gov/WebLink/DocView.aspx?id=96147&searchid=3b9d901b-9e75-450b-a60b-af5d9a48d0d6&dbid=0>

<sup>22</sup> Employment histories for Green and DeWolfe can be found on LinkedIn here <https://www.linkedin.com/in/andrew-green-27a96357/> and here <https://www.linkedin.com/in/stephanie-dewolfe-96408062/>, respectively

<sup>23</sup> <https://www.pasadenastarnews.com/2015/01/20/two-pasadena-department-heads-fired-amid-64m-embezzlement-investigation/>

<sup>24</sup> <https://southpasadenan.com/former-city-clerk-files-retaliation-suit-alleges-cover-up-by-city-managers/#:~:text=Lauren%20Rubin%2C%20a%20former%20long,a%20scandal%20over%20business%20licenses.>

<sup>25</sup> South Pasadena City Code Article XI Purchasing, Subsection 2.99-29 Purchasing system (11)(e): <https://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena02.html#2.99-29>

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<sup>26</sup> The relevant code section found at Title 2, South Pas Municipal Code Section 2.99-29 paragraph (12) states: “(12) Professional and Contractual Services. Contracts for services of specially trained and professional persons or businesses shall be exempt from bidding. If possible, quotes from three qualified vendors shall be obtained prior to the award of a contract. If the contract is equal to or below twenty-five thousand dollars, the contract shall require the approval of, and be executed by, the city manager. All contracts exceeding twenty-five thousand dollars must be approved by the city council.”

<sup>27</sup> Comments and discussions regarding the City’s litigation accruals can be found from 0:59:59 to 1:04:33 and from 1:32:17 to 1:56:25 of the October 26, 2020 City Council meeting video available on the City’s website.

<sup>28</sup> Under GASB accounting standards, potential liabilities associated with litigation outstanding at June 30, 2019 would need to be reviewed for potential inclusion in a litigation accrual on the City balance sheet. Potential liabilities that presented subsequent to June 30, 2019 would be reviewed for potential inclusion in a subsequent event footnote.

<sup>29</sup> <https://southpasadenan.com/case-settled-city-settles-another-lawsuit/>

<sup>30</sup> <https://www.calcities.org/resource/practicing-ethics>

<sup>31</sup> e.g. legal billings generated by Kane, Ballmer, Berkman on page 32 of the November 17, 1999 City Council Agenda Packet: <https://opengov.southpasadenaca.gov/WebLink/0/doc/220/Page1.aspx>

<sup>32</sup> See legal billings generated by Colantuono, Highsmith and Whatley on page 10-9 of the October 6, 2021 City Council Agenda Packet: <https://www.southpasadenaca.gov/home/showpublisheddocument/27166/637686044516370000> vs billings generated by the same firm on page 7-13 of the August 18, 2021 City Council Agenda Packet: <https://www.southpasadenaca.gov/government/city-council-meetings/2021-council-meetings>

<sup>33</sup> Specific public comments regarding this note can be found on page AD-69 here: <https://www.southpasadenaca.gov/home/showpublisheddocument/26854/637649025770770000>; and pages AD-13 and AD-29 here: <https://www.southpasadenaca.gov/home/showpublisheddocument/26956/637661131074470000>; and page

<sup>34</sup> <https://southpasadenan.com/59-million-south-pasadena-city-budget-saved-by-voter-support-cell-tower-lease/#:~:text=The%20news%20comes%20as%20the,percent%20higher%20than%20fiscal%202020.&text=Including%20fund%20transfers%20such%20as,new%20capital%20spending%20being%20proposed.>

<sup>35</sup> The 2018-2019 budget adopted by City Council was labeled “DRAFT” and did not include a city manager’s budget message, the City’s financial policies for fiscal year 2018-2019, or an expenditure summary by fund. See [agenda packet](#) for the Council’s June 6, 2018, meeting, beginning at page 15-12. It should be noted that although a budget presentation was made to the Finance Commission at a May 22, 2018, meeting, this was a “receive and file” agenda item, and no recommendation was made to the City Council by the commission concerning adoption of the draft 2018-2019 budget.

<sup>36</sup> Although the fiscal year 2018-2019 budget document posted on the City’s website did include a city manager’s budget message and statement of financial policies for fiscal year 2018-2019, these items had mainly been cut and pasted from the adopted 2017-2018 budget without change or update, including the same summary charts and graphics from the prior fiscal year.

<sup>37</sup> South Pasadena City Code Article XI Purchasing, Subsection 2.99-29 Purchasing system (11)(e): <https://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena02.html#2.99-29>

<sup>38</sup> “Material weakness” is defined as “a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis.”

<sup>39</sup> “Significant deficiency” is defined as “a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.”

<sup>40</sup> The single vote against the receipt and file of the 2018-2019 CAFR has been discussed in more detail elsewhere in this report.

<sup>41</sup> <https://tigernewspaper.com/finance-director-karen-aceves-resigns-from-city-post/>