



**CITY OF SOUTH PASADENA
CITY COUNCIL**

AGENDA

**SPECIAL MEETING
CLOSED SESSION**

**WEDNESDAY, JANUARY 18, 2023
5:00 P.M.**

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030. Pursuant to Assembly Bill 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 Meeting agenda will be taken at the beginning of the meeting. The public will be released from the meeting so that the City Council may 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 link will be provided for the Open Session for the public to attend.

Public Participation may be made as follows:

- In-Person Hybrid – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- 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=aEFuSGszQ2I5WjJkemoTms0RTIVUT09> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above and Passcode when prompted.

CALL TO ORDER: Mayor Jon Primuth

ROLL CALL: Mayor Jon Primuth
Mayor Pro Tem Evelyn G. Zneimer
Councilmember Jack Donovan
Councilmember Michael A. Cacciotti
Councilmember Janet Braun

PUBLIC COMMENT**CLOSED SESSION AGENDA ITEMS****A. PUBLIC EMPLOYMENT-PERFORMANCE EVALUATION**

Government Code Section 54957

Title: City Manager

B. REAL PROPERTY NEGOTIATIONS

(Government Code Section 54956.8)

1. Property Address: 920 Lohman Lane
Agency Negotiator: Arminé Chaparyan, City Manager
Negotiating Party: John Letts, iTennis
Under Negotiation: Price and Terms
2. Property Address: 913 Meridian Avenue
Agency Negotiator: Arminé Chaparyan, City Manager
Negotiating Party: Jim Tarvaes, President of the South Pasadena Preservation Foundation
Under Negotiation: Price and Terms

C. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

1. *American Medical Response West v. California Department of Health Care Services, et al.* (SSC Case No. 34-2021-80003757)
2. *Los Angeles Sunshine Coalition vs City of South Pasadena* (LASC Case No. 22STCP04228)
3. *Robert Crew v. City of South Pasadena* (EEOC Case No. 480-2022-00265)
4. *Shahid Abbas v. City of South Pasadena* (LASC Case No. 22STCV19084)
5. *Travelers Ins. v. So. Pasadena* (LASC Case No. 22STCV22759)
6. *James Cheung v. So. Pasadena* (LASC Case No. 22STCP01432)
7. *James Cheung v. So. Pasadena* (CDCA Case No. 2:22-cv-01756-SVW-GJS)
8. *City of South Pasadena v. Janet Ferguson and John Algeo* (LASC Case No. 22STCV18726)
9. *City of South Pasadena, et al. vs California Department of Transportation, et al.* (LASC Case No. 21STCP01779)
10. *Arcadia et al. v. Southern California Edison Co.* (SBSC Case No. 20CV02026)
11. *Cruz v. So. Pasadena* (LASC Court Case No. 21STCV19706)
12. *Fahren James and Victoria Patterson v. City of South Pasadena* (CDCA Case No. 2:21-cv-08256-DSF-KK)
13. *Forbes v. So. Pasadena* (LASC Case No. 22STCV30042)
14. *Togi v. City of South Pasadena* (LASC Case No. BC680186)
15. *Coyotl + Macehualli v. So. Pasadena* (LASC Court Case No. 21STCP00897)

D. CONFERENCE WITH LEGAL COUNSEL: POTENTIAL LITIGATION (INITIATING)

Government Code Section 54956.9(d)(4)

Number of Potential Cases: 2

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **January 18, 2023**, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City website as required by law, on the date listed below.*

01/12/2023

/S/

Date

Desiree Jimenez, CMC, Chief City Clerk



CITY OF SOUTH PASADENA
CITY COUNCIL

AMENDED AGENDA

REGULAR MEETING
WEDNESDAY, JANUARY 18, 2023, AT 7:00 P.M.

AMEDEE O. "DICK" RICHARDS JR. 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 Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

The Meeting will be available:

- In Person Hybrid – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Live Broadcast via the City website –
- 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 may 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 listed above.

CALL TO ORDER:	Mayor	Jon Primuth
ROLL CALL:	Mayor	Jon Primuth
	Mayor Pro Tem	Evelyn G. Zneimer
	Councilmember	Jack Donovan
	Councilmember	Michael A. Cacciotti
	Councilmember	Janet Braun
PLEDGE OF ALLEGIANCE:	Councilmember	Jack Donovan

PUBLIC COMMENT GUIDELINES

The City Council welcomes public input. Members of the public may comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item. Members of the public will have three minutes to address the City Council, however, the Mayor and City Council may adjust the time allotted, as needed. You may participate **by one of the following options:**

Option 1:

Participate in-person at the City Council Chambers located at 1424 Mission Street, South Pasadena, CA 91030.

Option 2:

Participate via Zoom.

Public comment speakers are able to speak by going to the Zoom webinar controls and clicking on the "Raise Hand" icon. The Meeting Host will be notified that a hand has been raised and speakers will have their microphone un-muted by the Host during the appropriate Public Comment period.

Option 3:

Email public comment to 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 to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:

- 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 City Council meeting. Correspondence received after this time will be distributed the following business day.

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 time limit to less than three minutes, as needed.

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 submit a Public Comment card within the first 30 minutes of Public Comment period will be queued up to speak.

PRESENTATION**3. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO FIRE CAPTAIN KRIS SAXON FOR HIS RETIREMENT AFTER 31 YEARS OF SERVICES TO THE SOUTH PASADENA COMMUNITY**

RECOGNITION / INTRODUCTION**4. STAFF INTRODUCTION**

Management Services Department:
Mark Perez, Deputy City Clerk

COMMUNICATIONS**5. COUNCILMEMBER COMMUNICATIONS**

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

6. CITY MANAGER COMMUNICATIONS**7. REORDERING OF, 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.

8. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$515,575.86; GENERAL CITY WARRANTS IN THE AMOUNT OF \$966,931.64; VOIDS IN THE AMOUNT OF (\$5,440.20); TRANSFERS IN THE AMOUNT OF \$114,146.31; ONLINE PAYMENTS IN THE AMOUNT OF \$90,753.63; PAYROLL IN THE AMOUNT OF \$1,792,168.51Recommendation

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

9. MONTHLY INVESTMENT REPORT FOR NOVEMBER 2022Recommendation

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

10. AUTHORIZE AMENDMENTS TO PROFESSIONAL SERVICES AGREEMENT WITH MV CHENG AND ASSOCIATES, INC., FOR TEMPORARY STAFFING SERVICES IN A TOTAL NOT-TO-EXCEED AMOUNT OF \$199,400, FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$344,000Recommendation

It is recommended that the City Council authorize the City Manager to execute a contract amendment for Professional Services Agreement with MV Cheng and Associates, Inc., for temporary staffing services in a total amount not-to-exceed \$199,400, for a new total not-to-exceed amount of \$344,000.

11. **APPROVE FUND ALLOCATION AND APPROPRIATE OF FUNDS AND AWARD OF CONTRACT TO RAFTELIS FOR THE SOUTH PASADENA POLICE DEPARTMENT ORGANIZATIONAL ASSESSMENT, IN AN AMOUNT NOT-TO-EXCEED \$99,500**

Recommendation

It is recommended that the City Council:

1. Allocate and appropriate \$99,500 from the General Fund Account 101-0000-0000-3200-000 to the Police Department Contract Services Account Number 101-4010-4011-8180-000; and
2. Approve an award of contract to Raftelis (Raftelis Financial Consultants, Inc.) for the organizational assessment of the Police Department in an amount not-to-exceed \$99,500.

ACTION / DISCUSSION

12. **AUTHORIZATION OF APPOINTMENTS AND REAPPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES**

Recommendation

It is recommended by Mayor Primuth that the City Council appoint the following to City Boards, Commissions, and Committees:

1. Margaret Yi to the Community Services Commission to a partial term ending December 31, 2023;
2. Jeremy Ding to the Cultural Heritage Commission to a full term ending December 31, 2025;
3. Sheila Rossi to the Finance Commission to a partial term ending December 31, 2024;
4. Edward Pearson to the Library Board Trustees to a partial term ending December 31, 2024;
5. F. Arnold Swanborn to the Planning Commission to a partial term ending December 31, 2023;
6. Deloris Piazza to the Public Art Commission to a full term ending December 31, 2025;
7. Tricia Demarais to the Public Safety Commission to a partial term ending December 31, 2023;
8. Armando Thomas Munoz to the Public Safety Commission to a full term ending December 31, 2025;

It is recommended by Mayor Primuth that the City Council re-appoint the following to City Boards, Commissions, and Committees for a full term ending December 31, 2025:

1. William Cross to the Cultural Heritage Commission
2. Melissa Hon Tsai to the Design Review Board
3. Annie Chang Long to the Library Board Trustees
4. Kenneth I. Gross to the Library Board Trustees
5. Lawrence Abelson to the Mobility and Transportation Infrastructure Commission
6. Amy Davis Jones to the Natural Resources and Environmental Commission
7. Michael Siegel to the Natural Resources and Environmental Commission
8. Lisa Padilla to the Planning Commission
9. Jeffrey Burke to the Public Art Commission
10. David Maling to the Public Works Commission

13. DIRECTION ON CITY ATTORNEY SERVICES

Recommendation

It is recommended that the City Council provide direction to staff regarding City Attorney Services.

14. ADOPTION OF RESOLUTIONS AUTHORIZING SIGNATORIES ON CITY BANKING ACCOUNTS AND RELATED BANKING DOCUMENTS, AND AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, SUPERSEDING RESOLUTION NO. 7747, AUTHORIZING SIGNATURES ON CITY BANK ACCOUNTS

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING RESOLUTION NO. 7753, AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

Recommendation

It is recommended that the City Council adopt:

1. A resolution superseding Resolution No. 7747, Authorizing Signatures on City Bank Accounts; and
2. A resolution amending Resolution No. 7753, Authorizing Investment of Monies in the Local Agency Investment Fund.

15. INTRODUCTION AND FIRST READING OF AN ORDINANCE TO AMEND THE SOUTH PASADENA MUNICIPAL CODE CHAPTER 36 (ZONING) PERTAINING TO EMERGENCY SHELTERS, TRANSITIONAL HOUSING AND LOW BARRIER NAVIGATION CENTERS, MIXED-USE DEVELOPMENT PERMIT PROCESSING, MULTI-FAMILY REGULATIONS INCLUDING FLOOR AREA RATIOS, LOT COVERAGE AND SINGLE-FAMILY USES, AND PARKING REQUIREMENTS NEAR DEFINED TRANSIT STOPS FOR COMPLIANCE WITH ASSOCIATED STATE LAWS AND DRAFT HOUSING ELEMENT PROGRAMS; APPROVAL OF EXEMPTIONS FROM FURTHER REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (GUIDELINES §§ 15061(B)(3) AND 15378)

ORDINANCE

AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 36 (“ZONING”), ARTICLES 2, 3 AND 7, SECTIONS 36.220.030 (RESIDENTIAL ZONING DISTRICT LAND USES AND PERMIT REQUIREMENTS), 36.220.040 (RESIDENTIAL ZONING DISTRICT GENERAL DEVELOPMENT STANDARDS), 36.230.030 (COMMERCIAL ZONING DISTRICT LAND USES AND PERMIT REQUIREMENTS), 36.310.040 (NUMBER OF PARKING SPACES REQUIRED), 36.350.250 (EMERGENCY SHELTERS), AND 36.700.020 (DEFINITIONS OF SPECIALIZED TERMS AND PHRASES) IN ORDER TO IMPLEMENT ASSOCIATED STATE LAWS AND GENERAL PLAN HOUSING ELEMENT PROGRAMS; DETERMINATION FINDING APPLICABILITY OF EXEMPTIONS FROM FURTHER ANALYSIS UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTIONS 15061(b)(3) AND 15378 OF CHAPTER 3 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

Recommendation

It is recommended that the City Council introduce for first reading the following zoning text amendments (ZTA):

1. Approve exemptions to further review under the California Environmental Quality Act (CEQA) pursuant to exceptions in sections 15061(b)(3) and 15378 of Chapter 3 of Title 14 of the California Code of Regulations (the CEQA Guidelines);
2. Amend South Pasadena Municipal Code (SPMC) Section 36.220.030 (Residential Zoning District Land Uses and Permit Requirements), Table 2-2, to prohibit new single-family uses in Residential Medium Density (RM) and Residential High Density (RH) zoning districts;
3. Amend SPMC Section 36.220.040 (Residential Zoning District General Development Standards) Table 2-3 to comply with the minimum density and feasible lot coverage for projects of certain sizes as required by State Senate Bill (SB) 478;
4. Amend SPMC Section 36.230.030 (Commercial Zoning District Land Uses and Permit Requirements), to permit transitional housing in all zoning districts that permit residential uses and remove the requirement for a conditional use permit (CUP) from mixed-use development and allow as a permitted use;
5. Amend SPMC Section 36.350.250 (Emergency Shelters), to revise standards for emergency shelters in compliance with State law;
6. Amend SPMC Section 36.310.040 to add provisions for consistency with Assembly Bill (AB) 2097 (removal of minimum parking requirements near transit); and
7. Amend SPMC Division 36.700 (Definitions/Glossary), to add a definition of Low Barrier Navigation Center.

PUBLIC COMMENT – CONTINUED

16. CONTINUED PUBLIC COMMENT – GENERAL

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

~~**PUBLIC COMMENT – CLOSED SESSION**
Public Comment on Closed Session Agenda Items only will be taken. The public will be released from the meeting so that the City Council may 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.~~

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

February 1, 2023	Regular City Council Meeting	7:00 p.m.
February 15, 2023	Regular City Council Meeting	7:00 p.m.
March 1, 2023	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 viewing on the City’s website:

www.southpasadenaca.gov/CityCouncilMeetings2023


Regular meetings are live streamed via the internet at:

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 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. 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 **January 18, 2023**, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City website as required by law, on the date listed below.*

01/17/2023

/S/

Date

Desiree Jimenez, CMC, Chief City Clerk



City Council Agenda Report

ITEM NO. 8

DATE: January 18, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Maida Alcantara, Interim Finance Director

SUBJECT: **Approval of Prepaid Warrants in the Amount of \$515,575.86; General City Warrants in the Amount of \$966,931.64; Voids in the Amount of (\$5,440.20); Transfers in the Amount of \$114,146.31; Online Payments in the Amount of \$90,753.63; Payroll in the Amount of \$1,792,168.51**

Recommendation

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

Fiscal Impact

Prepaid Warrants:

Warrant # 315678-315707	\$	213,597.44
ACH	\$	301,978.42
Voids	\$	0

General City Warrants:

Warrant # 315708-315817	\$	509,627.79
ACH	\$	457,303.85
Voids	\$	(5,440.20)

Payroll Period Ending: 12/23/2022	\$	769,369.32
Payroll Period Ending: 1/6/2023	\$	1,018,233.94
Payroll Period Ending: 1/13/2023	\$	4,565.25
Wire Transfers Out – To (LAIF)	\$	0
Wire Transfers In – From (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers Out – To (Acct # 2413)	\$	0
Wire Transfers Out – To (Acct # 1936)	\$	114,146.31
Online Payments	\$	90,753.63
Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	<u>3,474,135.75</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**

Fund No.	Date	1/18/2023	
		Prepaid	Written
General Fund	101	123,214.97	564,378.40
Insurance Fund	103	-	5,040.03
Street Improvement Program	104	-	2,895.50
Facilities & Equip.Cap. Fund	105	-	-
Programs and Projects	107	-	160.00
Local Transit Return "A"	205	-	6,341.67
Local Transit Return "C"	207	600.00	1,141.80
TEA/Metro	208	-	-
Sewer Fund	210	304.45	856.54
CTC Traffic Improvement	211	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	650.30	43,628.65
Public, Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	804.13
Housing Authority Fund	228	-	-
State Gas Tax	230	682.84	1,583.38
County Park Bond Fund	232	2,196.18	2,748.09
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	10,602.00
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	6,371.00
Asset Forfeiture	270	-	-
Police Grants - State	272	-	100,000.00
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
Water Fund	500	240,274.47	201,546.57
Water Efficiency Fund	503	-	-
2016 Water Revenue Bonds Fund	505	1,250.00	-
SRF Loan - Water	506	132,483.17	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	13,919.48	18,833.88
Column Totals:		515,575.86	966,931.64

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

City Report Totals: 1,482,507.50

Payroll Period Ending: 12/23/2022	769,369.32
Payroll Period Ending: 1/6/2023	1,018,233.94
Payroll Period Ending: 1/13/2023	4,565.25
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	-
Wire Transfer Out - To Acct. # 1936	114,146.31
Online Payments	90,753.63
Voids - Prepaid	-
Voids - General Warrant	(5,440.20)

Grand Report Total: 3,474,135.75

Jon Primuth, Mayor

Maida Alcantara, Interim Finance Director

ATTACHMENT 2
Prepaid Warrant List

Accounts Payable

Check Detail

User: calvarez
 Printed: 01/10/2023 - 2:38PM



Check Number	Check Date	Amount
CSD3014 - Ca. State Disbursement Unit		
315678	12/15/2022	
Inv	PR 11/25/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	PR Batch 11252.11.2022 - Garnishment Case # FAMSS-1406906	814.15
Inv PR 11/25/2022 Total		814.15
315678 Total:		814.15
CSD3014 - Ca. State Disbursement Unit Total:		
		814.15
POSU8132 - Prudential Overall Supply		
0	12/15/2022	
Inv	52596939	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2022	Public Works Scrapper Mat Replacement	3.87
07/05/2022	Public Works Scrapper Mat Replacement	3.87
07/05/2022	Public Works Scrapper Mat Replacement	3.87
07/05/2022	Public Works Scrapper Mat Replacement	3.87
07/05/2022	Public Works Scrapper Mat Replacement	3.87
Inv 52596939 Total		19.35
Inv	52596940	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2022	Public Works Uniform Cleaning Services	9.30
07/05/2022	Public Works Uniform Cleaning Services	11.10
07/05/2022	Public Works Uniform Cleaning Services	23.48
07/05/2022	Public Works Uniform Cleaning Services	14.03
07/05/2022	Public Works Uniform Cleaning Services	9.30
Inv 52596940 Total		67.21
Inv	52596941	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2022	Public Works Uniform Cleaning Services	26.55
07/05/2022	Public Works Uniform Cleaning Services	34.69
Inv 52596941 Total		61.24

Inv 52596942

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2022	Public Works Scrapper Mat Replacement	6.24
07/05/2022	Public Works Scrapper Mat Replacement	6.23

Inv 52596942 Total 12.47

Inv 52598929

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2022	Public Works Scrapper Mat Replacement	3.87
07/12/2022	Public Works Scrapper Mat Replacement	3.87
07/12/2022	Public Works Scrapper Mat Replacement	3.87
07/12/2022	Public Works Scrapper Mat Replacement	3.87
07/12/2022	Public Works Scrapper Mat Replacement	3.87

Inv 52598929 Total 19.35

Inv 52598930

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2022	Public Works Uniform Cleaning Services	14.03
07/12/2022	Public Works Uniform Cleaning Services	9.30
07/12/2022	Public Works Uniform Cleaning Services	23.48
07/12/2022	Public Works Uniform Cleaning Services	9.30
07/12/2022	Public Works Uniform Cleaning Services	11.10

Inv 52598930 Total 67.21

Inv 52598931

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2022	Public Works Uniform Cleaning Services	34.69
07/12/2022	Public Works Uniform Cleaning Services	26.55

Inv 52598931 Total 61.24

Inv 52598932

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2022	Public Works Scrapper Mat Replacement	6.24
07/12/2022	Public Works Scrapper Mat Replacement	6.23

Inv 52598932 Total 12.47

Inv 52600925

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	Public Works Scrapper Mat Replacement	3.87
07/19/2022	Public Works Scrapper Mat Replacement	3.87
07/19/2022	Public Works Scrapper Mat Replacement	3.87
07/19/2022	Public Works Scrapper Mat Replacement	3.87
07/19/2022	Public Works Scrapper Mat Replacement	3.87

Inv 52600925 Total 19.35

Inv 52600926

<u>Line Item Date</u>	<u>Line Item Description</u>
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Check Number	Check Date		Amount
	07/19/2022	Public Works Uniform Cleaning Services	9.30
	07/19/2022	Public Works Uniform Cleaning Services	14.03
	07/19/2022	Public Works Uniform Cleaning Services	23.48
	07/19/2022	Public Works Uniform Cleaning Services	9.30
	07/19/2022	Public Works Uniform Cleaning Services	11.10
	Inv 52600926 Total		67.21
	Inv 52600927		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/19/2022	Public Works Uniform Cleaning Services	26.55
	07/19/2022	Public Works Uniform Cleaning Services	34.69
	Inv 52600927 Total		61.24
	Inv 52600928		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/19/2022	Public Works Scrapper Mat Replacement	6.23
	07/19/2022	Public Works Scrapper Mat Replacement	6.24
	Inv 52600928 Total		12.47
	Inv 52602911		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/26/2022	Public Works Scrapper Mat Replacement	3.87
	07/26/2022	Public Works Scrapper Mat Replacement	3.87
	07/26/2022	Public Works Scrapper Mat Replacement	3.87
	07/26/2022	Public Works Scrapper Mat Replacement	3.87
	07/26/2022	Public Works Scrapper Mat Replacement	3.87
	Inv 52602911 Total		19.35
	Inv 52602912		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/26/2022	Public Works Uniform Cleaning Services	9.30
	07/26/2022	Public Works Uniform Cleaning Services	23.48
	07/26/2022	Public Works Uniform Cleaning Services	11.10
	07/26/2022	Public Works Uniform Cleaning Services	9.30
	07/26/2022	Public Works Uniform Cleaning Services	14.03
	Inv 52602912 Total		67.21
	Inv 52602913		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/26/2022	Public Works Uniform Cleaning Services	26.55
	07/26/2022	Public Works Uniform Cleaning Services	34.69
	Inv 52602913 Total		61.24
	Inv 52602914		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	07/26/2022	Public Works Scrapper Mat Replacement	6.24
	07/26/2022	Public Works Scrapper Mat Replacement	6.23

Inv 52602914 Total	12.47
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Inv 52604940

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	Public Works Scrapper Mat Replacement	3.87
08/02/2022	Public Works Scrapper Mat Replacement	3.87
08/02/2022	Public Works Scrapper Mat Replacement	3.87
08/02/2022	Public Works Scrapper Mat Replacement	3.87
08/02/2022	Public Works Scrapper Mat Replacement	3.87

Inv 52604940 Total	19.35
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Inv 52604941

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	Public Works Uniform Cleaning Services	24.36
08/02/2022	Public Works Uniform Cleaning Services	11.10
08/02/2022	Public Works Uniform Cleaning Services	14.03
08/02/2022	Public Works Uniform Cleaning Services	9.30
08/02/2022	Public Works Uniform Cleaning Services	9.30

Inv 52604941 Total	68.09
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Inv 52604942

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	Public Works Uniform Cleaning Services	34.69
08/02/2022	Public Works Uniform Cleaning Services	26.55

Inv 52604942 Total	61.24
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Inv 52604943

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	Public Works Scrapper Mat Replacement	6.23
08/02/2022	Public Works Scrapper Mat Replacement	6.24

Inv 52604943 Total	12.47
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Inv 52606940

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/09/2022	Public Works Scrapper Mat Replacement	3.87
08/09/2022	Public Works Scrapper Mat Replacement	3.87
08/09/2022	Public Works Scrapper Mat Replacement	3.87
08/09/2022	Public Works Scrapper Mat Replacement	3.87
08/09/2022	Public Works Scrapper Mat Replacement	3.87

Inv 52606940 Total	19.35
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Inv 52606941

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/09/2022	Public Works Uniform Cleaning Services	24.36
08/09/2022	Public Works Uniform Cleaning Services	11.10
08/09/2022	Public Works Uniform Cleaning Services	14.03
08/09/2022	Public Works Uniform Cleaning Services	9.30

Check Number	Check Date	Amount
	08/09/2022	Public Works Uniform Cleaning Services 9.30
	Inv 52606941 Total	68.09
	Inv 52606942	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	08/09/2022	Public Works Uniform Cleaning Services 26.55
	08/09/2022	Public Works Uniform Cleaning Services 34.69
	Inv 52606942 Total	61.24
	Inv 52606943	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	08/09/2022	Public Works Scrapper Mat Replacement 6.23
	08/09/2022	Public Works Scrapper Mat Replacement 6.24
	Inv 52606943 Total	12.47
	Inv 52608924	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	08/16/2022	Public Works Scrapper Mat Replacement 3.87
	08/16/2022	Public Works Scrapper Mat Replacement 3.87
	08/16/2022	Public Works Scrapper Mat Replacement 3.87
	08/16/2022	Public Works Scrapper Mat Replacement 3.87
	08/16/2022	Public Works Scrapper Mat Replacement 3.87
	Inv 52608924 Total	19.35
	Inv 52608925	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	08/16/2022	Public Works Uniform Cleaning Services 14.03
	08/16/2022	Public Works Uniform Cleaning Services 9.30
	08/16/2022	Public Works Uniform Cleaning Services 11.10
	08/16/2022	Public Works Uniform Cleaning Services 9.30
	08/16/2022	Public Works Uniform Cleaning Services 26.45
	Inv 52608925 Total	70.18
	Inv 52608926	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	08/16/2022	Public Works Uniform Cleaning Services 34.69
	08/16/2022	Public Works Uniform Cleaning Services 26.55
	Inv 52608926 Total	61.24
	Inv 52608927	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	08/16/2022	Public Works Scrapper Mat Replacement 6.23
	08/16/2022	Public Works Scrapper Mat Replacement 6.24
	Inv 52608927 Total	12.47

Inv 52610965

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	Public Works Scrapper Mat Replacement	3.87
08/23/2022	Public Works Scrapper Mat Replacement	3.87
08/23/2022	Public Works Scrapper Mat Replacement	3.87
08/23/2022	Public Works Scrapper Mat Replacement	3.87
08/23/2022	Public Works Scrapper Mat Replacement	3.87

Inv 52610965 Total 19.35

Inv 52610966

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	Public Works Uniform Cleaning Services	11.10
08/23/2022	Public Works Uniform Cleaning Services	9.30
08/23/2022	Public Works Uniform Cleaning Services	9.30
08/23/2022	Public Works Uniform Cleaning Services	14.03
08/23/2022	Public Works Uniform Cleaning Services	26.45

Inv 52610966 Total 70.18

Inv 52610967

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	Public Works Uniform Cleaning Services	26.55
08/23/2022	Public Works Uniform Cleaning Services	34.69

Inv 52610967 Total 61.24

Inv 52610968

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	Public Works Scrapper Mat Replacement	6.23
08/23/2022	Public Works Scrapper Mat Replacement	6.24

Inv 52610968 Total 12.47

Inv 52613467

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2022	Public Works Scrapper Mat Replacement	3.87
08/30/2022	Public Works Scrapper Mat Replacement	3.87
08/30/2022	Public Works Scrapper Mat Replacement	3.87
08/30/2022	Public Works Scrapper Mat Replacement	3.87
08/30/2022	Public Works Scrapper Mat Replacement	3.87

Inv 52613467 Total 19.35

Inv 52613468

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2022	Public Works Uniform Cleaning Services	9.30
08/30/2022	Public Works Uniform Cleaning Services	14.03
08/30/2022	Public Works Uniform Cleaning Services	11.10
08/30/2022	Public Works Uniform Cleaning Services	26.45
08/30/2022	Public Works Uniform Cleaning Services	9.30

Inv 52613468 Total 70.18

Check Number	Check Date	Amount
Inv 52613469		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2022	Public Works Uniform Cleaning Services	26.55
08/30/2022	Public Works Uniform Cleaning Services	34.69
Inv 52613469 Total		61.24
Inv 52613470		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2022	Public Works Scrapper Mat Replacement	6.24
08/30/2022	Public Works Scrapper Mat Replacement	6.23
Inv 52613470 Total		12.47
Inv 52615444		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/06/2022	Public Works Scrapper Mat Replacement	3.98
09/06/2022	Public Works Scrapper Mat Replacement	3.98
09/06/2022	Public Works Scrapper Mat Replacement	3.98
09/06/2022	Public Works Scrapper Mat Replacement	3.98
09/06/2022	Public Works Scrapper Mat Replacement	3.98
Inv 52615444 Total		19.90
Inv 52615445		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/06/2022	Public Works Uniform Cleaning Services	9.30
09/06/2022	Public Works Uniform Cleaning Services	11.10
09/06/2022	Public Works Uniform Cleaning Services	9.30
09/06/2022	Public Works Uniform Cleaning Services	14.03
09/06/2022	Public Works Uniform Cleaning Services	26.45
Inv 52615445 Total		70.18
Inv 52615446		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/06/2022	Public Works Uniform Cleaning Services	34.69
09/06/2022	Public Works Uniform Cleaning Services	26.55
Inv 52615446 Total		61.24
Inv 52615447		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/06/2022	Public Works Scrapper Mat Replacement	6.88
09/06/2022	Public Works Scrapper Mat Replacement	6.89
Inv 52615447 Total		13.77
Inv 52617500		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/13/2022	Public Works Scrapper Mat Replacement	3.98
09/13/2022	Public Works Scrapper Mat Replacement	3.98

Check Number	Check Date		Amount
	09/13/2022	Public Works Scrapper Mat Replacement	3.98
	09/13/2022	Public Works Scrapper Mat Replacement	3.98
	09/13/2022	Public Works Scrapper Mat Replacement	3.98
	Inv 52617500 Total		19.90
	Inv 52617501		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	09/13/2022	Public Works Uniform Cleaning Services	26.45
	09/13/2022	Public Works Uniform Cleaning Services	14.03
	09/13/2022	Public Works Uniform Cleaning Services	9.30
	09/13/2022	Public Works Uniform Cleaning Services	11.10
	09/13/2022	Public Works Uniform Cleaning Services	9.30
	Inv 52617501 Total		70.18
	Inv 52617502		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	09/13/2022	Public Works Uniform Cleaning Services	26.55
	09/13/2022	Public Works Uniform Cleaning Services	34.69
	Inv 52617502 Total		61.24
	Inv 52617503		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	09/13/2022	Public Works Scrapper Mat Replacement	6.89
	09/13/2022	Public Works Scrapper Mat Replacement	6.88
	Inv 52617503 Total		13.77
	Inv 52619483		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	09/20/2022	Public Works Scrapper Mat Replacement	3.98
	09/20/2022	Public Works Scrapper Mat Replacement	3.98
	09/20/2022	Public Works Scrapper Mat Replacement	3.98
	09/20/2022	Public Works Scrapper Mat Replacement	3.98
	09/20/2022	Public Works Scrapper Mat Replacement	3.98
	Inv 52619483 Total		19.90
	Inv 52619484		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	09/20/2022	Public Works Uniform Cleaning Services	26.45
	09/20/2022	Public Works Uniform Cleaning Services	9.30
	09/20/2022	Public Works Uniform Cleaning Services	9.30
	09/20/2022	Public Works Uniform Cleaning Services	14.03
	09/20/2022	Public Works Uniform Cleaning Services	11.10
	Inv 52619484 Total		70.18
	Inv 52619485		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	09/20/2022	Public Works Uniform Cleaning Services	34.69

Check Number	Check Date	Amount
	09/20/2022	Public Works Uniform Cleaning Services 26.55
	Inv 52619485 Total	61.24
	Inv 52619486	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	09/20/2022	Public Works Scrapper Mat Replacement 6.88
	09/20/2022	Public Works Scrapper Mat Replacement 6.89
	Inv 52619486 Total	13.77
	Inv 52621515	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	09/27/2022	Public Works Scrapper Mat Replacement 3.98
	09/27/2022	Public Works Scrapper Mat Replacement 3.98
	09/27/2022	Public Works Scrapper Mat Replacement 3.98
	09/27/2022	Public Works Scrapper Mat Replacement 3.98
	09/27/2022	Public Works Scrapper Mat Replacement 3.98
	Inv 52621515 Total	19.90
	Inv 52621516	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	09/27/2022	Public Works Uniform Cleaning Services 11.10
	09/27/2022	Public Works Uniform Cleaning Services 26.45
	09/27/2022	Public Works Uniform Cleaning Services 9.30
	09/27/2022	Public Works Uniform Cleaning Services 9.30
	09/27/2022	Public Works Uniform Cleaning Services 14.03
	Inv 52621516 Total	70.18
	Inv 52621517	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	09/27/2022	Public Works Uniform Cleaning Services 34.69
	09/27/2022	Public Works Uniform Cleaning Services 26.55
	Inv 52621517 Total	61.24
	Inv 52621518	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	09/27/2022	Public Works Scrapper Mat Replacement 6.88
	09/27/2022	Public Works Scrapper Mat Replacement 6.89
	Inv 52621518 Total	13.77
	Inv 52623911	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	10/04/2022	Public Works Scrapper Mat Replacement 3.98
	10/04/2022	Public Works Scrapper Mat Replacement 3.98
	10/04/2022	Public Works Scrapper Mat Replacement 3.98
	10/04/2022	Public Works Scrapper Mat Replacement 3.98
	10/04/2022	Public Works Scrapper Mat Replacement 3.98

Check Number	Check Date	Amount
Inv 52623911	Total	19.90
Inv 52623912		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/04/2022	Public Works Uniform Cleaning Services	14.03
10/04/2022	Public Works Uniform Cleaning Services	26.45
10/04/2022	Public Works Uniform Cleaning Services	11.10
10/04/2022	Public Works Uniform Cleaning Services	9.30
10/04/2022	Public Works Uniform Cleaning Services	9.30
Inv 52623912	Total	70.18
Inv 52623913		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/04/2022	Public Works Uniform Cleaning Services	26.55
10/04/2022	Public Works Uniform Cleaning Services	34.69
Inv 52623913	Total	61.24
Inv 52623914		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/04/2022	Public Works Scrapper Mat Replacement	6.88
10/04/2022	Public Works Scrapper Mat Replacement	6.89
Inv 52623914	Total	13.77
Inv 52625929		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/11/2022	Public Works Scrapper Mat Replacement	3.98
10/11/2022	Public Works Scrapper Mat Replacement	3.98
10/11/2022	Public Works Scrapper Mat Replacement	3.98
10/11/2022	Public Works Scrapper Mat Replacement	3.98
10/11/2022	Public Works Scrapper Mat Replacement	3.98
Inv 52625929	Total	19.90
Inv 52625930		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/11/2022	Public Works Uniform Cleaning Services	14.03
10/11/2022	Public Works Uniform Cleaning Services	9.30
10/11/2022	Public Works Uniform Cleaning Services	11.10
10/11/2022	Public Works Uniform Cleaning Services	9.30
10/11/2022	Public Works Uniform Cleaning Services	26.45
Inv 52625930	Total	70.18
Inv 52625931		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/11/2022	Public Works Uniform Cleaning Services	34.69
10/11/2022	Public Works Uniform Cleaning Services	26.55
Inv 52625931	Total	61.24

Check Number	Check Date	Amount
Inv	52625932	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/11/2022	Public Works Scrapper Mat Replacement	6.89
10/11/2022	Public Works Scrapper Mat Replacement	6.88
Inv 52625932 Total		13.77
Inv	52628333	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/18/2022	Public Works Scrapper Mat Replacement	3.98
10/18/2022	Public Works Scrapper Mat Replacement	3.98
10/18/2022	Public Works Scrapper Mat Replacement	3.98
10/18/2022	Public Works Scrapper Mat Replacement	3.98
10/18/2022	Public Works Scrapper Mat Replacement	3.98
Inv 52628333 Total		19.90
Inv	52628334	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/18/2022	Public Works Uniform Cleaning Services	26.45
10/18/2022	Public Works Uniform Cleaning Services	9.30
10/18/2022	Public Works Uniform Cleaning Services	9.30
10/18/2022	Public Works Uniform Cleaning Services	14.03
10/18/2022	Public Works Uniform Cleaning Services	11.10
Inv 52628334 Total		70.18
Inv	52628335	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/18/2022	Public Works Uniform Cleaning Services	34.69
10/18/2022	Public Works Uniform Cleaning Services	26.55
Inv 52628335 Total		61.24
Inv	52628336	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/18/2022	Public Works Scrapper Mat Replacement	6.88
10/18/2022	Public Works Scrapper Mat Replacement	6.89
Inv 52628336 Total		13.77
Inv	52630411	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/25/2022	Public Works Scrapper Mat Replacement	3.98
10/25/2022	Public Works Scrapper Mat Replacement	3.98
10/25/2022	Public Works Scrapper Mat Replacement	3.98
10/25/2022	Public Works Scrapper Mat Replacement	3.98
10/25/2022	Public Works Scrapper Mat Replacement	3.98
Inv 52630411 Total		19.90
Inv	52630412	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
	10/25/2022	Public Works Uniform Cleaning Services	9.30
	10/25/2022	Public Works Uniform Cleaning Services	14.03
	10/25/2022	Public Works Uniform Cleaning Services	26.45
	10/25/2022	Public Works Uniform Cleaning Services	11.10
	10/25/2022	Public Works Uniform Cleaning Services	9.30
	Inv 52630412 Total		70.18
	Inv 52630413		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	10/25/2022	Public Works Uniform Cleaning Services	34.69
	10/25/2022	Public Works Uniform Cleaning Services	26.55
	Inv 52630413 Total		61.24
	Inv 52630414		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	10/25/2022	Public Works Scrapper Mat Replacement	6.88
	10/25/2022	Public Works Scrapper Mat Replacement	6.89
	Inv 52630414 Total		13.77
	Inv 52632289		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	11/01/2022	Public Works Scrapper Mat Replacement	3.98
	11/01/2022	Public Works Scrapper Mat Replacement	3.98
	11/01/2022	Public Works Scrapper Mat Replacement	3.98
	11/01/2022	Public Works Scrapper Mat Replacement	3.98
	11/01/2022	Public Works Scrapper Mat Replacement	3.98
	Inv 52632289 Total		19.90
	Inv 52632290		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	11/01/2022	Public Works Uniform Cleaning Services	9.30
	11/01/2022	Public Works Uniform Cleaning Services	14.03
	11/01/2022	Public Works Uniform Cleaning Services	9.30
	11/01/2022	Public Works Uniform Cleaning Services	26.45
	11/01/2022	Public Works Uniform Cleaning Services	11.10
	Inv 52632290 Total		70.18
	Inv 52632291		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	11/01/2022	Public Works Uniform Cleaning Services	34.69
	11/01/2022	Public Works Uniform Cleaning Services	26.55
	Inv 52632291 Total		61.24
	Inv 52632292		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	11/01/2022	Public Works Scrapper Mat Replacement	6.89
	11/01/2022	Public Works Scrapper Mat Replacement	6.88

Inv 52632292 Total	13.77
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Inv 52634640

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/08/2022	Public Works Scrapper Mat Replacement	3.98
11/08/2022	Public Works Scrapper Mat Replacement	3.98
11/08/2022	Public Works Scrapper Mat Replacement	3.98
11/08/2022	Public Works Scrapper Mat Replacement	3.98
11/08/2022	Public Works Scrapper Mat Replacement	3.98

Inv 52634640 Total	19.90
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Inv 52634641

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/08/2022	Public Works Uniform Cleaning Services	26.45
11/08/2022	Public Works Uniform Cleaning Services	9.30
11/08/2022	Public Works Uniform Cleaning Services	9.30
11/08/2022	Public Works Uniform Cleaning Services	11.10
11/08/2022	Public Works Uniform Cleaning Services	14.03

Inv 52634641 Total	70.18
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Inv 52634642

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/08/2022	Public Works Uniform Cleaning Services	26.55
11/08/2022	Public Works Uniform Cleaning Services	34.69

Inv 52634642 Total	61.24
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Inv 52634643

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/08/2022	Public Works Scrapper Mat Replacement	6.89
11/08/2022	Public Works Scrapper Mat Replacement	6.88

Inv 52634643 Total	13.77
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Inv 52636323

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	Public Works Scrapper Mat Replacement	3.98
11/15/2022	Public Works Scrapper Mat Replacement	3.98
11/15/2022	Public Works Scrapper Mat Replacement	3.98
11/15/2022	Public Works Scrapper Mat Replacement	3.98
11/15/2022	Public Works Scrapper Mat Replacement	3.98

Inv 52636323 Total	19.90
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Inv 52636324

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	Public Works Uniform Cleaning Services	9.30
11/15/2022	Public Works Uniform Cleaning Services	9.30
11/15/2022	Public Works Uniform Cleaning Services	11.10
11/15/2022	Public Works Uniform Cleaning Services	26.45

Check Number	Check Date	Amount
	11/15/2022	Public Works Uniform Cleaning Services 14.03
	Inv 52636324 Total	70.18
	Inv 52636325	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	11/15/2022	Public Works Uniform Cleaning Services 26.55
	11/15/2022	Public Works Uniform Cleaning Services 34.69
	Inv 52636325 Total	61.24
	Inv 52636326	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	11/15/2022	Public Works Scrapper Mat Replacement 6.88
	11/15/2022	Public Works Scrapper Mat Replacement 6.89
	Inv 52636326 Total	13.77
	Inv 52638444	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	11/22/2022	Public Works Scrapper Mat Replacement 3.98
	11/22/2022	Public Works Scrapper Mat Replacement 3.98
	11/22/2022	Public Works Scrapper Mat Replacement 3.98
	11/22/2022	Public Works Scrapper Mat Replacement 3.98
	11/22/2022	Public Works Scrapper Mat Replacement 3.98
	Inv 52638444 Total	19.90
	Inv 52638445	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	11/22/2022	Public Works Uniform Cleaning Services 9.30
	11/22/2022	Public Works Uniform Cleaning Services 11.10
	11/22/2022	Public Works Uniform Cleaning Services 26.45
	11/22/2022	Public Works Uniform Cleaning Services 9.30
	11/22/2022	Public Works Uniform Cleaning Services 14.03
	Inv 52638445 Total	70.18
	Inv 52638446	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	11/22/2022	Public Works Uniform Cleaning Services 34.69
	11/22/2022	Public Works Uniform Cleaning Services 26.55
	Inv 52638446 Total	61.24
	Inv 52638447	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	11/22/2022	Public Works Scrapper Mat Replacement 6.88
	11/22/2022	Public Works Scrapper Mat Replacement 6.89
	Inv 52638447 Total	13.77

Check Number	Check Date	Amount
Inv	52640431	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Public Works Scrapper Mat Replacement	3.98
11/29/2022	Public Works Scrapper Mat Replacement	3.98
11/29/2022	Public Works Scrapper Mat Replacement	3.98
11/29/2022	Public Works Scrapper Mat Replacement	3.98
11/29/2022	Public Works Scrapper Mat Replacement	3.98
Inv 52640431 Total		19.90
Inv	52640432	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Public Works Uniform Cleaning Services	26.45
11/29/2022	Public Works Uniform Cleaning Services	14.03
11/29/2022	Public Works Uniform Cleaning Services	9.30
11/29/2022	Public Works Uniform Cleaning Services	9.30
11/29/2022	Public Works Uniform Cleaning Services	11.10
Inv 52640432 Total		70.18
Inv	52640433	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Public Works Uniform Cleaning Services	26.55
11/29/2022	Public Works Uniform Cleaning Services	34.69
Inv 52640433 Total		61.24
Inv	52640434	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Public Works Scrapper Mat Replacement	6.89
11/29/2022	Public Works Scrapper Mat Replacement	6.88
Inv 52640434 Total		13.77
Inv	52642452	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2022	Public Works Scrapper Mat Replacement	3.98
12/06/2022	Public Works Scrapper Mat Replacement	3.98
12/06/2022	Public Works Scrapper Mat Replacement	3.98
12/06/2022	Public Works Scrapper Mat Replacement	3.98
12/06/2022	Public Works Scrapper Mat Replacement	3.98
Inv 52642452 Total		19.90
Inv	52642453	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2022	Public Works Uniform Cleaning Services	11.10
12/06/2022	Public Works Uniform Cleaning Services	9.30
12/06/2022	Public Works Uniform Cleaning Services	14.03
12/06/2022	Public Works Uniform Cleaning Services	26.45
12/06/2022	Public Works Uniform Cleaning Services	9.30
Inv 52642453 Total		70.18

Inv 52642454

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2022	Public Works Uniform Cleaning Services	26.55
12/06/2022	Public Works Uniform Cleaning Services	34.70

Inv 52642454 Total 61.25

Inv 52642455

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2022	Public Works Scrapper Mat Replacement	6.89
12/06/2022	Public Works Scrapper Mat Replacement	6.88

Inv 52642455 Total 13.77

0 Total: 3,764.37

POSU8132 - Prudential Overall Supply Total: 3,764.37

SSDV2018 - Sandoval, Sheila

0 12/15/2022

Inv PR 11/25/2022

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	PR Batch 11252.11.2022 Garnishment - Sandoval	956.03
11/22/2022	PR Batch 11252.11.2022 Sandoval - Garnishment	120.21

Inv PR 11/25/2022 Total 1,076.24

0 Total: 1,076.24

SSDV2018 - Sandoval, Sheila Total: 1,076.24

Total: 5,654.76

Accounts Payable

Check Detail

User: calvarez
 Printed: 01/10/2023 - 2:40PM



Check Number	Check Date		Amount
AIRT5150 - Air-Tro, Inc.			
315679	12/20/2022		
Inv	424057		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/27/2022	HVAC System Maintenance and Repair Services FY2022-23.		2,631.12
Inv 424057 Total			2,631.12
Inv	424087		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/27/2022	HVAC System Maintenance and Repair Services FY2022-23.		1,358.07
Inv 424087 Total			1,358.07
Inv	424196		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/29/2022	HVAC System Maintenance and Repair Services FY2022-23.		1,289.99
Inv 424196 Total			1,289.99
Inv	424519		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/09/2022	HVAC System Maintenance and Repair Services FY2022-23.		1,126.40
Inv 424519 Total			1,126.40
Inv	424653		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/11/2022	HVAC System Maintenance and Repair Services FY2022-23.		1,925.95
Inv 424653 Total			1,925.95
Inv	425009		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/20/2022	HVAC System Maintenance and Repair Services FY2022-23.		295.64
Inv 425009 Total			295.64
Inv	425867		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/14/2022	HVAC System Maintenance and Repair Services FY2022-23.		252.00
Inv 425867 Total			252.00

Check Number	Check Date	Amount
Inv 425938		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/15/2022	HVAC System Maintenance and Repair Services FY2022-23.	432.00
Inv 425938 Total		432.00
Inv 426225		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/23/2022	HVAC System Maintenance and Repair Services FY2022-23.	252.00
Inv 426225 Total		252.00
315679 Total:		9,563.17
AIRT5150 - Air-Tro, Inc. Total:		9,563.17
ESTALV - Alvarez, Esteban		
315680	12/20/2022	
Inv 12/06-12/07/22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2022	Reimburse League of CA Cities Conference: 12/07/22 to 12/08/22	403.50
Inv 12/06-12/07/22 Total		403.50
Inv EA1102-04		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/02/2022	Reimburse Training Mileage for MMASC Conference.	134.75
Inv EA1102-04 Total		134.75
315680 Total:		538.25
ESTALV - Alvarez, Esteban Total:		538.25
AMAZONCP - Amazon Capital Services, Inc.		
0	12/20/2022	
Inv 176V-4FRP-FVYM		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/24/2022	Office Supplies	216.29
Inv 176V-4FRP-FVYM Total		216.29
Inv 1DWQ-4Q4W-X1TT		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/05/2022	Office Supplies	50.24
Inv 1DWQ-4Q4W-X1TT Total		50.24

Check Number	Check Date	Amount
0 Total:		266.53
AMAZONCP - Amazon Capital Services, Inc. Total:		266.53
BSHL6710 - Base Hill, Inc., dba Jan Point		
0	12/20/2022	
Inv	21919	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/26/2022	Citywide Janitorial Services: Sep. 2022	1,098.09
09/26/2022	Citywide Janitorial Services: Sep. 2022	1,098.09
09/26/2022	Citywide Janitorial Services: Sep. 2022	13,490.82
Inv 21919 Total		15,687.00
Inv	22003	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/25/2022	Citywide Janitorial Services: Oct. 2022	1,098.09
10/25/2022	Citywide Janitorial Services: Oct. 2022	13,490.82
10/25/2022	Citywide Janitorial Services: Oct. 2022	1,098.09
Inv 22003 Total		15,687.00
Inv	22004	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/25/2022	Citywide Janitorial Services: SP Open House 10/2/2022	200.00
Inv 22004 Total		200.00
0 Total:		31,574.00
BSHL6710 - Base Hill, Inc., dba Jan Point Total:		31,574.00
SHBE8032 - Bee, Shuny		
315681	12/20/2022	
Inv	8880	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Contract Class Instructor- Skate class	97.50
Inv 8880 Total		97.50
Inv	8882	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Contract Class Instructor- Skate class	682.50
Inv 8882 Total		682.50
Inv	8884	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Contract Class Instructor- Skate class	292.50

Check Number	Check Date	Amount
Inv 8884 Total		292.50
315681 Total:		1,072.50
SHBE8032 - Bee, Shuny Total:		1,072.50
DABN8267 - Bohan, Diana 101-8030-8021-8267-000		
0	12/20/2022	
Inv 8958		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Contract Class Instructor- Yoga class	153.60
Inv 8958 Total		153.60
Inv 8961		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Contract Class Instructor- Yoga class	104.00
Inv 8961 Total		104.00
0 Total:		257.60
DABN8267 - Bohan, Diana Total:		257.60
PRPHTBD - Bolden, Prophet		
315682	12/20/2022	
Inv 1210		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/13/2022	DJ services for breakfast with Santa City Event 12/10/22.	250.00
Inv 1210 Total		250.00
315682 Total:		250.00
PRPHTBD - Bolden, Prophet Total:		250.00
DBAR3011 - Brink's Incorporated		
315683	12/20/2022	
Inv 12139814		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	December 2022 service fees	1,626.44
Inv 12139814 Total		1,626.44
Inv 5345633		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
11/30/2022		Armored Car Transportation	38.45
Inv 5345633		Total	38.45
315683 Total:			1,664.89
DBAR3011 - Brink's Incorporated Total:			1,664.89
SPNBRWN - Brown, Spencer			
315684	12/20/2022		
Inv 300-002			
<u>Line Item Date</u>		<u>Line Item Description</u>	
12/20/2022		Refund Resident for Citation Payment Erroneous Charge.	33.87
Inv 300-002		Total	33.87
315684 Total:			33.87
SPNBRWN - Brown, Spencer Total:			33.87
PMAB8021 - Budka, Pamela Avry			
315685	12/20/2022		
Inv 8946			
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/29/2022		Contract Class Instructor- Meditation Class	40.00
Inv 8946		Total	40.00
315685 Total:			40.00
PMAB8021 - Budka, Pamela Avry Total:			40.00
CAL5236 - CA Linen Services			
315686	12/20/2022		
Inv 2050163			
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/24/2022		Fire Department Linen Rental and Cleaning Services: FY22-23	109.87
Inv 2050163		Total	109.87
315686 Total:			109.87
CAL5236 - CA Linen Services Total:			109.87
CALG6711 - CalgonCarbon			
0	12/20/2022		

Check Number	Check Date		Amount
Inv	90148480		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/06/2022	GAC Media for Wilson Treatment System		221,640.00
Inv 90148480 Total			221,640.00
0 Total:			221,640.00
CALG6711 - CalgonCarbon Total:			221,640.00
RCHCLVO - Calvo, Richard			
315687	12/20/2022		
Inv	C3166		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/26/2022	Partial Refund of Permit for Senior Discount.		27.00
Inv C3166 Total			27.00
315687 Total:			27.00
RCHCLVO - Calvo, Richard Total:			27.00
COMC2011 - Comcate Software, Inc.			
315688	12/20/2022		
Inv	7905		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/15/2022	Comcate Subscription Renewal - 09/17/2022 to 09/16/2023.		2,733.29
Inv 7905 Total			2,733.29
315688 Total:			2,733.29
COMC2011 - Comcate Software, Inc. Total:			2,733.29
CRSR2010 - Corodata Shredding Inc.			
0	12/20/2022		
Inv	DN 138882		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2022	Corodata Shredding Services - November 2022		175.56
Inv DN 138882 Total			175.56
0 Total:			175.56
CRSR2010 - Corodata Shredding Inc. Total:			175.56

Check Number	Check Date		Amount
WAZDLDL - Dalal, Wazir			
315689	12/20/2022		
Inv	244126875		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/20/2022	Citation Dismissal of 244126875		33.00
Inv 244126875 Total			33.00
Inv	244127044		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/20/2022	Citation Dismissal of 244126875		28.00
Inv 244127044 Total			28.00
315689 Total:			61.00
WAZDLDL - Dalal, Wazir Total:			61.00
PMLDONG - Dong, Pamela C			
0	12/20/2022		
Inv	9030		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/29/2022	Contract Class Instructor- Tai Chi Class		32.00
Inv 9030 Total			32.00
Inv	9031		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/29/2022	Contract Class Instructor- Tai Chi Class		104.00
Inv 9031 Total			104.00
Inv	9040		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/29/2022	Contract Class Instructor- Martial Arts Class		20.00
Inv 9040 Total			20.00
0 Total:			156.00
PMLDONG - Dong, Pamela C Total:			156.00
DDL8010 - Dr. Detail Ph.D			
0	12/20/2022		
Inv	2722		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/01/2022	Dial-A-Ride Fleet Washing and Santizing		600.00
Inv 2722 Total			600.00

Check Number	Check Date	Amount
0 Total:		600.00
DDL8010 - Dr. Detail Ph.D Total:		600.00
HDLC3011 - HdL Coren & Cone		
315690	12/20/2022	
Inv	SIN021899	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/27/2022	2021-22 ACFR Statistical Package with DOL Debt	795.00
Inv SIN021899 Total		795.00
315690 Total:		795.00
HDLC3011 - HdL Coren & Cone Total:		795.00
HDLC3010 - Hinderliter deLlamas & Associates		
315691	12/20/2022	
Inv	SIN023454	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/09/2022	Contract Services - Audit Services (Oct-Dec2022)	37.44
12/09/2022	Contract Services - Sales Tax (Oct-Dec2022)	1,293.02
Inv SIN023454 Total		1,330.46
315691 Total:		1,330.46
HDLC3010 - Hinderliter deLlamas & Associates Total:		1,330.46
ALIKATE - Kate, Alia		
315692	12/20/2022	
Inv	2209074	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2022	Partial Refund of Permit due to Alternative Vehicle Discount.	27.00
Inv 2209074 Total		27.00
315692 Total:		27.00
ALIKATE - Kate, Alia Total:		27.00
MVMC6710 - Miramontes Construction Inc.		
315693	12/20/2022	
Inv	5616	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
12/20/2022		On Call Emergency Water Line Repair Services	7,749.01
		Inv 5616 Total	7,749.01
315693 Total:			7,749.01
MRMC6710 - Miramontes Construction Inc. Total:			7,749.01
MSWCLTN - MSW Consultants, Inc.			
315694	12/20/2022		
		Inv 516	
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/15/2022		Professional Refuse and Waste Consulting Services.	21,107.50
		Inv 516 Total	21,107.50
		Inv 540	
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/15/2022		Professional Refuse and Waste Consulting Services.	4,417.50
		Inv 540 Total	4,417.50
315694 Total:			25,525.00
MSWCLTN - MSW Consultants, Inc. Total:			25,525.00
MVCH3011 - MV Cheng & Associates Inc.			
315695	12/20/2022		
		Inv 11/30/2022A	
<u>Line Item Date</u>		<u>Line Item Description</u>	
12/20/2022		Financial Consulting Services: November 2022	4,087.50
		Inv 11/30/2022A Total	4,087.50
		Inv 11/30/2022B	
<u>Line Item Date</u>		<u>Line Item Description</u>	
12/08/2022		Temporary Staffing Services - Finance Director November 2022	8,520.00
		Inv 11/30/2022B Total	8,520.00
315695 Total:			12,607.50
MVCH3011 - MV Cheng & Associates Inc. Total:			12,607.50
STPHPINT - Pinto, Stephanie			
0	12/20/2022		

Check Number	Check Date	Amount
Inv SP1102-04		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/02/2022	Reimbursement for Training - Mileage	145.00
Inv SP1102-04 Total		145.00
Inv SP1206-07		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	Reimbursement for Training - Transportation	39.47
Inv SP1206-07 Total		39.47
Inv SP1207		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	Reimbursement for Training - Meal	18.57
Inv SP1207 Total		18.57
0 Total:		203.04
STPHPINT - Pinto, Stephanie Total:		203.04
MCPSTI - Pusateri, Michele		
0	12/20/2022	
Inv 9116		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Contact Class Instructor- Pickleball	676.00
Inv 9116 Total		676.00
0 Total:		676.00
MCPSTI - Pusateri, Michele Total:		676.00
ANISRGYS - Sargsyan, Ani		
0	12/20/2022	
Inv AS1031-03		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2022	Reimbursement for Training - Accommodations	784.72
Inv AS1031-03 Total		784.72
Inv AS1101-03		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2022	Reimbursement for Training - Mileage	56.00
Inv AS1101-03 Total		56.00

Check Number	Check Date	Amount
0 Total:		840.72
ANISRGYS - Sargsyan, Ani Total:		840.72
WLST8267 - Shuttic, William 101-8030-8021-8267-000		
0	12/20/2022	
Inv 9323		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Contract Class instructor- Senior Functional Fitness Class	60.00
Inv 9323 Total		60.00
Inv 9326		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Contract Class instructor- Senior Functional Fitness Class	208.00
Inv 9326 Total		208.00
0 Total:		268.00
WLST8267 - Shuttic, William Total:		268.00
THES8267 - Siegel, Theodore		
315696	12/20/2022	
Inv 11152022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Senior Center Screening- The Man Who Came To Dinner	150.00
Inv 11152022 Total		150.00
315696 Total:		150.00
THES8267 - Siegel, Theodore Total:		150.00
CPTS3011 - SOLV Business Solutions Connected - Safeguard		
315697	12/20/2022	
Inv 426684		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2022	1099 NEC forms and W-2 Forms.	328.47
Inv 426684 Total		328.47
315697 Total:		328.47
CPTS3011 - SOLV Business Solutions Connected - Safeguard Total:		328.47

Check Number	Check Date		Amount
SPBK - Springbrook Holding Company, LLC			
0	12/20/2022		
Inv	INV011200		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/06/2022	CivicPay Pad Transaction Fees (Nov2022)		105.00
Inv INV011200 Total			105.00
0 Total:			105.00
SPBK - Springbrook Holding Company, LLC Total:			105.00
STA5219 - Staples Business Advantage			
0	12/20/2022		
Inv	3523198569		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/29/2022	Senior Center Office Supplies		121.26
Inv 3523198569 Total			121.26
Inv 3523198570			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/29/2022	Senior Center Coffee Supplies		221.76
Inv 3523198570 Total			221.76
0 Total:			343.02
STA5219 - Staples Business Advantage Total:			343.02
BNYM6710 - The Bank of New York Mellon			
0	12/20/2022		
Inv	252-2511627		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/21/2022	2016 Water Revenue Bond Trustee Fee: 11/10/22-11/09/23.		1,250.00
Inv 252-2511627 Total			1,250.00
0 Total:			1,250.00
BNYM6710 - The Bank of New York Mellon Total:			1,250.00
LEBE8032 - The Skateside, LLC			
315698	12/20/2022		
Inv	8744		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2022	Contract Class Instructor- Skating Classes		348.60

Check Number	Check Date		Amount
Inv 8744		Total	348.60
Inv 8747			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2022	Contract Class Instructor- Skating Classes		1,045.80
Inv 8747		Total	1,045.80
Inv 8838			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2022	Contract Class Instructor- Skating Classes		892.50
Inv 8838		Total	892.50
315698 Total:			2,286.90
LEBE8032 - The Skateside, LLC Total:			2,286.90
TCLPLUS - TimeClock Plus, LLC			
0	12/20/2022		
Inv	INV00208891		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/23/2022	Annual Renewal of Hardware, Support, Enterprise: 09/22 to 09/23.		23,430.04
Inv INV00208891		Total	23,430.04
Inv	INV00222158		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/09/2022	Implementation Services for TCP.		5,625.00
Inv INV00222158		Total	5,625.00
Inv	INV00231647		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/28/2022	Travel Expense for TCP 09/14/2022 to 09/30/2022.		1,082.92
Inv INV00231647		Total	1,082.92
0 Total:			30,137.96
TCLPLUS - TimeClock Plus, LLC Total:			30,137.96
ULRI2994 - Ulrich, Clarence			
315699	12/20/2022		
Inv	SP-0002		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/05/2022	SC Christmas Holiday Entertainment		350.00
Inv SP-0002		Total	350.00

Check Number	Check Date	Amount
315699 Total:		350.00
ULRI2994 - Ulrich, Clarence Total:		350.00
PUFG8267 - Wong, Pauline		
0	12/20/2022	
Inv	8886	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Contract Class instructor- Adult Line Dance Class	13.00
Inv 8886 Total		13.00
Inv	8932	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Contract Class instructor- Senior Line Dance Class	20.00
Inv 8932 Total		20.00
Inv	8935	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Contract Class instructor- Senior Line Dance Class	80.00
Inv 8935 Total		80.00
Inv	9073	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Contract Class instructor- Adult Line Dance Class	74.75
Inv 9073 Total		74.75
0 Total:		187.75
PUFG8267 - Wong, Pauline Total:		187.75
Total:		355,924.36

Accounts Payable

Check Detail

User: calvarez
Printed: 01/10/2023 - 2:43PM



Check Number	Check Date		Amount
CSD3014 - Ca. State Disbursement Unit			
315700	01/05/2023		
Inv	PR 12/09/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/07/2022	PR Batch 12092.12.2022 Garnishment Case # FAMSS-1406906		814.15
Inv PR 12/09/2022 Total			814.15
315700 Total:			814.15
CSD3014 - Ca. State Disbursement Unit Total:			
			814.15
MNBL8170 - Crestline Software, LLC dba MuniBilling			
0	01/05/2023		
Inv	16814		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/12/2022	Printing & Postage Fees		2,592.00
Inv 16814 Total			2,592.00
0 Total:			2,592.00
MNBL8170 - Crestline Software, LLC dba MuniBilling Total:			
			2,592.00
CHDN5265 - Daniel, Christine			
315701	01/05/2023		
Inv	117485		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/05/2023	Re-issue of check # 313510 issued 12/01/2021.		10.00
Inv 117485 Total			10.00
315701 Total:			10.00
CHDN5265 - Daniel, Christine Total:			
			10.00
DTV5012 - DIRECTV			
315702	01/05/2023		

Check Number	Check Date	Amount
Inv	068653046221129	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/18/2022	ACCT: 068653046 Period 11/28/22 - 12/27/22	103.23
Inv 068653046221129 Total		103.23
315702 Total:		103.23
DTV5012 - DIRECTV Total:		103.23
VRMZ7000 - Munoz, Valerie		
315703	01/05/2023	
Inv	PR 12/09/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	PR Batch 12092.12.2022 - Garnishment	750.00
Inv PR 12/09/2022 Total		750.00
315703 Total:		750.00
VRMZ7000 - Munoz, Valerie Total:		750.00
SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000		
0	01/05/2023	
Inv	December 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	PR Batch 12092.12.2022 SPPOA - Union Dues	3,257.45
12/07/2022	PR Batch 12092.12.2022 SPPOA Insurance	2,309.26
Inv December 2022 Total		5,566.71
0 Total:		5,566.71
SOU5435 - S.P. Police Officers Association Total:		5,566.71
SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000		
0	01/05/2023	
Inv	December 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	PR Batch 12092.12.2022 SPPSEA - Union Dues	1,380.00
Inv December 2022 Total		1,380.00
0 Total:		1,380.00
SOU5451 - S.P. Public Service Employees Association Total:		1,380.00

CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000

0	01/05/2023	
Inv	December 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	PR Batch 12092.12.2022 PART TIME ASSN. DUES / FEE	240.00
Inv December 2022 Total		240.00
		240.00
0 Total:		240.00

CEAP7000 - S.P. Public Service Employees Association-PT Total:

240.00

SOU5230 - S.P.Firefighters L-3657

0	01/05/2023	
Inv	December 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	PR Batch 12092.12.2022 Firefighters 3657 - Union	1,925.00
12/07/2022	PR Batch 12092.12.2022 FFA Fire Rec Fees	90.00
12/07/2022	PR Batch 12092.12.2022 Fire Assn. Insurance	177.42
Inv December 2022 Total		2,192.42
		2,192.42
0 Total:		2,192.42

SOU5230 - S.P.Firefighters L-3657 Total:

2,192.42

SSDV2018 - Sandoval, Sheila

0	01/05/2023	
Inv	PR 12/09/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	PR Batch 12092.12.2022 - Garnishment	956.03
12/07/2022	PR Batch 12092.12.2022 - Garnishment	129.78
Inv PR 12/09/2022 Total		1,085.81
		1,085.81
0 Total:		1,085.81

SSDV2018 - Sandoval, Sheila Total:

1,085.81

SOU3232 - South Pasadena Tournament of Roses Association

315704	01/05/2023	
Inv	Item # 11	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2023	Re-Issue of check # 314958 issued on 08/17/2022.	1,000.00
Inv Item # 11 Total		1,000.00

Check Number	Check Date		Amount
Inv	Item # 15		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/05/2023	Re-Issue of check # 314958 issued on 08/17/2022.		500.00
Inv Item # 15 Total			500.00
315704 Total:			1,500.00
SOU3232 - South Pasadena Tournament of Roses Association Total:			1,500.00
SWRCB833 - State Water Resources Control Board			
0	01/05/2023		
Inv	D1702066		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/05/2023	Water Revolving Fund Project # 1910154-001C & D1702066		82,589.77
01/05/2023	Water Revolving Fund Project # 1910154-001C & D1702066		49,893.40
Inv D1702066 Total			132,483.17
0 Total:			132,483.17
SWRCB833 - State Water Resources Control Board Total:			132,483.17
NYT8011 - The New York Times			
315705	01/05/2023		
Inv	8946000386		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/03/2023	2023 Subscription Renewal to the New York Times		1,349.05
Inv 8946000386 Total			1,349.05
315705 Total:			1,349.05
NYT8011 - The New York Times Total:			1,349.05
UPP7789 - Upper San Gabriel Valley MWD			
315706	01/05/2023		
Inv	2/09-22		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/05/2023	Re-Issue check # 315512 - INV # 2/09-22		872.20
Inv 2/09-22 Total			872.20
Inv	2022Q4		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/05/2023	Re-Issue check # 315512 - INV # 2022Q4		3,050.00
Inv 2022Q4 Total			3,050.00

Check Number	Check Date	Amount
315706 Total:		3,922.20
UPP7789 - Upper San Gabriel Valley MWD Total:		3,922.20
WON1111 - Wong, Daren		
315707	01/05/2023	
Inv	11.25.19	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2023	Re-issue check # 309585 for Officer Wong.	8.00
Inv 11.25.19 Total		8.00
315707 Total:		8.00
WON1111 - Wong, Daren Total:		8.00
Total:		153,996.74

ATTACHMENT 3 General City Warrant List

Accounts Payable

Check Detail

User: calvarez
 Printed: 01/10/2023 - 5:59PM



Check Number	Check Date		Amount
ACHG2013 - A-Check Global			
315708	01/18/2023		
Inv	59-0694063		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/12/2022	Pre-employment Services		56.75
Inv 59-0694063 Total			56.75
315708 Total:			56.75
ACHG2013 - A-Check Global Total:			56.75
ATGC8530 - Acorn Technology Services			
0	01/18/2023		
Inv	96083		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/16/2022	Technical Svcs. for Implementation of Traffic Control System		1,779.90
Inv 96083 Total			1,779.90
Inv	96153		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/01/2022	Management of IT Services-Sept. 2022 & Cost For Renewal of Domain		23,699.99
Inv 96153 Total			23,699.99
Inv	96397		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/01/2022	Mgmt. of IT Svcs For Dec 2022 & Co#03-48/49/56/52/46/57R1/32		25,652.12
Inv 96397 Total			25,652.12
0 Total:			51,132.01
ATGC8530 - Acorn Technology Services Total:			51,132.01
ALDS4011 - Adlerhorst International, LLC			
315709	01/18/2023		
Inv	109186		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
11/29/2022	K9 course for Officer Calderon	300.00
Inv 109186 Total		300.00
315709 Total:		300.00
ALDS4011 - Adlerhorst International, LLC Total:		300.00
AFLA7010 - AFLAC		
0	01/18/2023	
Inv 832738		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Employee Optional Insurance - November	1,255.60
Inv 832738 Total		1,255.60
0 Total:		1,255.60
AFLA7010 - AFLAC Total:		1,255.60
ASOP8030 - Aire Serv of Pasadena		
315710	01/18/2023	
Inv AZ76083592		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/02/2022	HVAC System for San Pasqual Stables	1,255.00
Inv AZ76083592 Total		1,255.00
315710 Total:		1,255.00
ASOP8030 - Aire Serv of Pasadena Total:		1,255.00
AIR6010 - Airgas USA LLC		
0	01/18/2023	
Inv 9129514334		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2022	Propane for BBQs - City Summer BBQ 9/14/22	310.89
Inv 9129514334 Total		310.89
0 Total:		310.89
AIR6010 - Airgas USA LLC Total:		310.89
ALH0179 - Alhambra Car Wash		
315711	01/18/2023	

Check Number	Check Date		Amount
Inv	November 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/08/2022	PD Vehicle Maintenance November 2022		117.00
Inv November 2022 Total			117.00
			<hr/>
315711 Total:			117.00
			<hr/>
ALH0179 - Alhambra Car Wash Total:			117.00
ACMT2920 - All City Management Services, Inc.			
315712	01/18/2023		
Inv	81411		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/16/2022	Crossing Guard Services 10/30-11/12/22		9,201.82
Inv 81411 Total			9,201.82
Inv	81767		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/01/2022	Crossing Guard Services 11/13-11/26/22		6,549.12
Inv 81767 Total			6,549.12
Inv	82034		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/14/2022	Crossing Guard Services 11/27-12/10/22		11,668.05
Inv 82034 Total			11,668.05
			<hr/>
315712 Total:			27,418.99
			<hr/>
ACMT2920 - All City Management Services, Inc. Total:			27,418.99
ALLI3041 - Alliant Insurance Services, Inc.			
315713	01/18/2023		
Inv	W1725976		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/05/2022	Insurance for Community Room rental		101.15
Inv W1725976 Total			101.15
Inv	W1725979		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/11/2022	Insurance for Community Room rental		141.61
Inv W1725979 Total			141.61

Check Number	Check Date	Amount
Inv	W1725997	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	Insurance for Community Room rental	101.15
Inv W1725997 Total		101.15
Inv	W1726013	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2022	Insurance for Community Room rental	101.15
Inv W1726013 Total		101.15
Inv	W1732816	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2022	Insurance for Community Room rental	101.15
Inv W1732816 Total		101.15
315713 Total:		546.21
ALLI3041 - Alliant Insurance Services, Inc. Total:		546.21
AMAZONCP - Amazon Capital Services, Inc.		
0	01/18/2023	
Inv	11FK-NFXF-CKY3	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	Cell Phone Wall Chargers	-39.90
Inv 11FK-NFXF-CKY3 Total		-39.90
Inv	1377-CCQT-43DP	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/19/2022	Paperbacks for Library collection	37.49
Inv 1377-CCQT-43DP Total		37.49
Inv	16VR-769G-F6XK	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2022	Management Services Supplies for Holiday Party	297.99
Inv 16VR-769G-F6XK Total		297.99
Inv	17H9-179Q-XN6R	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/21/2022	Zebra thermal transfer ribbon	49.90
Inv 17H9-179Q-XN6R Total		49.90
Inv	17VD-HP4R-43JD	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount	
	12/19/2022	Credit Memo 17VD-HP4R-43JD for shipping	-4.42
		Inv 17VD-HP4R-43JD Total	-4.42
		Inv 1CRV-C49V-TXTG	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/12/2022	CMO Office Supplies and Furniture	478.23
		Inv 1CRV-C49V-TXTG Total	478.23
		Inv 1F3T-J7RT-31JG	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/08/2022	Credit Memo for CMO Furniture	-11.02
		Inv 1F3T-J7RT-31JG Total	-11.02
		Inv 1G9V-TDNH-HX11	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/20/2022	Senior Center Halloween Decor	133.34
		Inv 1G9V-TDNH-HX11 Total	133.34
		Inv 1GFT-F6WC-XJCK	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/05/2022	Eco friendly napkins and biodegradable paper plates	65.03
		Inv 1GFT-F6WC-XJCK Total	65.03
		Inv 1PLK-PCWX-1YYJ	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	10/31/2022	CMO Office Supplies	36.00
		Inv 1PLK-PCWX-1YYJ Total	36.00
		Inv 1V6Y-VX4H-3Y1Q	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/19/2022	City Holiday Parade items	126.07
		Inv 1V6Y-VX4H-3Y1Q Total	126.07
		Inv 1W76-P4J3-CWX1	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	10/24/2022	Cell Phone Wall Chargers	98.42
		Inv 1W76-P4J3-CWX1 Total	98.42
		Inv 1YTV-3JKT-1WYG	
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/05/2022	Credit Memo for CMO Furniture	-319.17
		Inv 1YTV-3JKT-1WYG Total	-319.17

Check Number	Check Date	Amount
0 Total:		947.96
AMAZONCP - Amazon Capital Services, Inc. Total:		947.96
AME0229 - Ameritas		
0	01/18/2023	
Inv	Dec	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	December Employee Vision Plan Premiums	3,313.64
Inv Dec Total		3,313.64
0 Total:		3,313.64
AME0229 - Ameritas Total:		3,313.64
AMPM5011 - AMPM Door, Inc.		
0	01/18/2023	
Inv	53418	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/22/2022	Emergency Service for PW Stoney Dr. Storage Yard	360.00
Inv 53418 Total		360.00
0 Total:		360.00
AMPM5011 - AMPM Door, Inc. Total:		360.00
ANT0243 - Antrim's Security Co., Inc.		
315714	01/18/2023	
Inv	60357	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/20/2022	Service Call to Install Deadbolt and key at City Hall.	451.01
Inv 60357 Total		451.01
Inv	60507	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2022	Key Copies of Master Locks for Facilities City Wide. (Master Key/Lock)	351.70
Inv 60507 Total		351.70
Inv	60857	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/13/2022	Key Copies for Facility Maintenance Division.	79.38
Inv 60857 Total		79.38

Check Number	Check Date	Amount
Inv 60870		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/17/2022	Service Call to open filing cabinets, new key creation, and City Hall codes.	499.58
Inv 60870 Total		499.58
315714 Total:		1,381.67
ANT0243 - Antrim's Security Co., Inc. Total:		1,381.67
AT&T5011 - AT&T		
315715	01/18/2023	
Inv 331841-08023436		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	AN 331841-080203436 (11/7-12/7/22) Cir. Alarm RD at Fremont&	33.97
Inv 331841-08023436 Total		33.97
Inv 626441-64973570		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/13/2022	AN 62644164973570 (12/13/22-1/12/23)Verdugo alt. to 911 alarms	1,085.09
Inv 626441-64973570 Total		1,085.09
315715 Total:		1,119.06
315716	01/18/2023	
Inv 000019119179		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/27/2022	An: CLAPDSOPAS Services Through 10/27-11/26/2022 Police Dep	322.27
Inv 000019119179 Total		322.27
315716 Total:		322.27
ATCN9011 - AT&T Total:		1,441.33
CIN4011 - AT&T Mobility		
315717	01/18/2023	
Inv 287014917916x12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2022	AN 287014917916 (11/9 -12/08/22)PD lpads+SPASMOB Library&	1,258.48
Inv 287014917916x12 Total		1,258.48
Inv 287269956155x12		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
12/06/2022	AN 287269956155 (11/7-12/06/2022) FIRE AND POLICE	928.75
Inv 287269956155x12 Total		928.75
Inv 287288006612X11		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/02/2022	Public Works Cell Phones -Nov 2022	738.70
11/02/2022	Public Works Cell Phones -Nov 2022	53.86
11/02/2022	Public Works Cell Phones -Nov 2022	208.22
11/02/2022	Public Works Cell Phones -Nov 2022	158.40
Inv 287288006612X11 Total		1,159.18
Inv 287297984615x12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/02/2022	AN 287297984615(11/03-12/02/22) Fire Department +Police Chief	291.46
Inv 287297984615x12 Total		291.46
Inv 287312118886x12		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/02/2022	AN 287312118886(11/03-12/02/22) SPPD	1,874.25
Inv 287312118886x12 Total		1,874.25
315717 Total:		5,512.12
CIN4011 - AT&T Mobility Total:		5,512.12
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo		
0	01/18/2023	
Inv 663681		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/19/2022	Legal Matters	116.55
Inv 663681 Total		116.55
Inv 668905		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/19/2022	Legal Matters	194.25
Inv 668905 Total		194.25
0 Total:		310.80
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo Total:		310.80
BAK0369 - Baker & Taylor Books		
0	01/18/2023	

Check Number	Check Date	Amount
Inv	2037077496	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/18/2022	Library Books	95.37
Inv 2037077496 Total		95.37
Inv	2037087496	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/09/2022	Library Books	1,949.42
Inv 2037087496 Total		1,949.42
Inv	2037123183	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2022	Library Books	407.55
Inv 2037123183 Total		407.55
Inv	2037135642	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2022	Library Books	944.02
Inv 2037135642 Total		944.02
Inv	2037137963	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	Library Books	203.58
Inv 2037137963 Total		203.58
Inv	2037142756	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2022	Library Books	353.67
Inv 2037142756 Total		353.67
Inv	2037145599	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	Library Books	1,004.39
Inv 2037145599 Total		1,004.39
Inv	2037153190	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	Library Books	565.67
Inv 2037153190 Total		565.67
Inv	2037169649	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Library Books	69.78

Check Number	Check Date	Amount
Inv 2037169649 Total		69.78
Inv 2037191436		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/05/2022	Library Books	43.85
Inv 2037191436 Total		43.85
Inv 2037207677		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Library Books	121.55
Inv 2037207677 Total		121.55
0 Total:		5,758.85
BAK0369 - Baker & Taylor Books Total:		5,758.85
BAK0366 - Baker & Taylor Entertainment		
0	01/18/2023	
Inv H63200520		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	DVDs/CDs	70.22
Inv H63200520 Total		70.22
Inv H63227240		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	DVDs/CDs	61.99
Inv H63227240 Total		61.99
Inv H63249980		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	DVDs/CDs	33.04
Inv H63249980 Total		33.04
Inv H63254190		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/02/2022	DVDs/CDs	45.42
Inv H63254190 Total		45.42
Inv H63309420		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/13/2022	DVDs/CDs	24.80
Inv H63309420 Total		24.80

Inv H63499120

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/16/2022	DVDs/CDs	624.44

Inv H63499120 Total 624.44

Inv T24159130

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2022	DVDs/CDs	12.39

Inv T24159130 Total 12.39

0 Total: 872.30

BAK0366 - Baker & Taylor Entertainment Total: 872.30

WON6400 - Bob Wondries Ford

315718 01/18/2023

Inv 625007

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/25/2022	Unit # 364 Street Division-Electronic Throttle	683.69

Inv 625007 Total 683.69

315718 Total: 683.69

WON6400 - Bob Wondries Ford Total: 683.69

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

0 01/18/2023

Inv 9227

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	Contract Insturctor Payment Senior Yoga	132.80

Inv 9227 Total 132.80

Inv 9231

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	Contract Insturctor Payment Senior Yoga	96.00

Inv 9231 Total 96.00

0 Total: 228.80

DABN8267 - Bohan, Diana Total: 228.80

Check Number	Check Date		Amount
CAL5236 - CA Linen Services			
315719	01/18/2023		
Inv	2052949		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/01/2022	Fire Department Linen Rental and Cleaning Services: FY22-23		111.71
Inv 2052949 Total			111.71
Inv	2055543		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/08/2022	Fire Department Linen Rental and Cleaning Services: FY22-23		99.28
Inv 2055543 Total			99.28
Inv	2058636		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/15/2022	Fire Department Linen Rental and Cleaning Services: FY22-23		107.32
Inv 2058636 Total			107.32
Inv	2061148		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/22/2022	Fire Department Linen Rental and Cleaning Services: FY22-23		109.53
Inv 2061148 Total			109.53
315719 Total:			427.84
CAL5236 - CA Linen Services Total:			427.84
DACA4011 - Calderon, David			
315720	01/18/2023		
Inv	12/01-12/02/22		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/21/2022	K9 Agitator Training for Officer Calderon		441.79
Inv 12/01-12/02/22 Total			441.79
315720 Total:			441.79
DACA4011 - Calderon, David Total:			441.79
CALA8010 - California Library Association			
315721	01/18/2023		
Inv	300011992		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/08/2022	CLA Individual & Individual Voting - Maida Wong		140.00
Inv 300011992 Total			140.00

Check Number	Check Date	Amount
315721 Total:		140.00
CALA8010 - California Library Association Total:		140.00
CAN0607 - Cantu Graphics Inc.		
315722	01/18/2023	
Inv	21223	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/13/2022	Business Cards - Tamara Binns and Mary jerejian	60.53
Inv 21223 Total		60.53
Inv	21225	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/13/2022	Business Cards - Domenica Megerdichian	33.02
Inv 21225 Total		33.02
Inv	21252	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/27/2022	Community outreach slow down traffic signs	496.13
Inv 21252 Total		496.13
315722 Total:		589.68
CAN0607 - Cantu Graphics Inc. Total:		589.68
GBCL4010 - Carrillo, Gilbert		
315723	01/18/2023	
Inv	12/12-12/14/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	Field Training Program Manager Training for Cpl. Carrillo	500.25
12/22/2022	Field Training Program Manager Training for Cpl. Carrillo	74.61
Inv 12/12-12/14/22 Total		574.86
315723 Total:		574.86
GBCL4010 - Carrillo, Gilbert Total:		574.86
JOHCSAS - Casas, Rebecca		
315724	01/18/2023	
Inv	127262	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Refund for rec class. Conflict in schedule. admin fee applied.	89.00

Check Number	Check Date		Amount
		Inv 127262 Total	89.00
		315724 Total:	89.00
		JOHCSAS - Casas, Rebecca Total:	89.00
		CDW5246 - CDW Government LLC	
0	01/18/2023		
		Inv DV98426	
		<u>Line Item Date</u> <u>Line Item Description</u>	
	11/03/2022	Battery Backup for City Manager's Office Co#03-49	138.95
		Inv DV98426 Total	138.95
		Inv S631267	
		<u>Line Item Date</u> <u>Line Item Description</u>	
	02/24/2022	3 Year Warranty Extension for Workstations Co# 03-17	494.76
		Inv S631267 Total	494.76
		0 Total:	633.71
		CDW5246 - CDW Government LLC Total:	633.71
		CBSE6010 - Cell Business Equipment	
315725	01/18/2023		
		Inv 17299646	
		<u>Line Item Date</u> <u>Line Item Description</u>	
	11/23/2022	Contract No. 25334839 Acct No. 857406 Final Pay of Leased Copie	1,283.70
		Inv 17299646 Total	1,283.70
		315725 Total:	1,283.70
		CBSE6010 - Cell Business Equipment Total:	1,283.70
		TIM4011 - Charter Communications	
315726	01/18/2023		
		Inv 0029763112722	
		<u>Line Item Date</u> <u>Line Item Description</u>	
	11/27/2022	AN 8448-20-899-0029763 Services Thru 11/16-12/15/2022	294.86
		Inv 0029763112722 Total	294.86
		Inv 0052005112622	
		<u>Line Item Date</u> <u>Line Item Description</u>	

Check Number	Check Date		Amount
11/26/2022	AN 8448-20-899-0052005 Services Thru 11/10-12/10/2022		3,472.86
Inv 0052005112622 Total			3,472.86
Inv 0070193120122			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/01/2022	AN 8448-30-008-0070193 Services Thru 12/01-12/31/2022		83.95
Inv 0070193120122 Total			83.95
Inv 0251967112222			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/26/2022	AN 8448-30-008-0251967 Services Thru 11/22-12/21/2022		233.23
Inv 0251967112222 Total			233.23
Inv 0355990120222			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/02/2022	AN 8448 30 008 0355990 Services Thru 12/02-01/01/2023		418.13
Inv 0355990120222 Total			418.13
Inv 0357905120522			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/13/2022	Internet plus TV services, period from 12/05/22- 01/04/23.		130.52
Inv 0357905120522 Total			130.52
315726 Total:			4,633.55
TIM4011 - Charter Communications Total:			4,633.55
CINTAS - Cintas CORP No. 2			
315727	01/18/2023		
Inv 5128840411			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/21/2022	First Aid Cabinet & AED Monthly Servicing - FY2022-2023		108.52
Inv 5128840411 Total			108.52
Inv 5130921603			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2022	First Aid Cabinets and Public Works Vehicle Kits		664.06
11/01/2022	First Aid Cabinets and Public Works Vehicle Kits		664.06
11/01/2022	First Aid Cabinets and Public Works Vehicle Kits		664.06
11/01/2022	First Aid Cabinets and Public Works Vehicle Kits		664.06
11/01/2022	First Aid Cabinets and Public Works Vehicle Kits		664.06
11/01/2022	First Aid Cabinets and Public Works Vehicle Kits		664.08
11/01/2022	First Aid Cabinets and Public Works Vehicle Kits		664.07
11/01/2022	First Aid Cabinets and Public Works Vehicle Kits		664.06

Check Number	Check Date	Amount
Inv 5130921603	Total	5,312.51
Inv 5132965342		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2022	First Aid Cabinets and Public Works Vehicle Kits	4.20
11/14/2022	First Aid Cabinets and Public Works Vehicle Kits	4.20
11/14/2022	First Aid Cabinets and Public Works Vehicle Kits	4.20
11/14/2022	First Aid Cabinets and Public Works Vehicle Kits	4.20
11/14/2022	First Aid Cabinets and Public Works Vehicle Kits	4.20
11/14/2022	First Aid Cabinets and Public Works Vehicle Kits	4.20
11/14/2022	First Aid Cabinets and Public Works Vehicle Kits	4.20
11/14/2022	First Aid Cabinets and Public Works Vehicle Kits	4.20
Inv 5132965342	Total	33.60
Inv 5136307776		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2022	First Aid Cabinet & AED Monthly Servicing - FY2022-2023	149.26
Inv 5136307776	Total	149.26
Inv 5136542620		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2022	First Aid Cabinets and Public Works Vehicle Kits-December 2022	30.23
12/12/2022	First Aid Cabinets and Public Works Vehicle Kits-December 2023	30.23
12/12/2022	First Aid Cabinets and Public Works Vehicle Kits-December 2022	30.23
12/12/2022	First Aid Cabinets and Public Works Vehicle Kits-December 2022	30.22
12/12/2022	First Aid Cabinets and Public Works Vehicle Kits-December 2022	30.23
12/12/2022	First Aid Cabinets and Public Works Vehicle Kits-December 2022	30.23
12/12/2022	First Aid Cabinets and Public Works Vehicle Kits-December 2022	30.23
12/12/2022	First Aid Cabinets and Public Works Vehicle Kits-December 2022	30.23
Inv 5136542620	Total	241.83
Inv 9198634841		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/02/2022	Sqwincher Packets-Hydration Mix for PW field staff	97.00
11/02/2022	Sqwincher Packets-Hydration Mix for PW field staff	97.00
11/02/2022	Sqwincher Packets-Hydration Mix for PW field staff	97.00
11/02/2022	Sqwincher Packets-Hydration Mix for PW field staff	97.00
Inv 9198634841	Total	388.00
Inv 9202584920		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2022	First Aid Cabinet & AED Monthly Servicing - FY2022-2023	153.25
Inv 9202584920	Total	153.25
315727	Total:	6,386.97
CINTAS - Cintas CORP No. 2	Total:	6,386.97

ALPD4010 - City of Alhambra Police Department

315728	01/18/2023	
Inv	SoPas - 11/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	Inmate housing for November 2022	2,322.00
Inv SoPas - 11/2022 Total		2,322.00
		2,322.00
315728 Total:		2,322.00

ALPD4010 - City of Alhambra Police Department Total: 2,322.00

CTDNBR - City of Diamond Bar

315729	01/18/2023	
Inv	456118	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Conference - Concert Share Registration for M.Synder, N.Wilcox, J.Bell.	75.00
Inv 456118 Total		75.00
		75.00
315729 Total:		75.00

CTDNBR - City of Diamond Bar Total: 75.00

PAS4012 - City of Pasadena

315730	01/18/2023	
Inv	30019583	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Traffic Lights-Columbia St. & Orange Grove B July2021-June 2022	1,707.87
Inv 30019583 Total		1,707.87
		1,707.87
315730 Total:		1,707.87

PAS4012 - City of Pasadena Total: 1,707.87

SPMN3010 - City of South Pasadena

315731	01/18/2023	
Inv	14044/ 11-30-22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2022	Water Utility for Dog Park 09/27/22- 11/21/22.	499.06
Inv 14044/ 11-30-22 Total		499.06
Inv 19386/ 11-30-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
12/08/2022	Water utility for Arroyo Park restrooms. 09/27/22- 11/21/22.	510.86
Inv 19386/ 11-30-22	Total	510.86
Inv 19387/ 11-30-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2022	Water Utility for Arroyo Park restrooms 09/27/22- 11/21/22.	504.96
Inv 19387/ 11-30-22	Total	504.96
315731	Total:	1,514.88
SPMN3010 - City of South Pasadena Total:		1,514.88
CIV2123 - CivicStone, LLC		
0	01/18/2023	
Inv 2018-198		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/05/2022	Caltrans Housing Consultant: October 2022	4,870.00
Inv 2018-198	Total	4,870.00
Inv 2018-200		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	Caltrans Housing Consultant: November 2022	10,297.50
Inv 2018-200	Total	10,297.50
0	Total:	15,167.50
CIV2123 - CivicStone, LLC Total:		15,167.50
CMH4011 - CMI, Inc.		
315732	01/18/2023	
Inv 8053999		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/02/2022	Parts for breathalyzer machine	88.62
Inv 8053999	Total	88.62
315732	Total:	88.62
CMH4011 - CMI, Inc. Total:		88.62
CHWP2010 - Colantuono,Highsmith & Whatley,PC		
0	01/18/2023	

Check Number	Check Date	Amount
Inv 53938		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2023	Under Collection of UUT - October 2022	125.90
Inv 53938 Total		125.90
Inv 54259		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	General Services - November 2022	10,000.00
Inv 54259 Total		10,000.00
Inv 54260		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Labor & Employment - November 2022	4,345.00
Inv 54260 Total		4,345.00
Inv 54261		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Water & Utilites - November 2022	2,106.50
Inv 54261 Total		2,106.50
Inv 54262		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Special Projects - November 2022	14,095.00
Inv 54262 Total		14,095.00
Inv 54263		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Litigation - November 2022	1,739.50
Inv 54263 Total		1,739.50
Inv 54264		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Litigation - November 2022	3,846.50
Inv 54264 Total		3,846.50
Inv 54265		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Litigation - November 2022	21,978.00
Inv 54265 Total		21,978.00
Inv 54266		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Litigation - November 2022	3,234.00

Check Number	Check Date	Amount
Inv 54266 Total		3,234.00
Inv 54267		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Litigation - November 2022	294.00
Inv 54267 Total		294.00
Inv 54268		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Litigation - November 2022	1,755.75
Inv 54268 Total		1,755.75
Inv 54269		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Litigation - November 2022	220.50
Inv 54269 Total		220.50
Inv 54270		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Litigation - November 2022	13,581.60
Inv 54270 Total		13,581.60
Inv 54271		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Litigation - November 2022	1,249.50
Inv 54271 Total		1,249.50
Inv 54272		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Litigation - November 2022	7,935.05
Inv 54272 Total		7,935.05
Inv 54293		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Public Records Request - November 2022	14,329.50
Inv 54293 Total		14,329.50
0 Total:		100,836.30
CHWP2010 - Colantuono,Highsmith & Whatley,PC Total:		100,836.30
COO0695 - Cook Fire Extinguisher Co		

Check Number	Check Date		Amount
315733	01/18/2023		
Inv 18340			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/14/2022	DAR & SC fire extinguisher recharge, inspect,seal, tag certify.		128.93
Inv 18340 Total			128.93
Inv 18341			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/14/2022	Inspection, maintenance, and recharging of Library fire extinguisher		78.00
Inv 18341 Total			78.00
315733 Total:			206.93
COO0695 - Cook Fire Extinguisher Co Total:			206.93
CPSH2013 - CPS HR Consulting			
315734	01/18/2023		
Inv TR-INV001226			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/26/2022	Fire Engineer Exam		380.65
Inv TR-INV001226 Total			380.65
315734 Total:			380.65
CPSH2013 - CPS HR Consulting Total:			380.65
CSM0727 - CSMFO			
315735	01/18/2023		
Inv 300010635			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/08/2022	Managemnt Membership - Arminé Chaparyan		125.00
Inv 300010635 Total			125.00
315735 Total:			125.00
CSM0727 - CSMFO Total:			125.00
DSP0755 - D & S Printing			
315736	01/18/2023		
Inv 12007			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/12/2022	Nameplate Insert for Deputy Director Becker.		241.25
Inv 12007 Total			241.25

Check Number	Check Date	Amount
315736 Total:		241.25
DSP0755 - D & S Printing Total:		241.25
CRMDLY - Daly, Carolyn M		
315737	01/18/2023	
Inv 127509		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/19/2022	Refund for recreation class, Admin fee applied.	99.00
Inv 127509 Total		99.00
315737 Total:		99.00
CRMDLY - Daly, Carolyn M Total:		99.00
ALXDVS - Davis, Alex		
315738	01/18/2023	
Inv 127445		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2022	Gazebo refund due to rain on date of reservation.	134.00
Inv 127445 Total		134.00
315738 Total:		134.00
ALXDVS - Davis, Alex Total:		134.00
DEL4000 - Dell Marketing L.P.		
0	01/18/2023	
Inv 10625314124		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/11/2022	Dell Latitude 3520 BTX	4,832.31
Inv 10625314124 Total		4,832.31
Inv 10626000670		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	Dell Latitude 9330 BTX Base	2,047.17
Inv 10626000670 Total		2,047.17
Inv 10635994581		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/05/2022	Dell Ultrasharp Monitor CO# 03	380.02

Check Number	Check Date	Amount
Inv 10635994581 Total		380.02
Inv 10636406175		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2022	Support/ Warranty For 3 Years Dell Laptop/Co# 03-53 Rev 1	452.25
Inv 10636406175 Total		452.25
Inv 10637774423		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2023	6 Dell Laptops and 7 Dell Docks	8,865.77
Inv 10637774423 Total		8,865.77
0 Total:		16,577.52
DEL4000 - Dell Marketing L.P. Total:		16,577.52
DEL0771 - Delta Dental of California		
315739	01/18/2023	
Inv BE005239342		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	December Employee Dental Premiums	12,289.49
Inv BE005239342 Total		12,289.49
315739 Total:		12,289.49
DEL0771 - Delta Dental of California Total:		12,289.49
DEM0777 - Demco Inc.		
315740	01/18/2023	
Inv 7225730		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	CD/DVD Overlay Tags	258.61
Inv 7225730 Total		258.61
315740 Total:		258.61
DEM0777 - Demco Inc. Total:		258.61
DIR2013 - Department of Industrial Relations		
315741	01/18/2023	
Inv OSIP 70294		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	Assessment for fiscal year July 1, 2022 through June 30, 2023	4,994.71

Check Number	Check Date	Amount
Inv OSIP 70294 Total		4,994.71
		<hr/>
315741 Total:		4,994.71
		<hr/>
DIR2013 - Department of Industrial Relations Total:		4,994.71
DMPS7101 - Digital Map Products, L.P.		
0	01/18/2023	
Inv	INVDMP06742	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/05/2022	GovClarity Enterprise: 10/01/22-09/30/23	26,113.67
Inv INVDMP06742 Total		26,113.67
		<hr/>
0 Total:		26,113.67
		<hr/>
DMPS7101 - Digital Map Products, L.P. Total:		26,113.67
DIG0800 - Digital Telecommunications Corp		
0	01/18/2023	
Inv	46286	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2022	Monthly Service Contract November 2022	984.00
Inv 46286 Total		984.00
		<hr/>
0 Total:		984.00
		<hr/>
DIG0800 - Digital Telecommunications Corp Total:		984.00
PMLDONG - Dong, Pamela C		
0	01/18/2023	
Inv	9209	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/19/2022	Senior Contract Class Instructor- Senior Tai Chi	60.00
Inv 9209 Total		60.00
Inv	9214	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/19/2022	Senior Contract Class Instructor- Senior Tai Chi Walk in	16.00
Inv 9214 Total		16.00
Inv	9223	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
12/19/2022		Senior Contract Class Instructor- Senior Martial Arts	16.00
Inv 9223 Total			16.00
0 Total:			92.00
PMLDONG - Dong, Pamela C Total:			92.00
DUB0187 - DuBois, Andrew			
315742	01/18/2023		
Inv	11/28-12/01/22		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/22/2022	Frontline Leadership Training for Sgt. Dubois		78.50
12/22/2022	Frontline Leadership Training for Sgt. Dubois		21.45
Inv 11/28-12/01/22 Total			99.95
315742 Total:			99.95
DUB0187 - DuBois, Andrew Total:			99.95
WILLDNBE - Dunable, William F.			
315743	01/18/2023		
Inv	112202		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/03/2022	Lidar repairs and certifications on 4 units		915.00
Inv 112202 Total			915.00
315743 Total:			915.00
WILLDNBE - Dunable, William F. Total:			915.00
EDNK9 - Eden K9 Consulting & Training Corp.			
315744	01/18/2023		
Inv	3288		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/02/2022	Annual training software license 12/22-12/23		174.00
Inv 3288 Total			174.00
315744 Total:			174.00
EDNK9 - Eden K9 Consulting & Training Corp. Total:			174.00
ELSRTIRE - El Sereno Tire Shop			

Check Number	Check Date		Amount
315745	01/18/2023		
Inv	02327		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/14/2022	Vehicle 79 new sensor TPMS		20.00
Inv 02327 Total			20.00
315745 Total:			20.00
ELSR TIRE - El Sereno Tire Shop Total:			20.00
ESMC5010 - Emergency Services Marketing Corp. Inc.			
315746	01/18/2023		
Inv	22-40976		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/22/2022	South Pasadena CERT one year subscription (1/19/23 - 1/18/24)		305.00
Inv 22-40976 Total			305.00
315746 Total:			305.00
ESMC5010 - Emergency Services Marketing Corp. Inc. Total:			305.00
ENT5426 - Entenmann-Rovin			
315747	01/18/2023		
Inv	0170347-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/19/2022	Duty and flat badges for Detective Valdez		206.35
Inv 0170347-IN Total			206.35
315747 Total:			206.35
ENT5426 - Entenmann-Rovin Total:			206.35
EVBR4010 - Everbridge, Inc.			
0	01/18/2023		
Inv	M73530		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/22/2022	Nixel Engagement for Press Releases		4,288.95
Inv M73530 Total			4,288.95
0 Total:			4,288.95
EVBR4010 - Everbridge, Inc. Total:			4,288.95

FOST - Fair Oaks Smog Test

315748 01/18/2023

Inv 1207

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	Public Works Department Vehicle Smog Check-Unit 12 Water Div	55.00

Inv 1207 Total		55.00
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Inv 1208

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	Public Works Department Vehicle Smog Check-Unit #16 Water Div	55.00

Inv 1208 Total		55.00
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Inv 1212

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	Public Works Department Vehicle Smog Check-Unit 10 Water Div	55.00

Inv 1212 Total		55.00
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Inv 1213

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	Public Works Department Vehicle Smog Check-Unit 209 Parks Div	55.00

Inv 1213 Total		55.00
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315748 Total:		220.00
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FOST - Fair Oaks Smog Test Total:

220.00

FDBC8025 - Fast Deer Bus Charter Inc.

315749 01/18/2023

Inv 157514

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2022	Charter Bus Services for Senior Excursion Program: Getty Villa	1,127.00

Inv 157514 Total		1,127.00
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315749 Total:		1,127.00
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FDBC8025 - Fast Deer Bus Charter Inc. Total:

1,127.00

FED1109 - FedEx

315750 01/18/2023

Inv 7-936-47654

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/04/2022	Shipment for lidar repair and certification	109.48

Check Number	Check Date	Amount
Inv 7-936-47654 Total		109.48
Inv 7-971-22283		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/09/2022	Shipment to background investigator	24.65
Inv 7-971-22283 Total		24.65
315750 Total:		134.13
FED1109 - FedEx Total:		134.13
FHCM5011 - Foothill Communications		
315751	01/18/2023	
Inv INV6047		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	PD radio servicing, maintenance, and repairs 01/01/23-03/31/23	3,000.00
Inv INV6047 Total		3,000.00
315751 Total:		3,000.00
FHCM5011 - Foothill Communications Total:		3,000.00
FUNEXPRS - Fun Express, LLC		
315752	01/18/2023	
Inv 720728807-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2022	SC Hanukkah decorations	328.88
Inv 720728807-01 Total		328.88
Inv 720728995-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/19/2022	Breakfast with Santa craft supplies and decorations.	218.12
Inv 720728995-01 Total		218.12
315752 Total:		547.00
FUNEXPRS - Fun Express, LLC Total:		547.00
GALL5011 - Galls, LLC		
315753	01/18/2023	
Inv 022810506		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/28/2022	Rain jacket for Cadet Rodriguez	105.11

Check Number	Check Date	Amount
Inv 022810506 Total		105.11
Inv 023071740		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/27/2022	Trousers for Cadet Rodriguez	76.64
Inv 023071740 Total		76.64
315753 Total:		181.75
GALL5011 - Galls, LLC Total:		181.75
GEN1207 - General Pump Company		
315754	01/18/2023	
Inv 29486		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Emergency Work Rendered for Wilson Well 3 & 4.	16,927.44
Inv 29486 Total		16,927.44
Inv 29625		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2022	Emergency Work Rendered for Wilson Well 3 & 4.	77,795.64
Inv 29625 Total		77,795.64
Inv 29765		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/05/2022	Emergency Work Rendered for Wilson Well 3 & 4.	69,462.78
Inv 29765 Total		69,462.78
315754 Total:		164,185.86
GEN1207 - General Pump Company Total:		164,185.86
EGGO4011 - Giron-Garrido, Elias		
315755	01/18/2023	
Inv 12/09/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	Driver Training for Officer Giron-Garrido	20.13
Inv 12/09/2022 Total		20.13
315755 Total:		20.13

Check Number	Check Date	Amount
EGGO4011 - Giron-Garrido, Elias Total:		20.13
NCGY7000 - Godoy, Nicholas		
315756	01/18/2023	
Inv	12/06-12/09/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	Radar/Lidar Operator Training for Officer Godoy	321.84
12/21/2022	Radar/Lidar Operator Training for Officer Godoy	602.63
Inv 12/06-12/09/22 Total		924.47
315756 Total:		924.47
NCGY7000 - Godoy, Nicholas Total:		924.47
GRAN2032 - Granicus		
0	01/18/2023	
Inv	160105	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	GovAccess-Maintenance, Hosting & licensing 11/1/22-10/31/23	9,602.78
Inv 160105 Total		9,602.78
0 Total:		9,602.78
GRAN2032 - Granicus Total:		9,602.78
HGSI6010 - Harry's Glass Shop Inc.		
315757	01/18/2023	
Inv	22-41508	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/18/2022	Broken Window at Mission/Meridian Heritage Museum Replace gla	381.68
Inv 22-41508 Total		381.68
Inv	22-41807	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/13/2022	Replace Broken glass window in rear door at Eddie Park	419.79
Inv 22-41807 Total		419.79
Inv	22-41981	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/17/2022	Broken Window at Mission/Meridian Heritage Museum	163.13
Inv 22-41981 Total		163.13

Check Number	Check Date		Amount
Inv	22-41982		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/17/2022	Broken Window at Eddie Park		151.72
Inv 22-41982 Total			151.72
315757 Total:			1,116.32
HGSI6010 - Harry's Glass Shop Inc. Total:			1,116.32
HQAB8100 - Hi Quality Auto Body Inc.			
0	01/18/2023		
Inv	17343		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/10/2020	Replacement of lock cylinder unit #1406		253.74
Inv 17343 Total			253.74
0 Total:			253.74
HQAB8100 - Hi Quality Auto Body Inc. Total:			253.74
THEPRK - Highland Products Group, LLC			
0	01/18/2023		
Inv	310028717		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/21/2022	Downtown bench with thermoplastic at Garfield Park.		2,346.12
Inv 310028717 Total			2,346.12
0 Total:			2,346.12
THEPRK - Highland Products Group, LLC Total:			2,346.12
HOM1515 - Home Depot Credit Services			
315758	01/18/2023		
Inv	1742065		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/22/2022	Gate Latch for Dog Park		21.41
Inv 1742065 Total			21.41
Inv	2071224		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/21/2022	Ring Cameras for Security-Yard		452.00
Inv 2071224 Total			452.00

Check Number	Check Date	Amount
315758 Total:		473.41
HOM1515 - Home Depot Credit Services Total:		473.41
ITCR2501 - Intercare Holdings Insurance Services		
0	01/18/2023	
Inv 76-009680		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Workers Comp Administration.	5,040.03
Inv 76-009680 Total		5,040.03
0 Total:		5,040.03
ITCR2501 - Intercare Holdings Insurance Services Total:		5,040.03
IASPEVIN - Internal Association for Property and Evidence Inc		
315759	01/18/2023	
Inv LI965015		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	Property and Evidence Management Training For P.A. Pacheco	370.00
Inv LI965015 Total		370.00
315759 Total:		370.00
IASPEVIN - Internal Association for Property and Evidence Inc Total:		370.00
JSAR4011 - Jack's Auto Repair		
315760	01/18/2023	
Inv 17816		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2022	45 day inspection oil & filter change & battery rep for #78	357.84
Inv 17816 Total		357.84
Inv 17907		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	45 Day Inspection of DAR Veh 79 + Replacement of front wiper	121.63
Inv 17907 Total		121.63
315760 Total:		479.47
JSAR4011 - Jack's Auto Repair Total:		479.47

JAC1111 - Jacobs, Thomas

315761 01/18/2023

Inv 12/12-12/14/22

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	Field Training Program Manager Training for Lt. Jacobs	8.00
12/22/2022	Field Training Program Manager Training for Lt. Jacobs	7.48

Inv 12/12-12/14/22 Total 15.48

315761 Total: 15.48

JAC1111 - Jacobs, Thomas Total:

15.48

JHMS8020 - JHM Supply

0 01/18/2023

Inv 310486/1

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2022	Orange Grove Irrigation supplies for repairs	276.68

Inv 310486/1 Total 276.68

Inv 312434/1

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	Tree Ties for City Parkway trees	72.32

Inv 312434/1 Total 72.32

0 Total: 349.00

JHMS8020 - JHM Supply Total:

349.00

JCRS5011 - Jones Coffee Roasters

315762 01/18/2023

Inv 58545

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	Fire Department Coffee Supplies (FY22-23)	162.68

Inv 58545 Total 162.68

315762 Total: 162.68

JCRS5011 - Jones Coffee Roasters Total:

162.68

KMLHRNAS - Kimley-Horn & Associates, Inc.

315763 01/18/2023

Check Number	Check Date		Amount
Inv	21636613		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/31/2022	Consulting Services for 1020 El Centro Ave. Enviromental studies		1,906.34
Inv 21636613 Total			1,906.34
Inv	21764735		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2022	Consulting Services for 1020 El Centro Ave. Enviromental studies		9,298.94
Inv 21764735 Total			9,298.94
Inv	22151863		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/31/2022	Consulting Services for 1020 El Centro Ave. Enviromental studies		6,500.89
Inv 22151863 Total			6,500.89
315763 Total:			17,706.17
KMLHRNAS - Kimley-Horn & Associates, Inc. Total:			17,706.17
LDCR6410 - LandCare USA LLC			
0	01/18/2023		
Inv	568748		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/31/2022	Landscape and Lighting Maint. District		4,227.30
10/31/2022	Water Distribution		1,669.68
10/31/2022	Park Maintenance Contract Services		17,223.90
10/31/2022	Prop A Park Maintenance		1,233.21
Inv 568748 Total			24,354.09
0 Total:			24,354.09
LDCR6410 - LandCare USA LLC Total:			24,354.09
LYLEE - Lee, Ly			
315764	01/18/2023		
Inv	127440		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/15/2022	Refund of Gazebo reservation due to rain 12/11/22.		134.00
Inv 127440 Total			134.00
315764 Total:			134.00

Check Number	Check Date		Amount
LYLEE - Lee, Ly Total:			134.00
BLPN8267 - Lipson, Bob			
315765	01/18/2023		
Inv	1221		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/21/2022	Senior Center Holiday Performance		250.00
Inv 1221 Total			250.00
315765 Total:			250.00
BLPN8267 - Lipson, Bob Total:			250.00
LBBM4010 - Long Beach BMW Motorcycles			
315766	01/18/2023		
Inv	45141		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/05/2022	24K mile service and battery replacement VIN 39602		787.75
Inv 45141 Total			787.75
315766 Total:			787.75
LBBM4010 - Long Beach BMW Motorcycles Total:			787.75
MMV9126 - Mission Meridian Village POA			
315767	01/18/2023		
Inv	101-103-331		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/01/2022	Mission Meridian HOA Parking Dues November		1,730.17
10/01/2022	Mission Meridian HOA Hospital Dues November		804.13
Inv 101-103-331 Total			2,534.30
315767 Total:			2,534.30
MMV9126 - Mission Meridian Village POA Total:			2,534.30
MMA2011 - MMASC			
315768	01/18/2023		
Inv	6221		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/12/2022	MMASC Membership Renewal Tiara Solorzano		90.00
Inv 6221 Total			90.00

Check Number	Check Date	Amount
315768 Total:		90.00
MMA2011 - MMASC Total:		90.00
GGTLMY - Molloy, Gregory Tyler		
315769	01/18/2023	
Inv	1272022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2023	Housing Rehabilitation Assessment	36,855.00
Inv 1272022 Total		36,855.00
315769 Total:		36,855.00
GGTLMY - Molloy, Gregory Tyler Total:		36,855.00
MOR2900 - Morrow & Holman Plumbing Inc		
315770	01/18/2023	
Inv	P-12-20231	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/16/2022	Emergency Plumbing Repair-Dog Park	988.52
Inv P-12-20231 Total		988.52
315770 Total:		988.52
MOR2900 - Morrow & Holman Plumbing Inc Total:		988.52
MTCRED - Motorola Solutions Credit Company LLC		
315771	01/18/2023	
Inv	31663	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2022	Annual Payment of CAD/RMS Lease (Year 2/6)	100,000.00
Inv 31663 Total		100,000.00
315771 Total:		100,000.00
MTCRED - Motorola Solutions Credit Company LLC Total:		100,000.00
MWSI2029 - Multi W. Systems Inc.		
315772	01/18/2023	
Inv	32231358	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	Emergency Services to Repair Sewer Lift Station-Arroyo Park	3,143.50

Check Number	Check Date	Amount
Inv 32231358 Total		3,143.50
315772 Total:		3,143.50
MWSI2029 - Multi W. Systems Inc. Total:		3,143.50
NAVTWSV - Navarro, Heriberto		
315773	01/18/2023	
Inv 402713		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	tow of Ford E35 vehicle on 10/22/22	325.00
Inv 402713 Total		325.00
315773 Total:		325.00
NAVTWSV - Navarro, Heriberto Total:		325.00
NBSFIN - NBS		
315774	01/18/2023	
Inv 202212-2735		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2022	Professional Services for Library Parcel Tax: FY 2022-2023	1,780.20
Inv 202212-2735 Total		1,780.20
315774 Total:		1,780.20
NBSFIN - NBS Total:		1,780.20
PEG4590 - NUFIC		
315775	01/18/2023	
Inv Nov		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2022	Employee AD&D Basic Coverage	196.50
11/01/2022	Employee AD&D Optional Supplemental Coverage	813.40
Inv Nov Total		1,009.90
315775 Total:		1,009.90
PEG4590 - NUFIC Total:		1,009.90
OVD8011 - OverDrive Inc.		
0	01/18/2023	

Check Number	Check Date	Amount
Inv 01148CO22443999		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/10/2022	eBooks / eAudiobooks	949.93
Inv 01148CO22443999 Total		949.93
Inv 01148CO22444000		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/10/2022	eBooks / eAudiobooks	105.41
Inv 01148CO22444000 Total		105.41
Inv 01148CO22454517		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	eBooks / eAudiobooks	368.26
Inv 01148CO22454517 Total		368.26
0 Total:		1,423.60
OVDR8011 - OverDrive Inc. Total:		1,423.60
CNPO4011 - Pacheco, Cynthia		
315776 01/18/2023		
Inv 12/05-12/06/22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	Property and Evidence Management Training For P.A. Pacheco	55.44
Inv 12/05-12/06/22 Total		55.44
315776 Total:		55.44
CNPO4011 - Pacheco, Cynthia Total:		55.44
PSLSV802 - Pasadena Live Scan Service		
315777 01/18/2023		
Inv 1095		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	Pre-employment Services	457.00
Inv 1095 Total		457.00
315777 Total:		457.00
PSLSV802 - Pasadena Live Scan Service Total:		457.00
PSNS7101 - Pasadena Star-News		

Check Number	Check Date	Amount
315778	01/18/2023	
Inv 900073808		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	52 Week Subscription Renewal	622.74
Inv 900073808 Total		622.74
315778 Total:		622.74
PSNS7101 - Pasadena Star-News Total:		622.74
CTPZ7000 - Perez, Christopher A.		
315779	01/18/2023	
Inv 11/02/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	Benelli M1 Training for Officer Perez	62.88
Inv 11/02/2022 Total		62.88
315779 Total:		62.88
CTPZ7000 - Perez, Christopher A. Total:		62.88
CGPH4011 - Phillips, Craig		
315780	01/18/2023	
Inv 12/05/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	Driver Training for Sgt. Phillips	20.13
Inv 12/05/2022 Total		20.13
315780 Total:		20.13
CGPH4011 - Phillips, Craig Total:		20.13
PHOE4610 - Phoenix Group Information Systems		
315781	01/18/2023	
Inv 112022184		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	Citations processed for the month of November 2022	4,549.64
Inv 112022184 Total		4,549.64
315781 Total:		4,549.64
PHOE4610 - Phoenix Group Information Systems Total:		4,549.64

Check Number	Check Date		Amount
HEAPLATT - Platt, Heather			
315782	01/18/2023		
Inv	127694		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/22/2022	Refund of Gazebo reservation on 12/11/2022, due to weather.		90.00
Inv 127694 Total			90.00
315782 Total:			90.00
HEAPLATT - Platt, Heather Total:			90.00
ANPO5011 - Porraz, Anthony			
315783	01/18/2023		
Inv	12/05/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/12/2022	Refund for Red Helmet Training - Chief Officer 3D		440.00
Inv 12/05/2022 Total			440.00
315783 Total:			440.00
ANPO5011 - Porraz, Anthony Total:			440.00
PSOMAS - PSOMAS			
315784	01/18/2023		
Inv	189954		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/09/2022	Prof. Service Assistance with General Plan & Downtown Specific		160.00
Inv 189954 Total			160.00
315784 Total:			160.00
PSOMAS - PSOMAS Total:			160.00
PRCMIN - Purple Communications, Inc.			
315785	01/18/2023		
Inv	76416-116010		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/07/2022	Annual renewal of interpreter software		300.00
Inv 76416-116010 Total			300.00
315785 Total:			300.00

Check Number	Check Date		Amount
PRCMIN - Purple Communications, Inc. Total:			300.00
RAPTRENT - Raptor Events LLC			
315786	01/18/2023		
Inv	1592		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/03/2023	Trapping and Humane Removal of Peafowl 12/5-12/22		15,750.00
Inv 1592 Total			15,750.00
Inv	1593		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/03/2023	Trapping and Humane Removal of Peafowl 12/24-12/31		3,500.00
Inv 1593 Total			3,500.00
315786 Total:			19,250.00
RAPTRENT - Raptor Events LLC Total:			19,250.00
RTPC5500 - Regional TAP Service Center			
315787	01/18/2023		
Inv	6018074		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/14/2022	Metro 30 Day Senior Bus Pass-November 2022		232.00
Inv 6018074 Total			232.00
315787 Total:			232.00
RTPC5500 - Regional TAP Service Center Total:			232.00
BT4U8180 - Revolution Foods, PBC			
315788	01/18/2023		
Inv	1122-3319		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/06/2022	Meals for Onsite and Home Delivery: November 2022		6,371.00
Inv 1122-3319 Total			6,371.00
315788 Total:			6,371.00
BT4U8180 - Revolution Foods, PBC Total:			6,371.00
RHCC7101 - Rio Hondo College			
315789	01/18/2023		

Check Number	Check Date		Amount
Inv	F22-261-ZSPS		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/21/2022	Driver Training for Officer Cpl. Borrello 11/03/22		25.00
Inv F22-261-ZSPS Total			25.00
315789 Total:			25.00
RHCC7101 - Rio Hondo College Total:			25.00
ACTM3010 - Robert Half International, Inc.			
0	01/18/2023		
Inv	0194398C		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/12/2022	Professional Services - Temporary Staffing		7,456.68
Inv 0194398C Total			7,456.68
0 Total:			7,456.68
ACTM3010 - Robert Half International, Inc. Total:			7,456.68
BENR8021 - Rushing, Ben			
315790	01/18/2023		
Inv	122223		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/22/2022	Senior Entertainment for New Year Luncheon		150.00
Inv 122223 Total			150.00
315790 Total:			150.00
BENR8021 - Rushing, Ben Total:			150.00
SGB3223 - San Gabriel Basin Water Quality Authority			
315791	01/18/2023		
Inv	0004879-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/22/2022	FY 2022/23 Water Quality Assesment fee (2 Period)		21,406.20
Inv 0004879-IN Total			21,406.20
315791 Total:			21,406.20
SGB3223 - San Gabriel Basin Water Quality Authority Total:			21,406.20

Check Number	Check Date		Amount
SGVE2011 - San Gabriel Valley City Managers' Association			
315792	01/18/2023		
Inv	01/18/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/03/2023	SGVCMA Lunch Meeting 01/18/2023.		105.00
Inv 01/18/2023 Total			105.00
315792 Total:			105.00
SGVE2011 - San Gabriel Valley City Managers' Association Total:			105.00
SGVMC111 - San Gabriel Valley Medical Center			
315793	01/18/2023		
Inv	897962		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/21/2022	Blood alcohol withdrawal for medical record 897962		48.00
Inv 897962 Total			48.00
Inv	898019		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/19/2022	Blood alcohol withdrawal for medical record 898019		48.00
Inv 898019 Total			48.00
Inv	898072		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/22/2022	Blood alcohol withdrawal for medical record 898072		48.00
Inv 898072 Total			48.00
315793 Total:			144.00
SGVMC111 - San Gabriel Valley Medical Center Total:			144.00
SAPAMRCA - SAP America, Inc.			
315794	01/18/2023		
Inv	201300109763		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/10/2022	Licenses for Crystal reporting software for CAD RMS System		891.00
Inv 201300109763 Total			891.00
315794 Total:			891.00
SAPAMRCA - SAP America, Inc. Total:			891.00

WLST8267 - Shuttic, William 101-8030-8021-8267-000

0	01/18/2023	
Inv	9471	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/23/2022	Contract Instructor payment for Senior Fitness class	136.00
Inv 9471 Total		136.00
Inv	9474	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/23/2022	Contract Instructor payment for Senior Fitness class Walk In	296.00
Inv 9474 Total		296.00
0 Total:		432.00
WLST8267 - Shuttic, William Total:		432.00

SCOT8300 - So Cal Office Technologies

315795	01/18/2023	
Inv	IN3116428	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/05/2022	AN Co72:211124-002-S Blk And Clr. Copies/ 9/09-12/08/2022	42.06
Inv IN3116428 Total		42.06
315795 Total:		42.06
SCOT8300 - So Cal Office Technologies Total:		42.06

SOGA6501 - SoCalGAS

315796	01/18/2023	
Inv	196-493-8529 1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	CNG for City Vehicles (PW and Transit)11/1/2022-12/1/2022	104.20
12/07/2022	CNG for City Vehicles (PW and Transit)11/1/2022-12/1/2022	104.18
12/07/2022	CNG for City Vehicles (PW and Transit)11/1/2022-12/1/2022	104.18
12/07/2022	CNG for City Vehicles (PW and Transit)11/1/2022-12/1/2022	104.18
12/07/2022	CNG for City Vehicles (PW and Transit)11/1/2022-12/1/2022	104.19
12/07/2022	CNG for City Vehicles (PW and Transit)11/1/2022-12/1/2022	104.18
Inv 196-493-8529 1 Total		625.11
315796 Total:		625.11
SOGA6501 - SoCalGAS Total:		625.11

SOU3232 - South Pasadena Tournament of Roses Association

315797	01/18/2023	
Inv	12.7.22 - # 15	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2022	Mahmud Discretionary funds for float Item # 15 12/07/22.	250.00
Inv 12.7.22 - # 15 Total		250.00
		250.00
315797 Total:		250.00

SOU3232 - South Pasadena Tournament of Roses Association Total:

250.00

SGMC2013 - St. George's Medical Clinic

0	01/18/2023	
Inv	139143	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/07/2022	Pre-Employment Physical	175.00
Inv 139143 Total		175.00
Inv	139169	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/11/2022	Pre-Employment Physical	75.00
Inv 139169 Total		75.00
Inv	139255	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/17/2022	Pre-Employment Physical	75.00
Inv 139255 Total		75.00
Inv	139315	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/19/2022	Pre-Employment Physical	75.00
Inv 139315 Total		75.00
Inv	139343	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/20/2022	Pre-Employment Physical	75.00
Inv 139343 Total		75.00
Inv	139393	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/25/2022	Pre-Employment Physical	175.00
Inv 139393 Total		175.00

Check Number	Check Date	Amount
Inv 86538		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/28/2022	Employee DMV Renewal	120.00
Inv 86538 Total		120.00
		<hr/>
0 Total:		770.00
		<hr/>
SGMC2013 - St. George's Medical Clinic Total:		770.00
STA5219 - Staples Business Advantage		
0	01/18/2023	
Inv 3505613689		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2022	Engineering Supplies	-19.85
Inv 3505613689 Total		-19.85
Inv 3516632400		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2022	Office Supplies for Community Development	726.62
Inv 3516632400 Total		726.62
Inv 3517860971		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/14/2022	Office Supplies for Community Development	351.48
Inv 3517860971 Total		351.48
Inv 3517860972		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/14/2022	Office Supplies for Community Development	473.96
Inv 3517860972 Total		473.96
Inv 3518931691		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/28/2022	CC Mtg Supplies 10/3/22	70.94
Inv 3518931691 Total		70.94
Inv 3518931692		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/28/2022	CMO Office Supplies	41.29
Inv 3518931692 Total		41.29
Inv 3518931693		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
09/28/2022	CMO Office Supplies	98.20
Inv 3518931693	Total	98.20
Inv 3518931696		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/03/2023	Office Supplies for Management Services	298.31
Inv 3518931696	Total	298.31
Inv 3519707811		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2022	Engineering Supplies	27.55
Inv 3519707811	Total	27.55
Inv 3519707813		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2022	Senior Center supplies	204.94
Inv 3519707813	Total	204.94
Inv 3519817005		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/04/2022	Engineering Supplies	10.79
Inv 3519817005	Total	10.79
Inv 3519817006		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/04/2022	Engineering Supplies	10.79
Inv 3519817006	Total	10.79
Inv 3519817007		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2022	Office Supplies for Community Development	475.39
Inv 3519817007	Total	475.39
Inv 3519817008		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/04/2022	Office Supplies for Community Development	71.65
Inv 3519817008	Total	71.65
Inv 3519885711		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/05/2022	Office Supplies for Management Services	70.49
Inv 3519885711	Total	70.49

Check Number	Check Date	Amount
Inv 3519885712		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/05/2022	Engineering Supplies	109.00
Inv 3519885712 Total		109.00
Inv 3520280071		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/11/2022	Office Supplies for Management Services	274.80
Inv 3520280071 Total		274.80
Inv 3520406959		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/13/2022	Office Supplies for Management Services	460.54
Inv 3520406959 Total		460.54
Inv 3520406960		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/05/2022	Supplies for City Council Meetings	35.84
Inv 3520406960 Total		35.84
Inv 3520833397		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/19/2022	CMO Supplies	166.66
Inv 3520833397 Total		166.66
Inv 3520833398		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/05/2022	Supplies for Citywide Great ShakeOut Drill	114.22
Inv 3520833398 Total		114.22
Inv 3520833399		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/19/2022	Engineering Supplies	106.74
Inv 3520833399 Total		106.74
Inv 3520913683		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/20/2022	Office Supplies for Community Development	35.27
Inv 3520913683 Total		35.27
Inv 3520913684		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/20/2022	Office Supplies for Community Development	249.35

Check Number	Check Date	Amount
Inv 3520913684 Total		249.35
Inv 3520989075		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2022	Office Supplies for Community Development	18.99
Inv 3520989075 Total		18.99
Inv 3521304962		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/25/2022	Social Justice Forum Supplies	128.26
Inv 3521304962 Total		128.26
Inv 3524113850		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/26/2022	Supplies for Citywide Great ShakeOut Drill	15.75
Inv 3524113850 Total		15.75
Inv 3524113851		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/05/2022	Office Supplies for Management Services	12.45
Inv 3524113851 Total		12.45
Inv 3524113852		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/26/2022	Office Supplies for Management Services	48.38
Inv 3524113852 Total		48.38
Inv 3524483558		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	binders, notepads, pens, dividers	75.04
Inv 3524483558 Total		75.04
Inv 3524483560		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Office Supplies for Management Services	187.37
Inv 3524483560 Total		187.37
Inv 3524619888		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	HDMI cable	26.45
Inv 3524619888 Total		26.45

Check Number	Check Date	Amount
Inv 3524619889		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	Office Supplies for Management Services	8.67
Inv 3524619889 Total		8.67
Inv 3524619890		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2022	Senior Center supplies	60.96
12/08/2022	Dial-a-Ride supplies	95.19
Inv 3524619890 Total		156.15
Inv 3524690453		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	carton of paper	69.69
Inv 3524690453 Total		69.69
Inv 3524690454		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/02/2022	Office Supplies for Management Services	529.19
Inv 3524690454 Total		529.19
Inv 3524690455		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2022	Dial-a-Ride supplies	11.90
Inv 3524690455 Total		11.90
Inv 3524690456		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2022	Dial-a-Ride supplies	54.01
Inv 3524690456 Total		54.01
Inv 3525031194		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	CMO Office Supplies	262.47
Inv 3525031194 Total		262.47
Inv 3525031196		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2022	calendar	9.91
Inv 3525031196 Total		9.91
Inv 3525031197		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount	
	12/07/2022	file organizer, packing tape, bubble mailers, file pockets, bubb	87.32
	Inv 3525031197 Total		87.32
	Inv 3525031198		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/07/2022	PD Office Supplies	346.61
	Inv 3525031198 Total		346.61
	Inv 3525099884		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/08/2022	notebooks	16.52
	Inv 3525099884 Total		16.52
	Inv 3525099885		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/08/2022	Engineering Supplies	177.00
	Inv 3525099885 Total		177.00
	Inv 3525099886		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/01/2022	Credit Memo	-81.24
	Inv 3525099886 Total		-81.24
	Inv 3525170575		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/09/2022	paper	40.44
	Inv 3525170575 Total		40.44
	Inv 3525170576		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/09/2022	Engineering Supplies	42.54
	Inv 3525170576 Total		42.54
	Inv 3525360777		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/10/2022	laser labels	87.09
	Inv 3525360777 Total		87.09
	Inv 3525360778		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	12/10/2022	Office Supplies for Community Development	19.83
	Inv 3525360778 Total		19.83

Check Number	Check Date	Amount
Inv 3525360779		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2022	Dial-a-Ride supplies	153.98
Inv 3525360779 Total		153.98
Inv 3525511938		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/19/2022	PD Office Supplies	708.51
Inv 3525511938 Total		708.51
Inv 3525615701		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	CMO Office Supplies	91.77
Inv 3525615701 Total		91.77
Inv 3525615703		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	PD Office Supplies	81.83
Inv 3525615703 Total		81.83
Inv 3525859207		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/17/2022	markers, pens, batteries, tape	111.85
Inv 3525859207 Total		111.85
Inv 3525859208		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	PD Office Supplies	177.39
Inv 3525859208 Total		177.39
Inv 3525859209		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/15/2022	PD Office Supplies	54.99
Inv 3525859209 Total		54.99
Inv 3525859210		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/17/2022	PD Office Supplies	238.60
Inv 3525859210 Total		238.60
Inv 3526011895		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	PD Office Supplies	44.09

Check Number	Check Date	Amount
Inv 3526011895 Total		44.09
Inv 3526011896		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	PD Office Supplies	265.59
Inv 3526011896 Total		265.59
Inv 3526068815		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	PD Office Supplies	65.49
Inv 3526068815 Total		65.49
Inv 3526387537		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/28/2022	PD Office Supplies	189.29
Inv 3526387537 Total		189.29
Inv 3626068814		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	PD Office Supplies	154.33
Inv 3626068814 Total		154.33
0 Total:		9,153.47
STA5219 - Staples Business Advantage Total:		9,153.47
SRYC5011 - Stericycle Inc.		
315798 01/18/2023		
Inv 3006289749		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2023	Hazardous Medical Waste Disposal; 01/2023-03/2023	163.09
Inv 3006289749 Total		163.09
315798 Total:		163.09
SRYC5011 - Stericycle Inc. Total:		163.09
STE4845 - Stetson Engineers Inc		
315799 01/18/2023		
Inv 1543-15-2021		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/03/2022	Preparation of Risk & Resilience Report and Emergency Response	5,578.88

Check Number	Check Date	Amount
Inv 1543-15-2021 Total		5,578.88
Inv 2740-08-011		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/04/2022	Preparation of Risk & Resilience Report and Emergency Response	1,050.50
Inv 2740-08-011 Total		1,050.50
Inv 2740-08-012		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/24/2022	Preparation of Risk & Resilience Report and Emergency Response	2,005.50
Inv 2740-08-012 Total		2,005.50
315799 Total:		8,634.88
STE4845 - Stetson Engineers Inc Total:		8,634.88
CANDSTVY - Steveley, Candace		
315800	01/18/2023	
Inv 127502		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/19/2022	Cancelled reservation prior to deadline, no penalty.	561.00
Inv 127502 Total		561.00
315800 Total:		561.00
CANDSTVY - Steveley, Candace Total:		561.00
STSM1020 - Studio Spectrum		
0	01/18/2023	
Inv 192154		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2022	Video Production Services: May 2022	5,875.00
Inv 192154 Total		5,875.00
Inv 192194		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Video Production Services: July 2022	7,265.00
Inv 192194 Total		7,265.00
Inv 192237		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2023	Video Production Services: September 2022	5,315.00
Inv 192237 Total		5,315.00

Check Number	Check Date	Amount
0 Total:		18,455.00
STSM1020 - Studio Spectrum Total:		18,455.00
SUVA8022 - Sunset Vans Inc.		
315801	01/18/2023	
Inv 23360		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/13/2022	Preventive maintenance on wheelchair ramp for # 80	175.36
Inv 23360 Total		175.36
315801 Total:		175.36
SUVA8022 - Sunset Vans Inc. Total:		175.36
SCRR4010 - Superior Court of California, County of LA		
315802	01/18/2023	
Inv November 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	Citations processed for the month of November 2022	5,011.00
Inv November 2022 Total		5,011.00
315802 Total:		5,011.00
SCRR4010 - Superior Court of California, County of LA Total:		5,011.00
SWRCB900 - SWRCB		
0	01/18/2023	
Inv SW-0243225		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	NPDES and WDR Annual Fees	10,602.00
Inv SW-0243225 Total		10,602.00
Inv WD-0214031		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2022	NPDES and WDR Annual Fees	3,453.00
Inv WD-0214031 Total		3,453.00
0 Total:		14,055.00
SWRCB900 - SWRCB Total:		14,055.00

Check Number	Check Date		Amount
TACTSECR - Tactical Integrated Security			
315803	01/18/2023		
Inv	1088		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/15/2022	CCTV camera emergency service 11/15/22		480.00
Inv 1088 Total			480.00
315803 Total:			480.00
TACTSECR - Tactical Integrated Security Total:			480.00
CSLMINT - The Counseling Team International			
315804	01/18/2023		
Inv	84057		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/12/2022	Counseling session for critical incident		1,800.00
Inv 84057 Total			1,800.00
315804 Total:			1,800.00
CSLMINT - The Counseling Team International Total:			1,800.00
HAFR7000 - The Hartford			
315805	01/18/2023		
Inv	085039876848		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/01/2022	Employee Life Insurance Benefit - Dec		965.25
Inv 085039876848 Total			965.25
315805 Total:			965.25
HAFR7000 - The Hartford Total:			965.25
TOM4455 - Tom's Men's Wear & Uniform's, Inc.			
315806	01/18/2023		
Inv	22348		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/07/2022	Embroidered polo shirt for PA Sandoval		43.00
Inv 22348 Total			43.00
315806 Total:			43.00

TOM4455 - Tom's Men's Wear & Uniform's, Inc. Total:	43.00
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TRA5998 - Transtech Engineers, Inc.

0	01/18/2023		
Inv	20222251		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/30/2022	Transtech Services: Staff Services (October 2022)		24,701.00
Inv 20222251 Total			24,701.00
Inv	20222252		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/31/2021	Transtech Code Adoption Services: (October 2022)		2,156.00
Inv 20222252 Total			2,156.00
Inv	20222277		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/31/2021	Transtech Plancheck Services: (October 2022)		46,463.93
Inv 20222277 Total			46,463.93
Inv	20222331		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/30/2022	Transtech Staff Services: (November 2022)		21,474.00
Inv 20222331 Total			21,474.00
Inv	20222332		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2022	Transtech Code Adoption: (November 2022)		1,323.00
Inv 20222332 Total			1,323.00
0 Total:			96,117.93

TRA5998 - Transtech Engineers, Inc. Total:	96,117.93
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ADTR5011 - Tregenza, Adam

315807	01/18/2023		
Inv	11/11/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/11/2022	Training and tuition refund for Company Officer 2E training.		400.00
Inv 11/11/2022 Total			400.00
Inv	12/2/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/02/2022	Training and tuition refund for Company Officer 2C training.		400.00

Check Number	Check Date	Amount
Inv 12/2/2022 Total		400.00
315807 Total:		800.00
ADTR5011 - Tregenza, Adam Total:		800.00
ULIN8021 - Uline, Inc.		
0	01/18/2023	
Inv 157561400		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	Senior Center kitchen supplies	315.19
Inv 157561400 Total		315.19
0 Total:		315.19
ULIN8021 - Uline, Inc. Total:		315.19
UQMS8010 - Unique Management Svcs Inc.		
0	01/18/2023	
Inv 6107308		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	Library Agency Recovery Services: November 2022	209.70
Inv 6107308 Total		209.70
0 Total:		209.70
UQMS8010 - Unique Management Svcs Inc. Total:		209.70
URTL6711 - United Rentals		
0	01/18/2023	
Inv 210102024-001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/14/2022	Backwash tank rental and \$235.42 *Credit Applied*	834.48
Inv 210102024-001 Total		834.48
0 Total:		834.48
URTL6711 - United Rentals Total:		834.48
VTIN4010 - Ven Tek International		
315808	01/18/2023	

Check Number	Check Date		Amount
Inv	135444		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/01/2022	Police Department Lobby Parking Permit Machine Annual License		2,110.00
Inv 135444 Total			2,110.00
315808 Total:			2,110.00
VTIN4010 - Ven Tek International Total:			2,110.00
VMIS8011 - Venmill Industries			
315809	01/18/2023		
Inv	17039		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/15/2022	2 VMI-2500 Combo kits		202.00
Inv 17039 Total			202.00
315809 Total:			202.00
VMIS8011 - Venmill Industries Total:			202.00
VABS8010 - Ventura Business Systems Inc.			
315810	01/18/2023		
Inv	14090		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/10/2022	Renewal of EnvisionWare Suite & Maintenance		791.63
Inv 14090 Total			791.63
315810 Total:			791.63
VABS8010 - Ventura Business Systems Inc. Total:			791.63
VERW6711 - Verizon Wireless			
315811	01/18/2023		
Inv	9921311023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/23/2022	AN 571839627-00001 SERVICES THRU 10/24-11/23/2022		16.03
Inv 9921311023 Total			16.03
Inv	9921516438		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/26/2022	AN 270619951-0004 (10/27/2022-11/26/2022)PD 11 lines Task For		1,026.84
Inv 9921516438 Total			1,026.84

Check Number	Check Date	Amount
Inv	9921873379	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	AN 542443342-00001 (11/02-12/01/22) CD Direct Cell	51.21
Inv 9921873379 Total		51.21
Inv	9921891968	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	AN 642443919-00001 (11/02-12/01/22) Planning, Code, CM, FD	1,211.07
Inv 9921891968 Total		1,211.07
315811 Total:		2,305.15
VERW6711 - Verizon Wireless Total:		2,305.15
WEL7777 - Wells' Tapping Service Inc		
0	01/18/2023	
Inv	9485	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	Hot Tap-Pasadena-Fire Service	475.00
Inv 9485 Total		475.00
0 Total:		475.00
WEL7777 - Wells' Tapping Service Inc Total:		475.00
WES4152 - West Coast Arborists, Inc.		
0	01/18/2023	
Inv	191076	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/30/2022	Street Maintenance Contract Services 9/16/2022-9/30/2022	3,630.00
Inv 191076 Total		3,630.00
Inv	191757	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/15/2022	Arborist Services-10/1/2022-10/15/2022	510.00
Inv 191757 Total		510.00
Inv	191758	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/15/2022	Emergency Backup Crew 2033 Maycrest Ave.- 10/1/2022-10/15/2022	1,240.00
Inv 191758 Total		1,240.00

Check Number	Check Date	Amount
Inv 192442		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/26/2022	Street Tree Maintenance Annual Tree Planting & Removal	10,080.00
Inv 192442 Total		10,080.00
Inv 192443		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2022	Urban Forestry Services-Palm Pruning and Service 10/27-10/31/22	20,350.00
Inv 192443 Total		20,350.00
Inv 193712		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Urban Forestry Services - Palm Pruning 11/16/2022-11/30/2022	255.00
Inv 193712 Total		255.00
0 Total:		36,065.00
WES4152 - West Coast Arborists, Inc. Total:		36,065.00
WLHD8020 - Westlake Hardware		
0	01/18/2023	
Inv 14303048		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2022	9V batteries for office	13.22
Inv 14303048 Total		13.22
Inv 14303083		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2022	Keys for Sgt. Abdalla	6.59
Inv 14303083 Total		6.59
Inv 14303093		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2022	Windshield wipers for detective units	42.96
Inv 14303093 Total		42.96
Inv 14303155		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2022	Copy of office keys	5.50
Inv 14303155 Total		5.50
Inv 14303187		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
12/20/2022		Picture hanger replacement in front of dispatch office	3.52
		Inv 14303187 Total	3.52
0 Total:			71.79
WLHD8020 - Westlake Hardware Total:			71.79
WHI6410 - Whittier Fertilizer Co.			
315812	01/18/2023		
		Inv 393242	
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/07/2022		Dirt-Soil Mix for Arroyo Park(AYSO) backfilling gopher mounds	52.92
		Inv 393242 Total	52.92
315812 Total:			52.92
WHI6410 - Whittier Fertilizer Co. Total:			52.92
WIL2010 - Willdan Engineering			
315813	01/18/2023		
		Inv 417790	
<u>Line Item Date</u>		<u>Line Item Description</u>	
10/19/2022		On-Call Construction Mgmt. - Fair Oaks Signal Project	2,895.50
		Inv 417790 Total	2,895.50
		Inv 417869	
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/15/2022		On-Call Construction Mgmt. - Fair Oaks Signal Project	3,252.50
		Inv 417869 Total	3,252.50
315813 Total:			6,148.00
WIL2010 - Willdan Engineering Total:			6,148.00
PUFG8267 - Wong, Pauline			
0	01/18/2023		
		Inv 9153	
<u>Line Item Date</u>		<u>Line Item Description</u>	
12/22/2022		Contract Insturctor Payment Adult Line Dance	13.00
		Inv 9153 Total	13.00

Check Number	Check Date	Amount
Inv 9156		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	Contract Insturctor Payment Adult Line Dance	13.00
Inv 9156 Total		13.00
Inv 9183		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	Contract Instructor Payment Senior Line Dance	44.00
Inv 9183 Total		44.00
Inv 9189		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	Contract Instructor Payment Senior Line Dance	168.00
Inv 9189 Total		168.00
Inv 9519		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	Contract Insturctor Payment Adult Line Dance	100.75
Inv 9519 Total		100.75
0 Total:		338.75
PUFG8267 - Wong, Pauline Total:		338.75
XRXF5010 - Xerox Financial Services		
315814	01/18/2023	
Inv 3595173		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2022	CONTRACT NO. 010-0061587-001 SVCS FOR 10/10-12/09/2022	3,537.11
Inv 3595173 Total		3,537.11
Inv 3619603		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2022	CONTRACT NO. 010-0061587-002 SVCS FOR 11/06-12/05/22	275.05
Inv 3619603 Total		275.05
Inv 3634311		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2022	CONTRACT NO. 010-0061587-003 SVCS FOR 10/18-11/17/2022	324.70
Inv 3634311 Total		324.70
315814 Total:		4,136.86

XRXF5010 - Xerox Financial Services Total:	4,136.86
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YTH1023 - Y Tire Performance LLC

315815 01/18/2023

Inv 34448

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2022	Oil change & tire replacement unit #1703	361.50

Inv 34448 Total	361.50
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Inv 34560

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/03/2023	Tire replacement unit #198	266.45

Inv 34560 Total	266.45
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315815 Total:	627.95
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YTH1023 - Y Tire Performance LLC Total:	627.95
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DVDHYNG - Young, David Henry

315816 01/18/2023

Inv 100

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	Senior Center Holiday & Thanksgiving Performance	300.00

Inv 100 Total	300.00
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315816 Total:	300.00
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DVDHYNG - Young, David Henry Total:	300.00
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ZAVA4011 - Zavala, Jeanette

315817 01/18/2023

Inv 12/05-12/06/22

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	Property and Evidence Management Training For P.A. Zavala	70.00

Inv 12/05-12/06/22 Total	70.00
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315817 Total:	70.00
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ZAVA4011 - Zavala, Jeanette Total:	70.00
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Check Number **Check Date**

Amount

Total:	966,931.64
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ATTACHMENT 4

Online Payments

City of
SOUTH PASADENA

Online Payment Log			
Date	Vendor	Amount	Description
12/15/2022	So Cal Edison	\$7,360.23	Online Payment for City Owned So Cal Edison Accounts.
12/22/2022	So Cal Edison	\$81,393.40	Online Payment for City Owned So Cal Edison Accounts 11581 & 33859.
1/3/2023	Pitney Bowes	\$2,000.00	Online Payment for City's Postage Meter Reserve Account Ending 3033.

Total: **\$90,753.63**

ATTACHMENT 5
Prepaid &Warrant Voids

Accounts Payable

Void Check Proof List

User: calvarez
 Printed: 01/05/2023 - 11:18AM
 Batch: 00003.01.2023



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: WON1111				Daren Wong						
Check No: 309582		Check Date: 01/15/2020								
	8.00	11.25.19	11/25/2019	Reimb. Training Class Ofcr. Wong 11.					No	0
101-4010-4011-8210-000										
Check Total:	8.00									
Vendor Total:	8.00									
Report Total:	8.00									

Accounts Payable

Void Check Proof List

User: calvarez
 Printed: 01/05/2023 - 10:58AM
 Batch: 00002.01.2023



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: CHDN5265				Christine Daniel						
Check No: 313510				Check Date: 12/01/2021						
	10.00	117485	11/16/2021	Refund Cancelled Trip to Getty Villa due to COVID-19					No	0
101-0000-0000-5265-004										
Check Total:	10.00									
Vendor Total:	10.00									
Report Total:	10.00									

Accounts Payable

Void Check Proof List

User: calvarez
 Printed: 01/05/2023 - 10:33AM
 Batch: 00001.01.2023



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: SOU3232				South Pasadena Tournament of I						
Check No: 314958				Check Date: 08/17/2022						
	500.00	Item # 15	08/01/2022	Discretionary funds for TOR float flowers.					No	0
101-1010-1011-8021-000										
	1,000.00	Item # 11	07/12/2022	Discretionary Funds for Tournament of Roses Float: Item # 11					No	0
101-1010-1011-8021-000										
Check Total:	1,500.00									
Vendor Total:	1,500.00									
Report Total:	1,500.00									

Accounts Payable

Void Check Proof List

User: calvarez
 Printed: 01/05/2023 - 11:36AM
 Batch: 00004.01.2023



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: UPP7789				Upper San Gabriel Valley MWI						
Check No: 315512				Check Date: 11/16/2022						
	3,050.00	2022Q4	10/15/2022	Water Capacity Charge 4th Quarter 20					No	0
500-6010-6711-8231-000										
	872.20	2/09-22	10/15/2022	September 2022 MWD Water Purchas					No	0
500-6010-6711-8231-000										
Check Total:	3,922.20									
Vendor Total:	3,922.20									
Report Total:	3,922.20									

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ATTACHMENT 6
Payroll Summary

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Payroll

Payroll Summary Report



Payroll Date: 12/23/2022 Regular

Checks	\$	577.10
Direct Deposits	\$	496,359.85
IRS Payments	\$	103,031.01
EDD - State of CA	\$	30,635.69
PERS Pension	\$	118,452.69
Deferred Comp	\$	20,312.98
PERS Health	\$	-
Subtotal:	\$	769,369.32

Payroll Date: 1/6/2023 Regular

Checks	\$	227.84
Direct Deposits	\$	508,873.98
IRS Payments	\$	116,647.98
EDD - State of CA	\$	35,799.31
PERS Pension	\$	141,485.08
Deferred Comp	\$	22,255.22
PERS Health	\$	192,944.53
Subtotal:	\$	1,018,233.94

Payroll Date: 1/13/2023 Off-Cycle

Checks	\$	-
Direct Deposits	\$	4,238.99
IRS Payments	\$	283.56
EDD - State of CA	\$	42.70
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
Subtotal:	\$	4,565.25
Grand Total:	\$	1,792,168.51



City Council Agenda Report

ITEM NO. 9

DATE: January 18, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Hsiulee Tran, Deputy Finance Director/Controller
Albert Trinh, Finance Manager

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

Recommendation

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

Background

As required by law, a monthly investment report, which includes 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 conform to the California Government Code, Section 53600 et. seq., and the City Investment Policy adopted by 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 reflects that the City complies with the reporting requirements of California Government Code Section 53646, whereby the agency must describe the investments made, indicate monies under the management of contracted parties, discuss compliance with local investment policy, and discuss whether the agency can meet its expenditure requirements for the next six months. Investments herein provide sufficient cash flow liquidity to meet the estimated expenditures, as required in the investment policy.

Fiscal Impact

There is no fiscal impact associated with this recommendation.

Commission Review and Recommendation

Item not required to be reviewed by a commission.

Attachment: City Investment Report for November 2022

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ATTACHMENT 1
City Investment Reports for November 2022

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Exhibit A
City of South Pasadena
INVESTMENT REPORT
November 30, 2022

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	CURRENT YIELD	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.007%	24.35%	15,663,303.28	15,663,303.28
SUBTOTAL			24.35%	\$ 15,663,303.28	\$ 15,663,303.28
ZIONS BANK					
Corporate Bonds	See Exhibit B-1	2.86%	21.39%	13,756,350.31	13,082,225.35
U.S. Treasury Bills	See Exhibit B-1	3.58%	6.94%	4,463,662.00	4,487,207.00
US Treasury Notes & Bonds	See Exhibit B-1	1.17%	45.66%	29,363,561.17	28,084,901.21
US Obligations Variable	See Exhibit B-1	4.30%	1.66%	1,066,455.34	1,065,799.82
SUBTOTAL			75.65%	\$ 48,650,028.82	\$ 46,720,133.38
TOTAL INVESTMENTS			100.00%	\$ 64,313,332.10	\$ 62,383,436.66

BANK ACCOUNTS:

Bank of the West Accounts Balance:	\$ 3,682,388.73
Zions Bank Uninvested Cash Balance ¹ :	\$ 219,269.49
Zions Bank Unsettled Transactions ¹	-
BNY Mellon Uninvested Cash Balance ²	\$ 159,957.04

Footnotes:

¹ 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.

² 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	465 DAYS
Average weighted total yield to maturity of the portfolio	1.961%
Projected Expenditures for the next 6 months:	
Projected with Prior Year Same Period:	\$ 20,427,107
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 the City can meet its 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.


 Zhen Tao, City Treasurer

11/11/23
 Date



Statement of Account

November 1, 2022 Through November 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
<i>Opening Balance November 1, 2022</i>	\$ 753,409.34	\$ -753,409.34
Receipts		
Sales	0.00	469,000.00
Interest	93,171.53	0.00
Dividends	1,264.62	0.00
Other Receipts	0.00	0.00
Collective Fund Earnings	0.00	0.00
Transfers	0.00	0.00
Total Receipts	94,436.15	469,000.00
Disbursements		
Purchases	0.00	-455,881.20
Fees	0.00	0.00
Other Disbursements	0.00	-27,323.07
Transfers	0.00	0.00
Total Disbursements	0.00	-483,204.27
Net Cash Management	0.00	-80,231.88
<i>Closing Balance November 30, 2022</i>	\$ 847,845.49	\$ -847,845.49

Portfolio Summary

November 30, 2022	Portfolio %	Market Value	Projected Income	Current Yield
Cash & Equivalents	0.47%	219,269.49	7,296.80	3.33%
Fixed Income	99.53%	46,720,133.38	909,471.68	1.95%
<i>Total Portfolio</i>	100.00 %	46,939,402.87	916,768.48	1.95%
<i>Accrued Income</i>		134,358.73		
<i>Total Market Value</i>		47,073,761.60		

Holdings

Shares / PV	Asset Description		Cost	Price	Market Est	Ann Inc	Yield	Acc Income	
<u>Money Market Funds - Taxable</u>									
219,269.49	Fidelity Gov Port III FCGXX		219,269.49	1.00	219,269.49	7,296.80	3.33%	590.94	
219,269.49	* * Sub Totals * *		219,269.49		219,269.49	7,296.80	3.33%	590.94	
<u>Corporate Bonds (30/360)</u>									
383,000	Bank of New York Mellon	2.950%	01/29/2023	384,493.77	99.70	381,838.89	11,298.50	2.96%	3,818.77
353,000	Amazon Com Inc	2.400%	02/22/2023	352,656.56	99.52	351,313.99	8,472.00	2.41%	2,319.15
470,000	General Dynamics Corp	3.375%	05/15/2023	476,093.05	99.33	466,845.10	15,862.50	3.40%	664.63
466,000	Burlington Northn Santa Fe	3.850%	09/01/2023	471,247.13	99.35	462,976.76	17,941.00	3.88%	4,460.19
237,000	Cisco Systems Inc	2.200%	09/20/2023	235,410.30	98.21	232,761.01	5,214.00	2.24%	1,019.50
373,000	Deere John Capital Corp	3.650%	10/12/2023	383,670.76	99.04	369,422.67	13,614.50	3.69%	1,825.41
374,000	State Street Corp	3.700%	11/20/2023	392,227.00	98.84	369,655.41	13,838.00	3.74%	386.54
469,000	Caterpillar Finl Svcs	3.750%	11/24/2023	488,541.36	98.93	463,961.07	17,587.50	3.79%	294.76
468,000	Truist Finl Corp	3.750%	12/06/2023	485,403.26	98.98	463,225.46	17,550.00	3.79%	8,529.89
237,000	3M Co	3.250%	02/14/2024	233,641.71	98.25	232,853.82	7,702.50	3.31%	2,280.63
467,000	Blackrock Inc	3.500%	03/18/2024	471,794.13	98.54	460,195.45	16,345.00	3.55%	3,287.26
235,000	MetLife Inc	3.600%	04/10/2024	242,189.29	98.28	230,966.00	8,460.00	3.66%	1,181.56
468,000	Comcast Corp New	3.700%	04/15/2024	486,999.46	98.54	461,177.02	17,316.00	3.75%	2,176.59
470,000	Ace Ina Hldgs Inc	3.350%	05/15/2024	455,881.20	98.03	460,726.80	15,745.00	3.42%	659.71
478,000	Texas Instruments Inc	2.625%	05/15/2024	484,080.02	97.27	464,930.68	12,547.50	2.70%	525.73
242,000	Paccar Financial Corp	2.150%	08/15/2024	245,945.38	95.55	231,226.32	5,203.00	2.25%	1,526.02
598,000	Unitedhealth Group Inc	2.375%	08/15/2024	612,447.46	96.24	575,521.83	14,202.50	2.47%	4,165.54
241,000	United Parcel Svcs Inc	2.200%	09/01/2024	242,165.57	95.95	231,240.71	5,302.00	2.29%	1,318.09
390,000	Coca Cola Co	1.750%	09/06/2024	395,146.14	95.86	373,857.39	6,825.00	1.83%	1,601.40
610,000	PNC Finl Svcs Group Inc	2.200%	11/01/2024	612,034.86	95.11	580,176.02	13,420.00	2.31%	1,087.09
483,000	Pepsico Inc	2.250%	03/19/2025	494,354.84	95.31	460,343.54	10,867.50	2.36%	2,155.29
487,000	Target Corp	2.250%	04/15/2025	494,519.29	95.02	462,751.19	10,957.50	2.37%	1,377.34
504,000	US Bancorp	1.450%	05/12/2025	498,297.09	92.75	467,474.12	7,308.00	1.56%	367.44
827,000	JPMorgan Chase & Co	3.900%	07/15/2025	873,558.57	98.43	814,019.40	32,253.00	3.96%	12,162.44

Holdings

Shares / PV	Asset Description		Cost	Price	Market Est	Ann Inc	Yield	Acc Income	
585,000	Bank Of America Corp	3.875%	08/01/2025	624,331.14	98.50	576,213.11	22,668.75	3.93%	7,535.14
472,000	Home Depot Inc	3.350%	09/15/2025	499,974.23	97.07	458,176.58	15,812.00	3.45%	3,312.57
513,000	Bristol-Myers Squibb Co	0.750%	11/13/2025	473,796.54	90.06	462,000.29	3,847.50	0.83%	182.70
257,000	Prudential Finl Inc	1.500%	03/10/2026	249,874.41	90.43	232,406.88	3,855.00	1.66%	861.45
403,000	Procter & Gamble Co	1.000%	04/23/2026	394,061.18	89.73	361,620.69	4,030.00	1.11%	416.51
524,000	Schwab Charles Corp	1.150%	05/13/2026	503,714.96	88.94	466,052.65	6,026.00	1.29%	286.15
485,000	Intel Corp	2.600%	05/19/2026	497,799.65	94.08	456,294.50	12,610.00	2.76%	387.46
13,569,000	** Sub Totals **			13,756,350.31		13,082,225.35	374,681.75	2.86%	72,172.95
	<u>U.S. Treasury Bills</u>								
2,000,000	U S Treasury Bills		12/08/2022	1,985,002.00	99.93	1,998,602.00	63,775.39	3.19%	0.00
2,500,000	U S Treasury Bills		01/12/2023	2,478,660.00	99.54	2,488,605.00	96,732.08	3.89%	0.00
4,500,000	** Sub Totals **			4,463,662.00		4,487,207.00	160,507.47	3.58%	0.00
	<u>U.S. Treasury Notes & Bonds</u>								
2,246,000	U S Treasury Notes	1.750%	01/31/2023	2,251,056.92	99.59	2,236,791.40	39,305.00	1.76%	13,030.46
2,648,000	U S Treasury Notes	1.375%	06/30/2023	2,640,009.54	98.12	2,598,143.46	36,410.00	1.40%	15,137.85
1,471,000	U S Treasury Notes	0.250%	09/30/2023	1,446,948.50	96.32	1,416,871.61	3,677.50	0.26%	616.28
2,133,000	U S Treasury Notes	2.875%	11/30/2023	2,179,603.78	98.15	2,093,588.56	61,323.75	2.93%	0.00
2,036,000	U S Treasury Notes	2.125%	03/31/2024	2,034,316.55	96.73	1,969,512.38	43,265.00	2.20%	7,250.45
2,888,000	U S Treasury Notes	2.000%	04/30/2024	2,893,472.33	96.37	2,783,197.37	57,760.00	2.08%	4,786.74
2,753,000	U S Treasury Notes	0.625%	10/15/2024	2,688,117.38	93.22	2,566,313.56	17,206.25	0.67%	2,174.42
2,539,000	U S Treasury Notes	0.500%	03/31/2025	2,466,140.98	91.80	2,330,723.29	12,695.00	0.54%	2,127.46
2,320,000	U S Treasury Notes	0.250%	06/30/2025	2,213,630.56	90.57	2,101,321.44	5,800.00	0.28%	2,411.41
2,077,000	U S Treasury Notes	0.375%	11/30/2025	1,972,491.75	89.55	1,859,889.11	7,788.75	0.42%	0.00
2,215,000	U S Treasury Notes	0.375%	01/31/2026	2,109,604.43	89.06	1,972,734.38	8,306.25	0.42%	2,753.70
2,062,000	U S Treasury Notes	0.750%	03/31/2026	1,982,404.35	89.80	1,851,612.08	15,465.00	0.84%	2,591.66
2,598,000	U S Treasury Notes	0.750%	08/31/2026	2,485,764.10	88.69	2,304,202.57	19,485.00	0.85%	4,898.16
29,986,000	** Sub Totals **			29,363,561.17		28,084,901.21	328,487.50	1.17%	57,778.59

Holdings

Shares / PV	Asset Description		Cost	Price	Market Est	Ann Inc	Yield	Acc Income
<u>U.S. Obligations Variable</u>								
1,065,000	U S Treasury Notes Adj Rt	4.300%	10/31/2023	1,066,455.34	100.08	1,065,799.82	45,794.96	4.30% 3,816.25
1,065,000	* * <i>Sub Totals</i> * *			1,066,455.34		1,065,799.82	45,794.96	4.30% 3,816.25
49,339,269.49	* * <i>Grand Totals</i> * *			48,869,298.31		46,939,402.87	916,768.48	1.95% 134,358.73

Cash Summary

<i>Principal Cash</i>	-847,845.49
<i>Income Cash</i>	847,845.49
<i>Invested Income</i>	0.00

Account Transactions

Date	Description	Income	Principal	Carrying Value
	<i>Starting Balances</i>	\$ 753,409.34	\$ -753,409.34	\$ 49,075,939.81
	<u>Interest</u>			
11/01/2022	Interest	6,710.00		
	PNC Finl Svcs Group Inc 2.2000% 11/01/24			
11/03/2022	Interest	6,741.88		
	Chubb INA Holdings Inc 2.8750% 11/03/22			
11/07/2022	Purchase Accrued Interest	-7,522.61		
	Ace Ina Hldgs Inc 3.3500% 05/15/24			
11/14/2022	Interest	3,654.00		
	US Bancorp 1.4500% 05/12/25			
11/14/2022	Interest	3,013.00		
	Schwab Charles Corp 1.1500% 05/13/26			
11/14/2022	Interest	1,923.75		
	Bristol-Myers Squibb Co 0.7500% 11/13/25			
11/15/2022	Interest	7,931.25		
	General Dynamics Corp 3.3750% 05/15/23			
11/15/2022	Interest	7,872.50		
	Ace Ina Hldgs Inc 3.3500% 05/15/24			
11/15/2022	Interest	6,273.75		
	Texas Instruments Inc 2.6250% 05/15/24			
11/21/2022	Interest	6,305.00		
	Intel Corp 2.6000% 05/19/26			
11/21/2022	Interest	6,919.00		
	State Street Corp 3.7000% 11/20/23			
11/25/2022	Interest	8,793.75		
	Caterpillar Finl Svcs 3.7500% 11/24/23			
11/30/2022	Interest	30,661.88		
	U S Treasury Notes 2.8750% 11/30/23			
11/30/2022	Interest	3,894.38		
	U S Treasury Notes 0.3750% 11/30/25			
	Sub Total	93,171.53	0.00	0.00

Account Transactions

Date	Description	Income	Principal	Carrying Value
<u>Dividends</u>				
11/01/2022	Dividend Fidelity Gov Port III FCGXX Interest From 10/01/2022 To 10/31/2022	1,264.62		
	Sub Total	1,264.62	0.00	0.00
<u>Buys</u>				
11/07/2022	Buy Ace Ina Hldgs Inc 3.3500% 05/15/24 470000 Par Val @ \$96.996		-455,881.20	455,881.20
	Sub Total	0.00	-455,881.20	455,881.20
<u>Sells</u>				
11/03/2022	Maturity Chubb INA Holdings Inc 2.8750% 11/03/22 469000 PV @ \$ 100.00 Cost Basis Removed \$473,209.72 Short Term Gain/Loss : \$-4,209.72		469,000.00	-473,209.72
	Sub Total	0.00	469,000.00	-473,209.72
<u>Disbursements</u>				
11/07/2022	Cash Disbursement Miscellaneous Disbursement Paid To : Legg Mason Private Portfolio Group, LLC Invoice dtd 11-03-22 Management Fee 2022-Q4-CITY0041 per Sec. 9 of the custody agreement		-23,484.00	
11/10/2022	Cash Disbursement Miscellaneous Disbursement Paid To : Morgan Stanley & Co. LLC Per Sec. 9 of the Custody Agreement Inv#10823022311 dtd 11-07-22 Acct#255-138705 Inv#0108230		-3,839.07	
	Sub Total	0.00	-27,323.07	0.00

Account Transactions

Date	Description	Income	Principal	Carrying Value
<u>Cash Management</u>				
11/01/2022	Sweep - Buy Fidelity Gov Port III FCGXX 7974.62 Par Val @ \$1.00		-7,974.62	7,974.62
11/03/2022	Sweep - Buy Fidelity Gov Port III FCGXX 475741.88 Par Val @ \$1.00		-475,741.88	475,741.88
11/07/2022	Sweep - Sell Fidelity Gov Port III FCGXX Sold 486887.81 Par Val @ \$1.00		486,887.81	-486,887.81
11/10/2022	Sweep - Sell Fidelity Gov Port III FCGXX Sold 3839.07 Par Val @ \$1.00		3,839.07	-3,839.07
11/14/2022	Sweep - Buy Fidelity Gov Port III FCGXX 8590.75 Par Val @ \$1.00		-8,590.75	8,590.75
11/15/2022	Sweep - Buy Fidelity Gov Port III FCGXX 22077.5 Par Val @ \$1.00		-22,077.50	22,077.50
11/21/2022	Sweep - Buy Fidelity Gov Port III FCGXX 13224 Par Val @ \$1.00		-13,224.00	13,224.00
11/25/2022	Sweep - Buy Fidelity Gov Port III FCGXX 8793.75 Par Val @ \$1.00		-8,793.75	8,793.75
11/30/2022	Sweep - Buy Fidelity Gov Port III FCGXX 34556.26 Par Val @ \$1.00		-34,556.26	34,556.26
	Sub Total	0.00	-80,231.88	80,231.88
	Ending Balances	\$ 847,845.49	\$ -847,845.49	\$ 49,138,843.17

**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
November 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		358.04	0.010%	358.04	0.010%		1	
2	Morgan Stanley Treasury Portfolio		159,599.00	0.250%	158,291.81	0.250%		1	
Subtotal Cash & Cash Equivalents		0.52%	159,957.04	0.249%	158,649.85	0.249%		1	
Total Project Fund			159,957.04	0.249%	158,649.85	0.249%		1	

Exhibit C

**November 30, 2022
Investment Report**

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
JULY	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	62,091,716
AUGUST	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	62,035,853
SEPTEMBER	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	62,025,768
OCTOBER	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	62,066,381
NOVEMBER	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	62,383,437
DECEMBER	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	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	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	13,145,894	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	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	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	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. 10

DATE: January 18, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Hsiulee Tran, Deputy Finance Director/Controller
Domenica K. Megerdichian, Deputy City Manager

SUBJECT: **Authorize Amendments to Professional Services Agreement with MV Cheng and Associates, Inc., for Temporary Staffing Services in a Total Not-to-Exceed Amount of \$199,400, for a New Total Not-to-Exceed Amount of \$344,000**

Recommendation

It is recommended that the City Council authorize the City Manager to execute a contract amendment for Professional Services Agreement with MV Cheng and Associates, Inc., for temporary staffing services in a total amount not-to-exceed \$199,400, for a new total not-to-exceed amount of \$344,000.

Background

MV Cheng & Associates, Inc. has provided temporary staffing for the Finance Department since July 2022 and staff has been instrumental in helping with Bank Reconciliations and general ledgers. The temporary staffing need in Finance is ongoing, and has been instrumental in the Department becoming current with monthly reconciliations, audit work, and mid-year Budget preparation. The continued employment of existing temporary staffing would enable the Department to:

- Wrap up the Annual Comprehensive Financial Report (ACFR)
- Continue verifying Capital Assets
- Assisting with the development of the Mid-year Budget Report and Annual Budget preparation
- Completing general accounting work
- Payroll improvements

On October 19, 2022, City Council approved of a Professional Services Agreement with MV Cheng and Associates, Inc. For temporary staffing in an amount not-to-exceed \$120,000 for the placement of an Interim Finance Director. The Interim Finance Director position was filled, and the work of the Interim was fruitful and made strides in their short time, but they have decided to step down from the role for personal reasons. In working with Ms. Cheng and in strategizing next steps for the Finance Department, the City Manager proposes the following:

- Continuing the existing temporary staffing in Finance and their momentum and ongoing work and capacity building
- Hiring of a full-time Interim Finance Director, John Downs, who brings 27 years of municipal experience ranging from Finance Director, Director of Finance and Administration, Deputy Controller, Accounting Manager, Senior Accountant, Business Systems Analyst, Senior Auditor, and Consultant for various agencies.
- Hiring of a part-time Special Projects Senior Analyst, Ken McDonald, who brings 28 years of municipal experience ranging from Finance Director, City Manager, District Accountant, Town Manager, City Administrator and Accountant II in various agencies.

Additionally, the City Manager's Team is working to bring in a high-level Finance advisor under the City Manager's authority to assist with high-level consulting, strategizing and planning for the Department. The City Manager plans to embark on a permanent Finance Director recruitment in the next few months, after the completion and adoption of the Annual Budget.

Analysis

The initial MV Cheng & Associates contract for Financial Consulting Services had a duration from July 12, 2022 through October 12, 2022 for a maximum amount of \$25,000. To date, \$14,681.25 has been expensed from the contract, leaving \$10,318.75 available to cover additional months of November and December. Staff was aware of the end of contract in October, and worked with the City Council's agenda forecast, as well as the City Manager's Office in identifying additional temporary staffing needs, included in this staff report and funding request. Section 4 of the original agreement states an extension shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

Staff has prepared contract amendments that are attached to this staff report. Attachment 1 is an amendment to the funding request to MV Cheng and Associates for all Financial Consulting Services, which takes into account a \$25,000 agreement previously approved by the City Manager and funds remaining therein, a \$120,000 agreement to place an interim finance director, and the funds remaining therein, as well as the cost of hiring a high-level Senior Analyst, Ken McDonald, to focus on Special Projects. Mr. McDonald brings 28 years of municipal experience ranging from Finance Director, City Manager, District Accountant, Town Manager, City Administrator, and Accountant II.

Attachment 3 is an amendment to the Professional Services Agreement approved by City Council on October 19, 2022, and names John Downs as the Interim Finance Director. Mr. Downs brings 27 years of municipal experience ranging from Finance Director, Director of Finance & Administration, Deputy Controller, Accounting Manager, Senior Accountant, Business Systems Analyst, Senior Auditor, and Consultant.

Staff recommends the approval of the revised terms and funding request through August 31, 2023, for continued and expanded temporary staffing services to tackle the priority areas listed above, as well as the hiring of a high-level Special Projects Senior Analyst, and an Interim Finance Director.

Procurement Process

For professional services agreements, the purchasing and procurement policy requires that when three bids are not obtained, a justification of the selection be provided. MV Cheng & Associates is currently providing Financial Staffing Services for the Finance Department, and the firm brings Finance industry professionals to our agency in temporary staffing capacities to meet goals and expectations, and provide capacity to the Finance Department. Maintaining concurrent temporary staffing with MV Cheng & Associates enables the Finance Department to efficiently prioritize and complete projects.

Fiscal Impact

The Finance Director position is budgeted through the General Fund, Sewer Fund and Water Fund, and there is currently an accumulated cost savings from the vacant permanent Finance Director position, whose salary schedule range (unburdened) is \$11,086 - \$14,857 per month. Should a full time permanent Finance Director be hired during this time frame. There may be a cost savings realized from this agreement.

Attachments:

- 1) Proposed Contract Amendment with MV Cheng & Associates
- 2) Original Contract with MV Cheng & Associates July 12, 2022 to October 12, 2022
- 3) Proposed Contract Amendment with MV Cheng & Associates
- 4) Original Professional Services Agreement with MV Cheng & Associates, Approved by City Council on October 19, 2022
- 5) MV Cheng Proposal- January 4, 2023

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ATTACHMENT 1
Proposed Contract Amendment for MV Cheng &
Associates, Inc.

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**AMENDMENT TO
PROFESSIONAL SERVICES
AGREEMENT FOR CONSULTANT SERVICES**

THIS AMENDMENT (“Amendment”) is made on this 18th day of January 2023, by and between the CITY OF SOUTH PASADENA (“CITY”) and MV Cheng & Associates, Inc. (“CONSULTANT”).

RECITALS

WHEREAS, on July 12, 2022, the City entered an agreement with the Consultant MV Cheng & Associates, Inc., to provide Financial Consulting Services to the City of South Pasadena (City) for total maximum amount of \$25,000; and

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

WHEREAS, the costs for Financial Consulting Services shall be amended to add an additional \$199,400, for a total not-to-exceed amount of \$344,000; and

WHEREAS, it is recommended that the termination date be revised to August 31, 2023.

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

1. That Section 3.4 “Maximum Amount” of the Agreement is amended to read as follows: the highest total compensation and costs payable to the Consultant by the City under this Agreement; The Maximum Amount under this Agreement is three hundred and forty-four thousand dollars (\$344,000).
2. That Section 3.6 “Termination Date” is amended to August 31, 2023.
3. That Exhibit ‘A’ – Approved Fee Schedule – be revised to reflect consultants shall be compensated at rates of \$75 and \$120 respectively, per hour.
4. That all other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

“City”
City of South Pasadena

“Consultant”
MV Cheng & Associates, Inc.

By: _____
Signature

By: _____
Signature

Printed: Arminé Chaparyan

Printed: _____

Title: City Manager

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Desiree Jimenez, CMC
Chief City Clerk

Date: _____

Approved as to form:

By: _____
Andrew L. Jared, City Attorney

Date: _____

ATTACHMENT 2

Original Contract for Financial Consulting Services with
MV Cheng & Associates

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**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

City of South Pasadena, California

1. IDENTIFICATION

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

MV Cheng & Associates Inc. (“Consultant”)
102 W 24th Street
Upland, CA 91784

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: Assistance with bank reconciliation and general ledger assignments.
- 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”: Consultant to assist with bank reconciliation and other general ledger duties as assigned.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Misty Cheng, President and CEO. 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

Professional Services Agreement – Consultant Services
Page 1 of 13

Approved For Use 11/15/16

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 A and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is (Twenty-Five Thousand Dollars (\$25,000.00)).
- 3.5. "Commencement Date": July 12, 2022
- 3.6. "Termination Date": October 12, 2022

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 following duties for the Finance Department: Assistance with monthly rank reconciliation and other general ledger duties as assigned.
- 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. MV Cheng & Associates Inc. shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular

business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

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

7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall be in the amount of \$75 per hour not exceed the total Maximum Amount of \$25,000.00 for this specific endeavor. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.
- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.
- 10.5. **Hiring of Consultant's associates and/or subcontractors**
City agrees that each of Consultant's associates and/or sub-contractors will only be able to obtain a direct contract or professional services agreement with the City, only after the expiration of the contract or professional services agreement with Consultant AND only after 2 years from the expiration date of the contract or professional services agreement with Consultant. City agrees to hire one of Consultant's associates and/or sub-contractors as a full time, permanent, fully benefited employee of the City, only after City has performed a recruitment AND the associate and/or sub-contractor has billed 960 hours to the City. City agrees to hire one of Consultant's associates and/or sub-contractors as a part time, non-benefited employee on the City's payroll only after the associate and/or sub-contractor has billed 960 hours to the City and the City pays a fee of 5% % of the associate and/or sub contractor's annualized wages based on the hourly rate charged, to Consultant. If City employs Consultant's associates and/or sub-contractors through another temporary service or staffing agency, City agrees to pay a

fee of 10% of the associate and/or sub contractor's annualized wages based on the hourly rate charged, to Consultant.

11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.
- 11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, and 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 **Attorney's Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.
- 11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

City will not be requiring insurance as Consultant will primarily be working from personal site/offsite and assisting with electronic schedules over a short duration.

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

Ken Louie/Int. Deputy City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7250
Facsimile: (626) 403-7241

If to Consultant

MV Cheng & Associates
102 W 24th Street
Upland, CA 91784

15. SURVIVING COVENANTS

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

16. TERMINATION

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

17. INTERPRETATION OF AGREEMENT

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

- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

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

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

"City"

City of South Pasadena

By: _____

Signature

Printed: Arminé Chaparyan

Title: City Manager

Date: _____

7/12/22

"Consultant"

MV Cheng & Associates Inc.

By: _____

Signature

Printed: _____

MISTY V. CHENG

Title: _____

RESIDENT & CEO

Date: _____

7-11-22

Attest:

By: _____

Christina Munoz, Deputy City Clerk

Date: _____

7/12/22

EXHIBIT "A"

APPROVED FEE SCHEDULE

Consultant shall be compensated at a rate of \$75 per hour with a total contract not to exceed \$25,000.00 (twenty-five thousand dollars even).

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ATTACHMENT 3
Proposed Contract Amendment to MV Cheng &
Associates for Interim Finance Director

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**AMENDMENT TO
PROFESSIONAL SERVICES
AGREEMENT FOR CONSULTANT SERVICES**

THIS AMENDMENT (“Amendment”) is made on this 18th day of January 2023, by and between the CITY OF SOUTH PASADENA (“CITY”) and MV Cheng & Associates, Inc. (“CONSULTANT”).

RECITALS

WHEREAS, on October 19, 2022, the City entered an agreement with the Consultant MV Cheng & Associates, Inc., to provide Professional Services from a Consultant: Interim Finance Director, to the City of South Pasadena (City) for total maximum amount of \$115,200; and

WHEREAS, the Interim Finance Director position was filled, but the Consultant has stepped down from the role, and the City Manager has worked with MV Cheng & Associates in interviewing and hiring a new Interim Finance Director; and

WHEREAS, the City also contracts with MV Cheng & Associates on other temporary staffing positions in the Finance Department, and with these changes, the contract with MV Cheng & Associates is for a total not-to-exceed amount of \$344,000; and

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

WHEREAS, it is recommended that the termination date be revised to August 31, 2023.

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

1. That Section 3.4 “Maximum Amount” is amended to read One-hundred and forty thousand dollars (\$140,000).
2. That Section 3.6 “Termination Date” is amended to read “August 31, 2023”.
3. That Exhibit ‘A’ – Approved Fee Schedule – be revised to reflect Interim Finance Director shall be compensated at a rate of \$125 per hour.

4. That all other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

“City”
City of South Pasadena

“Consultant”
MV Cheng & Associates, Inc.

By: _____
Signature

By: _____
Signature

Printed: Arminé Chaparyan

Printed: _____

Title: City Manager

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Desiree Jimenez, CMC
Chief City Clerk

Date: _____

Approved as to form:

By: _____
Andrew L. Jared, City Attorney

Date: _____

ATTACHMENT 4

Original Contract Amendment to MV Cheng & Associates
for Interim Finance Director

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**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

City of South Pasadena, California

1. IDENTIFICATION

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

MV Cheng & Associates Inc.(“Consultant”)
102 W 24th Street
Upland, CA 91784

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: Interim Finance Director.
- 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”: Consultant fill in the role as an interim finance director.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Misty Cheng, President and CEO. 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 A 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 (One-Hundred Fifteen Thousand and Two Hundred Dollars (\$115,200.00)).
- 3.5. “Commencement Date”: October 24, 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 following duties for the Finance Department: Assistance with monthly bank reconciliation and other general ledger duties as assigned.
- 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. MV Cheng & Associates Inc. shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or

as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.
- 6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit A. 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 A. 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 be in the amount of \$120 per hour not exceed the total Maximum Amount of \$115,200.00 for this specific endeavor. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.
- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant’s employees, except as set forth in this Agreement. Consultant shall not

represent that it is, or that any of its agents or employees are, in any manner employees of City.

- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.
- 10.5. **Hiring of Consultant's associates and/or subcontractors**
City agrees that each of Consultant's associates and/or sub-contractors will only be able to obtain a direct contract or professional services agreement with the City, only after the expiration of the contract or professional services agreement with Consultant AND only after 2 years from the expiration date of the contract or professional services agreement with Consultant. City agrees to hire one of Consultant's associates and/or sub-contractors as a full time, permanent, fully benefited employee of the City, only after City has performed a recruitment AND the associate and/or sub-contractor has billed 960 hours to the City. City agrees to hire one of Consultant's associates and/or sub-contractors as a part time, non-benefited employee on the City's payroll only after the associate and/or sub-contractor has billed 960 hours to the City and the City pays a fee of 5% % of the associate and/or sub contractor's annualized wages based on the hourly rate charged, to Consultant. If City employs Consultant's associates and/or sub-contractors through another temporary service or staffing agency, City agrees to pay a fee of 10% of the associate and/or sub contractor's annualized wages based on the hourly rate charged, to Consultant.

11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

- 11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.
- 11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, and 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 **Attorney's Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.
- 11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

City will not be requiring insurance as Consultant will primarily be working from personal site/offsite and assisting with electronic schedules over a short duration.

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

Arminé Chaparyan/City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7212
Facsimile: (626) 403-7241

If to Consultant

MV Cheng & Associates
102 W 24th Street
Upland, CA 91784

15. SURVIVING COVENANTS

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

16. TERMINATION

- 16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data,

documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

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

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or

unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

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

18. GENERAL PROVISIONS

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

disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

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

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

“City”
City of South Pasadena

By: [Signature]
Signature

Printed: Arminé Chaparyan

Title: City Manager

Date: 10/19/22

“Consultant”
MV Cheng & Associates Inc.

By: [Signature]
Signature



Printed: MISTY V. CHENG

Title: PRESIDENT & CEO

Date: 10-17-22

Approved as to form:
By: [Signature]
Andrew Jared, City Attorney

Date: 10/19/2022

Attest:
By: [Signature] OMC, Interim City Clerk Records Specialist
Desiree Jimenez, CMC, Chief City Clerk

Date: 10/19/22

EXHIBIT "A"

APPROVED FEE SCHEDULE

Consultant shall be compensated at a rate of \$120 per hour with a total contract not to exceed \$115,200.00 (One-Hundred Fifteen Thousand and Two Hundred Dollars even).

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ATTACHMENT 5

Proposal from MV Cheng & Associates

January 4, 2023

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January 4, 2023

City of South Pasadena
1414 Mission St.
South Pasadena, CA 91030

Dear Ms. Chaparyan:

Please accept this letter as MV Cheng & Associates Inc.'s proposal to your request for an interim Finance Director consultant for the City of South Pasadena.

My firm, MV Cheng & Associates Inc., operates as an incorporated business within the State of California, with my associates being sub-contractors of the firm. Having over 25 years of experience in municipal auditing, accounting, and finance in several cities, large and small, has allowed me to be able to lend my expertise as a finance director to cities in need of financial help. I have served as Director of Finance and Director of Finance and Administrative Services for several cities. Most recently, I served as the Interim Deputy Director of Administrative Services for the City of South Gate. In addition to the cities I serve personally, my sub-contractors have worked in several cities on short and long term assignments ranging from Account Clerk, Accountant, Senior Accountant, and Accounting Manager as well as serving on a long term basis as contract staff. MV Cheng has expanded into assisting cities with human resources, risk management and IT as well. Myself, as well as all of my sub-contractors are former employees of municipal government agencies. We bring a wealth of knowledge and expertise to our city clients, with a level of professionalism and understanding of the culture of the political and city office environments.

With respect to the position requested, I will be presenting three candidates. Below is a brief synopsis and rates for each. Please refer to the resumes attached for more details.

- \$125 per hour-John Downs-27 years of municipal experience ranging from Finance Director, Director of Finance & Administration, Deputy Controller, Accounting Manager, Senior Accountant, Business Systems Analyst, Senior Auditor, Consultant.

- \$120 Remote, \$135 On-Site per hour-Ken McDonald-28 years of municipal experience ranging from Finance Director, City Manager, District Accountant, Town Manager, City Administrator, Accountant II.
- \$125 per hour-Charles Smith- 33 years of municipal experience with positions consisting of Senior Accountant, Accounting Supervisor, Utility Services Supervisor, Finance Director.

MV Cheng & Associates Inc., is a unique firm in that it employs predominantly only former city/special district employees to work as sub-contractors in various cities on either a temporary/interim basis to long term contract staff. We bring a wealth of municipal knowledge and expertise in financial accounting that only city employees possess, yet we are consultants that can fill a void or bring change and improvement to a city's finance department. Some of the sub-contractors are retired, some are in between full time positions. The goal of MV Cheng & Associates Inc. is not to make a huge profit, but to help cities with their needs in the finance department at competitive rates. Thus, **MV Cheng & Associates Inc. are Municipal Value Consultants!**

Thank you for taking the time to consider my proposal for accounting assistance for your City. Should you have any further questions, please do not hesitate to contact me at (925) 963-9996 or email me at: mcheng@mvchengassociates.com

Sincerely,



Misty V. Cheng
President & CEO



City Council Agenda Report

ITEM NO. 11

DATE: January 18, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Domenica K. Megerdichian, Deputy City Manager

SUBJECT: **Approve Fund Allocation and Appropriate of Funds and Award of Contract to Raftelis for the South Pasadena Police Department Organizational Assessment, in an Amount Not-to-Exceed \$99,500**

Recommendation

It is recommended that the City Council:

- 1) Allocate and appropriate \$99,500 from the General Fund Account 101-0000-0000-3200-000 to the Police Department Contract Services Account Number 101-4010-4011-8180-000; and
- 2) Approve an award of contract to Raftelis (Raftelis Financial Consultants, Inc.) for the organizational assessment of the Police Department in an amount not-to-exceed \$99,500.

Background

The City of South Pasadena has embarked on agency-wide department organizational assessments in a strategic effort in analyzing the current state of each department and learning of recommendations to improve upon the operations and incorporate industry best practices. The assessments are poised to identify specific and actionable priority management, resource, staffing and service to the community improvements. The City Manager's Office is working directly with each department to plan for and complete assessments across the board: the Public Works Department assessment was completed in Fall 2021; the Finance Department, Community Services Department, and Management Services Department's Human Resources and Information Technology division assessments are underway. The South Pasadena Fire Department is working on creating their Request for Proposal (RFP) in the near future.

For all department organizational assessments, the City Manager with the City Council have provided staff the direction that the final reports provided to the City Manager and presented to City Council incorporate an assessment of staffing, resources, a review of policies and procedures, and general recommendations based on industry changes and best practices. The City Manager will work with each department in strategically planning for and implementing recommendations from the assessments along with the general oversight and operational management of the agency.

The South Pasadena Police Department released a Request for Qualifications (RFQ) in December 2021 that yielded eight (8) responses; a Request for Proposals (RFP) was released in March 2022, and yielded three (3) responses. A community working group was formed to review and select the consultant to conduct the work; the group is representative of the Public Safety Commission, community members selected with the help of the Mayor’s input, and the City Manager’s Office. The working group includes Public Safety Commissioners Ed Donnelly and Bethesda Gee, community members William Kelly and Anne Bagasao, and Deputy City Manager Megerdichian. In reviewing the initial RFP and responses, the working group identified an opportunity to strengthen the RFP by establishing more of a community lens, incorporate more community input in the surveys and fact finding the consultant would be tasked with incorporating, as well as a more solid rating criteria by which the working group could review and determine the top consultant for the project.

The RFP identified the following areas of focus:

- To advise on an assessment of efficient Police Department services, delivery, and approaches from a lens of racial equity, and in consideration of community frameworks
- To facilitate the community engagement process with at least one forum-type community meeting and one discussion with the Public Safety Commission; to produce outreach materials including a survey developed by the consultant to be shared on the City’s blog, social media accounts and City Council and Public Safety Commission meetings
- To provide technical assistance regarding emerging best practices in the development of contemporary police services and responsibilities from legal and academic research, other comparable jurisdictions, and feedback from community-based social justice entities
- To address the following assessments areas per City Council direction for all Department assessments: staffing, operations, resources, workflows and output, policy review, diversity, equity and inclusion (DEI) lens and initiatives, and overall operations recommendations.

The working group revised the RFP and released it in September 2022, and it yielded five (5) responsive bids:

Consultant/Respondent	Proposed Cost
Resource Development Associates (RDA)	\$202,196
Raftelis Financial Consultants (Raftelis)	\$99,500
Fitch & Associates	\$104,500
Matrix Consulting Group	\$79,000
Center for Public Safety Management, LLC (CPSM) + Zencity for the Community Engagement Work and Tool	\$104,419 + \$28,000 = \$132,419

Analysis

All bids received in response to the RFP were deemed complete and responsive by the Working Group. The RFP was reviewed and used as a guiding document in reviewing each proposal for completeness, quality of response, approaches explained by the applicant, examples or samples provided.

The City of South Pasadena follows best practices in awarding contracts via Requests for Proposal by awarding the agreements to the lowest responsive and responsible bidder. The Working Group reviewed all submittals individually, and in group settings virtually. In determining the top candidates, the working group utilized rating/scoring sheets to assist in determining the points each proposal earned in previously-discussed and adopted categories and weights. Each Working Group member completed their rating sheets individually, and the group discussed all outcomes; there were no outliers, and the group found consensus in their determinations. Upon completing the review of the proposals, the Group invited two applicants- RDA and Raftelis- to a top candidates virtual interview, which took place in late-December 2022. Upon completing the interviews, the Group unanimously decided to recommend award of contract to Raftelis.

The RFP identifies a phased timeline and deliverables for the consultant to follow; assuming the award of contract tonight, the timeline provides for approximately February through June 2023 to conduct and complete the assessment, with the completion of deliverables anticipated end of June 2023. The City Manager will work with the Mayor in forecasting and scheduling the final report and presentation before the City Council thereafter.

Fiscal Impact

Raftelis' complete proposal to conduct and complete the SPPD Assessment in response to the working group's RFP is costed at an amount not-to-exceed \$99,500. The recommendation requests an allocation and appropriation of \$99,500 from the General Fund Account 101-0000-0000-3200-000 to the Police Department Contract Services Account Number 101-4010-4011-8180-000 for this use.

Attachments:

- 1) South Pasadena Police Department Assessment RFP
- 2) Raftelis Proposal- Received October 31, 2022
- 3) Draft Agreement with Raftelis for Police Department Assessment RFP and Scope of Work as Exhibits to the Agreement

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ATTACHMENT 1
South Pasadena Police Department Assessment RFP
September 2022

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Request for Proposals (RFP)

South Pasadena Police Department Organizational Assessment



City of South Pasadena

Police Department

Brian Solinsky, Chief of Police

1422 Mission Street

South Pasadena, CA 91030

(626) 403-7273

Deadline for Submittal

October 31, 2022, at 4:00 p.m.

Responses shall be submitted in a sealed envelope(s) or package(s). The name and address of the respondent must also be clearly printed on the outside of the envelope(s) or package(s), along with project name: "Project No. 2022-03PD South Pasadena Police Department Organizational Assessment RFP".

INTRODUCTION

The City of South Pasadena (City) is seeking proposals for a qualified contractor to support the City Manager in the design, development, and execution of a plan of complete assessment to complete a public safety assessment of the Police Department to include: the organizational structure, workload, overall efficiency, information technology, and a policy review working with the City's Public Safety Commission.

BACKGROUND

The City is a charming community, situated only six miles from downtown Los Angeles. Called the City of Trees, the area is known for its stunning homes, unique small businesses, and top quality schools. South Pasadena's diverse population of about 25,000 occupies a mere 3.44 square miles of flatlands and hillsides on the west side of the San Gabriel Valley. More than 100 acres of parks and playgrounds blanket its landscape and more than 21,000 trees adorn its streets. The quiet, historic character of its attractive neighborhoods is a testament to the preservationist efforts of residents in protecting both its architectural and natural beauty. The City enjoys a low crime rate and the benefits of a close-knit, participation-oriented community.

The Mission of the Police Department is to provide our community with the safest possible environment using interactive crime prevention methods, public education programs, and the equitable and professional application of the law. The Department's core values include integrity, quality of service, respect for people, and a strong work ethic.

GOALS AND OBJECTIVES

The primary purpose of the consultant is to provide the City with a plan of complete assessment and comprehensive analysis of a law enforcement review.

AREAS OF FOCUS

This section is intended to ensure potential respondents of this RFP understand the City's desired outcome of hiring a consultant for an in-depth law enforcement review document. The successful candidate will provide evaluation, analysis, and information to support the City Manager in developing a recommended plan for consideration regarding the Police Department review process and consideration of next steps:

- To advise on an assessment of efficient Police Department services, delivery, and approaches from a lens of racial equity, and in consideration of community frameworks, advise regarding assessment of law enforcement services, delivery, and approaches.
- To facilitate the community engagement process and collaborate with affected departments and labor representatives. The consultant can expect to facilitate at least one forum-type community meeting, and one discussion at a Public Safety Commission meeting. Outreach materials including, but not limited to, a survey developed by the consultant will be shared on the City's blog, social media accounts, and/or at City Council and Public Safety Commission meetings.
- To provide technical assistance to the City Manager regarding emerging best practices in the development of contemporary police services and responsibilities from legal and academic research, other comparable jurisdictions, and feedback from community-based social justice entities.

- To address the following assessment areas per City Council direction for all Department assessments:
 - Staffing
 - Operations
 - Resources
 - Workflows and output
 - Policy review
 - Diversity, Equity, and Inclusion lens and initiatives
 - Overall operations recommendations

SUBMITTAL REQUIREMENTS

Responses to the RFP must include the following:

Written Proposals – Must include two (2) physical copies and one (1) electronic copy on a flash drive of the below items:

Cover Letter – The letter must indicate why the candidate is interested in pursuing the Project; how the Project relates to other work the candidate has successfully performed; consultant philosophy as it pertains to public safety review and why the candidate should be selected to move forward to the next step in the selection process.

Statement of Qualifications – Provide a clear description of the consultant’s experience. Describe experience with public safety agency projects relevant to the Areas of Focus in Exhibit A for this project. The listed experience should distinguish between the experience and projects of the firm, individuals, and team. **May be combined with the Cover Letter, but please address all components of both.**

References – Include a minimum of three (3) professional references.

Cost Proposal - Offeror/consultant shall submit a detailed cost proposal, submitting costs and estimated number of hours for each objective listed in Scope of Services and Department Operations. The consultant shall also include their hourly rates for any out of scope work requested. The City reserves the right to choose the order the objectives will be completed. If funds are not available to complete the entire project, the City reserves the right to request the work to be done in the following budget year.

Sample Proposal – Provide a final assessment report completed by consultant for another Police Department or law enforcement agency, or a sample report of a Police Department public safety assessment drafted by the consultant. The sample assessment should include review of the organizational structure, workload, overall efficiency, information technology, and policy review.

The entire proposal must be received no later than **October 31, 2022 at 4:00 p.m.**

Please send **two physical copies and one electronic copy** placed on a flash drive of all proposals in a sealed envelope(s) or package(s) clearly marked with the Project name "Project No. 2022-03PD South Pasadena Police Department Organizational Assessment RFP" to:

City Clerk
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030 626-402-7231
cityclerk@southpasadenaca.gov

NOTE:

Respondents are expected to examine this RFP carefully, and understand the terms and conditions for providing the services listed herein and respond completely. The selected consultant will be required to enter into the attached 'Professional Services Agreement for Consultant Services'. Any questions concerning the agreement should be asked prior to submission of proposals. No changes to the agreement will be allowed after award of contract. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation of the submittal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

Attachment: Professional Services Agreement for Consultant Services

Key Deliverables, Timeline and Budget:

Activities	Key Deliverables or Actions	Target Date of Completion*
Phase One: Meet with City Manager staff, any additional technical assistants to co-design approach and timeline for the project.	<ul style="list-style-type: none"> -Plan for the project outline -Development calendar of milestones of the recommendations for the City Manager. -Identify protocols, logistical and technological considerations for effective deliberation -Solidify calendar of advisory consultations and methods for collection of community input for stakeholders 	February 2023
Phase Two: Convening of Project	Consultant to collaborate with City Manager and Police Department staff to: <ul style="list-style-type: none"> -Choose background materials on police services, delivery and approaches -Identify emerging best practices from academic and other sources related to assessment of police services -Participate in regular internal deliberations with City staff and technical advisors -Facilitate external meetings as determined by the team 	March-April 2023
Phase Three: Facilitation of Community Engagement Meetings and Synthesis of Emerging Best Practices	<ul style="list-style-type: none"> -Facilitate public meetings to be held -Continue deliberations with City staff to compile and integrate community input, subject matter expertise, and research findings on reallocation of police services -Support staff to finalize final recommended plan for City Council review -Preparation to define the community engagement process that informed final recommendations, if needed 	April-May 2023
Phase Four: Evaluation, Recommendations on Operationalization of Council Action and Next Steps	<ul style="list-style-type: none"> -Continue deliberations with City staff to evaluate process and assess City Council presentation -Participate in any considerations of implementation or operationalization of reallocations -Facilitate any meetings determined to be necessary regarding next steps 	May 2023
Completion of Deliverables:	<ul style="list-style-type: none"> -Delivery of completed assessment to City staff regarding Police Department organizational structure, workload, overall efficiency, information technology, and policy review 	June 30, 2023

*Dates subject to change

ESTIMATED TIMELINE FOR SELECTION

SCHEDULE FOR SUBMISSIONS, SELECTION, AWARD AND IMPLEMENTATION

The distribution, receipt, and evaluation of proposals, as well as the selection of the consultant, will conform to the following schedule:

Expected Timeline	
Release of the RFP	September 29, 2022
RFP Submittal Deadline	October 31, 2022 at 4:00 p.m.
Proposal Screening and Finalist Selections	November 7-10, 2022
Finalist Interviews	November 14-16, 2022
Final Contract Review and Agreement	December 5, 2022
Recommendation to City Council for approval of contract if necessary *	January TBD, 2023 at 7:00pm
Notice to proceed *	Late January 2023

*Schedule Subject to Change

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / [**Company or Individual**])

1. IDENTIFICATION

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

2. RECITALS

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

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in proposal attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Alison Wehrle, Management Analyst. 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 [redacted] Dollars (\$ [redacted]).
- 3.5. “Commencement Date”: [date].
- 3.6. “Termination Date”: Upon completion of the work

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

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

6. SUBCONTRACTING

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

7. COMPENSATION

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

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

11. INDEMNIFICATION

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

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

12. INSURANCE

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

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

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

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

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

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

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

- ~~12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.~~
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker’s Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant’s insurance policies shall be primary as respects any claims related to or as the result of the Consultant’s work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant’s insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days’ notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at

least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: South Pasadena Police Department, South Pasadena, CA 91030.

- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

- 12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

13. MUTUAL COOPERATION

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

14. NOTICES

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

If to City

If to Consultant

Alison Wehrle, Management Analyst
South Pasadena Police Department
1422 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7273
Facsimile: (626) 403-7271

[Name]
[Address]
[Address]
Telephone:
Facsimile: ()

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”
[Name of Company or Individual]

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
City Clerk's Office Representative

Date: _____

Approved as to form:

By: _____
Andrew L. Jared, City Attorney

Date: _____

Exhibit A
“Scope of Services”

Scope of Services

The Consultant shall provide a report to the City Manager that provides analysis and recommendations to optimize public safety response while identifying and quantifying improvements and enhancements and cost savings measures for the City. Each area of Department Operations listed below should be evaluated for:

1. Opportunities.
2. Risks.
3. Increased efficiency.
4. Improved effectiveness.
5. Comparison to national and regional standards and best practices.

Department Operations

After conducting analysis and outreach, Consultant shall objectively and independently develop recommendations to the City Manager in the form of a written report for the near-term (1–4 years) and long-term (5–10 years) operations of the Police Department based upon, but not limited to:

1. Community data.
2. Current conditions, delivery performance, demand, and distribution.
3. Call volumes.
4. Response times.
5. National and regional standards and best practices.
6. Future growth and demand forecasts.
7. Staffing.
8. Policy review and recommendations.

City Responsibilities: Department Meetings and Facility Inspections

The City of South Pasadena will provide the consultant access to information and personnel as required during the comprehensive study to answer questions in a timely manner. The City of South Pasadena shall maintain all property rights of all material and deliverables produced from this review.

Schedule

The consultant should plan that a notice to proceed will be issued approximately late January 2023. The consultant will propose a schedule as part of their proposal that best represents their level of effort available for this project.

Funding

This project will be funded using 100 percent City funds. The proposed budget will not be provided to Offerors.

Deliverables

A final report will be submitted via paper and electronically in PDF format, bookmarked accordingly for each objective listed above. The report shall include an executive summary and recommendations for each objective under Department Operations. The report will be presented to the City Manager and findings may be presented to the City Council. The Consultant may be asked to present the findings and methodology to the City Council.

RFP Submittal Requirements

Written Proposals – Must include two (2) physical copies and one (1) electronic copy on a flash drive of the below items:

Cover Letter – The letter must indicate why the candidate is interested in pursuing the Project; how the Project relates to other work the candidate has successfully performed; consultant philosophy as it pertains to public safety review and why the candidate should be selected to move forward to the next step in the selection process.

Statement of Qualifications – Provide a clear description of the consultant’s experience. Describe experience with public safety agency projects relevant to the Areas of Focus in Exhibit A for this project. The listed experience should distinguish between the experience and projects of the firm, individuals, and team. **May be combined with the Cover Letter, but please address all components of both.**

References – Include a minimum of three (3) professional references.

Cost Proposal - Offeror/consultant shall submit a detailed cost proposal, submitting costs and estimated number of hours for each objective listed in Scope of Services and Department Operations. The consultant shall also include their hourly rates for any out of scope work requested. The City reserves the right to choose the order the objectives will be completed. If funds are not available to complete the entire project, the City reserves the right to request the work to be done in the following budget year.

Sample Proposal – Provide a final assessment report completed by consultant for another Police Department or law enforcement agency, or a sample report of a Police Department public safety assessment drafted by the consultant. The sample assessment should include review of the organizational structure, workload, overall efficiency, information technology, and policy review.

SEE NEXT PAGE FOR ACTIVITY SCHEDULE

Activities	Key Deliverables or Actions	Target Date of Completion*
Phase One: Meet with City Manager staff, any additional technical assistants to co-design approach and timeline for the project.	<ul style="list-style-type: none"> -Plan for the project outline -Development calendar of milestones of the recommendations for the City Manager. -Identify protocols, logistical and technological considerations for effective deliberation -Solidify calendar of advisory consultations and methods for collection of community input for stakeholders 	February 2023
Phase Two: Convening of Project	Consultant to collaborate with City Manager and Police Department staff to: <ul style="list-style-type: none"> -Choose background materials on police services, delivery and approaches -Identify emerging best practices from academic and other sources related to assessment of police services -Participate in regular internal deliberations with City staff and technical advisors -Facilitate external meetings as determined by the team 	March-April 2023
Phase Three: Facilitation of Community Engagement Meetings and Synthesis of Emerging Best Practices	<ul style="list-style-type: none"> -Facilitate public meetings to be held -Continue deliberations with City staff to compile and integrate community input, subject matter expertise, and research findings on reallocation of police services -Support staff to finalize final recommended plan for City Council review -Preparation to define the community engagement process that informed final recommendations, if needed 	April-May 2023
Phase Four: Evaluation, Recommendations on Operationalization of Council Action and Next Steps	<ul style="list-style-type: none"> -Continue deliberations with City staff to evaluate process and assess City Council presentation -Participate in any considerations of implementation or operationalization of reallocations -Facilitate any meetings determined to be necessary regarding next steps 	May 2023
Completion of Deliverables:	<ul style="list-style-type: none"> -Delivery of completed assessment to City staff regarding Police Department organizational structure, workload, overall efficiency, information technology, and policy review 	June 30, 2023

*Dates subject to change

SEE NEXT PAGE FOR SAMPLE DRAFT RATING SHEET

SAMPLE DRAFT RATING SHEET

Draft Respondent Rating Sheet

Key ratings: 1 to 10 scale, with 1 being unacceptable, 10 being excellent	Respondent Firm Name: _____		
Selection Criteria	Weighting	Rating	Score
			[weight x rating]
Demonstrated experience of firm with assessment and consulting projects	10%		
Demonstrated experience of individuals with assessment and consulting projects	20%		
Knowledge of and experience with public safety agencies	15%		
Quality and relevance of sample work	30%		
Assessment of proposed cost/pricing	15%		
Timeline for Completion	10%		
Totals	100%		
Other comments			
All requested documents sent? -Two physical copies, one electronic copy of the following: -Cover Letter/Statement of Qualifications -References -Cost Proposal -Sample proposal	N/A	Yes/No (circle one)	
Rater name and signature:	11 - 32		

ATTACHMENT 2
Raftelis Proposal to SPPD Assessment RFP
Received October 31, 2022

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City of South Pasadena

Police Department Organizational Assessment

PROJECT NO. 2022-03PD / OCTOBER 31, 2022





Making our world better.

The Raftelis Charitable Gift Fund allocates profits, encourages employee contributions, and recognizes time to charitable organizations that support:

1. Access to clean water and conservation
2. Affordability
3. Science, technology, and leadership

Raftelis is investing in improved telecommunication technologies to reduce the firm's number one source of carbon emissions—travel.



Diversity and inclusion are an integral part of Raftelis' core values.

We are committed to doing our part to fight prejudice, racism, and discrimination by becoming more informed, disengaging with business partners that do not share this commitment, and encouraging our employees to use their skills to work toward a more just society that has no barriers to opportunity.

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Sample Proposal

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October 31, 2022

Mr. Brian Solinsky
Chief of Police
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Subject: Proposal for Police Department Organizational Assessment (Project No. 2022-03PD)

Dear Mr. Solinsky:

We are pleased to submit this proposal for a department organizational assessment of the South Pasadena Police Department (Department). Our focus has always been to help local government clients solve their financial, organizational, and technology challenges. We appreciate the opportunity to submit our proposal, which has been developed to provide the City of South Pasadena (City) with concise yet thorough information that introduces our approach to organizational assessments and staffing analyses.

Raftelis was established in 1993 to provide financial and management consulting services of the highest quality to local governments and utilities. The Raftelis brand strengthened with the 2020 acquisition of The Novak Consulting Group (TNCG), which deepens our management consulting expertise specific to local governments. Our mission is to strengthen organizations, for those they serve and those who work in them.

We believe our firm offers the City of South Pasadena several distinct advantages for this assessment:

- **A workable and insightful approach:** Our team's approach specifically addresses the City's needs and will help assess current Police Department staffing and operations. The City's desire for a plan to assess staffing and operational needs to improve service to the community is the exact type of consulting work our firm performs.
- **An experienced team who knows challenges and opportunities faced by local governments:** We are skilled professionals with direct experience in all facets of local government. We work solely for local governments and utilities, and many of our team members were local government leaders in some of the best organizations across the country. Our team members understand what is required to deliver effective public safety services. Our project manager has over 16 years of consulting experience, including in public safety, and our subject matter expert is a former police chief with over 30 years of experience.
- **Personal service from senior-level consultants:** You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While some firms may assign your business to junior-level people, we offer exceptional service from senior-level consultants.



We are proud of the resources that we can offer and would be honored for the opportunity to assist the City with this important engagement. I am authorized to represent the firm.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Novak', written in a cursive style.

Julia Novak

Executive Vice President

Phone: 513.221.0500 / Email: jnovak@raftelis.com

Who We Are

RAFTELIS AND THE NOVAK CONSULTING GROUP, HELPING LOCAL GOVERNMENTS AND UTILITIES THRIVE

Local government and utility leaders partner with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their story. We've helped more than 600 organizations in the last year alone. We provide trusted advice, and our experts include former municipal and utility leaders with decades of hands-on experience running successful organizations. People who lead local governments and utilities are innovators—constantly seeking ways to provide better service to the communities that rely on them. Raftelis provides management consulting expertise and insights that help bring about the change that our clients seek.

TNCG is Now Raftelis

The Novak Consulting Group and Raftelis have always shared a focus on delivering lasting solutions for local government agencies. In January 2020, TNCG joined Raftelis. Today, we provide our clients with wide-ranging capabilities and resources in financial, management, technology, and communications consulting for all areas of local government. Our clients now have the expertise of more than 140 of the country's leading local government and utility consultants, who have decades of experience. We know that our combined capabilities and resources will provide added value to our clients, and we're excited about what we can accomplish together.

+ VISIT [RAFTELIS.COM](https://www.raftelis.com) TO LEARN MORE



We believe that Raftelis is the *right fit* for this project. We provide several key factors that will benefit the City and help to make this project a success.



RESOURCES & EXPERTISE

This project will require the resources necessary to effectively staff the project and the skillsets to complete all of the required components. With more than 140 consultants, Raftelis has one of the largest local government management and financial consulting practices in the nation. Our depth of resources will allow us to provide the City with the technical expertise necessary to meet your objectives. In addition to having many of the industry's leading management and financial consultants, we also have experts in key related areas, like stakeholder engagement and data analytics, to provide additional insights as needed.



DECADES OF COLLECTIVE EXPERIENCE

Our associates and subject matter experts have decades of experience in strengthening local municipalities and nonprofit organizations. They've served in a wide range of positions, from city manager to public works director to police chief.



PERSONAL SERVICE FROM SENIOR-LEVEL CONSULTANTS

You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While other firms may assign your business to junior-level people, our approach provides exceptional service from senior-level consultants.



NICHE EXPERTISE

Our expertise lies in strengthening public-sector organizations. We're consulting specialists rather than generalists, focusing our strengths to do a highly effective job for a specific group of clients.

29 years
serving local
governments
and utilities

How we stack up

OUR TEAM INCLUDES

140+ consultants focused on
finance/management/communication/
technology for local governments and utilities

RAFTELIS HAS PROVIDED ASSISTANCE FOR

1,200+ local governments
and utilities

that serve more than

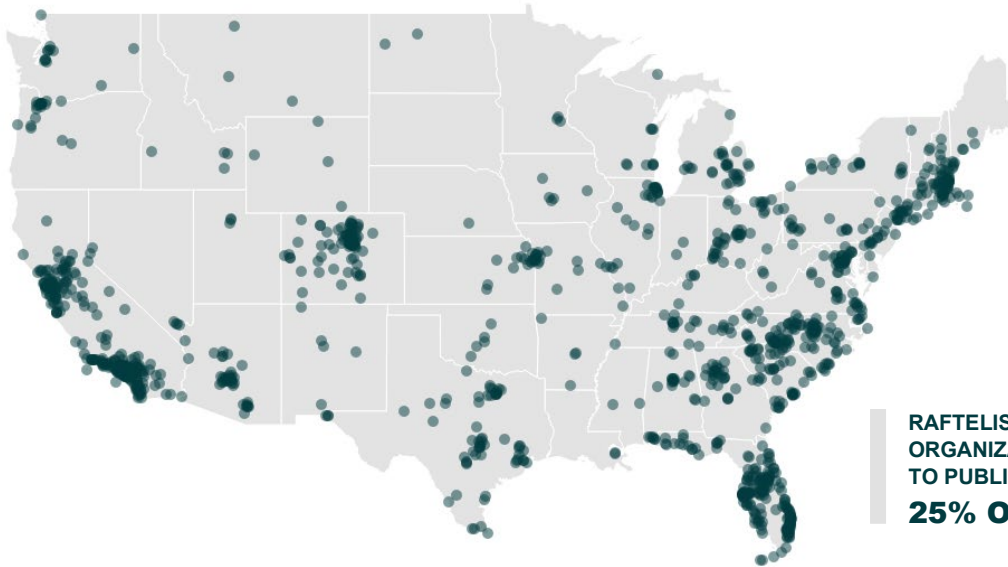
25% of the
U.S. population

including the agencies serving

38 of the nation's
50 largest cities

in the past year alone, we worked on

1,000+ projects for **600+** agencies in **46** states



RAFTELIS HAS PROVIDED FINANCIAL/
ORGANIZATIONAL/TECHNOLOGY ASSISTANCE
TO PUBLIC AGENCIES SERVING MORE THAN
25% OF THE U.S. POPULATION.

Experience and References

RAFTELIS HAS ONE OF THE MOST EXPERIENCED LOCAL GOVERNMENT FINANCIAL AND MANAGEMENT CONSULTING PRACTICES IN THE NATION.

Our staff has assisted more than 1,200 local government organizations across the U.S., including some of the largest and most complex agencies in the nation. In the past year alone, Raftelis worked on more than 1,000 financial, management, and/or technology consulting projects for over 600 public-sector agencies in 46 states, the District of Columbia, and Canada. Raftelis has assisted hundreds of local governments across the country. In many instances, we have worked with organizations over multiple years and established long-term partnerships to build capacity and lasting improvements throughout an organization. We have become trusted advisors to these local governments, as outlined in the following references.

City of Bloomington INDIANA

Reference: Caroline Shaw, Director of Human Resources
401 N. Morton Street, Bloomington, IN 47404
P: 812.349.3404 / E: shawcaro@bloomington.in.gov

The City of Bloomington (City) began a systematic process of assessing each City department, under the leadership with Mayor John Hamilton. The City engaged Raftelis to lead these efforts. To date, detailed assessments have been completed for the following departments: Finance/Controller; Public Works; Utilities; Transportation and Planning; Legal; Human Resources; Information Technology; and the Police and Fire Departments. Assessments were also completed for the Housing and Neighborhood Development Department; Economic and Sustainable Development Department; the Office of the Mayor; and the City's various Boards and Commissions.

As part of this process, the City retained the firm in 2019 to conduct a staffing and operations assessment of its Police Department. The purpose of this study was to evaluate the City's police staffing and deployment approach within the context of workload patterns and trends and to determine what opportunities may exist to maximize the efficiency and effectiveness of the City's public safety services. We continue to work with the City on a variety of projects.

City of Gilroy CALIFORNIA

Reference: Denise Turner, Retired Chief of Police
7351 Rosanna Street, Gilroy, CA 95020
P: 408.510.9327 / E: djturner2004@msn.com

The City of Gilroy (City) hired the firm to analyze patrol scheduling and shifts, its communications center, and E-911 dispatch services and investigations division schedules and staffing in a series of three projects. The City had felt a significant impact from AB109, and staffing was at low levels after reductions that followed the 2008 recession. We worked closely with the Chief and command staff to understand the context in which the City operates and analyzed data from the City's Computer Aided Dispatch (CAD) system to understand staffing demands and make recommendations for optimization.

City of Somerville MASSACHUSETTS

Reference: Denise Molina Capers, Esq., Director of Racial and Social Justice
93 Highland Avenue, Somerville, MA 02143
P: 617.625.6600 / E: dcapers@somervillema.gov

The City of Somerville (City) engaged Raftelis to perform a staffing and operations analysis of the Somerville Police Department (Department) with the goal of identifying opportunities to reimagine policing in the 21st century and promote synergy between the City's Racial and Social Justice Department and Police Department.

Work is currently underway to analyze Dispatched Calls For Service and assess staffing levels, interview a variety of managers and staff across the Department, evaluate operations, assess service levels by type and geographic need, and evaluate workload across the Department, including operations and support functions. Recommendations will include ways to align operations and share resources between the two departments and define a staffing complement necessary to meet the City's proactive policing goals. Once a report is prepared, our team will assist in development of an internal Police Department team to implement recommendations.

City of Aspen COLORADO

Reference: Richard Pryor, Chief of Police
540 East Main Street, Aspen, CO 81611
P: 970.920.5400 / E: richard.pryor@cityofaspen.com

The City of Aspen (City) retained Raftelis to conduct a staffing and operations assessment of its Police Department. Aspen is a ski resort community with a year-round population of 7,365 that swells to approximately 27,000 during "high season." This study evaluated the City's police staffing and deployment approach within the context of workload patterns and trends to determine what opportunities may exist to maximize the efficiency and effectiveness of the City's public safety services.

To accomplish these tasks, we conducted extensive fieldwork that involved interviews with members of the Police Department and the City's administrative support team, as well as tours of the City and the police facility. Our team also requested and analyzed background information provided by Police Department staff. A thorough review of its core functions and activities was accomplished by evaluating budget information, workload measures, performance indicators, and other relevant data about operations and administration. This data was evaluated using a multi-faceted analytical approach that takes into account service expectations and goals, practical operational constraints, and data-derived issue analysis and validation. This process resulted in a series of staffing, administrative, and operational recommendations unique to Aspen's specific operating environment.

The Woodlands TEXAS

Reference: Karen Dempsey, Assistant General Manager
2801 Technology Forest Boulevard, The Woodlands, TX 77381
P: 281.210.3808 / E: kdempsey@thewoodlandstowship-tx.gov

The Woodlands (Township) is an internationally recognized planned community in the Houston Metropolitan Area with over 100,000 residents. The Woodlands is the only special district Township in the state of Texas; that designation permits the Township to directly provide many municipal services. However, some core services, such as law enforcement, are provided by county agencies. The Township contracted with the firm to develop an operations and financial model that articulates the cost and service level impact associated with incorporating as a city.

One of the major requirements of that process was to determine what options exist for The Woodlands to stand-up its own police department. Our project team worked closely with current service providers and the Township to define each program and the labor hours and staffing dedicated to those services. We then developed three operating and financial models. The first option was to maintain the current contract service model. The second option was to create a standalone full-service department that replicated all core and specialty services provided by contract agencies. The third option was a hybrid model that developed a significant in-house patrol, investigative, and support services staffing contingent but tapped county agencies for specialized services such as SWAT, forensic analysis, and vice. In each model, we identified the ongoing operating costs; initial start-up costs for facilities, vehicles, and PPE; and the ongoing capital replacement costs for fleet and technology. These models allowed the Township to fully assess the cost/benefit of establishing its own Police Department without compromising service quality.

City of Aurora COLORADO

Reference: Michelle Wolfe, Former Deputy City Manager - Current City Manager of Blaine, Minnesota
15151 E. Alameda Parkway, Aurora, CO 80012
P: 763.785.6120 / E: mwolfe@blainemn.gov

The City of Aurora (City) contracted with the firm to conduct a comprehensive review of its Police Department and Emergency Communications Center. Aurora is the second-largest city in Colorado and has more than 650 sworn personnel. The scope of work included assessing policing expectations of the community. Through detailed analysis of Dispatched Calls for Service data, we worked with the City to determine appropriate staffing for patrol functions and use and integration of special detail assignments, as well as the use of civilian staff in light of the City's two collective bargaining consent decrees that mandate numbers of sworn personnel.

National Experience

This matrix shows some of the communities throughout the U.S. that Raftelis/TNCG staff has assisted and the services performed for these clients.

Client	Organizational Assessment	Executive Search	Strategic Plan Facilitation
AL Birmingham Water Works Board	●		●
AK Municipality of Anchorage	●		
AR Central Arkansas Water	●		●
AR El Dorado	●		
AR Little Rock Wastewater	●		
AZ Alliance for Innovation			●
AZ Avondale			●
AZ Bullhead	●		
AZ Central Arizona Project		●	●
AZ Clarkdale		●	
AZ Cottonwood		●	
AZ Goodyear			●
AZ Oro Valley		●	
AZ Payson		●	
AZ Peoria		●	
AZ Scottsdale		●	
AZ Sierra Vista			●
AZ Yuma		●	●
CA California City	●		
CA Dublin San Ramon Services District	●		
CA Central Contra Costa Sanitary District	●		
CA Delta Diable Sanitation District	●		
CA Fullerton	●		
CA Gilroy	●		
CA Hanford			●
CA Hayward			●
CA Hollister	●		
CA Huntington Beach	●		
CA Los Angeles	●		
CA Long Beach Transit Authority	●		
CA Manhattan Beach			●
CA Malibu	●		
CA Montecito Water District	●		
CA Monte Vista Water District	●		
CA Oceanside	●		
CA Oceanside Water Utilities			●
CA Palo Alto			●

Client	Organizational Assessment	Executive Search	Strategic Plan Facilitation
CA Placer County			●
CA Roseville			●
CA Sacramento Area Sewer District/Sacramento Regional County Sanitation District			●
CA Sacramento Suburban Water District	●		
CA San Gabriel	●		
CA San Luis Obispo			●
CA San Marino			●
CA Santa Ana Watershed Project Authority	●		
CA Santa Barbara	●		●
CA Seaside			●
CA Yountville			●
CA West Hollywood	●		
CO Adams County			●
CO Aspen	●	●	●
CO Aurora	●		●
CO Boulder	●	●	●
CO Boulder County	●		
CO Brighton			●
CO Centennial	●		●
CO Denver		●	
CO Denver Metro Water Recovery	●		
CO Denver Wastewater	●		
CO Elbert County	●		
CO Erie			●
CO Evans			●
CO Fort Collins	●	●	●
CO Golden			●
CO Greeley	●		
CO Health District of Northern Larimer County		●	
CO La Plata County	●		
CO Lafayette		●	●
CO Louisville	●	●	●
CO Loveland		●	
CO Metro Water Reclamation District			●
CO Northglenn		●	
CO Pueblo West Metropolitan District		●	
CO Routt County			●

Client	Organizational Assessment	Executive Search	Strategic Plan Facilitation
CO Thornton			●
CO Timnath			●
CO Westminster		●	●
CO Windsor	●		●
CT Connecticut Town & City Management Association	●		
CT Enfield	●		
CT Greenwich		●	
CT Groton	●		
CT Manchester	●		●
CT Mansfield	●	●	
CT Meriden		●	
CT Windsor		●	
DC DC Water			●
DC District of Columbia Department of Public Works			●
DC International City/County Management Association	●		●
DC National League of Cities	●		
DC USAID - Moldova	●		
DE Kent County		●	
DE Lewes		●	
DE Milford		●	
DE Milton		●	
DE Rehoboth Beach		●	
DE Wilmington	●		●
DE Wilmington Utilities	●		●
FL Boca Raton			●
FL Deerfield Beach			●
FL Palmetto Bay			●
FL Palmetto County	●		
FL Pinellas County	●		
FL Pompano Beach Utility Department	●		
FL Sanford			●
FL Tampa Water Department	●		●
FL Winter Haven	●		
GA Decatur			●
GA Roswell			●
IA Cedar Rapids	●	●	
IL Carbondale	●		

Client	Organizational Assessment	Executive Search	Strategic Plan Facilitation
IL DuPage County	●		
IL Elgin			●
IL Evanston	●		
IL Geneva			●
IL Gurnee			●
IL Lisle			●
IL Peoria County		●	
IL Schaumburg	●		
IL Warrenville	●		
IL Woodridge			●
IN Bloomington	●	●	
IN Indianapolis	●		
IN Monroe County	●		
IN Munster	●		●
KS Baldwin City		●	●
KS Bonner Springs	●		
KS Edgerton		●	
KS Edwardsville			●
KS Eudora			●
KS Garden City	●		
KS Gardner			●
KS Hutchinson	●		
KS Johnson County		●	●
KS Lawrence			●
KS Merriam		●	
KS Olathe	●		●
KS Roeland Park			●
KS Saline County			●
KS Shawnee	●		●
KS Tonganoxie		●	●
KS United Government of Wyandotte County & Kansas City			●
KS Water District No. 1 Johnson County (WaterOne)			●
KY Lexington-Fayette Urban County Government	●		
KY Louisville Water Company	●		
KY Paducah			●
KY Sanitation District #! of Northern Kentucky			●
LA New Orleans	●		

Client	Organizational Assessment	Executive Search	Strategic Plan Facilitation
LA Orleans Parish School Board		●	
LA Sewerage & Water Board of New Orleans			●
MA Franklin County	●		
MA Lexington			●
MA Methuen	●		
MA Nantucket	●		●
MA Pioneer Valley Planning Commission	●		
MA Sherborn	●		
MA Shrewsbury			●
MA Westborough	●		●
MD Aberdeen	●	●	●
MD Baltimore Department of Public Works	●		●
MD Berwyn Heights		●	
MD Cambridge		●	
MD Charles County		●	
MD College Park	●		●
MD Gaithersburg		●	●
MD Garrett Park		●	
MD Greenbelt	●		●
MD La Plata		●	●
MD Maryland Municipal League	●	●	
MD Maryland State Judiciary			●
MD Mount Rainier	●	●	
MD New Carrollton		●	
MD Ocean City			●
MD Ocean Pines Association		●	
MD Riverdale Park		●	
MD Rockville	●	●	●
MD Somerville	●		
MD St. Michaels		●	
MD Sykesville		●	
MD Takoma Park		●	
MD Talbot County	●		
MD University Park			●
MD Westminster		●	●
MD Worcester County			●
MI Ada			●

Client	Organizational Assessment	Executive Search	Strategic Plan Facilitation
MI Ann Arbor		●	●
MI Ann Arbor Transportation Authority			●
MI Canton Township	●		
MI Ferndale			●
MI Holland	●		
MI Jackson County			●
MI Midland			●
MI Midland Community Foundation			●
MI Novi		●	●
MI Oakland County		●	
MI Rochester Hills	●	●	
MI Royal Oak			●
MI Saline	●		
MI Three Rivers	●		
MN Cloquet	●		
MN Edina	●		
MN Lake Elmo	●		
MN Minnesota Municipal League	●		
MN Northfield	●		
MO Chesterfield		●	
MO Clayton		●	●
MO Lee's Summit	●	●	●
MO Maryville			●
MO Metropolitan St. Louis Sewer District	●		
MO Missouri Municipal League			●
MO North Kansas City			●
MO Parkville			●
MO Platte City	●		
MO Sikeston			●
MO St. Joseph			●
MO St. Louis County			●
MO University City			●
MO Wentzville			●
MT Helena		●	
NC Albemarle			●
NC Asheville	●		
NC Brevard			●

Client		Organizational Assessment	Executive Search	Strategic Plan Facilitation
NC	Brunswick	●		
NC	Cary			●
NC	Charlotte	●		
NC	Charlotte Water			●
NC	Creedmoor	●		
NC	GoTriangle Transit	●		●
NC	Greensboro	●		
NC	Guilford County	●	●	
NC	Harnett County			●
NC	High Point		●	
NC	Lowell			●
NC	Onslow Water & Sewer Authority (ONWASA)			●
NC	Orange County	●		
NC	Orange Water and Sewer Authority			●
NC	Raleigh	●		●
NC	Raleigh Public Utilities Department	●		
NC	Rolesville	●	●	
NC	Swansboro			●
NC	Wake County	●		●
NC	Wake Forest			●
NC	Wilmington	●		
NC	Winston-Salem			●
NC	Winston-Salem/Forsyth County Utilities			●
NC	Zebulon			●
ND	Minot			●
NE	Hastings	●		
NE	La Vista	●		
NE	Lincoln	●		
NE	Reno	●		
NH	Hanover		●	
NH	Keene		●	
NJ	Jersey Water Works	●		
NJ	New Jersey Health Initiative	●		
NM	Las Cruces		●	
NY	Batavia		●	
NY	Edgemont	●		
NY	Ithaca	●		

Client		Organizational Assessment	Executive Search	Strategic Plan Facilitation
NY	Oneonta		●	
NY	Rochester	●		
NY	Wainscott	●		
OH	Avon Lake	●		
OH	Beavercreek Township	●		●
OH	Blendon Township			●
OH	Blue Ash	●		●
OH	Centerville		●	
OH	Cincinnati	●		●
OH	Clearcreek Township	●		●
OH	Cleveland Heights	●	●	●
OH	Dayton	●	●	
OH	Delaware	●		
OH	Delaware County		●	●
OH	Delaware County EMS			●
OH	Dublin	●	●	●
OH	Eastgate Regional Council of Governments	●		
OH	Franklin County	●		
OH	Gahanna	●		●
OH	Georgetown			●
OH	Granville		●	
OH	Greater Cincinnati Water Works			●
OH	Greene County	●		
OH	Hilliard		●	●
OH	Hudson		●	
OH	Jackson Township		●	
OH	Miami Township		●	
OH	Miami University	●		
OH	Miami Valley Risk Management Authority			●
OH	Montgomery County Environmental Services	●		●
OH	Monroe			●
OH	Moraine		●	
OH	National Association of State & Local Equity Funds			●
OH	Newark	●		
OH	Oberlin	●	●	●
OH	Ohio City/County Management Association	●		●
OH	Owens-Corning			●

Client		Organizational Assessment	Executive Search	Strategic Plan Facilitation
OH	Piqua			●
OH	Portsmouth		●	
OH	Powell			●
OH	Prairie Township		●	
OH	Preservation Parks of Delaware County			●
OH	Sandusky		●	
OH	Sharonville			●
OH	Solid Waste Authority of Central Ohio (SWACO)	●	●	
OH	Solon	●		
OH	The Port, an Ohio Port Authority	●	●	●
OH	Toledo			●
OH	Troy	●		
OH	Union County		●	
OH	Upper Arlington		●	●
OH	Washington Township	●	●	●
OH	West Chester Township		●	
OH	Westerville		●	●
OH	Worthington	●	●	●
OH	Xenia	●		
OK	Lawton	●		
OK	Norman	●		
OR	Beaverton		●	●
OR	Bend			●
OR	Gresham		●	●
OR	Hillsboro		●	●
OR	Hood River		●	
OR	Lane County		●	
OR	Newberg		●	
OR	Salem	●	●	●
OR	Scappoose		●	
OR	Tigard		●	
OR	Tualatin Hills Park & Recreation District		●	
OR	Washington County	●	●	●
OR	Wilsonville	●		●
PA	Abington Township			●
PA	Allentown	●		
PA	Association for Pennsylvania Municipal Management (APMM)			●

Client		Organizational Assessment	Executive Search	Strategic Plan Facilitation
PA	Bethel Park	●		
PA	Breakneck Creek Regional Authority		●	
PA	Capital Region Water			●
PA	Carlisle Borough		●	
PA	Duquesne	●		
PA	East Buffalo	●		
PA	East Whiteland Township	●		
PA	Exeter Township	●		
PA	Farrell	●	●	
PA	Ford City Borough	●		
PA	Harrisburg	●		
PA	Hazleton	●		
PA	Lancaster County	●		
PA	Lehigh County Authority			●
PA	Lewisburg	●		
PA	Lower Paxton Township			
PA	Nanticoke	●		
PA	Pittsburgh Water & Sewer Authority	●		●
PA	Reading	●		
PA	St. Marys	●		
PA	State College			●
RI	Westerly	●		
SC	Charleston	●		
SC	Hilton Head			●
SC	Mount Pleasant Waterworks			●
SC	Renewable Water Resources (ReWa)	●		
SC	Spartanburg Water System	●		
TN	Farragut			●
TN	Johnson City	●		
TN	Johnson County			●
TN	Metro Government of Nashville and Davidson Co.	●		
TN	Metro Water Services of Nashville and Davidson County	●		●
TX	Abilene		●	
TX	Allen			●
TX	Austin	●		●
TX	Brownsville Public Utilities Board			●
TX	Cedar Hill			●
TX	Cedar Park	●		

Client	Organizational Assessment	Executive Search	Strategic Plan Facilitation
TX Dallas			●
TX Denton			●
TX Harris County	●		
TX Lancaster		●	●
TX Laredo			●
TX League City			●
TX Marshall			●
TX New Braunfels	●		
TX North Texas Municipal Water Department			●
TX Pearland	●		●
TX Plano			●
TX Prosper			●
TX Sugar Land			●
TX Temple			●
TX The Woodlands	●		●
TX University Park		●	●
UT Murray			●
UT South Jordan			●
VT Burlington Water Resources	●		
VT Montpelier			●
VA Albemarle County		●	●
VA Alexandria		●	
VA Appomattox River Water Authority	●		
VA Arlington County		●	
VA Ashland		●	
VA Bedford County		●	
VA Charlottesville	●		
VA Fairfax		●	
VA Fairfax County		●	
VA Fairfax County Water Authority			●
VA Fairfax Water	●		
VA Fredericksburg	●		
VA Gloucester County	●		
VA Hampton			●
VA Harrisonburg		●	
VA Leesburg		●	
VA Loudoun County	●	●	
VA Newport News		●	

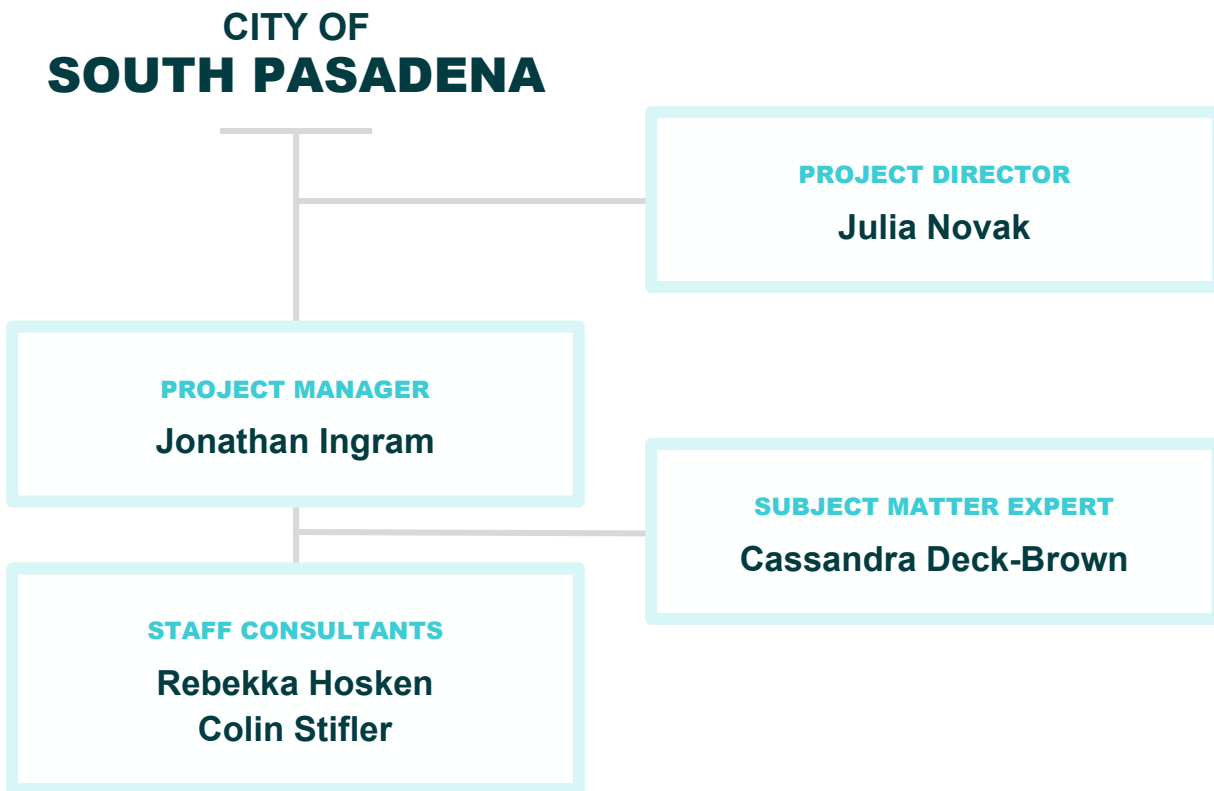
Client	Organizational Assessment	Executive Search	Strategic Plan Facilitation
VA Newport News Waterworks			●
VA Prince William County		●	
VA Purcellville	●		
VA Rivanna Water & Sewer Authority			●
VA Suffolk	●		
VA Vienna			●
VA Virginia Beach			●
VA Virginia Retirement System		●	
VA Warrenton	●	●	
VA Washington County Service Authority			●
WA Bellevue	●		●
WA Bothell	●		●
WA Camas	●	●	
WA Central Piece Fire and Rescue		●	
WA Kirkland	●		
WA Mercer Island			●
WA Richland			●
WA Sammamish		●	
WA Sequim	●		●
WA Shoreline	●	●	
WA Spokane Regional Health District		●	
WA Sudden Valley Community Association		●	
WA Sunrise Water Authority		●	
WI Eau Claire			●
WI Central Brown County Water Authority		●	
WI Green Bay/Central Brown County	●		
WI Mequon		●	
WI Milwaukee Metropolitan Sewerage District			●
WI Oak Creek			●
WI Shorewood	●		
WI Washington County			●
WI Wauwatosa	●		
WV Monongalia County			●
WV Morgantown		●	●
WY Sheridan			●
PR Puerto Rico Aqueduct & Sewer Authority (PRASA)	●		

Project Team

WE HAVE DEVELOPED A TEAM OF CONSULTANTS WHO SPECIALIZE IN THE SPECIFIC ELEMENTS THAT WILL BE CRITICAL TO THE SUCCESS OF THE CITY'S PROJECT.

Our project team is made up of senior-level consultants with direct local government experience. What sets our project team apart is our ability to explore and relate to local community values while at the same time investigating realistic approaches for cost-effective solutions.

An organizational chart of our project team is as follows.



Julia Novak

PROJECT DIRECTOR
Executive Vice President

ROLE

Julia will be responsible for overall project accountability and will be available to provide quality assurance and control, industry perspective, and insights into the project.

PROFILE

Julia established TNCG in September 2009. Her reputation and experience as a consultant who offers practical and implementable recommendations are grounded in more than 15 years of active service to local governments, including Fort Collins, Colorado; Lexington, Massachusetts; Rockville, Maryland; and as the city manager of Rye, New York. She is a practitioner first who has expanded her knowledge and expertise as a consultant for hundreds of organizations across the United States.

Julia has extensive experience as a facilitator and trainer. She has worked with both elected and appointed officials from jurisdictions throughout the United States to conduct goal setting, develop strategic plans, and prioritize service delivery. She has conducted training for elected officials as an individual trainer and through the National League of Cities and a consortium of cities in California.

Julia is an established thought leader in the areas of governance and administration. In April 2002, Julia was one of 20 practitioners who participated in the ICMA-sponsored symposium on the future of local government administration. Her response to Dr. James Svara's paper, "City Council, Roles, Performance, and the Form of Government," is included in the ICMA-published book, "The Future of Local Government Administration." Public Management Magazine has published multiple articles that she authored and co-authored, including "Preparing Councils for Their Work," co-authored with Dr. John Nalbandian; "Permission to Manage" which discusses the importance of using data to manage local governments; "Dreams That Make a Difference" on the value of community based strategic planning; "Civility," and most recently, "Using Data in Police Management."

Julia has been a speaker at national conferences for the ICMA, National League of Cities, and American Society of Public Administrators. She has been a featured speaker/trainer for many state associations and local government affiliate organizations throughout the United States.

Julia earned a bachelor's degree in government and politics from George Mason University and a master's degree in public administration from the University of Kansas. Julia was in the first class of individuals certified by ICMA as Credentialed Local Government Managers and maintains that designation. Julia is a Master Facilitator of the popular Myers-Briggs Personality Type Indicator and is certified to administer several other Level B psychological assessments.



Specialties

- Effective organizational leadership and management
- Supporting effective governance
- Developing organizational capacity

Professional History

- Raftelis: Executive Vice President (2020-present); Executive Vice President, The Novak Consultant Group (2003-2020)
- City of Rye, New York: City Manager (2000-2003)
- City of Rockville, Maryland (1995-2000)
- Town of Lexington, Massachusetts (1992-1995)
- City of Fort Collins, Colorado (1987-1992)

Education

- Master of Public Administration - University of Kansas (1988)
- Bachelor of Arts in Government and Politics - George Mason University (1986)

Certifications

- Certified Professional Manager, International City/County Management Association
- Master Facilitator, The Myers-Briggs Personality Type Indicator

Professional Memberships

- International City/County Management Association (ICMA)
- Engaging Local Government Leaders (ELGL)

Jonathan Ingram

PROJECT MANAGER

Senior Manager



ROLE

Jonathan will manage the day-to-day aspects of the project ensuring it is within budget, on schedule, and effectively meets the City’s objectives. He will also lead the consulting staff in conducting analyses and preparing deliverables for the project. Jonathan will serve as the City’s main point of contact for the project.

PROFILE

Jonathan has 16 years of experience in management consulting and local government management, most recently as budget manager in the City of Cincinnati, Ohio, budget office. Before that, Jonathan served as a management consultant and worked in the city manager’s office for the City of Highland Park, Illinois.

Jonathan is a skilled consultant who has developed an expertise in public safety operations and staffing; in fact, Jonathan developed our firm’s patrol staffing methodology. He co-authored with Denise Turner the article, “*Policing Parameters: How Gilroy, California Met New Workload Demands,*” which was published by the International City/County Management Association (ICMA).

As a consultant, Jonathan has completed operations reviews for over 200 local governments and has helped to improve service delivery for a broad range of departments – from police to public works. He has developed staffing and deployment plans for city operating departments, analyzed and facilitated intergovernmental consolidations, helped local governments develop custom performance management systems, and facilitated the development of long-term strategic plans and financial models.

Jonathan’s areas of expertise are in local government budgeting and finance, operations analysis, project management, public safety staffing analysis, process improvement, and performance measurement. He is adept at quickly assessing strengths and opportunities within a municipality, analyzing and developing actionable recommendations for improvement, and communicating findings and next steps to a wide variety of audiences, including staff, elected officials, and the public.

During his tenure with the City of Cincinnati, Jonathan managed the development and administration of a \$1 billion operating budget. He also conducted special analysis projects, served on the City’s collective bargaining team, and co-managed the implementation of an enterprise budget system.

Jonathan earned a bachelor’s degree in political science from Aurora University and a master’s degree in public administration from Northern Illinois University. He is a member of the International City/County Management Association and the Ohio City/County Management Association.

Specialties

- Staffing and operations assessment
- Public safety staffing and operations
- Financial management and planning
- Process improvement

Professional History

- Raftelis: Senior Manager (2021-present) Manager (2020-2021); Senior Associate, The Novak Consulting Group (2012-2020)
- City of Cincinnati, Ohio: Budget Manager (2010-2012)
- Management Partners: Senior Management Advisor (2005-2010)

Education

- Master of Public Administration - Northern Illinois University (2005)
- Bachelor of Arts in Political Science - Aurora University (2003)

Professional Memberships

- International City/County Management Association (ICMA)
- Ohio City/County Management Association (OCMA)

Cassandra Deck-Brown

PUBLIC SAFETY SUBJECT MATTER EXPERT

Principal Consultant – Policing and Law Enforcement



ROLE

Cassandra will provide input and guidance as a Subject Matter Expert for the public safety components of this project.

PROFILE

Cassandra Deck-Brown led the Raleigh, North Carolina Police Department (RPD) as the Chief of Police. After 34 years of service navigating her way through the RPD ranks, Cassandra was often the first woman or the first African American to assume a role or obtain a rank. During her career, Cassandra implemented and oversaw high-profile initiatives and best practices including nationally recognized programs that embodied community engagement and law enforcement best practices. As a consultant, she helps to focus agencies nationwide on reimagining policing in the 21st century.

Leading the RPD during a pandemic and period of civil unrest, she directed numerous projects that were wellness-based, or which assessed police operations during civil unrest. In 2018, she launched a multi-year research project with a major academic institution to assess the organizational wellness of personnel via the use of virtual reality and scenario-based platforms. Cassandra also led an 18-month community engagement effort and testing initiative for the implementation of a \$4.7M body worn camera project. She travelled to Israel in 2017 as a member of a law enforcement delegation to promote community policing in a predominately military state.

In 2016, she partnered with an international research company to evaluate the racial disproportionality of traffic stops. She also had an active role in helping to create and develop the current City of Raleigh Strategic Plan. She established a Citizen’s Police Academy and youth summit as well to reduce barriers between police and the community. With strategic planning on a department level and municipal level, she has effectively forecasted budget needs premised on crime data, predictive policing models, and Intelligence-Led Policing. Her leadership was instrumental in model policy formation for body worn cameras, understanding the LGBT community, unmanned aerial systems and community policing, and designing a state of the art 60,000 square foot training facility and police museum. With executive oversight, she directed an organizational health and wellness program and developed services for the greater community specific to homelessness and mental health.

PRESENTATIONS

Cassandra is a nationally-known speaker regarding public safety and has made many presentations including “Recruiting and Retaining Female Leaders” at the Axon Accelerate Conference; “Grace, Grit and Resolve,” at the IIR and Valor Webinar; “Leading in a Crisis,” for the United Nations Council of Women; “Four US Police Chiefs on the Need for Change,” on CBS This Morning with Gayle King; “Leveling the Playing Field,” at the NOBLE Conference; “Community Engagement,” at the 2018 IACP Conference, “Breaking the Glass Ceiling,” for the NBC-Megyn Kelly Today” Show, and “Addressing the Homeless and Mental Health,” with Victor Blackwell for CNN.

Specialties

- Policing and public safety
- Law enforcement policy formation
- Community engagement
- Personnel management
- Crisis Management

Professional History

- Principal Consultant - Raftelis (2021-Present)
- Police Chief – City of Raleigh, NC (2013-2021)
- Raleigh Police Officer - Various Ranks (1987-2021)
- Grants Manager – City of Raleigh Police Department (2002-2003)

Education

- Master of Public Administration – North Carolina State University (1995)
- Bachelor of Science in Criminal Justice – East Carolina University (1987)

Certifications

- Certified Instructor – NCDOJ (1995-Present)
- Leadership in Homeland Security – Harvard (2018)

Professional Memberships

- International Association of Police Chiefs (IACP)
- Major Cities Chiefs Association (MCCA)
- Police Executive Research Forum (PERF)
- National Organization of Black Law Enforcement Executives (NOBLE)
- National Executive Institute (FBI-NEI)
- Georgia-Israel Law Enforcement Exchange – Georgia State University (GILLEE)
- Anti-Defamation League (ADL)

Rebekka G. Hosken

STAFF CONSULTANT

Manager

ROLE

Rebekka will work at the direction of Jonathan in conducting interviews, directing research and analysis, preparing recommendations, and drafting deliverables.

PROFILE

Rebekka joined Raftelis in 2020 with 16 years of direct service to local governments and 10 years of management consulting experience. As an experienced consultant, Rebekka has led organizational assessments for a broad range of operating departments and offices in cities, counties, universities, and special districts, including community development, public works, police, administration, and city attorney departments. With direct operational experience in municipal administration, public works, and finance departments, Rebekka’s breadth of knowledge makes her skillful in quickly identifying organizational strengths and opportunities, analyzing operations through creation of process maps and workflows, preparing actionable recommendations for improvement, and communicating findings to a wide variety of audiences. She has consulted for over 100 municipal clients where her work included a police utilization study for the City of Boston (MA); a review of shift staffing for the South Pasadena County (CA) Sheriff’s Department; an assessment of the Redondo Beach (CA) police department; and review of the Santa Barbara County (CA) Fire Department.

Prior to Raftelis, Rebekka served as finance director for the City of La Cañada Flintridge, California, a contract city north of Los Angeles. She prepared the annual budget and financial audit, as well as managed daily accounts payable, accounts receivable, payroll, and financial planning functions. During her tenure, she identified and successfully obtained a State loan for the financing of the City’s new city hall and played a key leadership role in communicating all financial impacts of the project to management and City Council. She also automated several manual processes.

Previously, Rebekka was the budget officer for the City of Simi Valley, California, a full-service community in the Los Angeles region. She prepared the City’s \$196 million annual budget and \$160 million capital improvement program, as well as the City’s cost allocation plan. She also served as an Assistant Village Manager for the Chicago suburb of LaGrange Park and as Assistant to the Mayor for the City of Appleton, Wisconsin.

Rebekka earned a master’s degree in Business Administration with a Certificate in Local Government and Non-Profit Management from Boston University, and a Bachelor of Arts from the University of Michigan – Ann Arbor.



Specialties

- Organizational assessment
- Budgeting and financial analysis
- Business process improvement
- Strategic planning
- Staffing analysis

Professional History

- Raftelis: Manager (2020-present)
- City of La Cañada Flintridge, California; Finance Director (2017-2020)
- City of Simi Valley, California; Budget Officer (2012-2017)
- City of Burbank, California; Senior Management Analyst (2010-2012)
- Management Partners; Senior Consultant (1999-2010)
- Village of La Grange Park, Illinois; Assistant Village Manager (1996-1999)
- City of Appleton, Wisconsin; Assistant to the Mayor (1994-1996)
- Town of Lexington, Massachusetts; Management Intern (1992-1993)

Education

- Master of Business Administration – Boston University (1993)
- Certificate in Local Government and Non-Profit Management – Boston University (1993)
- Bachelor of Arts in Russian Studies – University of Michigan (1989)

Professional Memberships

- Government Finance Officers Association
- California Society of Municipal Finance Officers

Colin Stifler

STAFF CONSULTANT

Consultant

ROLE

Collin will work at the direction of Jonathan in conducting interviews, directing research and analysis, preparing recommendations, and drafting deliverables.

PROFILE

Colin brings diverse experiences in local government and management consulting to his projects and client relationships. He has participated in numerous organizational assessments and strategic planning initiatives for municipalities, counties, and public utilities across the United States. These engagements have involved individual department assessments and process improvement analyses, as well as organization-wide reviews spanning multiple departments. Colin is familiar with processing large datasets and assisted Lower Paxton Township, Pennsylvania, with developing a financial model to forecast future revenues and expenditures. He also leverages his experience to explore unique challenges facing clients, such as helping the City of Wilmington, North Carolina, assess the feasibility of automating its solid waste collections.

Colin began his consulting career following six years of education, non-profit, and local government experience. Most recently, he worked for Wake County, North Carolina's Community Services Department, where he analyzed and helped implement policies spanning five County divisions and over 700 employees. Notable projects included creating an operational framework for an innovative environmental education facility, as well as identifying performance measures and supporting metrics for the County's library book selectors.

Prior to Wake County, Colin worked with the North Carolina Department of Environmental Quality, where he specialized in local government solid waste and recycling issues. After helping dozens of counties and municipalities navigate contract disputes, Colin created an ideal contract template for local governments to use when outsourcing the collection and processing of recyclable materials. In his role with Fidelity Charitable, he coordinated multimillion dollar donations for prominent philanthropists. He began his career as an English teacher in South Korea and China.

Colin earned a bachelor's degree in philosophy from Miami University (Ohio) and a master's degree in public administration from the University of North Carolina at Chapel Hill.



Specialties

- Organizational assessment
- Survey and data analysis
- Best practice and benchmarking research
- Program design and implementation
- Contracting and oversight

Professional History

- Raftelis: Consultant (2021-present);
- Wake County, North Carolina: Assistant to the Community Services Director (2021)
- North Carolina Dept. of Environmental Quality: Research Analyst (2020-2021)
- Fidelity Charitable: Senior Specialist (2017-2019)
- Gannan Normal University (China): Adjunct Professor (2015-2016)
- South Korean Ministry of Education: English Program Coordinator (2014-2015)

Education

- Master of Public Administration - University of North Carolina (2021)
- Bachelor of Arts in Philosophy - Miami University (2014)

Professional Memberships

- Engaging Local Government Leaders (ELGL)

Project Plan

The City of South Pasadena is seeking proposals from qualified consultants to perform a staffing study and organizational review of the South Pasadena Police Department. The goal of this engagement is to provide recommendations to improve organizational structure, efficiency, information technology, and policies to improve the services the Department provides to the community.

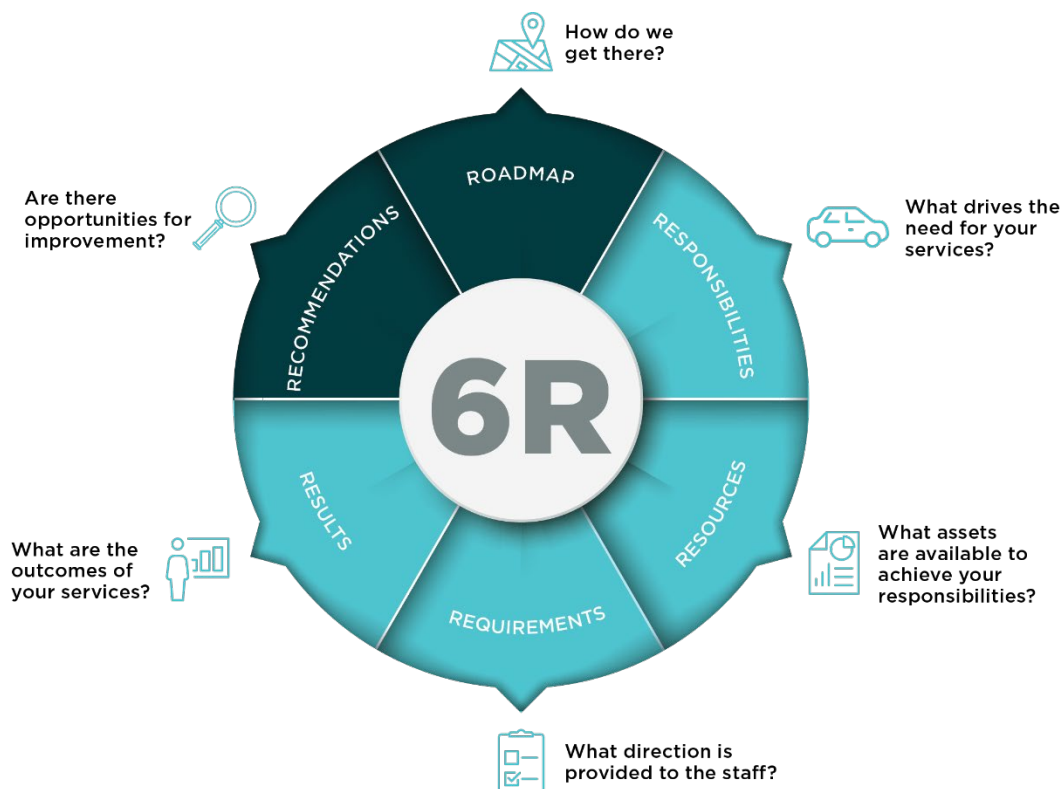
Public safety is one of the primary reasons that local government exists. Communities form to govern themselves, establish standards and laws, and determine how to best enforce those rules through a variety of governmental services. Police departments engage in protecting the public and exist to provide whatever level of service the community deems appropriate. While there are standards and "best practices" for various public safety philosophies, ultimately, the local community decides what level of service it desires and is willing to fund.

We approach reviews of public safety operations and staffing with this in mind. As we evaluate the level of service that is provided, we also look for indicators of satisfaction or dissatisfaction with the current standards and help identify solutions to provide a better fit for each community. *Our approach is to understand what your community needs and identify potential solutions to help achieve those goals.*

We have extensive experience working with local government and public safety clients, helping them to assess and meet local needs and build public trust. We pride ourselves on our ability to listen, analyze, and work with our clients to find not just a random selection of best practices taken from a manual, but real solutions that can be implemented effectively in each community's unique context. We respect the work already being done. There is no value to a consulting study that, once completed, occupies shelf space never to be opened again.

We are pleased that our prior engagements have resulted in corresponding actions by our clients to implement the recommendations that we have jointly developed. We are confident our analysis of current operations and resulting implementation plan will assist the City of South Pasadena with its goal of moving the Police Department toward an efficient and appropriately staffed agency that meets the community's needs.

To complete this work, our team will apply a project approach, focusing on these specific objectives using our "Six R" approach. This involves soliciting and collecting information on City **Responsibilities**, **Resources**, **Requirements**, and **Results** in order to identify possible organizational and operational **Revisions** with an associated **Roadmap** to implement positive change. This approach is depicted in the following graphic.



Responsibilities – What drives the need for your services? It might be the organization’s vision or mission, Federal, State, or local ordinance, or community service standards or expectations. We review these drivers to better understand service level constraints and opportunities for change.

Resources – What assets are available to achieve your responsibilities? These may include time, human resources, staffing, management capacity, financial position, contractual services, technology, fleet, equipment and facilities. We assess the adequacy of these resources based on the service level expectations.

Requirements – What direction is provided to staff? The method by which staff approach service delivery is often guided by laws, codes, policies and procedures, or informal mechanisms like past practices or on-the-job training. These sources provide staff with direction on how they approach tasks and complete their work. We review these business processes to determine opportunities for improvement.

Results – What are the outcomes of your services? Our approach connects your responsibilities, resources, and requirements with the outcomes expected of your services. We assess measures of efficiency and effectiveness to assist in data-driven decision-making.

Recommendations – Are there opportunities for improvement? Based on our qualitative and quantitative analysis of your programs and services, we develop recommendations for improving organizational performance. These changes can range from high-level considerations (i.e., should we be in this business) to strategic issues (i.e., should we consider alternative service sources) to tactical issues (i.e., how can we improve the productivity, efficiency, and effectiveness of the activity or service).

Roadmap – How do we get there? We develop a plan that will guide the organization through the implementation of the recommendations for improvement. The Roadmap offers the recommended priority order of implementation, suggestions for phasing, and key milestones for success. The Roadmap also serves as a valuable tool for the organization as well as the community to promote accountability and communicate progress toward implementation.

THE FOLLOWING DETAILS THE PROPOSED WORK PLAN.

Activity 1: Begin and Manage Engagement

We will begin this engagement by conducting a kick-off meeting with the City's project team to discuss project objectives, review the project plan and draft schedule, and discuss potential regional departments for use in benchmark comparisons. We will meet with the City Manager's Office to learn about the community, the City's interest in this study, strengths and weaknesses of current police staffing and operations, and community and executive expectations for this work.

Next, in order to begin to engage them in this effort, our team will meet with the Police Department Command Staff as a group to review the purpose of our work, the process steps, and our approach. Next, Raftelis will interview each member of the City Council individually and confidentially to learn about their perceptions regarding Police Department operations staffing, as well as about community needs.

We will provide a written request for, and review, all relevant background information, such as budgets, organizational charts, relevant collective bargaining agreements, any previous studies, work unit goals and work plans, workload measures and quantities, patrol area maps, City demographic information, and other similar data to inform our work. We will provide an online shared drive for easy uploading of electronic documents.

Throughout the project, we will provide the City with regular project status reports designed to maintain planned project progress and budget, identify and resolve project issues, and review project work products. In addition to formal status reporting, we anticipate numerous informal opportunities for the City to discuss various project and operating issues with our project manager and team leaders. We welcome the opportunity to have this informal dialogue since we believe it will contribute to a more successful project.

ACTIVITY 1 DELIVERABLES:

- Kick-off meeting agenda
- Draft and final project schedule
- Data/document request

Activity 2: Assess Staffing

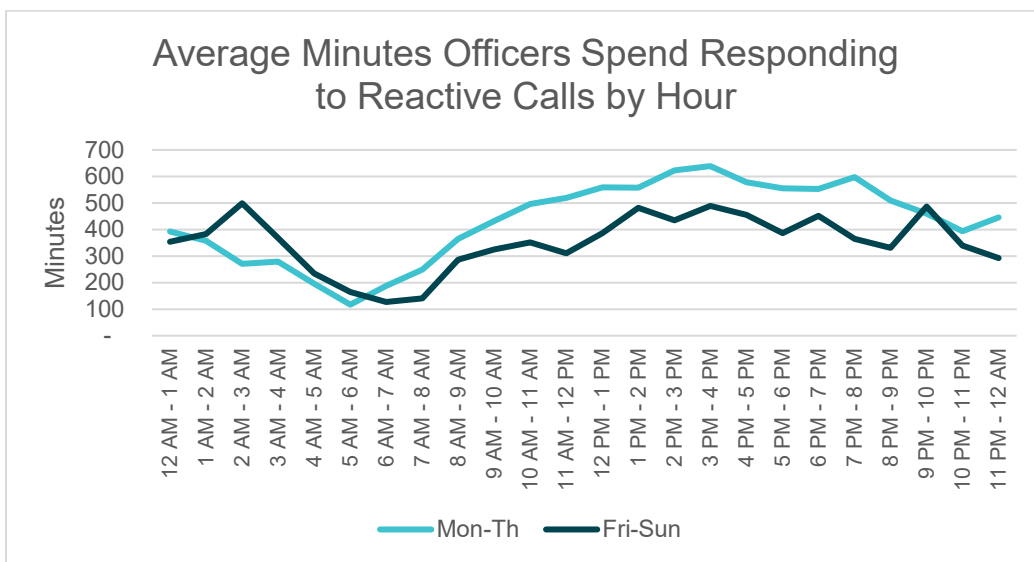
A primary component of this study is to assess Department staffing requirements to best meet local demand. In this activity, Raftelis will analyze the Police Department's CAD, Records Management System (RMS), and other data to map and understand the nature of policing work in the community. Our team will first meet with the Police Chief and any Department analytical staff to discuss the availability of data and assess what is available, including Dispatched Calls For Service (DCFS) data, investigations caseload information, officer-initiated calls, dispatch, and more.

Patrol

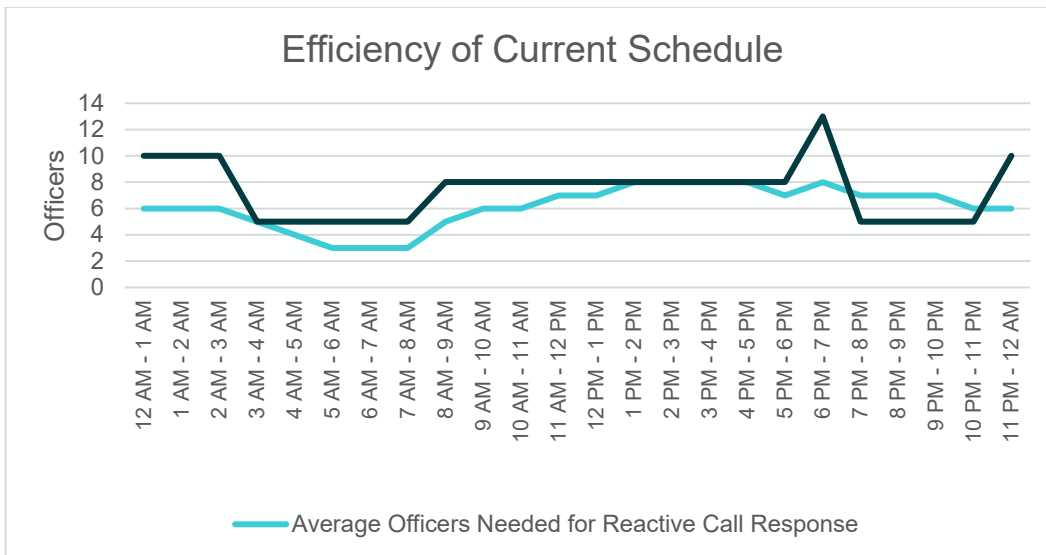
We will submit to the Department a detailed request for data drawn from the CAD system for each day of the week and each hour of the day over a three-year period for the amount of officer time consumed responding to emergency calls for service, engaging in officer-initiated activity, and completing administrative duties. We will analyze this data by type of call and call priority and will analyze seasonal variation in patrol workload. Using this analysis, we will develop a statistical staffing model, built on the South Pasadena Police Department's unique workload profile, to project the number of officers that would be required to consistently meet best practice proactive policing guidelines given current workloads.

Based on the myriad of research available on community-policing strategies and the impact of proactive policing, the International Association of Chiefs of Police (IACP) recommends that at least 33% of a patrol unit’s time be allocated to proactive policing. The remaining 66% of an officer’s time would then be divided equally among DCFS response and administrative duties. In other words, when the IACP standard is applied, an officer would spend an average of 20 minutes per hour completing proactive policing activities, 20 minutes responding to DCFS, and 20 minutes completing derivative administrative responsibilities. This guideline is called the “33 Percent Rule.”

An analysis of the call data will allow us to determine peak demand, based actual experience of officers, as shown in the following example.



Using our Staffing Utilization Model, we will develop a demand profile to demonstrate how many officers are needed to concisely meet the 33 Percent guideline. Our model will also go a step further by matching potential shift and deployment configurations to the Department’s unique patrol workload profile. This will include an analysis of planned changes and growth in the City, and its impact on staffing and schedules. We will demonstrate not only how many officers are needed to meet proactive policing guidelines, but what shift schedule can be applied to meet these guidelines in the most efficient way possible, as demonstrated in the following example. We will also analyze and assess the impact of any proposed schedule changes in the context of the City’s current collective bargaining agreements.



Investigations

Some functions of policing, such as patrol or emergency dispatch operations, have established national guidelines that can be used to ascertain staffing needs based on workload and service standard targets. However, no such staffing guidelines exist for investigations staffing. Case load and clearance rates are the most frequently used and valid metrics, but they cannot be used as raw numbers without further consideration because of the variation in labor hours required from case to case. For example, the workload of a homicide detective may reflect a relatively small number of cases, but each is a labor-intensive major investigation. Conversely, some property crimes with no significant leads may be routinely closed based on a quick telephone call to the victim, so a higher case load may not reflect a significantly higher workload. But other factors impact even that analogy; property crime investigations, for example, have become more numerous and complex with the advent of identity theft and cybercrime, and the increasing availability of surveillance video and digital evidence from computers and cell phones have increased both solvability and the scope of investigations.

Additionally, the standard of service set by the agency and expected by the community impacts the workload by raising or lowering the standards for accepting cases for investigation and when they are closed. The assignment of cases is essentially a triage process that evaluates a number of factors: the level of the crime, the presence of a willing complainant, the availability of evidence or witnesses, the extent to which the suspect is or can be identified, and the availability of investigative resources. When resources are constrained, the bar for pursuing an investigation is set higher. In this triage system, there is a segment of cases that are not amenable to successful investigation and should be closed; there is a segment that clearly merits further investigation; and there is a cutoff point between cases that are investigated and those that might be solvable if additional resources were available, but must be closed based on a cost-benefit analysis.

To properly assess investigative staffing levels, it is necessary to not only evaluate existing workload, but to evaluate the manner in which cases are selected for investigation and managed to completion. We will engage closely with the Department to understand the nuance of the Department’s investigative workload, which will support unique and targeted recommendation development.

Administrative Support

Our team will also look at staffing and the use of sworn and non-sworn personnel in functions such as property and evidence, dispatch, records, and more. It is critical that the growth in volume and complexity of police workload be considered not just as a driver of police officer staffing and resources needs, but of administrative resource needs as well. Our team will work closely with the Department to understanding and quantify the administrative workload drivers in

the Department, analyze for which functions sworn officer expertise is required, and provide recommendations on appropriate staffing levels.

Quality control of reports to ensure accuracy and completeness is important to maintenance of correct information as well as the future presentation of cases in court. Statutes govern the recording and dissemination of much of the information that passes through a police agency, requiring a level of knowledge of, and compliance with, their requirements. Administration staff also perform an important customer service role, providing police reports to victims, insurance companies, and other involved parties. They are the point of contact for Freedom of Information Act (FOIA) requests and assist members of the public in areas that, while not considered law enforcement priorities, may affect the individual significantly on a personal level. They in turn have a significant impact on the public perception of the Department.

Our team will evaluate the impact of the policing workload on civilian and administrative units of the Police Department. The administrative burden of modern policing is considerable, and, to maximize the ability of sworn personnel to respond to and prevent crime in the community, it is necessary to ensure that adequate support is available. We will evaluate the workload and associated resource requirements of civilian and support units under the current operating model. We will also clarify the impact that any recommended adjustments in sworn staffing, organizational structure, or process may have on support units.

Using data analysis based on available information, our team will summarize everything learned and identify optimal staffing requirements across all divisions based upon current and projected workload. This will include a review of the appropriate management spans of control. We will assess how any proposed schedule changes would impact collective bargaining agreements.

Raftelis will benchmark Department staffing against that of other similar regional and national departments for purposes of comparison and insight. We will analyze how the South Pasadena Police Department compares to other departments and how other departments are structured to provide insight for our recommendations.

We will share our data-based observations and findings with the City and refine our results based upon feedback received to finalize staffing profiles and shift schedules required to meet workload demand.

ACTIVITY 2 DELIVERABLES:

- Summary of demand profile, including staffing profile and shift schedules, for all units
- Benchmarking comparison results

Activity 3: Conduct Site Visit

While the statistical model discussed above is an important component of our proposed staffing analysis methodology, we also recognize and value that policing is not simply about numbers. There are many factors that must be given equal consideration. In this activity, our team will interview Department staff to ensure a thorough understanding of the South Pasadena community's unique context and perspectives regarding Police Department operations. This is a significant project effort that serves as the basis for all the analytical components of the project, including issue identification and recommendation development.

We will begin by interviewing key staff across all divisions of the Police Department to learn about their operations, staffing, processes, and perceptions of strengths, weaknesses, and opportunities for improvement of staffing, schedules, and operations. More specifically, we will discuss organizational structure, management systems, workload and workload drivers, known future initiatives or changes, policy impacts on operations, staffing levels, processes, inter-relationships

with other departments and the community, use of technology, and more. Our team will specifically inquire about performance of internal services of the City such as human resources, finance, and information technology in providing service to the Department.

Working with the City's project team, we will identify key internal and external stakeholders and invite them to participate in one of two public forums. We will offer one in-person forum and one virtual forum; we have found that a hybrid of in-person and virtual options provides flexibility for participants and eliminates potential barriers such as transportation or childcare. During the forums we will ask stakeholders about Department operations, policies and procedures, processes, strengths, weaknesses, and areas in need of improvement. We will appear at a public meeting with the Public Safety Commission to discuss community expectations for public safety and Department policies that might impact operations.

The Raftelis project team will participate in a ride-along with patrol to learn about the community's geography and service impacts.

With the input of the City's project team, Raftelis will develop and administer two online surveys: one open to the public and one for all Police Department staff. Once the survey questions are approved, Raftelis will launch the survey. We will assist the City with materials to market the survey to increase participation. At the conclusion, we will analyze and summarize survey results across varying demographic and departmental groupings.

The project team will employ our Six R approach, as introduced previously. The approach guides our efforts through data development, issue identification, operational analysis, and creation of recommendations tailored to improve the Police Department operations.

We will employ a variety of review and analysis techniques to develop and refine organizational and operational data in order to provide recommendations that will improve the Department's service provision. The following are some of the key questions impacting potential recommendations that we will explore as we look at the application of best practices and opportunities for innovation:

- How does the training schedule impact shift staffing?
- What is the current staffing methodology and is it appropriate?
- Is the report writing process efficient?
- Are there areas where improved technology can increase the time available to patrol the streets?
- Are there special safety concerns that need to be considered in the staffing model?
- How do leave scheduling practices impact shift staffing?
- Are sworn officers performing work that civilians should perform or vice-versa?
- Are there special assignments or teams that direct officers from emergency call response or proactive patrols?
- What are the major sources of overtime?
- How is court time scheduled, and what is the impact on shift staffing?
- Is there adequate supervisory coverage for each shift, and how is supervision handled when a sergeant is on leave?
- How are problem areas identified for dedicated, proactive attention?
- Are there mutual aid agreements with neighboring departments and under what conditions is it used or given?
- How are residential and commercial areas allocated throughout the community, and how does the configuration impact the patrol function?
- How does the City's transportation infrastructure and traffic patterns impact the patrol function?
- How are the beats structured to meet the City's unique service profile?
- Are records processed in a timely manner to support patrol, investigations, and the prosecutor's office?

- Are there core support services functions (records, dispatch, evidence processing, fleet maintenance, quartermaster, etc.) that require augmentation or process improvement focus?
- What recruitment and retention challenges is the Department experiencing across all programs and what impact does this have on service levels?
- Are there internal process or policy challenges that impede service delivery, communication, or organizational effectiveness?

We will consider the issues identified in conjunction with our analysis of patrol calls for service data, investigative caseload data, and administrative unit workload drivers, to determine how many staff, and of what rank, configuration, type (sworn/unsworn), and schedule are needed to adequately respond to the Department's workload. Not only will we define the staffing complement necessary to meet the community's specific policing needs and goals, but we will also recommend improvements to the administrative processes and practices that have a direct impact on efficiency, and, therefore, staffing needs. We will identify necessary changes to training and management spans of control.

We will review existing patrol areas and geographic assignments in conjunction with the call analysis performed earlier. We will determine if there is any need to adjust patrol areas and assignments to address immediate, mid-term, and long-term community needs.

We will compare and contrast management practices, organizational structure, training, use of technology, and services in the Police Department with the best practices of other successful law enforcement organizations. We will identify best practices and determine where gaps may exist in the the Department's current delivery of services. We will develop recommendations for closing those gaps and improving efficiency based on available resources. Additionally, recommendations for streamlining processes, reallocating personnel, and other appropriate recommendations will be prepared and reviewed with the City.

As part of our analysis, we will evaluate the structure and operations of the Department as they compare to industry standards of performance, in particular in the context of Reimagining Policing and providing equitable services through a lens of diversity, equity, and inclusion. Raftelis has done extensive research on this topic and recently updated our public safety methodology accordingly.

Our methodology was developed from contemporary research, our work with professional associations and industry groups, as well as other sources. We will compare and contrast management practices, structures, staffing, and services in the Police Department with the best practices of other successful organizations. We will identify best practices and determine where gaps may exist in the City's current delivery of services. We will develop recommendations for closing those gaps and improving efficiency, based on available resources. Additionally, recommendations for streamlining processes, reallocating personnel, and other appropriate recommendations will be prepared and reviewed with the City.

We will summarize everything learned in this activity and review with the City.

ACTIVITY 3 DELIVERABLES:

- Summary of themes and findings

Activity 4: Prepare Project Deliverables

At this point in the project, Raftelis will have conducted interviews, observations, forums, surveys, ride-alongs, and related data collection in order to identify potential issues for the Department. This will include an assessment of organizational structure, staffing, supervision, technology, process workflow, policies, and potential operational changes. These issues will be ranked in order of importance and documented in a summarized issue identification format. This

document will summarize our reasoning behind the identification of each issue and how it may impact operational and financial forecasting. This information will also include a core services matrix for the Department. This matrix inventories all of the Department’s services and the current staffing and service level provided by the City.

We will present and review our preliminary observations and recommendations with the City’s project team. Additional follow-up on issues or analysis will be conducted as needed, and our recommendations will be finalized.

Once recommendations are finalized, we will prepare a comprehensive draft report for the City. The report will include an executive summary, our methodology and approach, and all recommendations, including the demand profile, any proposed changes to staffing levels and work schedules, a review of patrol areas, and other operational changes to improve the Department’s efficiency and effectiveness with a focus on its ability to meet community needs over time.

The draft report will be provided to the City for review and discussion. Based upon feedback received, we will prepare and present the final report.

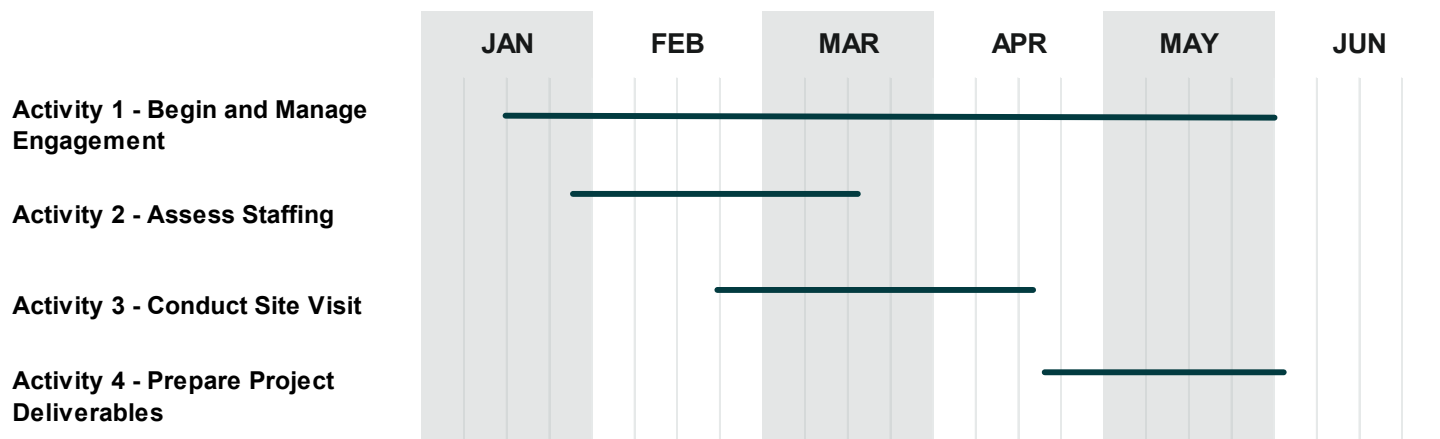
The final report will include the Roadmap, introduced previously, to provide additional detail on recommendations and to support implementation efforts by the City.

ACTIVITY 4 DELIVERABLES:

- Preliminary observations and recommendations
- Draft report
- Final report and implementation Roadmap

Timeline

A proposed project schedule is included below. We expect to refine this with the City during Activity 1.



Cost Proposal

The total fixed fee for completion of the scope of work is \$99,500. This includes all professional fees and expenses.

Activity	Description	Estimated Hours	Cost
1	Begin and Manage Engagement	58	\$18,300
2	Assess Staffing	84	\$20,000
3	Conduct Site Visit	118	\$34,375
4	Prepare Project Deliverables	112	\$26,825
TOTAL		372	\$99,500

The City will be invoiced monthly as tasks are completed.

Should the City desire additional services outside of the scope of work, it will be billed using the hourly rates below plus expenses at cost.

Project Team Member	Hourly Rate
Executive Vice President	\$350
Senior Manager	\$285
Subject Matter Expert	\$275
Manager	\$250
Consultant	\$195

Exceptions

We request that the City consider making the following modifications, shown in red below, to the Professional Services Agreement. Please contact us if you have any questions or concerns about these modifications.

5.11. **Records.** Consultant shall maintain ~~any and~~ all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents ...

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material (“written products” herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City ~~without restriction or limitation upon its use or dissemination by City except as provided by law.~~ 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 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.

11. INDEMNIFICATION

11.1 **Definitions.** For purposes of this Section 11, “Consultant” shall include Consultant, ~~its officers, employees, servants, agents, or~~ subcontractors, ~~or anyone directly or indirectly employed by either Consultant or its subcontractors,~~ in the performance of this Agreement. “City” shall include City, its officers, agents, employees and volunteers.

11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against ~~any and all~~ claims, losses, costs or expenses for any personal injury or property damage ~~arising out of or in connection with proximately cause 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.

11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys’ fees ~~for counsel of City’s choice,~~ expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys’ fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

~~11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.~~

Sample Proposal



City of Bloomington

**Organizational Assessment:
Police Department**

October 16, 2019



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October 16, 2019

Caroline Shaw
Director of Human Resources
City of Bloomington
401 N. Morton Street
Bloomington, IN 47404

Dear Ms. Shaw:

The mission of The Novak Consulting Group is to strengthen organizations, for those they serve and those who work in them. We are dedicated to providing management consulting services to local governments and nonprofit organizations. The firm was originally established as Public Management Partners in 2001. Since then, we have been providing our clients with the best thinking and execution in organizational design, development, and improvement.

We are pleased to submit this proposal for an Organizational Assessment of the Bloomington Police Department. This proposal is based on our understanding of the City's interests, as well as our experience completing similar work for other jurisdictions across the country.

Our project team for Bloomington is composed of skilled professionals, seasoned in local government with direct experience in all facets of local government public safety operations. Our team has had significant success working with many local governments to review operations, structure, and staffing with the goal of improving organizational performance and efficiency. Additionally, we are also skilled at developing performance measures to assist the organization in tracking progress toward the implementation of program improvements. We are confident our customized approach will provide the City with a plan for maximizing opportunities for economy, efficiency, and effectiveness while providing quality policing services to the community.

We look forward to the opportunity to serve Bloomington. Please contact me at (513) 309-0444 or jnovak@thenovakconsultinggroup.com should you have any questions.

Sincerely,

Julia D. Novak
President

About The Novak Consulting Group

For nearly a decade, a highly respected management consulting firm named Public Management Partners helped a variety of organizations function more effectively. Through the years, the firm built a sizeable client base of predominantly local governments and nonprofit organizations in the Midwest. Projects ranged from those as small as conducting community workshops to those as sweeping as analyzing the operational efficiency of entire departments within a city or county.

In 2009, Julia D. Novak acquired Public Management Partners and founded The Novak Consulting Group, staffed by consultants with decades of collective experience. With The Novak Consulting Group, Julia built on Public Management Partners' reputation for innovation and results while expanding the company's services nationwide. Her company meets a wider range of needs, consulting with governments in the areas of public works, public safety, human resources, finance, planning, IT, and more. We provide our clients with the best thinking and execution in organizational design, development, and improvement. Our three practice areas include:

- Organizational Assessment
- Strategic Planning and Facilitation
- Executive Search

The Novak Consulting Group is a national firm that provides unparalleled service to our clients. Leaders in local governments and nonprofit communities have come to rely on The Novak Consulting Group for high caliber advice developed through subject matter expertise and customized project approaches.

- **Focused expertise.** Our expertise lies in strengthening two kinds of organizations: local governments and nonprofits. We're consulting specialists rather than generalists, focusing our strengths to do a highly effective job for a specific group of clients.
- **Flexibility to serve you better.** We employ a core staff of senior-level consultants and draw from our pool of subject matter experts when their expertise can help us serve you better. This approach results in a more responsive and efficient project providing the services that you desire and the results that you need.
- **Decades of collective experience.** Our associates and subject matter experts have decades of experience in strengthening local governments and nonprofit organizations. They've served in a wide range of positions, from city manager to public works director to director of management information systems.
- **Personal service from senior-level consultants.** You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While a large firm may assign your business to junior-level people, our firm and approach provide exceptional service from senior-level consultants.

The Novak Consulting Group is a women-owned firm led by President Julia Novak. The firm is staffed with local government professionals, including full-time associates and subject matter specialists. The firm is headquartered in Cincinnati, Ohio, with employees based in Washington, D.C., California, Florida, Kansas, New Hampshire, North Carolina, Tennessee, and Wisconsin.

Work Plan

Public safety is one of the primary reasons that local government exists. Communities form to govern themselves, establish standards and laws, and determine how to best enforce those rules through a variety of governmental services. Police departments engage in protecting the public and exist to provide whatever level of service the community deems appropriate. While there are standards and "best practices" for various law enforcement programs, ultimately it is the decision of the local community to determine what level of service it desires and is willing to fund and, just as importantly, to determine funding and service level priorities when resources are constrained.

We approach reviews of law enforcement operations with this in mind. As we evaluate the level of service that is currently provided, we also look for indicators of satisfaction or dissatisfaction with the existing standards and help identify solutions to provide a better fit for each community. Our approach is to understand what the community needs, its public safety priorities, and the service delivery constraints, then identify actionable solutions to help achieve those goals.

The Novak Consulting Group and its staff have extensive experience working with local government clients in the area of public safety. Our focus is on providing solutions that work within the available resources and culture of the organizations we assist. The most innovative solutions in the world are valueless if they cannot be implemented or will not be accepted by the community and the department personnel who will be tasked with implementation. We pride ourselves on our ability to listen, analyze, and work with our clients to find not just a random selection of best practices taken from a manual, but real solutions that can be implemented effectively. There is no value to a consulting study that, once completed, occupies shelf space never to be opened again. We are pleased that our prior engagements have resulted in corresponding actions by our clients to implement the recommendations that we have jointly developed.

We recognize that there will always be competing interests between the level of services and its cost. Defining "good enough" is a significant challenge that is aided by knowing that the work is both necessary and delivered as efficiently as possible. As resources diminish, we often find that organizations become increasingly reactive at a significant cost both to current and future operations. Maintaining planned, proactive approaches consistently generates a better, more cost-effective result, particularly when evaluated over time. Every organization develops traditions, practices, and routines. It is essential that these are subject to regular review and analysis to ensure that they continue to represent best practices that meet the needs of the community.

The City of Bloomington is seeking a study to evaluate the efficiency, effectiveness, and staffing of the Police Department. The Novak Consulting Group is proposing a scope of work that will create a framework for organizational improvements. The following details the proposed work plan.

Activity 1 – Begin Engagement

The Novak Consulting Group will begin this engagement by meeting with the representatives from the Mayor’s Office, Human Resources, and the Police Chief to review the details and expectations of this effort and finalize the project schedule. Additionally, we will meet with the Command Staff to hear their perspectives about current operations, structure, staffing, communication, and culture in the Department.

We will request and review all relevant background information about the Police Department, including budgets, organizational charts, SOPs, shift schedule configuration, and other relevant workload information and policy documents.

These meetings will serve as the first step in an iterative communication process that will span the course of the project. Throughout the engagement, we will regularly update the project team on the progress of our work. We will provide status reports to ensure the schedule and anticipated deliverables are being achieved as promised. Our goal and commitment are to ensure that there are no surprises when the final project report is delivered to the City. Each area of analysis, as well as major issues and recommendations, will be vetted and discussed with the project team as the analytical process and project timeline unfolds.

Activities 2 – Develop Demand Profile

The Novak Consulting Group will review and analyze existing data provided by the City, along with data and information gathered from our interviews in the next activity, to assess staffing. We will work with staff to obtain CAD/RMS data so we can analyze such issues as time spent on dispatched calls for service, scheduling, and overtime drivers. Based on our analysis, we will develop specific recommendations regarding staffing and deployment, as well as other operational issues for the Police Department. Additional items to be evaluated and considered include the following:

- Current staffing level: filled positions and vacant positions
- Current allocation and deployment practices
- Current minimum staffing goal
- Current scheduling practices
- Unallocated/proactive time available throughout all shifts independently of each other
- Allocated time for calls for services, follow-up, report writing, court, briefing, etc. throughout all three shifts independently of each other
- Current and projected population distribution, demographics, and crime patterns
- Hours of overtime worked
- Current shift relief factor compared to optimal shift relief factor
- City geography and patrol beat configuration
- Goals and objectives of the Command Staff related to staffing and meeting community expectations for levels of service
- Other work time (e.g., court appearances, IOD, and light duty)
- Document current patrol performance and workload levels
- Other relevant factors/issues

To assess service delivery for the Police Department, we will review the demand profile, including time spent on dispatched calls for service. A staffing profile will be developed using existing

established benchmarks for the Police Department. This profile will estimate staffing requirements that would be needed to achieve management-specified performance objectives and best practice guidelines for proactive policing.

The Novak Consulting Group will conduct a workload-based staffing analysis for investigative personnel. We will analyze investigative workload by type, clearance rates, and investigative labor hour requirements to develop a unique service standard for the City of Bloomington. This standard will then be applied to the City's crime and investigative workload pattern to determine the appropriate number of investigators by specialization (e.g., robbery, homicide, domestic violence, etc.) to pair with Bloomington's crime profile.

Similar analytical approaches will be applied when analyzing the Department's civilian and support services staffing levels. For example, our approach concerning the administrative positions will be to develop a workload profile and identify the number of labor hours required to effectively complete core activities. We will further evaluate this profile within the context of fixed position staffing requirements to ensure that appropriate coverage is available for public interface.

Activities 3 – Conduct Field Work

During this project activity, we will develop a baseline understanding of operations, what works well, and what constraints managers, supervisors, and front-line personnel face in the daily delivery of service. Our work will be designed to identify operations issues relative to workload, deployment, command, oversight, and culture to determine what opportunities exist for improvement.

We employ several different techniques for learning about the department in order to collect sufficient data to understand operations and offer impactful recommendations. First, we will schedule and conduct confidential interviews with Command Staff and key line staff in the Police Department. The interviews cover the organization, structure, and volume of work; the business processes used to accomplish work; supervisory relationships; performance management; and perceived strengths and weaknesses. Next, we will conduct a series of group interviews with patrol sergeants, officers, detectives, and CSOs. We make a special effort to engage in conversations with employees from each level of the organization – sworn, civilian, command, supervisory, and front-line.

In addition to formal interviews, we conduct selected operational observations to understand how work is performed in your normal work environments. This will include walk-throughs in offices and worksite visits, as well as tours of law enforcement facilities and fleet and a ride-along/community tour, to better understand the community profile.

Through these activities, we will develop an understanding of how the Police Department functions and will perform a gap analysis designed to address current constraints and challenges in the Department. It also provides an opportunity to refine the demand profile and test the staffing analysis against the reality of daily workload in Bloomington.

Activities 4 – Assess Operations and Develop Recommendations

We will also assess operational policies and procedures, as well as other relevant personnel rules and provisions that impact the efficient operations of police services. The project team will review your documented policies and procedures to address and resolve the following questions:

- Are the manuals/documents complete? Do major gaps exist relating to operations?
- Are your policies and procedures updated frequently enough to reflect legal, procedural, and community changes?
- Do multiple, conflicting, or overlapping policies and procedures exist within the service area?
- Which policies and procedures foster efficiency and effectiveness, and which ones are hindrances? In the latter, what is the business case in support of the policy, and can it be altered?

This analysis will inform our recommendations regarding the organizational alignment of the command, patrol, investigative, administrative support functions, and the policies, procedures, and practices that drive organizational culture.

After the above tasks, The Novak Consulting Group will prepare a summary of our observations and recommendations. We will meet with the project team to review the summary. Additional follow-up on issues or analysis will be conducted as needed.

Activity 5 – Prepare Deliverables

Once recommendations have been finalized, The Novak Consulting Group will prepare a draft report. The report will include an executive summary, our methodology and approach, and a thorough description of all recommendations for the City of Bloomington. We will provide the draft to the City to review for factual accuracy and to discuss content and approach.

Following a review of the draft report by the City, we will prepare the final report based on project team feedback. The final report will include an Implementation Plan to provide additional detail on recommendations and to support implementation efforts by the Department. It includes detailed steps and priorities for each recommendation and offers a framework for implementation that can be used to carry forward the momentum of the study.

Schedule

We anticipate completion of the scope of work outlined in this proposal will require 14-16 weeks. We expect to develop a refined schedule with the City during Activity 1, based on the City's needs.

Cost

The total fixed fee for completion of the scope of work is \$52,800, including all professional fees and expenses for The Novak Consulting Group.

It is our practice to invoice clients monthly based on work completed.

ATTACHMENT 3

Draft Agreement with Raftelis for Police Department Assessment-
RFP and Scope of Work as Exhibits to the Agreement

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**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: **South Pasadena Police Department Organizational Assessment.**
- 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 **Domenica K. Megerdichian, Deputy City Manager.** The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant
- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as **Exhibit B** and incorporated herein by this reference. This

fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Ninety-nine Thousand and Five Hundred Dollars (**\$99,500**).
- 3.5. “Commencement Date”: **January 19, 2023**.
- 3.6. “Termination Date”: **June 30, 2023 or until determined to be complete by the City of South Pasadena Deputy City Manager**.

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

as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.
- 6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed 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 without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant’s employees, except as set forth in this Agreement. Consultant shall not

represent that it is, or that any of its agents or employees are, in any manner employees of City.

- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

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

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

12. INSURANCE

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

Domenica Megerdichian
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7214
Facsimile: (626) 403-7211

If to Consultant

Julia Novak, Executive Vice President
Rafetlis Financial Consultants, Inc.
445 S. Figueroa St. Suite 1925
Los Angeles, CA 90071
Telephone: (213) 262-9300

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”
Rafetlis Financial Consultants, Inc.

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____

Desiree Jimenez, CMC
Chief City Clerk

Date: _____

Approved as to form:

By: _____

Andrew L. Jared, City Attorney

Date: _____

EXHIBIT A

Scope of Services

The Consultant shall provide a report to the City Manager that provides analysis and recommendations to optimize public safety response while identifying and quantifying improvements and enhancements and cost savings measures for the City. Each area of Department Operations listed below should be evaluated for:

1. Opportunities.
2. Risks.
3. Increased efficiency.
4. Improved effectiveness.
5. Comparison to national and regional standards and best practices.

Department Operations

After conducting analysis and outreach, Consultant shall objectively and independently develop recommendations to the City Manager in the form of a written report for the near-term (1–4 years) and long-term (5–10 years) operations of the Police Department based upon, but not limited to:

1. Community data.
2. Current conditions, delivery performance, demand, and distribution.
3. Call volumes.
4. Response times.
5. National and regional standards and best practices.
6. Future growth and demand forecasts.
7. Staffing.
8. Policy review and recommendations.

City Responsibilities: Department Meetings and Facility Inspections

The City of South Pasadena will provide the consultant access to information and personnel as required during the comprehensive study to answer questions in a timely manner. The City of South Pasadena shall maintain all property rights of all material and deliverables produced from this review.

Schedule

The consultant should plan that a notice to proceed will be issued approximately late January 2023. The consultant will propose a schedule as part of their proposal that best represents their level of effort available for this project.

Funding

This project will be funded using 100 percent City funds. The proposed budget will not be provided to Offerors.

Deliverables

A final report will be submitted via paper and electronically in PDF format, bookmarked accordingly for each objective listed above. The report shall include an executive summary and recommendations for each objective under Department Operations. The report will be presented to the City Manager and findings may be presented to the City Council. The Consultant may be asked to present the findings and methodology to the City Council.

Activities	Key Deliverables or Actions	Target Date of Completion*
Phase One: Meet with City Manager staff, any additional technical assistants to co-design approach and timeline for the project.	<ul style="list-style-type: none"> -Plan for the project outline -Development calendar of milestones of the recommendations for the City Manager. -Identify protocols, logistical and technological considerations for effective deliberation -Solidify calendar of advisory consultations and methods for collection of community input for stakeholders 	TBD
Phase Two: Convening of Project	Consultant to collaborate with City Manager and Police Department staff to: <ul style="list-style-type: none"> -Choose background materials on police services, delivery and approaches -Identify emerging best practices from academic and other sources related to assessment of police services -Participate in regular internal deliberations with City staff and technical advisors -Facilitate external meetings as determined by the team 	TBD
Phase Three: Facilitation of Community Engagement Meetings and Synthesis of Emerging Best Practices	<ul style="list-style-type: none"> -Facilitate public meetings to be held -Continue deliberations with City staff to compile and integrate community input, subject matter expertise, and research findings on reallocation of police services -Support staff to finalize final recommended plan for City Council review -Preparation to define the community engagement process that informed final recommendations, if needed 	TBD
Phase Four: Evaluation, Recommendations on Operationalization of Council Action and Next Steps	<ul style="list-style-type: none"> -Continue deliberations with City staff to evaluate process and assess City Council presentation -Participate in any considerations of implementation or operationalization of reallocations -Facilitate any meetings determined to be necessary regarding next steps 	TBD
Completion of Deliverables:	<ul style="list-style-type: none"> -Delivery of completed assessment to City staff regarding Police Department organizational structure, workload, overall efficiency, information technology, and policy review 	TBD

*Approximate dates to be determined during consultant selection process

EXHIBIT B

Cost Proposal

The total fixed fee for completion of the scope of work is \$99,500. This includes all professional fees and expenses.

Activity	Description	Estimated Hours	Cost
1	Begin and Manage Engagement	58	\$18,300
2	Assess Staffing	84	\$20,000
3	Conduct Site Visit	118	\$34,375
4	Prepare Project Deliverables	112	\$26,825
TOTAL		372	\$99,500

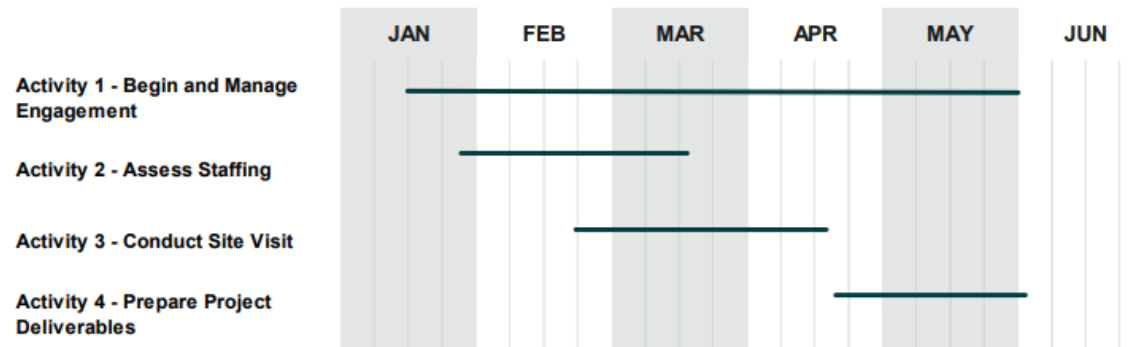
The City will be invoiced monthly as tasks are completed.

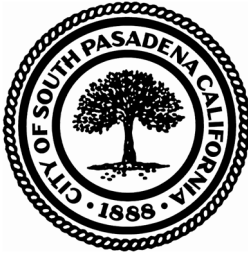
Should the City desire additional services outside of the scope of work, it will be billed using the hourly rates below plus expenses at cost.

Project Team Member	Hourly Rate
Executive Vice President	\$350
Senior Manager	\$285
Subject Matter Expert	\$275
Manager	\$250
Consultant	\$195

Timeline

A proposed project schedule is included below. We expect to refine this with the City during Activity 1.





City Council Agenda Report

ITEM NO. 12

DATE: January 18, 2023

FROM: Jon Primuth, Mayor

PREPARED BY: Desiree Jimenez, CMC, Chief City Clerk

SUBJECT: **Authorization of Appointments and Reappointments to City Boards, Commissions, and Committees**

Recommendation

It is recommended by Mayor Primuth that the City Council appoint the following to City Boards, Commissions, and Committees:

1. Margaret Yi to the Community Services Commission to a partial term ending December 31, 2023;
2. Jeremy Ding to the Cultural Heritage Commission to a full term ending December 31, 2025;
3. Sheila Rossi to the Finance Commission to a partial term ending December 31, 2024;
4. Edward Pearson to the Library Board Trustees to a partial term ending December 31, 2024;
5. F. Arnold Swanborn to the Planning Commission to a partial term ending December 31, 2023;
6. Deloris Piazza to the Public Art Commission to a full term ending December 31, 2025;
7. Tricia Demarais to the Public Safety Commission to a partial term ending December 31, 2023;
8. Armando Thomas Munoz to the Public Safety Commission to a full term ending December 31, 2025;

It is recommended by Mayor Primuth that the City Council re-appoint the following to City Boards, Commissions, and Committees for a full term ending December 31, 2025:

1. William Cross to the Cultural Heritage Commission
2. Melissa Hon Tsai to the Design Review Board
3. Annie Chang Long to the Library Board Trustees
4. Kenneth I. Gross to the Library Board Trustees
5. Lawrence Abelson to the Mobility and Transportation Infrastructure Commission
6. Amy Davis Jones to the Natural Resources and Environmental Commission
7. Michael Siegel to the Natural Resources and Environmental Commission
8. Lisa Padilla to the Planning Commission
9. Jeffrey Burke to the Public Art Commission
10. David Maling to the Public Works Commission

Mayor's Statement for Appointees

I have carefully reviewed all submitted applications and considered the various factors for appointment such as the candidate's relevant expertise, experience and passion; professional and viewpoint diversity for our commissions; demonstrated commitment to the South Pasadena community; the candidate's past record of service; and the recommendations of others and my own personal experience and observations.

Mayor's Statement for Reappointees

I endorse all the candidates I am proposing for reappointment because of their demonstrated commitment to the commission's work and their willingness to continue to serve.

Discussion

The South Pasadena Municipal Code (SPMC) Section 2.23(a) states that, "Unless otherwise specified in this article, all boards and commissions shall consist of five adult members, all board and commission members to be appointed by the mayor of the city with at least three affirmative votes of the city council." Vacancies other than by expiration of a term shall be filled by the mayor, with approval of the city council, for the unexpired portion of the term SPMC Section 2.26(a). The term of office for commissions is three years for a full term, running from January 1 through December 31 SPMC Section 2.25(a).

The City has continued community outreach to solicit applications to fill these and other advisory body vacancies. Existing unscheduled vacancies and vacancies occurring in 2023 have been posted on the City's website consistent with the Maddy Act. For residents interested in serving on a City advisory body, the application is available on the City website or in the City Clerk's Office.

The new appointee and certain reappointee applications have been included in tonight's Agenda Packet and are also on file at the City of South Pasadena City Clerk's Office located at 1414 Mission Street, First Floor, South Pasadena, CA 91030.

Fiscal Impact

Cost for onboarding, training, and conducting commission meetings have been accounted for in department budgets.

ATTACHMENTS:

1. New Appointee Applications
2. Certain Reappointee Applications

ATTACHMENT 1
New Appointee Applications

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CITY OF SOUTH PASADENA
SEP 16 2022
CITY CLERK'S DIVISION

* Full Name

Margaret Yi

* Full Address

[REDACTED]

* Email

[REDACTED]

* Main Phone

[REDACTED]

Secondary Phone

SKIPPED

Occupational Experience:

Corporate, renewable energy, and project finance attorney since 2015 • Current position: Senior Counsel, AES Clean Energy • Past experience: Wilson Sonsini Goodrich & Rosati LLP, Hutton Andrews Kurth LLP, Paul Hastings LLP

Education Background:

• University of California, Berkeley, School of Law (J.D. 2015) • Brown University (A.B. Economics, 2012) • South Pasadena High School (2008)

Why do you want to serve on a City Advisory Body?

Serving on a commission is one way that I can give back to the town and community that made me who I am today. I am a proud graduate of SPS (class of '08), and after a decade away, I relocated back to South Pas last year. I attribute much of my success to this city. From the top-tier schools and educators, to the safe and clean environment, to the incredibly kind and generous people of this community, South Pas gave me the resources I needed to thrive in my adulthood. In fact, I ended up in law because of the tutelage and mentorship of a local South Pas attorney, Rene Ramos, who taught me more than a high schooler could ever hope to learn about the practice of law over the course of two summer internships. I have now been practicing law for over seven years. As an attorney, I have experience with interpreting, evaluating and advising on complex matters. With my specialty in renewable energy, I am proficient in the development and financing of renewable projects, which also requires familiarity with various renewable technologies, permitting, and regulatory issues.

Additional Information/Remarks:

SKIPPED

List Advisory Body of Interest's:

NREC, Community Services Commission

Attachment

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CITY OF SOUTH PASADENA
OCT 04 2022
CITY CLERK'S DIVISION

* Full Name
Mr. Jeremy Ding

* Full Address
[REDACTED]

* Email
[REDACTED]

* Main Phone
[REDACTED]

Secondary Phone
SKIPPED

Occupational Experience:
U.S. Department of Defense - Office of Inspector General (DOD-OIG) - Investigator

Education Background:
BS - Business/Marketing MBA - Business/Management

Why do you want to serve on a City Advisory Body?
I have previously served on the Public Safety Commission and my six year term is ending. I have interest in serving on the Planning Commission. I have been following the RHNA and Housing Element matters closely. I believe I can add value to the existing planners and architects who sit on the commission.

Additional Information/Remarks:
I am involved in local matters and community organizations. I have also made contacts with many relevant stakeholders in South Pasadena and regionally.

*** List Advisory Body of Interest's:**

Planning Commission, Library Board of Trustees or Cultural Heritage Commission

Attachment

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CITY OF SOUTH PASADENA ADVISORY BODY APPLICATION

(This Application is a Public Document)

CITY OF SOUTH PASADENA

JAN 04 2023
11:06AM YC
CITY CLERK'S DIVISION
For Official Use Only

Residents are the underpinning of our community and the Mayor and City Council encourage your participation by volunteering to serve on a City Advisory Body. The City Advisory Bodies are groups of volunteers that advise the City Council and staff on matters that affect policy and issues that will affect the future of the community.

Full Name: Sheila Rossi

Home Address: _____

Preferred Phone No.: _____

Secondary Phone No.: _____

Email Address: _____

N/A

Current Middle/High School Grade (Youth Commission Only): _____

Are you a registered voter of the
City of South Pasadena?

Yes No

Have you ever been convicted of a crime
other than a minor traffic violation/infraction?

Yes No

If yes, please describe the nature of each conviction under "remarks."

(Additional sheets may be attached – You are welcome to provide a resume and/or letters of endorsement)

Occupational Experience: Financial and data analysis, operational budgeting, strategy formulation, project management, systems improvement, diligence, policy development, and operations management. I have also led and managed multiple commercial, large scale development projects.

University of California, Berkeley Haas School of Business B.S. Business Administration

Educational Background: _____

University of Southern California, Sol Price School of Public Policy, MHA Masters Healthcare Administration

Why do you want to serve on a City Advisory Body: I've been involved in numerous community forums and discussions related to the

general plan and budget over the years and am intimately familiar with the issues pertaining to planning, traffic, finances, public safety, and public works.

I would like to serve on a commission to serve my community and support ongoing improvements for long-term, sustainable growth.

Civic or community experience, membership, or previous public service appointments: Active SP member since 2007.

SPEF Exec Board & SPARC Steering Committee Member, Measure S Parcel Tax and Measure SP Bond Campaigns Committee, AV School Site Council

General Plan Committee, WISPPA, SP Girl Scout Leader (10 years), Westridge DEI Committee Chair, National Charity League, Hathaway Sycamores

Additional Information/Remarks: My recent graduate research focused heavily on Lean Six Sigma process improvement, innovation & transformation,

characteristics of high reliability organizations (HRO), needs of an aging population, and Social Determinants of Health (SDH). SDH are the non-medical factors that

influence health outcomes and include the interconnected conditions in which people are born, grow, work, live, and play and have an impact on health inequities.

I hope to provide a holistic and research informed perspective to support city council policy and planning decisions.

Advisory Body of Interest: _____

Planning Commission

Finance Commission

Freeway & Transportation

1st Preference

2nd Preference

3rd Preference

CITY OF SOUTH PASADENA ADVISORY BODY APPLICATION

(This Application is a Public Document)

CITY OF SOUTH PASADENA

NOV 30 2021

CITY CLERK'S DIVISION

For Official Use Only

Residents are the underpinning of our community and the Mayor and City Council encourage your participation by volunteering to serve on a City Advisory Body. The City Advisory Bodies are groups of volunteers that advise the City Council and staff on matters that affect policy and issues that will affect the future of the community.

Full Name: Edward F. Pearson

Home Address: _____

Preferred Phone No.: _____

Secondary Phone No.: _____

Email Address: _____

Current Middle/High School Grade (Youth Commission Only): _____

Are you a registered voter of the
City of South Pasadena?

Yes No

Have you ever been convicted of a crime
other than a minor traffic violation/infraction?

Yes No

If yes, please describe the nature of each conviction under "remarks."

(Additional sheets may be attached – You are welcome to provide a resume and/or letters of endorsement)

Occupational Experience: Lawyer - legal services for 43+ years; now self-employed (partner in a small LA-base

Educational Background: BA, MBA, and JD from USC

Why do you want to serve on a City Advisory Body: I have served before and would like to do so once again.

Civic or community experience, membership, or previous public service appointments: _____

From 2011-2016 I served two three-year terms on the Library Board of Trustees, including two years as President.

Additional Information/Remarks: _____

I want to reengage, and believe that I can offer experience from my prior service that may benefit the Library.

Advisory Body of Interest: Library Board of Trustees

1st Preference

2nd Preference

3rd Preference

NOV -1 2022

* Full Name

Mr. F. Arnold. swanborn

* Full Address

[REDACTED]

* Email

[REDACTED]

* Main Phone

[REDACTED]

Secondary Phone

[REDACTED]

Occupational Experience:

I have worked in the architectural profession for the past 30 years. Over that time I have had a broad range of experiences working in both private/commercial and institutional sectors. Experience: Taught at the USC school of Architecture, graduate and undergraduate architecture studios. Worked on the local, national and international stage on large and small projects including commercial, residential, single and multi-family, and institutional markets. Secured entitlement, master planned, designed commercial, residential and institutional projects. Currently as a partner at CO Architects I lead large institutional projects, nationally and internationally, large and small teams as Design Principal to establish design direction and enable/encourage collaborative design approaches to complex issues. Presented at National and international conferences

Education Background:

Bachelor of Architecture, University of Southern California, Los Angeles, Ca. (1990) Masters in Advanced Architectural Design, Columbia University, New York, New York(1993) LEED Accredited Member of the American Institute of Architects California Architect license no.

Why do you want to serve on a City Advisory Body?

My wife and I moved to South Pasadena 15 years ago as young parents as so many people do. It offered a sense community, relatable scale and safe haven, a Mayberry of sorts, in the midst of a large metropolis that is Los Angeles. What attracted us then, the scale, intimacy and cultural heritage is what keeps us here today. I've admired, largely from the side-lines, the heroic and long fought battle over the 710 by long-time residents who protected the essence of our town and maintained its cohesive and historic fabric. It's time for me to get involved. Over that time I have become a seasoned, nationally recognized architect and believe that architects have a unique skillset and bring holistic points-of-view to bear on pressing issues of design and planning, be they economic, aesthetic or culturally. I believe I can be an asset to the city as we plan, grow and address the challenges that face the city. Leadership begins with listening. Only after we've done that, can we begin to set our path forward, using our common values as a filter to make informed decisions. I care deeply about this community, my fellow residents and the architectural history and future of the city. It would be an honor to serve in this regard.

Additional Information/Remarks:

Resume and References Available upon request

*** List Advisory Body of Interest's:**

Planning Commission, Design Review Board

Attachment

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CITY OF SOUTH PASADENA ADVISORY BODY APPLICATION

CITY OF SOUTH PASADENA

NOV 09 2021

City Official Use Only
CITY CLERK'S DIVISION

(This Application is a Public Document)

Residents are the underpinning of our community and the Mayor and City Council encourage your participation by volunteering to serve on a City Advisory Body. The City Advisory Bodies are groups of volunteers that advise the City Council and staff on matters that affect policy and issues that will affect the future of the community.

Full Name: Deloris Piazza

Home Address: _____

Preferred Phone No.: _____

Secondary Phone No.: _____

Email Address: _____

Current Middle/High School Grade (Youth Commission Only): _____

Are you a registered voter of the
City of South Pasadena?

Yes No

Have you ever been convicted of a crime
other than a minor traffic violation/infraction?

Yes No

If yes, please describe the nature of each conviction under "remarks."

(Additional sheets may be attached – You are welcome to provide a resume and/or letters of endorsement)

Occupational Experience: _____

Over 20 years as an independent designer of web, print, packaging, multimedia and set design.

Educational Background: _____

BA in Art, CSULB, MA in Digital Media, AFI

Why do you want to serve on a City Advisory Body: _____

I have lived in South Pasadena for over 20 years and now have the time available to get involved!

Civic or community experience, membership, or previous public service appointments: _____

This will be my first public service appointment. I have volunteered on many political campaigns and art and film events.

Additional Information/Remarks: _____

Advisory Body of Interest: Public Arts Commission Animal Commission Natural Resources
1st Preference 2nd Preference 3rd Preference

JAN 03 2023
7:44 AM YC
CITY CLERK'S DIVISION

* Full Name

Tricia Desmarais

* Full Address

[REDACTED]

* Email

[REDACTED]

* Main Phone

[REDACTED]

Secondary Phone

SKIPPED

Occupational Experience:

I am an attorney with experience serving as both outside counsel (litigation and corporate) and in-house general counsel for companies in a variety of industries, including health care, consumer goods, manufacturing, real estate, and finance.

Education Background:

I have an undergraduate degree from Skidmore College in Saratoga Springs, New York, where I majored in Art History and English. I attended law school in Philadelphia, Pennsylvania, graduating with a JD from Temple University.

Why do you want to serve on a City Advisory Body?

I moved to South Pasadena in 2020 and my husband and I recently bought a house here. We have two boys currently in the SPUSD schools and one who graduated from SPHS in 2021. I cherish the South Pasadena community and wish to participate at a more involved level, to help support the City goals and vision and to give back to the community.

Additional Information/Remarks:

I welcome an opportunity to fill any of the service positions where the City thinks my skillset may be of use.

*** List Advisory Body of Interest's:**

Community Services Commission; Natural Resources and Environmental Commission; Planning Commission; Public Art Commission; Public Safety Commission.

Attachment

Tricia Desmarais Resume 2022.pdf

CITY OF SOUTH PASADENA ADVISORY BODY APPLICATION

(This Application is a Public Document)

CITY OF SOUTH PASADENA

JUN 20 2021

CITY CLERK'S DIVISION
For Official Use Only

Residents are the underpinning of our community and the Mayor and City Council encourage your participation by volunteering to serve on a City Advisory Body. The City Advisory Bodies are groups of volunteers that advise the City Council and staff on matters that affect policy and issues that will affect the future of the community.

Munoz, Armando Thomas

Full Name: _____

Home Address: _____

Preferred Phone No.: _____

Secondary Phone No.: _____

Email Address: _____

Current Middle/High School Grade (Youth Commission Only): _____

Are you a registered voter of the
City of South Pasadena?

Yes

No

Have you ever been convicted of a crime
other than a minor traffic violation/infraction?

Yes

No

If yes, please describe the nature of each conviction under "remarks."

(Additional sheets may be attached – You are welcome to provide a resume and/or letters of endorsement)

Occupational Experience: 35 years law enforcement experience with the Los Angeles Police Dept.

Retired in July 2021, at the rank of Lieutenant, with 24 years of supervisory experience.

Educational Background: Bachelor of Science Degree, Cal State University, Long Beach, 1983.

Why do you want to serve on a City Advisory Body: I would like to utilize my law enforcement and public safety experience to assist my community in identifying public safety concerns or issues that impact

our city. Then assist other board members in providing judicious advice and

Mayor, Chief of Police, and various other city agencies, in order to ensure the

Civic or community experience, membership, or previous public service appointments.

South Pasadena, with two boys in the SPUSD, served as coach in various SP sports/school programs.

Additional Information/Remarks: _____

Advisory Body of Interest: Public Safety Commission

1st Preference

12 - 14

2nd Preference

3rd Preference

ATTACHMENT 2
Certain Reappointee Applications

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William Cross, Cultural Heritage Commission

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Melissa Hon Tsai, Design Review Board

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Annie Chang Long, Library Board of Trustees

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CITY OF SOUTH PASADENA ADVISORY BODY APPLICATION

(This Application is a Public Document)

APPD to LBT
CITY OF SOUTH PASADENA
JAN 19 2022
CITY CLERK'S DIVISION
For Official Use Only

Residents are the underpinning of our community and the Mayor and City Council encourage your participation by volunteering to serve on a City Advisory Body. The City Advisory Bodies are groups of volunteers that advise the City Council and staff on matters that affect policy and issues that will affect the future of the community.

Full Name: Kenneth I. Gross

Home Address: _____

Preferred Phone No.: _____

Secondary Phone No. _____

Email Address: _____

Current Middle/High School Grade (Youth Commission Only): _____

Are you a registered voter of the
City of South Pasadena?

Yes No

Have you ever been convicted of a crime
other than a minor traffic violation/infraction?

Yes No

If yes, please describe the nature of each conviction under "remarks."

(Additional sheets may be attached – You are welcome to provide a resume and/or letters of endorsement)

Occupational Experience: I am an attorney practicing in the areas of business litigation, with an emphasis on IP litigation, defense of employers in labor related claims, and real estate. We do transactional work as well.

Educational Background: _____

BA from Albright College in Reading, PA; JD from Southwestern School of Law

Why do you want to serve on a City Advisory Body: _____

Libraries house the tools that can teach us all about the past so we can learn about why the present is the way it is and maybe chart a path going forward. A library is a comfortable place for all, where all are equal.

Civic or community experience, membership, or previous public service appointments: _____

I was president of Temple Beth David for seven (7) years, and am presently on the Board of Directors of Fremont Center Theater in South Pas, and am on the Board of Eastern Columbia, the live/work building in

Additional Information/Remarks: dtla where my office is.

Advisory Body of Interest: Library Board of Trustees

1st Preference

12 - 20

2nd Preference

3rd Preference

Lawrence Abelson, Mobility and Transportation Infrastructure Commission

Application is unable to be located



City of South Pasadena

1414 Mission Street • South Pasadena • California 91030
Telephone (626) 403-7230 • Fax (626) 403-7211

For office use only:
Elector *[Signature]*
Date Submitted 4/30/14

RECEIVED

OFFICE OF THE MAYOR

APR 30 2014

APPLICATION FOR COMMISSION APPOINTMENT

APPLICATIONS ARE KEPT ON FILE FOR TWO (2) YEARS OF SOUTH PASADENA
Must be an Elector* of the City CITY CLERK'S OFFICE

Commission: Natural Resources & Environmental Commission

Name: AMY DAVIS JONES, ASLA, LEED A.P.

Address: [Redacted]

Home Telephone: [Redacted] Work Telephone: [Redacted]

Cell Number: [Redacted] E-mail Address: [Redacted]

Have you ever been convicted of any offense other than a minor traffic violation/infraction? Yes No
If "yes," you must fully disclose the nature of each conviction, city date, and disposition under "remarks."

[Signature]
Applicant Signature

4/11/2014
Date

Additional sheets may be attached, if necessary, to fully describe related experience and training. However, resumes will not be accepted in place of a completed Commission Application Form.

Educational Background:
University of California, Davis - B.S. in Landscape Arch., Minor in Botany.
University of Washington - Master of Landscape Arch., Certificate in Conservation Biology.

Current Employment:
Landscape Architect (freelance consulting)
Household Manager • Please see attached resume for past experience

Other Community Involvement:
Site Beautification Chair, Waverly Elementary • Live Oaks Tennis Assoc., Board of Directors
YMCA 2014 fundraising campaign, Team Captain • Kipke for School Board, Campaigner

Why would you like to serve on this Commission, and why do you think you are suitable for this Commission?
I am a LEED accredited landscape architect with over 15 years experience in public planning, urban design and parks projects. Throughout my career I have sought ways to integrate infrastructure and development with the environment and natural processes. I also served on the City of Portland's Sustainable Development Commission. It would be an honor to serve on the City's Natural Resources & Environmental Commission.

Elector means any person who is a United States citizen 18 years of age or older and a resident of an election precinct at least 15 days prior to an Election (Election Code Chapter 1, Section 321.)

A Statement of Economic Interests is required for the Community Redevelopment Commission, Cultural Heritage Commission, Design Review Board, Library Board of Trustees, Oversight Board to the Successor Agency to the Redevelopment Agency, Planning Commission and the Public Works Commission.

(Please Note: This application is a public document.)

cc: Council

AMY DAVIS JONES, ASLA, LEED A.P.

EDUCATION

UNIVERSITY OF WASHINGTON, SEATTLE

- Master of Landscape Architecture, 2000
- Certificate in Conservation Biology
- Valle Fellowship, Scandinavia 1999
- Urban Ecology Seminar, Teaching Assistant, 2000

UNIVERSITY OF CALIFORNIA, DAVIS

- Bachelor of Science Landscape Architecture, 1994
- Minor in Botany

SELECTED
PROFESSIONAL
EXPERIENCE

PROJECT MANAGER & LANDSCAPE ARCHITECT, David Evans & Assoc., 2002-2006

- Managed a team of engineers, planners and landscape architects for **Zenger Farm Site Development**, for the **Friends of Zenger Farm, Portland, OR**. Assisted with long-term planning and habitat restoration efforts on the protected riparian and wetland areas within the farm. Identified and designed sustainable infrastructure systems including stormwater infiltration and detention, greywater re-use, and incorporated edible and native landscaping. Assisted with construction funding by identifying and completing grant applications for the Farm.
- Managed a team of architects, engineers and planners for the design and construction of **Tug Irene Park, Waterfront Heritage District, City of Coos Bay, OR** along Hwy 101. Project funding and oversight came through the Oregon Department of Transportation (ODOT). Coordinated between City of Coos Bay, ODOT, Coos Bay Historic and Urban Design Commissions, and the general public. Oversaw the public review process during the project design phase.
- Managed a team of civil engineers and landscape architects for the **Albina Triangle Stormwater Park, Portland Development Commission, Portland, OR**. Designed a neighborhood park for small gatherings, as well as a place to manage stormwater run-off from the surrounding streets for detention and infiltration. A series of runnels, vegetated swales and detention ponds were planted with 100% native species.
- Assisted environmental planners, restoration and erosion control specialists, and civil engineers on the habitat restoration efforts for **Washington Park Master Plan/Claggett Creek Restoration for the City of Salem, OR** as well as the **192nd Avenue Phase 3 Wetland Mitigation, for the City of Vancouver, WA**.
- Collaborated on a team of design and planning consultants for Alta Transportation Planning for the **Division Green/Main Street Project, for the Portland Department of Transportation, Portland, OR**. Developed green street design standards as well as pedestrian, bicycle and vehicular enhancements in order to create a main street feel for the most traveled corridor through SE Portland.

LANDSCAPE DESIGNER AND PROJECT MANAGER, Perceival and Shapiro, 2001-2002

- Landscape Designer, **Hacienda West Low-income Housing, for Scott/Edwards Architecture, Hermiston, OR.**
- Landscape Architect, **Cornelius Head Start Play Area Design, for Scott Edwards Architecture, Cornelius, OR.**
- Landscape Designer, **Palmquist Campus Site Planning, Design and Stormwater Management, for Dull Olson Weekes, Gresham, OR.**
- Landscape Designer, **Nike Hangar Entrance and Courtyard Site Design, for Nike, Inc., Beaverton, OR.**

LANDSCAPE & URBAN DESIGNER, Wallace Roberts & Todd, 1996-1998

- Collaborated on a multi-disciplinary team for the **Corona Reach Specific Plan** in Petaluma, CA. Compiled all biological, hydrology and archeological data with the city's general plan, to identify areas requiring protection and areas for potential development.
- Designed and illustrated alternatives for improving pedestrian circulation and safety and incorporating street furnishings in both the **Palo Alto and Downtown Phoenix Urban Design Improvements**. Elements included; custom paving, and seating design, planting, lighting, and other street furnishings.
- Project Manager for the **UC Davis Engineering Building** landscape design: produced hand drafted schematic designs through 100% construction documents and specifications.
- Established recommendations and developed graphics to illustrate urban design improvements for the **City of Santa Cruz Beach Area Urban Design Guidelines**.

VOLUNTEER

- **Descanso Gardens**, Plant Propagation Volunteer and Educator, 2007-2012
Volunteer Advisory Council, 2010-2012
- **Shade for Schools**, Assisted South Pasadena Unified School District in identifying and pricing different solutions for increasing shade on their campuses, 2008
- **Zenger Farms**, Assisted with site planning, design and funding, 2004-2006
- **Portland Urban Design Commission**, 2004-2006
- **Portland Sustainable Development Commission**, 2003-2005

AWARDS

- ASLA Merit Award, Oregon Chapter for "Rediscovery of the Rivers; Lewis and Clark Discovery Greenway, 2004
- ASLA Honor Award for Masters Thesis "Ecological Wastewater Treatment Meets Urban Design", 2000
- ASLA Honor Award for Excellence in the Study of Landscape Architecture, 2000
- APA Honor Award for "Incremental Ecological Wastewater Treatment: The Havana Prototype", 2000
- ASLA & University of Washington College of Architecture and Urban Planning Honor Award for "Pathfinder School", Group Project 1999

References Available Upon Request

Page 1

***Full Name**

michael siegel

Full Address**Primary Phone:****Secondary Phone (Optional)****Email Optional*****Are you a registered voter of the City of South Pasadena?**

Yes

***Have you ever been convicted of a crime other than a traffic violation/infraction?**

No

If yes please disclose nature of each conviction****SKIPPED******What Advisory Body are you applying for? Select your 1st preference.**

Natural Resources & Environmental Commission

What Advisory Body are you applying for? Select your 2nd preference.****SKIPPED******What Advisory Body are you applying for? Select your 3rd preference.******SKIPPED******Current Middle/High School Grade Level (Youth Commission Only):******SKIPPED******OCCUPATIONAL EXPERIENCE:**

Been active in natural resource/environmental NGOs for several years: currently volunteer with GRID Alternatives installing solar panels for low-income communities, currently volunteer with Climate Resolve in event set-up/implementation. Was an original Block Leader with the Neighborhood Council Sustainability Alliance running a group in their Cool Block pilot program. Was an Energy and Transportation Cluster member for 2 years at the Los Angeles Cleantech Incubator. Professionally I am a Program Manager at AT&T.

EDUCATIONAL BACKGROUND:

UCLA grad in History

WHY DO YOU WANT TO SERVE ON A CITY ADVISORY BODY:

We live in a wonderful neighborhood that has the great fortune of great past planning - we are an extremely walkable neighborhood linked by mass transit and a sense of community. This provides South Pasadena a huge leg up in taking advantage of future progressive planning and technological advancements to make our community sustainable, safe, and cohesive. We can be the beacon that all small towns point to in how to move into the future the right way, and I would love to be a part of it.

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIP, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

As stated above, multiple organizational involvement. Direct experience in community engagement via the Cool Block program, where I hosted my neighborhood for on year, building a team and creating individual and community actions to better our neighborhood with the emphasis on sustainability practices and disaster preparedness. Volunteering in the community not listed above: food sorter at the Los Angeles Regional Food Bank and work liaison for volunteer opportunities at AT&T.

ADDITIONAL INFORMATION/REMARKS:

I love my community, and have really come to love how our neighbors look out for each other. I want to do my part and make a greater impact locally and be an example for my children. Reading over the meeting minutes for the past year, I see a lot of opportunity to expand solutions into our community that can make a big impact.

NOV 13 2022

* Full Name

Ms Lisa Padilla

* Full Address

[REDACTED]

* Email

[REDACTED]

* Main Phone

[REDACTED]

Secondary Phone

[REDACTED]

Occupational Experience:

I'm a licensed architect and certified planner with 35 years of experience. I've served on numerous local, state and national committees and design juries. Currently, I'm serving as a National Peer Reviewer for urban design as part of our federal Design Excellence Program (General Services Administration) and am a National Policy Delegate for APA California to help in the development of policy guides on current planning issues. I own a small architecture/urban design firm that serves public agency and cities with a focus on planning, transportation, active transportation, design guidelines and community-benefit projects. Most of my professional experience has centered on "community-based design" and public engagement to achieve collaborative and productive outcomes.

Education Background:

Bachelor of Architecture, UC Berkeley. Stanford Latino Entrepreneur Initiative Fellow, Graduate School of Business. CA Licensed Architect (#C21037). American Institute of Certified Planners (#32848). LEED Accredited Professional.

Why do you want to serve on a City Advisory Body?

I've enjoyed serving as a South Pasadena Planning Commissioner since I was appointed almost three years ago. I would like to continue my role and help bring to fruition our Housing Element, General Plan Update and Downtown Specific Plan. The city is at an important juncture in its evolution and all of these efforts will shape our city's future. I believe my collaborative nature, interest in current planning topics, and fine-grained understanding of our city, would benefit residents and City Council if I were selected to continue in this advisory role.

Additional Information/Remarks:

Thank you for your consideration. I'd like provide a detailed resume if the City Clerk can please confirm receipt of this application, and provide an email address for the resume to be sent to. Sincerely, Lisa Padilla

*** List Advisory Body of Interest's:**

Planning Commission

Attachment

2022 Excerpt - Lisa Padilla Accomplishments.pdf

CITY OF SOUTH PASADENA ADVISORY BODY APPLICATION

(This Application is a Public Document)

For Official Use Only

Residents are the underpinning of our community and the Mayor and City Council encourage your participation by volunteering to serve on a City Advisory Body. The City Advisory Bodies are groups of volunteers that advise the City Council and staff on matters that affect policy and issues that will affect the future of the community.

Full Name: Jeffrey Thomas Burke

Home Address: _____

Preferred Phone No.: _____

Secondary Phone No.: _____

Email Address: _____

Current Middle/High School Grade (Youth Commission Only): _____

Are you a registered voter of the
City of South Pasadena?

Yes No

Have you ever been convicted of a crime
other than a minor traffic violation/infraction?

Yes No

If yes, please describe the nature of each conviction under "remarks."

(Additional sheets may be attached – You are welcome to provide a resume and/or letters of endorsement)

Occupational Experience: Artist; Photographer; small company CEO; corporate management;

member & chair, various trade organizations & non-profit boards

Educational Background: BA Design, UCLA 1981; Hon MS, Brooks Institute of Photography 1999;

Certificate in Management, UCLA Anderson School, 2002

Why do you want to serve on a City Advisory Body: Because I'm a grown up living in South Pasadena

Civic or community experience, membership, or previous public service appointments: _____

Finance Commission, 2012-present; Chamber of Commerce board, 2008-present;

The Eclectic stage & management 2008-2018;

Additional Information/Remarks: _____

Advisory Body of Interest: Arts Commission

1st Preference

2nd Preference

3rd Preference

4/15/2020 Appta to PW

Kenia Lopez

From: Kenia Lopez
Sent: Monday, February 24, 2020 12:44 PM
To: [REDACTED]
Cc: City Clerk's Division
Subject: RECEIVED: D. Maling *NEW SUBMISSION* Advisory Body Application

We are in receipt of your **Advisory Body Application**. Your application will stay on file for two years. If you are appointed to an Advisory Body, the City Clerk's Office will be in contact with you.

City Clerk Division
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
(626) 403-7230
CityClerk@southpasadenaca.gov



From: City Administrator <southpasadena@enotify.visioninternet.com>
Sent: Friday, February 21, 2020 6:40 AM
To: City Clerk's Division <CityClerk@southpasadenaca.gov>; Miriam Ferrel <mferrel@southpasadenaca.gov>
Subject: *NEW SUBMISSION* Advisory Body Application

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Advisory Body Application

Submission #: 32037
IP Address: 107.184.53.61
Submission Date: 02/21/2020 6:39
Survey Time: 17 minutes, 34 seconds

You have a new online form submission.
Note: all answers displaying "*****" are marked as sensitive and must be viewed after your login.

Full Name

David Maling

Full Address

[REDACTED]
Primary Phone:

[REDACTED]
Secondary Phone (Optional)

Email Optional

[REDACTED]
Are you a registered voter of the City of South Pasadena?

Yes

Have you ever been convicted of a crime other than a traffic violation/infraction?

No

If yes please disclose nature of each conviction

What Advisory Body are you applying for? Select your 1st preference.

Parks and Recreation Commission

What Advisory Body are you applying for? Select your 2nd preference.

Public Works Commisssion

What Advisory Body are you applying for? Select your 3rd preference.

Other: Willing to help out on any commission

Current Middle/High School Grade Level (Youth Commission Only):

OCCUPATIONAL EXPERIENCE:

Real estate broker and property management,

EDUCATIONAL BACKGROUND:

USC graduate Bachelor of science 1991, CPM designation (certified property manager thru IREM), ARM designation (accredited residential manager thru IREM),

WHY DO YOU WANT TO SERVE ON A CITY ADVISORY BODY:

Give back to the city, been living here since I got married in 2002 and have been enjoying the amenities for me and my family, I am 51 years old, married for 17 years with two kids, one at SPHS and another at Holy Family

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIP, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

Became certified in CERT thru City of South Pasadena, work with my wife where she has been the neighborhood watch Captain.

ADDITIONAL INFORMATION/REMARKS:

Look forward to the opportunity to help out the city.

Thank you,
South Pasadena, CA

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.



City Council Agenda Report

ITEM NO. 13

DATE: January 18, 2023
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: Domenica Megerdichian, Deputy City Manager
SUBJECT: Direction on City Attorney Services

Recommendation

It is recommended that the City Council provide direction to staff regarding City Attorney Services.

Background

The City of South Pasadena has contracted with Colantuono, Highsmith & Whatley, PC (CHW) for City Attorney services since 2014. In 2014, the City Council directed staff to prepare a Request for Proposals (RFP) for City Attorney services. The RFP was issued to 27 firms on March 12, 2014, and a total of 13 firms responded. The City Council reviewed the proposals, and interviewed 6 firms. Subsequently, CHW was selected to serve as the City's legal counsel. At the time, CHW was considered a mid-size firm with over 30 attorneys available to perform the transactional and litigation work the City may require. There have been amendments to the original contract, most recently having changed the City Attorney and Assistant City Attorney designations, which was done on September 1, 2021.

CHW represents many public clients throughout California in municipal law, and has or currently provides a variety of legal services to other San Gabriel Valley cities such as Sierra Madre, Pomona, Glendale, Temple City, Pico Rivera, and San Gabriel; CHW represents over 150 cities statewide. There are about six firms serving most of the San Gabriel Valley's municipalities in providing City Attorney services. South Pasadena's current contract with CHW provides for City Attorney services with a monthly retainer of \$10,000, special projects, special services and litigation, and other services (such as review of Public Records Requests, etc.). The 2022-23 Adopted Budget provides for \$615,000 in legal services, with \$450,000 for the City Attorney contract and \$165,000 for Employment Legal and Risk Services.

The contract with CHW states that the firm is to provide all legal services to the City of South Pasadena in kind and nature typically provided by an in-house City Attorney's office, and as provided in the South Pasadena Municipal Code, except in conflicts of interest, where the Firm shall supervise the activities of all other counsel retained by or for the City, including review of outside counsel's work on the City's behalf. The services

include routine legal assistance, advice and consultation to the City Council and City staff relating to general public law and public works issues, potential tort liability and risk management. Related work includes the preparation and review of legal opinions, ordinances, resolutions, deeds and agreements, and related documents, monitoring pending state and federal legislation and regulations, and new case law, and as appropriate, apprise the City Council and City Manager of improvement developments. The contract also provides for performance of other or additional legal services as requested by the City Council or City Manager, including administering contracts with other legal counsel. The contract does not provide for administration and representation related to workers' compensation claims and litigation (except for general legal advice), negotiation and interpretation of labor-related contracts (including discipline, except to provide general legal advice on personnel matters), or services related to the issuance of bonds, certificates of participation, capital improvement financing and assessments, or specialized development proceedings.

The City Attorney is an essential part of the agency, and in South Pasadena, a major contributor to the work flows, strategic planning and legal considerations that can contribute to or impact the service provided to the community. South Pasadena holds a contract with a firm for services, but municipalities can provide in-house city attorney services as well, and larger municipalities may have more robust in-house legal services, including staff for paralegal, city attorney, prosecution, and employment/risk divisions. As provided by the current contract with CHW, the City Attorney generally oversees and manages the legal affairs of the City, ensures policies, programs and activities of the City and its employees and agents are carried out in compliance with applicable laws, and that the best interest of the City is protected.

The City Council and the community have called for the issue of City Attorney services to be brought before Council for a discussion and direction in the last year. In consideration of the volume of work as well as specific cases and timelines, the City Manager worked with City Council to determine an appropriate timeline in bringing this item for discussion in early 2023. At this time, the City Manager requests City Council's discussion and direction on this matter.

Analysis

Chapter 7 of the State of California Government Code (sections 41801 et al.) provide for the City Attorney. Pursuant to the South Pasadena Municipal Code (2.18-6 (c)), the City Manager has the power of appointment and removal all officers and employees of the City, except the City Treasurer or City Attorney, subject to all applicable personnel ordinances, rules and regulations. The City Council selects the City Attorney, and following the Finance Purchasing Policy, Professional Services contracts are exempt from bidding, and General Services contracts greater than \$30,000 require a formal contract authorized by the City Council, and provide for a sealed bidding solicitation method.

Should the City Council direct staff to pursue solicitation of a new firm to provide City Attorney Services, staff recommends a formal RFP process. The City Manager will recommend forming a City Council sub-committee to review the RFP, review the responses, and to select qualified firms to interview.

A tentative timeline as follows, providing for regular business and scheduling, schedules permitting and without reservation for unexpected impacts (total time estimated at 6 mo.):

Drafting of the RFP	2 weeks
Council sub-committee review	1 month
Release RFP	30-60 days
Solicit responses, review and evaluate	1 month
Select qualified and responsive firms to invite for interview	2 weeks
Interviews - Full City Council interview, OR - Council sub-committee interview to narrow down to a handful of top firms	2 weeks
Finalists Interviews for Selection by City Council	2 weeks

The average annual cost for City Attorney services in the San Gabriel Valley ranges between \$150,000- \$650,000 for City Attorney Services, and the City of South Pasadena currently budgets for \$450,000 with CHW. If the City Council directs staff to solicit new firms, there is a possibility that costs will increase, given the work that is before the City, existing and unanticipated litigation costs, as well as a higher-than-typical Public Records Act (PRA) request quota, with many PRA requests requiring legal review before release.

Recommendations for Consideration and Direction to Staff

1. Maintain status quo;
2. Release a Request for Proposal now; or
3. Release a Request for Proposal in six (6) months.

Fiscal Impact

San Gabriel Valley cities appropriate anywhere from \$150,000- \$650,000 for their City Attorney services fees. Some cities pay a monthly retainer for basic legal services, whereas other cities are billed by the hour for all services rendered. City Attorney services and costing are not perfectly comparable, as costs vary depending on scope and amount of work performed.

The 2022-23 Adopted Budget provides for \$450,000 for City Attorney services, and as of January 18, 2023, the City’s main legal service line item 101-2010-2501-8160-000 has utilized \$423,155.93, or 94.7%, of the budgeted amount.

Attachment: September 1, 2021 City Council Meeting Item 15- Third Amendment to the Agreement for Legal Services with Colantuono, Highsmith & Whatley, PC

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ATTACHMENT

September 1, 2021 City Council Meeting Item 15-
Third Amendment to the Agreement for Legal Services with
Colantuono, Highsmith & Whatley, PC

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City Council Agenda Report

ITEM NO. 15

DATE: September 1, 2021

FROM: Arminé Chaparyan, City Manager *SS for A.C.*

PREPARED BY: Lucy Demirjian, Assistant to the City Manager

SUBJECT: **Approval of the Third Amendment to the Agreement for Legal Services with Colantuono, Highsmith & Whatley, PC**

Recommendation

It is recommended that the City Council approve the Third Amendment to the contract with Colantuono, Highsmith & Whatley, PC, (CHW) for legal services.

Discussion/Analysis

The amendment seeks to change the attorney designated as the City Attorney from Teresa Highsmith to Andrew Jared. Mr. Jared is an experienced City Attorney and is Senior Counsel in the CHW firm. He has practiced law since 2001, with 16 years of municipal law experience.

The only change to the Agreement for Legal Services proposed is to section 2, designating Andrew L. Jared as City Attorney, and Teresa L. Highsmith as Assistant City Attorney.

All other contract terms, including the retainer amount and hourly fees, remain the same.

Background

In 2014, the City Council directed staff to prepare a Request for Proposals (RFP) for City Attorney services. The RFP was issued to 27 firms on March 12, 2014, and a total of 13 firms responded. The City Council reviewed the proposals and interviewed 6 firms.

In June 2014, Colantuono, Highsmith & Whatley, PC, was selected to serve as the City's legal counsel. CHW is a mid-size law firm with over 30 attorneys available to perform all the transactional and litigation work the City may require. The original agreement set a fixed monthly retainer of \$7,875, and included additional hourly rates for special legal services in the scope of work.

In July 2015, the first amendment to the agreement provided for an increase in the anticipated number of hours of legal retainer services (50-52 hours) and an increase in the monthly retainer to \$9,500. All hourly rates and fees for special services remained the same under the terms of the original agreement.

In June 2019, the second amendment to the agreement authorized and adjustment to the fees for legal services so that they keep pace with rising personnel and overhead costs. The changes made at that time are as follows:

- Increase the monthly retainer from \$9,500 to \$10,000
- Increase the hourly rate by \$10 for both transactional and litigation work:
 - from \$185 to \$195 for special projects rate
 - from \$235 to \$245 for special services and litigation
- Increase of hourly rate for paralegals to \$170
- Increase of hourly rate for legal assistants to range between \$110-\$150

Legal Review

The amendment to the agreement was prepared by Colantuono, Highsmith & Whatley, PC.

Fiscal Impact

Sufficient funds have been included in the proposed FY 2021-22 Budget for legal services (101-2010-2501-8160).

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. Third Amendment to Agreement with Colantuono, Highsmith & Whatley, PC
2. Original Agreement, First Amendment to Agreement, and Second Amendment to Agreement with Colantuono, Highsmith & Whatley, PC

ATTACHMENT 1
Third Amendment to Agreement with Colantuono,
Highsmith & Whatley, PC

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**THIRD AMENDMENT TO AGREEMENT FOR LEGAL SERVICES
FOR THE CITY OF SOUTH PASADENA**

This Third Amendment to Agreement ("Amendment") is made and entered into as of September 1, 2021, by and between the law firm of Colantuono, Highsmith & Whatley, PC ("the Firm") and the City of South Pasadena ("City").

RECITALS:

A. On June 16, 2014, the City entered into a Legal Services Agreement ("Legal Services Agreement") with the Firm to discharge the duties of the office of City Attorney, with Teresa L. Highsmith designated as City Attorney, and Holly O. Whatley to serve as Assistant City Attorney. On July 1, 2015, the City and the Firm entered into the First Amendment for Legal Services ("First Amendment") to adjust the retainer amount and rate of retainer services. On July 1, 2019, the City and the Firm entered into the Second Amendment for Legal Services ("Second Amendment") to adjust the retainer amount and rate of retainer services.

B. The City desires to continue to retain the Firm to discharge the duties of the office of City Attorney of the City of South Pasadena, designate another member of the Firm, Andrew L. Jared as City Attorney, and designate Teresa L. Highsmith as Assistant City Attorney.

B. The attorneys of the Firm are duly licensed under the laws of the State of California and are fully qualified to discharge the duties of the office of City Attorney and to provide the services contemplated by this Agreement.

C. The City desires to receive legal services with the Firm on all other terms previously stated in the Legal Services Agreement, as amended by the First Amendment and Second Amendment thereto.

NOW, THEREFORE, the parties hereto agree as follows:

I. Designation of City Attorney. Paragraph 2 of the Agreement is hereby amended to read as follows:

"2. Designation of City Attorney.

"Andrew L. Jared is designated as City Attorney. The parties understand and agree that the Firm may, from time to time, utilize other attorneys and paralegals within the Firm to assist Mr. Jared in the performance of this Agreement. In that event, the City Attorney shall be personally responsible for all work performed by such other attorneys and paralegals, and shall ensure that all work is performed in a competent and professional manner. The City Council shall conduct a performance evaluation of the City Attorney at least annually."

II. Prior Agreement and Amendments.

Except as modified by this Third Amendment, the terms of the Agreement, as amended by the First Amendment and Second Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed as of September 1, 2021.

ATTEST:

CITY OF SOUTH PASADENA

DocuSigned by:
Lucie Colombo
Lucie Colombo 9/15/2021
CITY CLERK

DocuSigned by:
Diana Mahmud, Mayor
By: Diana Mahmud 9/14/2021
MAYOR

COLANTUONO, HIGHSMITH & WHATLEY, PC

DocuSigned by:
Michael G. Colantuono
By: Michael G. Colantuono 9/15/2021
Shareholder

ATTACHMENT 2

Original Agreement, First, and Second Amendments to
Agreement with Colantuono, Highsmith & Whatley, PC

CHW Original Contract Dated 2014

AGREEMENT FOR LEGAL SERVICES
FOR THE CITY OF SOUTH PASADENA

This Agreement is made and entered into by and between the law firm of Colantuono, Highsmith & Whatley, PC ("the Firm") and the City of South Pasadena ("City").

RECITALS:

A. The City desires to retain the Firm to discharge the duties of the office of City Attorney of the City of South Pasadena and to designate a member of the Firm as City Attorney.

B. The attorneys of the Firm are duly licensed under the laws of the State of California and are fully qualified to discharge the duties of the office of City Attorney and to provide the services contemplated by this Agreement.

C. The City desires to receive legal services with the Firm for a fixed monthly retainer of \$7,875 which anticipates approximately 45 hours of general legal services.

NOW, THEREFORE, the parties hereto agree as follows:

1. Scope of Services.

A. The Firm shall discharge the duties of the office of City Attorney of the City of South Pasadena and shall use its best efforts to provide legal services in a competent and professional manner. The Firm shall provide all legal services to the City of the kind and nature typically provided by an in-house City Attorney's office and as provided in the South Pasadena Municipal Code unless specifically stated otherwise in this Agreement or otherwise directed in writing by the City. Except where conflict of interest rules require otherwise, or pursuant to the written request of the City Manager, the Firm shall supervise the activities of all other counsel retained by or for the City and shall review the work of such counsel on behalf of the City.

B. The legal services to be provided by the Firm shall consist of those set forth in Exhibit "A" attached hereto and shall be billed at the rates set forth therein.

2. Designation of City Attorney.

Teresa L. Highsmith is designated as City Attorney. Holly O. Whatley is designated as Assistant City Attorney. The parties understand and agree that the Firm may,

from time to time, utilize other attorneys within the Firm to assist Ms. Highsmith in the performance of this Agreement. In that event, the City Attorney shall be personally responsible for all work performed by such other attorneys, and shall ensure that all work is performed in a competent and professional manner.

3. Billing Procedures and Monthly Statements.

A. The Firm shall submit to the City, within thirty (30) days after the end of each calendar month, an itemized statement of the professional services provided and the time expended to provide those services in the form customarily submitted by the Firm to clients which are billed on an hourly basis. The parties acknowledge that payment of all monthly statements is expected to be made within thirty (30) days of the billing date. The City will not be liable for interest or finance charges, although persistent late payment shall be a basis for the Firm to review its relationship with the City.

B. The Firm will bill the City for actual, out-of-pocket expenses such as, but not limited to, authorized travel (other than travel to or from City Hall), long-distance telephone calls, filing fees, duplication, computerized legal research (except as provided to the contrary below), and similar out-of-pocket expenditures. Photocopies shall be billed at 15 cents per page, outgoing faxes will be charged at \$1 per page. All other expenses will be billed at cost, without markup. The Firm will not charge for word-processing services or secretarial overtime. The Firm will make best efforts to avoid the use of outgoing faxes, and the costs associated with them, by use of email, U.S. Mail and other means. These items will be separately designated on the Firm's monthly statements as "disbursements," and will be billed in addition to fees for professional services. The Firm will not charge the City for routine computerized legal research such as Lexis-Nexis or Westlaw research, but will pass through to the City at cost, without markup, its cost for use of specialized databases outside the Firm's contract with Westlaw or a similar provider.

C. Time will be charged by the Firm in increments of 1/10 of an hour (*i.e.*, six-minute units). The rate structure in general, or the rates of attorneys of particular levels of experience, may be increased or altered from time to time, after written notice to, and approval by, the City. No such change shall affect the terms of Exhibit A to this Agreement absent amendment of this Agreement pursuant to Section 8 below. The current hourly rates of the firm's professionals for non-retainer services are shown in Exhibit B attached hereto.

4. Resolution of Fee Disputes.

The City is entitled to require that any fee dispute be resolved by binding arbitration in Los Angeles pursuant to the arbitration rules of the Los Angeles County Bar Association for legal fee disputes. In the event that City chooses not to utilize the County Bar Association's arbitration procedures, City agrees that all disputes regarding the professional services rendered or fees charged by the Firm shall be submitted to binding arbitration in Los Angeles to be conducted by JAMS in accordance with its commercial arbitration rules. THE CITY SHOULD REVIEW THIS PARAGRAPH CAREFULLY AND, IF IT WISHES, SEEK INDEPENDENT LEGAL COUNSEL REGARDING IT, AS

THE CITY AND THE FIRM ARE AGREEING TO FOREGO SIGNIFICANT RIGHTS IN THE EVENT OF A DISPUTE BETWEEN THE PARTIES, INCLUDING THE RIGHT TO A JURY TRIAL.

5. Term of the Agreement.

This Agreement shall be effective as of July , 2014 and shall be and remain in full force and effect until terminated in accordance with the provisions of Section 6 hereof.

6. Termination of the Agreement.

City has the right to terminate the Firm's representation at any time, without cause, subject to an obligation to give notice in writing to the Firm at least thirty (30) days prior to termination. Termination is effective thirty (30) days from the date of the written notice unless otherwise specified therein. The Firm has the same right, subject to the Firm's ethical obligations to allow the City sufficient notice prior to termination so that City will be able to arrange alternative representation. In either circumstance, City agrees to secure new counsel as quickly as possible and to cooperate fully in the substitution of the new counsel as counsel of record in any action in which the Firm may represent the City. The Firm agrees to cooperate fully in any such transition, including the transfer of files. Notwithstanding the termination of the Firm's representation, City will remain obligated to pay to the Firm all fees and costs incurred prior thereto.

7. Files and Records.

A. All legal files of the Firm pertaining to the City shall be and remain the property of City. The Firm will control the physical location of such files during the term of this Agreement.

B. The Firm shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all data, documents, proceedings, and activities.

8. Modifications to the Agreement.

Unless otherwise provided in this Agreement, modifications relating to the nature, extent or duration of the Firm's professional services to be rendered hereunder shall require the prior written approval of the City Council of the City. Any such written approval shall be deemed to be a supplement to this Agreement and shall specify any changes in the Scope of Services and the agreed-upon billing rates to be charged by the Firm and paid by the City.

9. Independent Contractor.

No employment relationship is created by this Agreement. The Firm and its members shall, for all purposes, be an independent contractor to the City. The Firm and its members shall not be entitled to participate in any pension plan (including, without limitation, the Public Employees Retirement System), insurance, bonus, or other similar benefits provided to City employees.

10. Nondiscrimination.

In the performance of this Agreement, the Firm shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, medical condition, or any other unlawful basis.

11. Assignment and Delegation.

This Agreement contemplates the personal professional services of the Firm. Neither this Agreement nor any portion thereof shall be assigned or delegated without the prior written consent of the City. Delegation to attorneys outside the Firm shall be limited to those situations in which the Firm is disqualified by virtue of a conflict of interest, or where the Firm does not possess the expertise to competently perform services in a particular practice area. Delegation shall not be made without the prior written approval of the City Manager of the City. The Firm shall supervise delegated work, except where precluded from doing so by virtue of a conflict of interest, and where otherwise agreed to by the parties hereto.

12. Insurance.

A. The Firm currently maintains in full force and effect a professional liability insurance policy which provides coverage in an amount not less than \$2,000,000 per occurrence and \$2,000,000 aggregate. Said insurance policy provides coverage to the City for any damages or losses suffered by the City as a result of any error or omission or neglect by the Firm which arises out of the professional services required by this Agreement.

B. The Firm maintains Comprehensive General Liability Insurance with minimum limits of at least One Million Dollars (\$1,000,000) for each occurrence and in the aggregate for any personal injury, death, loss or damage.

C. The Firm currently maintains workers' compensation insurance in accordance with Section 3700 of the California Labor Code.

D. The Firm agrees to notify City in the event the limits of its insurance should fall below the coverages stated in paragraph A or B or if the insurance policies noted here are allowed to lapse and substitute insurance is not obtained.

13. Indemnification.

The Firm shall indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, or negligent acts, errors or omissions of the Firm in the performance of this Agreement.

14. Conflicts of Interest.

The Firm hereby covenants that it has no interest not disclosed to City and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services or confidential obligations hereunder except as the City may otherwise consent in writing prior to the acquisition by the Firm of such conflict. The Firm and its members shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.).

15. Permits and Approvals.

The Firm and its members shall obtain, at the Firm's sole cost and expense, all permits, and licenses necessary in the performance of this Agreement.

16. 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 in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17. Notices

Any notice or communication given under this Agreement shall be effective when deposited, postage prepaid, with the United States Postal Service and addressed to the contracting parties. Name, address, telephone and facsimile numbers of the parties are as follows:

City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Attention: City Manager
Telephone Number: (626) 403-7210
Facsimile Number: (626) 403-7211

Colantuono, Highsmith & Whatley, PC
300 S. Grand Avenue, Suite 2700
Attention: Teresa L. Highsmith
Telephone Number: (213) 542-5700
Facsimile Number: (213) 542-5710

Either party may change the address to which notice or communication is to be sent by providing advance written notice to the other party.

18. Entire Agreement.


This Agreement, together with Exhibits "A" and "B" hereto, shall constitute the full and complete agreement and understanding of the parties and shall be deemed to supersede all other written or oral statements of any party hereto relating to the subject matter hereof

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed as of July 16, 2014.

ATTEST:

CITY OF SOUTH PASADENA


Evelyn Zheimer
CITY CLERK

By: 
Marina Khubesrian, M.D.
MAYOR

COLANTUONO, HIGHSMITH & WHATLEY, PC

By: 
Teresa L. Highsmith
Shareholder

EXHIBIT "A"

SCOPE OF SERVICES AND APPLICABLE BILLING RATES

I. GENERAL LEGAL SERVICES

A. *General Rates.* The general legal services to be provided by the Firm to the City shall include the following:

1. Provide routine legal assistance, advice and consultation to the City Council and to City staff relating to general public law and public works issues, potential tort liability and risk management.
2. Prepare and review legal opinions, ordinances, resolutions, deeds, agreements and related documents. Review performance bonds, insurance certificates and like documents tendered to City.
3. Attend all meetings of the City Council and the Planning Commission and such meetings of other Boards and Commissions of the City as may from time to time be specified by the City.
4. Monitor pending state and federal legislation and regulations, and new case law, as appropriate and apprise the City Council and City Manager of important developments therein.
5. Perform such other or additional general legal services as may be requested by the City, acting by and through the City Council or the City Manager.
6. Upon the request of the City Manager, administer contracts that the City may have with other legal counsel.
7. Provide attorneys on-site for office hours as requested by the City Manager or the City Council and be promptly available for telephone consultation as needed.
8. Provide recommendations and advice when requested by the City Council pertaining to the retention of and employment of outside law specialists in complex and important legal matters in which the City may be involved. Monitor the handling of liability cases by outside legal counsel.
9. Submit a quarterly status of each matter in litigation, including code enforcement litigation. The City Attorney shall advise City Council and the City Manager of significant developments in litigation involving the City as they occur. The status report shall be submitted between the first and fifteenth of the

following months: April, July, October and January.

10. Review citations for violations of City ordinances in accordance with criminal/civil law and procedures; should a code enforcement matter become a litigation matter, whether civil or criminal, the preparation of pleadings and court appearances and trial by the City Attorney or Assistant City Attorney shall be billed at the litigation rate under Section II "Litigation Services."

11. Perform all duties of the office of City Attorney as provided in the South Pasadena Municipal Code, except to the extent such duties are provided for in Sections II or III below.

12. Generally, to oversee and manage the legal affairs of the City and to ensure that the policies, programs, and activities of the City and its employees and agents are carried out in compliance with all applicable law and that the best interest of the City are otherwise protected to the fullest extent possible.

With the exception of special projects which the City Attorney and City Manager agree will require 10 or more hours to complete, the general services described here shall be provided for a fixed monthly retainer of \$7,875. Special Projects within the scope of Section I but requiring 10 or more hours to complete and services outside the Scope of Sections II and III below shall be provided at the \$185/hour rate.

Where the City utilizes less than 30 hours of retainer work within a month, the Firm will include any Special Projects which required 10 hours or more to complete to be captured within the retainer for that month and not billed separately (up to a maximum of 45 retainer hours for that month).

B. *Task Billing.* Upon request by City, the Firm will propose flat-fee amounts to cover special projects defined above or specific tasks under Sections II and III below. When such task, flat-fee arrangements have been agreed upon, they shall control over the rates provided by this Agreement.

C. *Limitation of Duties.* Except as provided below, Attorney shall not be required to provide the following services:

1. Administration and legal representation of workers' compensation claims and litigation, except for general legal advice in the area of workers' compensation and review of settlements recommended by the City's contract administrators

2. Negotiation and interpretation of M.O.U.'s and other labor related matters, including disciplinary proceedings, except to provide general legal advice on personnel matters related to the City's Personnel Rules & Regulations, and at the request of the City, review recommendations of the City's contract labor attorneys; and

3. Legal services related to the issuance of municipal bonds, certificates of participation, or other types of capital improvement financing and assessment proceedings, and specialized development proceedings.

II. LITIGATION SERVICES

A. The Firm will provide litigation services to the City in any and all matters assigned by the City, except as delegated pursuant to paragraph 11 of the Agreement, or as otherwise agreed in writing by the Firm and the City.

B. The litigation services specified in paragraph A shall be billed at the regular hourly rates of the attorneys and other professionals providing such services at the time those services are provided to a maximum of \$235 per hour, or as otherwise agreed pursuant to paragraph I.B. above. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

III. OTHER SPECIALIZED LEGAL SERVICES

The specialized legal services (excluding those described above) to be provided by the Firm to the City shall include the following:

1. Legal services pertaining to labor, employment and personnel matters.
2. Advice regarding taxes, assessments, fees and other Financial Advice.
3. Environmental Legal Services other than routine review of negative declarations, environmental impact reports and other project-level environmental documentation.
4. Real Estate and Eminent Domain Services other than routine review of escrow documents, title reports and contracts of sale.
5. Insurance Coverage Services, such as advice and representation regarding
6. Redevelopment Services.
7. Water Law Services.

Such other specialized services as may be required by the City. The specialized legal services specified in this paragraph shall be billed at the regular hourly rates of the attorneys providing such services at the time those services are provided, up to a maximum of \$235 per hour. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

EXHIBIT "B"

**NON-RETAINER HOURLY BILLING RATES
AS OF JANUARY 1, 2014**

shareholders and senior contract attorneys	\$235
8 th year and more senior associates	\$230
7 th year associates	\$220
6 th year associates	\$210
5 th year associates	\$200
4 th year associates	\$195
3 rd year associates	\$185
2 nd year associates	\$180
1 st year associates	\$175
paralegals	\$125
legal assistants	\$100 to \$110

**CHW First Contract
Amendment dated
7/1/2015**

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FIRST AMENDMENT TO AGREEMENT FOR LEGAL SERVICES
FOR THE CITY OF SOUTH PASADENA

This First Amendment to Agreement ("Amendment") is made and entered into as of July 1, 2015, by and between the law firm of Colantuono, Highsmith & Whatley, PC ("the Firm") and the City of South Pasadena ("City").

R E C I T A L S:

A. The City retained the Firm as its City Attorney as of June 2014.

B. The City desires to continue to retain the Firm to discharge the duties of the office of City Attorney of the City of South Pasadena, designate a member of the Firm as City Attorney, and increase the number of hours of general legal service used on a monthly basis.

B. The attorneys of the Firm are duly licensed under the laws of the State of California and are fully qualified to discharge the duties of the office of City Attorney and to provide the services contemplated by this Agreement.

C. The City desires to receive legal services with the Firm for a fixed monthly retainer of \$9,500 which anticipates approximately 50-52 hours of general legal services.

NOW, THEREFORE, the parties hereto agree as follows:

1. **Scope of Services.** Paragraph 1 of the Agreement is hereby amended to read as follows:

'A. The Firm shall discharge the duties of the office of City Attorney of the City of South Pasadena and shall use its best efforts to provide legal services in a competent and professional manner. The Firm shall provide all legal services to the City of the kind and nature typically provided by an in-house City Attorney's office and as provided in the South Pasadena Municipal Code unless specifically stated otherwise in this Agreement or otherwise directed in writing by the City. Except where conflict of interest rules require otherwise, the Firm shall supervise the activities of all other counsel retained by or for the City and shall review the work of such counsel on behalf of the City.

B. The legal services to be provided by the Firm shall consist of those set forth in Exhibit "A-1" attached hereto and shall be billed at the rates set forth therein."

Except as modified by this Amendment, the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed as of July 1, 2015.

ATTEST:

CITY OF SOUTH PASADENA

Evelyn G. Zuc
Evelyn Zucimer
CITY CLERK

By: Robert S. Joe
Robert S. Joe
MAYOR

COLANTUONO, HIGHSMITH & WHATLEY, PC

By: Teresa L. Highsmith
Teresa L. Highsmith
Shareholder

EXHIBIT "A-1"

SCOPE OF SERVICES AND APPLICABLE BILLING RATES

I. GENERAL LEGAL SERVICES

A. *General Rates.* The general legal services to be provided by the Firm to the City shall include the following:

1. Provide routine legal assistance, advice and consultation to the City Council and to City staff relating to general public law issues, potential tort liability and risk management.
2. Prepare and review legal opinions, ordinances, resolutions, agreements and related documents.
3. Attend all meetings of the City Council and the Planning Commission and such meetings of other Boards and Commissions of the City as may from time to time be specified by the City.
4. Monitor pending state and federal legislation and regulations, and new case law, as appropriate.
5. Perform such other or additional general legal services as may be requested by the City, acting by and through the City Council or the City Manager.
6. Administer contracts that the City may have with other legal counsel.
7. Provide attorneys on-site for office hours as requested by the City Manager or the City Council.
8. Monitor the handling of liability cases by outside legal counsel and prepare a status report on all pending liability cases upon request.
9. Perform all duties of the office of City Attorney as provided in the Sierra Madre Municipal Code, except to the extent such duties are provided for in Sections II or III below.

With the exception of special projects which the City Attorney and City Manager agree will require 10 or more hours to complete, the general services described here shall be provided for a fixed monthly retainer of \$9,500. Special Projects within the scope of Section I but requiring 10 or more hours to complete and services outside the Scope of Sections II and III below shall be provided at the \$185/hour rate.

Where the City utilizes less than 38 hours of retainer work within a month, we will include any Special Projects which required 10 hours or more to complete to be captured within the retainer for that month and not billed separately (up to a maximum of 50 retainer hours for that month).

B. *Task Billing.* Upon request by City, Firm will propose flat-fee amounts to cover special projects defined above or specific tasks under Sections II and III below. When such task, flat-fee arrangements have been agreed upon, they shall control over the rates provided by this Agreement.

II. LITIGATION SERVICES

A. The Firm will provide litigation services to the City in any and all matters assigned by the City, except as delegated pursuant to paragraph 11 of the Agreement, or as otherwise agreed in writing by the Firm and the City.

B. The litigation services specified in paragraph A shall be billed at the regular hourly rates of the attorneys and other professionals providing such services at the time those services are provided to a maximum of \$235 per hour, or as otherwise agreed pursuant to paragraph I.B. above. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

III. OTHER SPECIALIZED LEGAL SERVICES

The specialized legal services (excluding those described above) to be provided by the Firm to the City shall include the following:

1. Legal services pertaining to labor, employment and personnel matters.
2. Advice regarding taxes, assessments, fees and other Financial Advice.
3. Environmental Legal Services other than routine review of negative declarations, environmental impact reports and other project-level environmental documentation.
4. Real Estate and Eminent Domain Services other than routine review of escrow documents, title reports and contracts of sale.
5. Insurance Coverage Services, such as advice and representation regarding disputes with the California Joint Powers Insurance Authority or another insurance provider.
6. Redevelopment Services.
7. Water Law Services.
8. Such other specialized services as may be required by the City.

The specialized legal services specified in this paragraph shall be billed at the regular hourly rates of the attorneys providing such services at the time those services are provided, up to a maximum of \$235 per hour. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

Exhibit B

Non-Retainer Hourly Billing Rates
as of January 1, 2014

shareholders and senior contract attorneys	\$235
8 th year and more senior associates	\$230
7 th year associates	\$220
6 th year associates	\$210
5 th year associates	\$200
4 th year associates	\$195
3 rd year associates	\$185
2 nd year associates	\$180
1 st year associates	\$175
paralegals	\$125
legal assistants	\$100 to \$110

**CHW Second
Contract Amendment
dated 7/1/2019**

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SECOND AMENDMENT TO AGREEMENT FOR LEGAL SERVICES
FOR THE CITY OF SOUTH PASADENA

This Second Amendment to Agreement ("Amendment") is made and entered into as of July 1, 2019, by and between the law firm of Colantuono, Highsmith & Whatley, PC ("the Firm") and the City of South Pasadena ("City").

R E C I T A L S:

- A. The City retained the Firm as its City Attorney as of June 2014.
- B. The City desires to continue to retain the Firm to discharge the duties of the office of City Attorney of the City of South Pasadena, designate a member of the Firm as City Attorney, and increase the number of hours of general legal service used on a monthly basis.
- B. The attorneys of the Firm are duly licensed under the laws of the State of California and are fully qualified to discharge the duties of the office of City Attorney and to provide the services contemplated by this Agreement.
- C. The City desires to receive legal services with the Firm for a fixed monthly retainer of \$10,000 which anticipates approximately 50-52 hours of general legal services.

NOW, THEREFORE, the parties hereto agree as follows:

1. Scope of Services. Paragraph 1 of the Agreement is hereby amended to read as follows:

'A. The Firm shall discharge the duties of the office of City Attorney of the City of South Pasadena and shall use its best efforts to provide legal services in a competent and professional manner. The Firm shall provide all legal services to the City of the kind and nature typically provided by an in-house City Attorney's office and as provided in the South Pasadena Municipal Code unless specifically stated otherwise in this Agreement or otherwise directed in writing by the City. Except where conflict of interest rules require otherwise, the Firm shall supervise the activities of all other counsel retained by or for the City and shall review the work of such counsel on behalf of the City.

B. The legal services to be provided by the Firm shall consist of those set forth in Exhibit "A-1" attached hereto and shall be billed at the rates set forth therein."


Except as modified by this Amendment, the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed as of July 1, 2019.

ATTEST:

CITY OF SOUTH PASADENA


Evelyn Zneimer
CITY CLERK 06/10/2020

By: 
Marina Khubesrian, M.D.
MAYOR

COLANTUONO, HIGHSMITH & WHATLEY, PC


By: 
Teresa L. Highsmith
Shareholder

EXHIBIT "A-1"

SCOPE OF SERVICES AND APPLICABLE BILLING RATES

I. GENERAL LEGAL SERVICES

A. *General Rates.* The general legal services to be provided by the Firm to the City shall include the following:

1. Provide routine legal assistance, advice and consultation to the City Council and to City staff relating to general public law issues, potential tort liability and risk management.
2. Prepare and review legal opinions, ordinances, resolutions, agreements and related documents.
3. Attend all meetings of the City Council and the Planning Commission and such meetings of other Boards and Commissions of the City as may from time to time be specified by the City.
4. Monitor pending state and federal legislation and regulations, and new case law, as appropriate.
5. Perform such other or additional general legal services as may be requested by the City, acting by and through the City Council or the City Manager.
6. Administer contracts that the City may have with other legal counsel.
7. Provide attorneys on-site for office hours as requested by the City Manager or the City Council.
8. Monitor the handling of liability cases by outside legal counsel and prepare a status report on all pending liability cases upon request.
9. Perform all duties of the office of City Attorney as provided in the South Pasadena Municipal Code, except to the extent such duties are provided for in Sections II or III below.

With the exception of special projects which the City Attorney and City Manager agree will require 10 or more hours to complete, the general services described here shall be provided for a fixed monthly retainer of \$10,000. Special Projects within the scope of Section I but requiring 10 or more hours to complete and services outside the Scope of Sections II and III below shall be provided at the \$195/hour rate.

Where the City utilizes less than 38 hours of retainer work within a month, we will include any Special Projects which required 10 hours or more to complete to be captured within the retainer for that month and not billed separately (up to a maximum of 50 retainer hours for that month).

B. *Task Billing.* Upon request by City, Firm will propose flat-fee amounts to cover special projects defined above or specific tasks under Sections II and III below. When such task, flat-fee arrangements have been agreed upon, they shall control over the rates provided by this Agreement.

II. LITIGATION SERVICES

A. The Firm will provide litigation services to the City in any and all matters assigned by the City, except as delegated pursuant to paragraph 11 of the Agreement, or as otherwise agreed in writing by the Firm and the City.

B. The litigation services specified in paragraph A shall be billed at the regular hourly rates of the attorneys and other professionals providing such services at the time those services are provided to a maximum of \$245 per hour, or as otherwise agreed pursuant to paragraph I.B. above. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

III. OTHER SPECIALIZED LEGAL SERVICES

The specialized legal services (excluding those described above) to be provided by the Firm to the City shall include the following:

1. Legal services pertaining to labor, employment and personnel matters.
2. Advice regarding taxes, assessments, fees and other Financial Advice.
3. Environmental Legal Services other than routine review of negative declarations, environmental impact reports and other project-level environmental documentation.
4. Real Estate and Eminent Domain Services other than routine review of escrow documents, title reports and contracts of sale.
5. Insurance Coverage Services, such as advice and representation regarding disputes with the California Joint Powers Insurance Authority or another insurance provider.
6. Redevelopment Services.
7. Water Law Services.
8. Such other specialized services as may be required by the City.

The specialized legal services specified in this paragraph shall be billed at the regular hourly rates of the attorneys providing such services at the time those services are provided, up to a maximum of \$245 per hour. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

Exhibit B

Non-Retainer Hourly Billing Rates
as of July 1, 2019

shareholders and senior contract attorneys	\$245
8 th year and more senior associates	\$240
7 th year associates	\$230
6 th year associates	\$220
5 th year associates	\$210
4 th year associates	\$205
3 rd year associates	\$200
2 nd year associates	\$195
1 st year associates	\$190
paralegals	\$170
legal assistants	\$110 to \$150



City Council Agenda Report

ITEM NO. 14

DATE: January 18, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Hsiulee Tran, Deputy Finance Director/Controller
Albert Trinh, Finance Manager

SUBJECT: **Adoption of Resolutions Authorizing Signatories on City Banking Accounts and Related Banking Documents, and Authorizing Investment of Monies in the Local Agency Investment Fund**

Recommendation

It is recommended that the City Council adopt:

1. A resolution superseding Resolution No. 7747, Authorizing Signatures on City Bank Accounts; and
2. A resolution amending Resolution No. 7753, Authorizing Investment of Monies in the Local Agency Investment Fund.

Background

The City Council previously updated the resolution for signature on City bank accounts and Local Agency Investment Fund (LAIF) account on January 19, 2022, Resolution No. 7747 and 7753. The new resolutions will update the signatory authorities to reflect the current Mayor, City Treasurer, and City Staff. The bank requires action from the City Council documenting approval of these changes.

Discussion/Analysis

By adopting the attached resolutions, that update all prior resolutions, Mayor Jon Primuth and City Treasurer Zhen Tao will have signatory authority on the City of South Pasadena's (City) bank accounts and related banking documentation. The resolution will also reflect updated City staff within the Finance Department to have banking authority to maintain daily financial operations.

Fiscal Impact

The adoption of the updated resolutions will update the authority to ensure accurate personnel have authorization. There is no fiscal impact to the adoption of these resolutions.

Public Notification of Agenda Item

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

Resolution Authorizing Signatories

January 18, 2023

Page 2 of 2

Attachments:

1. Resolution Superseding Resolution No.7747, Authorizing Signatures on City Bank Accounts
2. Resolution Amending Resolution No.7753, Authorizing Investments of Monies in the Local Agency Investment Fund

ATTACHMENT 1
Resolution Superseding Resolution No.7747,
Authorizing Signatures on City Bank Accounts

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RESOLUTION NO. XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, SUPERSEDING RESOLUTION NO. 7747, AUTHORIZING SIGNATURES ON CITY BANK ACCOUNTS

WHEREAS, the City Council or its designee has the authority to manage the City of South Pasadena's (City) bank accounts.

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

SECTION 1. To authorize Jon Primuth, Mayor, effective January 18, 2023, as a signatory on all City of South Pasadena bank accounts and related documentation.

SECTION 2. The use of the facsimile signature of Jon Primuth is hereby authorized and said bank is hereby authorized to honor and pay any and all checks and drafts so signed provided said checks and drafts are countersigned by one other signatory.

SECTION 3. To authorize Zhen Tao, City Treasurer, effective January 18, 2023, as a signatory on all City bank accounts and related documentation.

SECTION 4. The use of the facsimile signature of Zhen Tao, City Treasurer, is hereby authorized and said bank is hereby authorized to honor and pay any and all checks and drafts so signed provided said checks and drafts are countersigned by one other signatory.

SECTION 5. To authorize Deputy Finance Director/Controller Hsiulee Tran and Finance Manager Albert Trinh as signatories on all City of South Pasadena bank accounts and related documentation.

SECTION 6. This resolution shall become effective immediately upon its adoption.

SECTION 7. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 18th day of January, 2023.

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

Desiree Jimenez, CMC
Chief City Clerk

Andrew L. 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 18th day of January, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Desiree Jimenez, CMC
Chief City Clerk

PASSED, APPROVED AND ADOPTED ON this 18th day of January, 2023.

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

Desiree Jimenez, CMC
Chief City Clerk

Andrew L. 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 18th day of January 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Desiree Jimenez, CMC
Chief City Clerk

ATTACHMENT 2
Resolution Amending Resolution No.7753,
Authorizing Investment of Monies in the
Local Agency Investment Fund

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RESOLUTION NO. XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING RESOLUTION NO. 7753, AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, Pursuant to California Government Code, Chapter 730 of the statutes of 1976 Section 16429.1 was added to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City of South Pasadena does hereby find that the deposit and withdrawal of money of the Local Agency Investment Fund in accordance with the provisions of Government Code Section 16429.1 for the purpose of investment as stated therein as in the best interests of the City of South Pasadena.

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

SECTION 1. the City Council does hereby authorize the deposit and withdrawal of the City of South Pasadena monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Government Code Section 16429.1 for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

SECTION 2. the following City of South Pasadena Officers shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

City Treasurer	Zhen Tao
Deputy Finance Director/Controller	Hsiulee Tran

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



City Council Agenda Report

ITEM NO. 15

DATE: January 18, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Angelica Frausto-Lupo, Community Development Director
Alison Becker, Community Development Deputy Director

SUBJECT: **Introduction and First Reading of an Ordinance to Amend the South Pasadena Municipal Code Chapter 36 (Zoning) Pertaining to Emergency Shelters, Transitional Housing and Low Barrier Navigation Centers, Mixed-Use Development Permit Processing, Multi-Family Regulations including Floor Area Ratios, Lot Coverage and Single-Family Uses, and Parking Requirements Near Defined Transit Stops for Compliance with Associated State Laws and Draft Housing Element Programs; Approval of Exemptions from Further Review Under the California Environmental Quality Act (Guidelines §§ 15061(b)(3) and 15378)**

Recommendation

It is recommended that the City Council introduce for first reading the following zoning text amendments (ZTA):

1. Approve exemptions to further review under the California Environmental Quality Act (CEQA) pursuant to exceptions in sections 15061(b)(3) and 15378 of Chapter 3 of Title 14 of the California Code of Regulations (the CEQA Guidelines);
2. Amend South Pasadena Municipal Code (SPMC) Section 36.220.030 (Residential Zoning District Land Uses and Permit Requirements), Table 2-2, to prohibit new single-family uses in Residential Medium Density (RM) and Residential High Density (RH) zoning districts;
3. Amend SPMC Section 36.220.040 (Residential Zoning District General Development Standards) Table 2-3 to comply with the minimum density and feasible lot coverage for projects of certain sizes as required by State Senate Bill (SB) 478;
4. Amend SPMC Section 36.230.030 (Commercial Zoning District Land Uses and Permit Requirements), to permit transitional housing in all zoning districts that permit residential uses and remove the requirement for a conditional use permit (CUP) from mixed-use development and allow as a permitted use;
5. Amend SPMC Section 36.350.250 (Emergency Shelters), to revise standards for emergency shelters in compliance with State law;

6. Amend SPMC Section 36.310.040 to add provisions for consistency with Assembly Bill (AB) 2097 (removal of minimum parking requirements near transit); and
7. Amend SPMC Division 36.700 (Definitions/Glossary), to add a definition of Low Barrier Navigation Center.

Background

South Pasadena's 6th Cycle Housing Element, currently in its fourth draft for review by the State of California Department of Housing and Community Development (HCD), includes a housing plan with policies and programs that will become the City's roadmap to plan for and encourage more housing units to accommodate all economic and social strata of the community. This housing element contains significantly more programs, each with specific goals and timelines, than the 5th Cycle Housing Element. The housing programs require implementation through policy creation, funding, expedited permit processing, staff-led education and informational initiatives, and other means.

In recognition of the challenges ahead, the City Council's 5-year Strategic Plan calls for more staff and financial resources to implement the housing element and process project applications more quickly, and the Community Development Department (Department) has added and hired six staff positions and has enlisted the help of several temporary planners to complete the policy documents and housing initiatives that the Department embarked on three years ago. The State of California monitors Housing Elements for compliance through the Annual Progress Report (APR). The first APR for the 6th Cycle Housing Element will be due on April 1, 2023.

The City has now released four drafts of the 6th Cycle Housing Element. With each review HCD has reduced its comments, and at this time, the City believes that the Housing Plan (Section 6.8) programs are finalized. Accordingly, the City can already anticipate and commence implementation of draft programs based on their stated timelines, including some that are implemented by amending the Zoning Code in a short time frame. The amendments that are recommended herein are intended to be followed by additional proposed zoning code updates in the coming year.

On November 9, 2022, the South Pasadena City Council adopted a Resolution of Intention (ROI, Attachment 3) to amend the Zoning Code as recommended in this staff report. Following the adoption of the ROI, staff prepared a draft recommendation for Planning Commission consideration.

Planning Commission Recommendation

On December 13, 2022, the Planning Commission (Commission) held a noticed public hearing to review the proposed amendments. Three members of the public submitted comments and two speakers provided verbal comments at the Hearing. The Commission adopted a resolution (Attachment 2) recommending that the City Council adopt the ZTA, which included three changes to the staff recommendation:

1. Floor area ratios (FAR) in the RM and RH Zoning Districts: The Commission is recommending a maximum FAR of 1.25 for all multi-family uses in both zoning districts.
2. Lot coverage: Upon reviewing the FAR, Commissioners discussed lot coverage as a concept and recommended eliminating the standard in RM/RH Districts.
3. Eliminate new single-family dwellings as a permitted use in both districts (SPMC 36.220.030, Table 2-2).

Each of these recommendations is analyzed below in the discussion of multi-family residential district standards.

Analysis

The following analysis explains each of the zoning text amendments proposed in the draft Ordinance (Attachment 1):

- Emergency Shelters

Between December 2021 and March 2022, the Los Angeles Homeless Services Authority (LAHSA) undertook its Greater Los Angeles Homeless Count in Service Planning Area (SPA) 3, which includes the City of South Pasadena. The Point in Time (PIT) count in South Pasadena took place in February 2022, and identified a total population of 50 unsheltered persons in the seven census tracts that comprise the City. This represents an increase of 35 individuals from the 2020 PIT count. South Pasadena accounts for 1% of the identified unhoused individuals in SPA 3.

Government Code Section 65583(a)(4) requires local jurisdictions to identify zoning districts where emergency shelters are allowed as a permitted use, and with sufficient capacity to accommodate the need, which is determined by the County's data from the PIT Count. South Pasadena does not currently have an emergency shelter within its boundaries.

Currently, emergency shelters are permitted in the Business Park (BP) zoning district (SPMC Section 36.230.030, Table 2-4). The BP zoning district will be proposed in the new General Plan to become part of the "Ostrich Farm District," a mixed-use area to accommodate housing and commercial uses. This district will continue to be an appropriate location for a potential emergency shelter to satisfy State law requirements for a by-right location for emergency shelters.

In addition to identifying a by-right zoning district that accommodates emergency shelters, the statute allows local governments to identify zones where emergency shelters are allowed with a conditional use permit (CUP). The proposed Ostrich Farm mixed-use district includes many sites identified in the Housing Element for potential residential development. In order to broaden the options and provide more possibilities for locating an emergency shelter near transportation access, it is proposed to amend Table 2-4 to allow emergency shelters in the Commercial General (CG) district with approval of a CUP. The CG district includes parcels adjacent to the BP district, parts of Fair Oaks Avenue that will be included in the Downtown Specific Plan (DTSP) and commercial centers on

Huntington Drive. This area also contains many parcels identified in the draft Housing Element for potential residential development, and the CUP process is recommended to ensure that an emergency shelter application would be designed and approved with conditions to ensure its compatibility with the evolving area.

The proposed amendments to the Specific Use Regulations (SPMC Section 36.350.250) will allow the maximum capacity of a shelter to accommodate up to 50 beds, rather than the maximum of 12 in the current SPMC. The larger shelter size is proposed in order to accommodate the need for shelter beds, as identified in the PIT count. A citywide cap on shelter beds, and the location requirement, (Sub-section B.1), which requires a distance of 300 feet from other shelters and certain uses, are also proposed to be removed as both of these provisions are no longer allowed by State law.

In addition, it is proposed to amend the parking standard for this use to require *“One space per employee based on a plan submitted with the project application, with a minimum of two spaces, unless otherwise exempt from providing parking by State law.”* Currently, the SPMC requires one space per employee and one space per each four beds or one-half space per bedroom of a family unit with children plus up to five visitor spaces for service providers. Requiring parking for anything except employees is not consistent with current State law. The proposed language also notes that parking is not required if exempted by State law, such as recent legislation that precludes minimum parking requirements for properties defined as being close to transit (further discussed below).

In accordance with the California Environmental Quality Act (CEQA), the amendment to SPMC Section 36.220.030 is exempt pursuant to the general rule described in CEQA Guidelines § 15061(b)(3), as the amendment does not have the potential to cause a significant effect on the environment.

The proposed ZTA to SPMC Sections 36.350.250 and 36.310.040 are exempt from CEQA under Guidelines § 15378 as having no potential for resulting in physical change on the environment, by bringing the local Zoning Code into conformity legislation of the State of California.

- Transitional Housing/Low-Barrier Navigation Centers in Commercial Zoning Districts: Provisions to Allow and Define

Housing legislation adopted by the State of California in recent years has followed a strategy to reduce the cost burden on production of all different types of residential projects, often through requiring streamlined local permit approval and CEQA waivers. AB 101, which was signed into law on July 31, 2019, supports the production of Low-Barrier Navigation Centers by requiring the use to be permitted *“by-right, as defined, in areas zoned for mixed uses and nonresidential zones permitting multifamily uses if it meets specified requirements.”* Low Barrier Navigation Centers actively accommodate individuals experiencing homelessness by including features that often prevent them from utilizing transitional housing. These features might include, for instance, allowing pets,

providing storage lockers, ensuring privacy through the use of partitions in dormitory rooms or private rooms, or providing other solutions to the obstacles that keep people from seeking the help they need. By lowering the barriers to entry, these centers help people to find the programs and benefits that can help lift them out of their current situations and successfully move into permanent housing.

To incorporate AB 101 into South Pasadena's Zoning Code, it is proposed to add the use to SPMC Section 36.230.030, Table 2-4, as a permitted use in the Commercial Office (CO), Commercial General (CG) and Business Park (BP) zoning districts, along with other transitional and supportive housing, which are already permitted uses in residential zoning districts. In addition, the following definition is proposed to be added to SPMC Section 36.700 for Low-Barrier Navigation Center:

“A service-enriched facility focused on moving people into permanent housing that may or may not provide on-site temporary living accommodations, and where case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing. “Low-Barrier” means best practices to reduce barriers to entry.”

The proposed zoning text amendments to this section is exempt from CEQA under Guidelines § 15378 as having no potential for resulting in physical change on the environment, by bringing the local Zoning Code into conformity legislation of the State of California.

- Multi-Family Residential District Standards (RM, RH): Increase FAR and Remove Lot Coverage (SB 478); Not Allow New Single-Family Uses

The Governor signed SB 478 into law on September 28, 2021. This law focuses on mid-size residential projects in multi-family residential zones, such as South Pasadena's RM and RH zoning districts, prohibiting the City from imposing FAR standards that are less than 1.0 on a housing development project that consists of 3 to 7 units, or less than 1.25 on a housing development project that consists of 8 to 10 units. The law also prohibits imposing a lot coverage requirement that would physically preclude a housing development project from achieving the maximum allowable FAR.

The State law only references standards that cannot be imposed on projects that are 3 to 10 units in size. It does not apply to projects that are smaller or larger.

The current maximum FAR in the RM and RH Districts for multi-family structures is 0.5. The Commission's recommendation is to increase the maximum FAR for all projects to 1.25 in both districts. This simplified and straight-forward approach complies with State law and resolves a flaw in its provisions that does not address the feasibility of larger projects.

The Commission also discussed the broader regulation context, concluding that FAR, setbacks, height limitations and other Code requirements sufficiently regulate building form in the RM and RH districts, making lot coverage an unnecessary standard, which could act as a constraint. Therefore, the recommendation is to remove the lot coverage requirements in the RM and RH Districts.

Staff has conducted analysis on the implications of removing lot coverage, which is currently 50% in RM and 60% in RH. The required yards, or setbacks, which create a de facto limitation on lot coverage, result in a buildable area that ranges around $\pm 60\%$ in RM. In RH, where side setbacks are fixed at 10' rather than 10% of lot width, buildable area is similar for larger parcels. However, for smaller parcels, the buildable area may be less than 50%. Without an additional lot coverage standard, the building footprint may occupy the entire buildable area outside of the setbacks, as long as the project complies with the open space requirements of SPMC Section 36.350.190 (Residential Uses—Multi-family Project Standards). Given the combined effect of these standards, staff agrees with the Planning Commission's recommendation to eliminate lot coverage.

Additionally, in order to ensure that RM and RH land is used to achieve more housing units, the Commission has recommended eliminating new single-family dwellings (SFD) as a permitted use in these two districts (SPMC Section 36.220.030, Table 2-2). Based on a GIS analysis, staff has identified that approximately 25% of the total 726 RM Zoning District parcels and approximately 8% of the total 415 RH Zoning District parcels are currently developed with SFDs. In both districts combined, this change would affect the future development of about 200 properties, ensuring that any replacement project would be multi-unit.

The Commission did not intend to cause existing single-family uses to become non-conforming, and their resolution (Attachment 2) differentiates between Existing SFD, which are "P – Permitted" and New SFD, which are prohibited. Accordingly, single-family property owners would not change their current status (i.e., would not be considered non-conforming) and repairs and additions would continue to be allowed. However, if an existing SFD is voluntarily demolished, it could not be replaced with a new SFD. The draft ordinance (Attachment 1) includes this recommendation.

The proposed zoning text amendments to these sections are exempt from CEQA under Guidelines § 15378 as having no potential for resulting in physical change on the environment, by bringing the local Zoning Code into conformity legislation of the State of California.

- Mixed-use Development as a Permitted Use in Commercial Zones

The Housing Element analyzes constraints to housing, and a number of standards will be examined in the future to determine how they might be adjusted to meet the City's goal of achieving high quality housing without constituting a burden that makes such housing infeasible.

One of the more straightforward items that has been identified to streamline the entitlement process is removal of the requirement to obtain a CUP for mixed-use projects. Although both the commercial and the residential uses are by-right, a project that includes both requires a CUP. It is recommended to revise this standard and make mixed-use projects allowable through a by-right application process.

This change does not necessarily eliminate the need for public hearings for projects when a Design Review Permit is required. However, it simplifies the process to reduce staff processing time and application fees.

This proposed ZTA to SPMC Section 36.230.030 is exempt from CEQA under Guidelines § 15061(b)(3), as having no potential for resulting in physical change on the environment.

- Parking Exemptions for Projects Near Transit (AB 2097)

On September 22, 2022, the Governor signed AB 2097, which amends the Government Code to *“prohibit a public agency from imposing any minimum automobile parking requirement on any residential, commercial, or other development project, as defined, that is located within 1/2 mile of public transit, as defined.”* A small carve-out makes exceptions to this rule, which is presumably intended to avoid unintentional burden on the development of housing for low-income households or persons with disabilities.

For purposes of applying this exemption from parking, AB 2097 defines “Public transit” to mean *“a major transit stop as defined in Section 21155 of the Public Resources Code, which states that “A major transit stop is as defined in Section 21064.3, except that, for purposes of this section, it also includes major transit stops that are included in the applicable regional transportation plan.”* South Pasadena does not have any planned stops in the Southern California Association of Governments (SCAG) regional transportation plans.

Public Resources Code Section 21064.3 provides the definition as follows:

“Major transit stop” means a site containing any of the following:

- (a) An existing rail or bus rapid transit station.*
- (b) A ferry terminal served by either a bus or rail transit service.*
- (c) The intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.*

The L-Line station at Mission/Meridian qualifies as a Major Transit Stop. At this time, staff has not identified any intersections of bus routes that meet the frequency threshold in (c), and (b) is clearly not relevant in South Pasadena. Should new bus routes be developed,

the application of this parking exemption may expand, but the initial impact will be properties within one-half mile of the South Pasadena L-Line station.

Language to incorporate this new State law is proposed to be added to SPMC Section 36.310.040 (Number of Parking Spaces), as detailed in Attachment 1.

In accordance with the California Environmental Quality Act (CEQA), amendments to SPMC Section 36.220.040, 36.230.030 and 36.700 are exempt pursuant to the general rule described in CEQA Guidelines § 15061(b)(3), as these amendments do not have the potential to cause a significant effect on the environment.

The proposed ZTAs to these sections are exempt from CEQA under Guidelines § 15378 as having no potential for resulting in physical change on the environment, by bringing the local Zoning Code into conformity legislation of the State of California.

Environmental Analysis

In accordance with the California Environmental Quality Act (CEQA), the proposed Code amendments are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines § 15061(b)(3) and 15378. The City is required to comply with State laws pertaining to emergency shelters, transitional housing and Low Barrier Navigation Centers, parking within proximity of transit, and project density for mid-size projects in residential zoning districts and the proposed amendments are consistent with such requirements that already exist in State law. The removal of the conditional use permit requirement for mixed-use projects is procedural and does not impact the allowable development for such projects. Thus, it may be seen with certainty that there is no possibility these Zoning Code Amendments to amend standards for compliance with State law may have a significant effect on the environment.

Fiscal Impact

Planning Division staff will implement the revised Zoning Code provisions through administration of the permit application process. This will not require any budgetary changes or other fiscal impact.

Public Notification of Agenda Item

A Public Hearing Notice was published on January 6, 2023 in the South Pasadena Review.

Attachments:

1. Draft Ordinance
2. Planning Commission Resolution No. 22-11
3. City Council Resolution of Intention (adopted November 9, 2022)
4. LAHSA 2022 Homelessness Statistics by City; South Pasadena

ATTACHMENT 1

Draft Ordinance

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ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 36 (“ZONING”), ARTICLES 2, 3 AND 7, SECTIONS 36.220.030 (RESIDENTIAL ZONING DISTRICT LAND USES AND PERMIT REQUIREMENTS), 36.220.040 (RESIDENTIAL ZONING DISTRICT GENERAL DEVELOPMENT STANDARDS), 36.230.030 (COMMERCIAL ZONING DISTRICT LAND USES AND PERMIT REQUIREMENTS), 36.310.040 (NUMBER OF PARKING SPACES REQUIRED), 36.350.250 (EMERGENCY SHELTERS), AND 36.700.020 (DEFINITIONS OF SPECIALIZED TERMS AND PHRASES) IN ORDER TO IMPLEMENT ASSOCIATED STATE LAWS AND GENERAL PLAN HOUSING ELEMENT PROGRAMS; DETERMINATION FINDING APPLICABILITY OF EXEMPTIONS FROM FURTHER ANALYSIS UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTIONS 15061(b)(3) AND 15378 OF CHAPTER 3 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

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

SECTION 1. REQUIRED FINDINGS: Pursuant to SPMC Section 36.620.070 B.1 (a and b) and B.2: (Findings and Decision), the City Council makes the following findings:

B1:

- a. The proposed amendment is consistent with the actions, goals, objectives, policies, and programs of the General Plan in that the 2013-2021 General Plan Housing Element and the Draft 2021-2029 General Plan Housing Element both include programs to amend the Zoning Ordinance for consistency with adopted State laws governing provision of emergency, transitional and permanent housing. In addition, the development of the Draft 2021-2029 General Plan Housing Element is concurrent with the update of the City’s other General Plan elements, including the Land Use Element, which includes goals and policies to encourage housing through streamlining City review and approval processes and the proposed amendment contributes toward achieving those goals.
- b. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City in that it is necessary to modify zoning requirements, as required by State law, to support housing development and contribute toward alleviating the current housing crisis evident throughout the Los Angeles County region. Providing sufficient housing opportunities, including emergency and transitional housing with services through Low Barrier Navigation Centers will promote the general welfare of all members of the community within the City.

B2. The proposed amendment is internally consistent with other applicable provisions of this Zoning Code in that, as applicable, the recommended amendments include provisions to resolve internal conflicts to achieve consistency.

SECTION 2. Section 36.220.030 (Residential Zoning District Land Uses and Permit Requirements), Table 2-2 is amended as follows:

TABLE 2-2. ALLOWED USES AND PERMIT REQUIREMENTS FOR RESIDENTIAL ZONING DISTRICTS	P				Permitted Use
	CUP				Conditional Use Permit required
	AUP				Administrative Use Permit required
	—				Use not allowed
	PERMIT REQUIRED BY DISTRICT				Specific Use Regulations
LAND USE (1)	RE	RS	RM	RH	
RESIDENTIAL USES					
<u>Existing</u> Single-family dwelling	P	P	P	P	
<u>New</u> Single-family dwelling	<u>P</u>	<u>P</u>	=	=	

SECTION 3. Section 36.220.040 (Residential Zoning District General Development Standards), Table 2-3 is amended as follows:

TABLE 2-3. RESIDENTIAL DISTRICT GENERAL DEVELOPMENT STANDARDS				
	Requirement by Zoning District (1)			
Development Feature	RE	RS	RM	RH
Lot coverage	Maximum percentage of total lot area that may be covered by structures.			
	40%		50% <u>N/A</u>	60% <u>N/A</u>
Floor area ratio	Maximum allowable ratio of building floor area to lot area. See Article 7 (Definitions) for a definition and illustration.			
Requirement	0.35		<u>Single-family dwellings—0.50</u> <u>Multi-family projects— 1.25</u>	Single-family dwellings—0.40 Multi-family projects— <u>0.50</u> <u>1.25</u>

SECTION 4. Section 36.230.030 (Commercial Zoning District Land Uses and Permit Requirements), Table 2-4 is amended as follows:

LAND USE	CO	CG	BP	Specific Use Regulations
RESIDENTIAL USES				
Emergency shelter	—	<u>CUP</u>	P	36.350.250
Live/work units	—	—	—	36.350.110
Mixed-use projects	<u>CUP P</u>	<u>CUP P</u>	<u>P</u>	36.350.120
Single-room occupancy	—	—	P	36.350.260
<u>Transitional and supportive housing, including Low Barrier Navigation Centers</u>	<u>P</u>	<u>P</u>	<u>P</u>	-

SECTION 5. Section 36.310.040 of Article III ("Site Planning and General Development Standards") of South Pasadena Municipal Code Chapter 36 ("Zoning") is amended as follows:

1. The first paragraph of this section shall be amended to read:

36.310.040 Number of Parking Spaces Required.

"Each use shall provide at least the minimum number of parking spaces required by this Division, unless otherwise exempt from the minimum parking requirement per Sub-section H, below. If parking requirements result in a fraction of a space required, the number of parking spaces required shall be rounded up to the next higher number."

2. New Sub-section H shall be added as follows:

H. Notwithstanding the above, there shall be no minimum parking requirement for any residential, commercial, or other development project if the project is located within one-half mile of a major transit stop as defined in Section 21155 of the Public Resources Code, except in the following circumstances:

1. The City may require provision of parking as required in Table 3-6, above, for a project that is located within one-half mile of a major transit stop provided the Director makes written findings, within 30 days of the receipt of a completed application, that not requiring the minimum parking requirements for the development would have a substantially negative impact, supported by a preponderance of the evidence in the record, on any of the following:

- a. The City's ability to meet its share of the regional housing need in accordance with Section 65584 for low- and very low income households.
 - b. The City's ability to meet any special housing needs for the elderly or persons with disabilities identified in the analysis required pursuant to paragraph (7) of subdivision (a) of Section 65583.
 - c. Existing residential or commercial parking within one-half mile of the housing development project.
2. For a housing development project, as defined in Government Code Section 65589.5.(h), the Director shall not make findings for an exception per Sub-section 1, above, if the housing development project satisfies any of the following:
- a. The development dedicates a minimum of 20 percent of the total number of housing units to very low, low-, or moderate-income households, higher education students, the elderly, or persons with disabilities.
 - b. The development contains fewer than 20 housing units.
 - c. The development is subject to parking reductions based on the provisions of any other applicable law.
3. An event center shall provide all required parking for employees and other anticipated workers. For purposes of this section, an event center shall be defined as follows: a community center, activity center, auditorium, convention center, stadium, coliseum, arena, sports facility, racetrack, pavilion, amphitheater, theme park, amusement park, fairgrounds, or other building, collection of buildings, or facility which is used exclusively or primarily for the holding of sporting events, athletic contests, contests of skill, exhibitions, conventions, meetings, spectacles, concerts, or shows, or for providing public amusement or entertainment.
4. Projects subject to this sub-section (H) shall comply with all requirements to provide electric vehicle supply equipment-installed parking spaces and to provide parking spaces that are accessible to persons with disabilities in compliance with Sub-section 36.310.070.

SECTION 6. Section 36.350.250 (Emergency Shelters) of Article III ("Site Planning and General Development Standards") of South Pasadena Municipal Code Chapter 36 ("Zoning") is amended as follows:

- A. Sub-section B.1 shall be deleted.

- B. Sub-section B.2 shall be amended to read: "Maximum number of beds. The maximum number of beds for an emergency shelter shall be 42 50 beds plus a residential unit for a full time on-site manager." ~~The total number of beds in operation at one time in the City shall not exceed 20 beds.~~
- C. Sub-section B.3 shall be amended to read: "Maximum occupancy. Maximum occupancy at any one time shall be 42 50 residents plus a minimum of one on-site manager."
- D. Sub-section B.5 shall be amended to read: "Off-street parking. One space per employee based on a plan submitted with the project application, with a minimum of two spaces, unless otherwise exempt from providing parking by State law." ~~and one space per each four beds or one-half space per bedroom of a family unit with children plus up to five visitor spaces for service providers.~~

SECTION 7. Division 36.700 (Definitions/Glossary) is amended to add the following under Subsection 36.700.020.L:

Low Barrier Navigation Center. *A service-enriched facility focused on moving people into permanent housing that may or may not provide on-site temporary living accommodations, and where case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing. "Low Barrier" means best practices to reduce barriers to entry.*

SECTION 8. CEQA Determination. The City Council hereby finds that the proposed Code amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to the general rule described in Chapter 3 of Title 14 of the California Code of Regulations (CEQA Guidelines) at § 15061(b)(3), as the Code Amendment does not have the potential to cause a significant effect on the environment. The Code Amendment is also exempt from CEQA under Guidelines § 15378 as having no potential for resulting in physical change on the environment, by bringing the local zoning code into conformity legislation of the State of California.

SECTION 9. Effective Date. This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED AND ADOPTED ON this 18th day of January, 2023.

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

Desiree Jimenez, CMC
Chief City Clerk

Andrew L. Jared, City Attorney

I HEREBY CERTIFY that the Ordinance was duly approved and adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on this 18th day of January, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Desiree Jimenez, CMC
Chief City Clerk

ATTACHMENT 2

Planning Commission Resolution No. 22-11

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P.C. RESOLUTION NO. 22-11

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE TO AMEND THE CITY OF SOUTH PASADENA MUNICIPAL CODE (SPMC) BY MODIFYING CHAPTER 36 (“ZONING”) SECTIONS 36.220.030 (RESIDENTIAL ZONING DISTRICT LAND USES AND PERMIT REQUIREMENTS), 36.220.040 (RESIDENTIAL ZONING DISTRICT GENERAL DEVELOPMENT STANDARDS), 36.230.030 (COMMERCIAL ZONING DISTRICT LAND USES AND PERMIT REQUIREMENTS), 36.310.040 (NUMBER OF PARKING SPACES REQUIRED), 36.350.250 (EMERGENCY SHELTERS), AND 36.700.020 (DEFINITIONS OF SPECIALIZED TERMS AND PHRASES) IN ORDER TO IMPLEMENT ASSOCIATED STATE LAWS AND GENERAL PLAN HOUSING ELEMENT PROGRAMS

WHEREAS, on November 9, 2022, the City Council adopted Resolution No. 7791, a Resolution of Intention (ROI) to direct City staff to prepare amendments to South Pasadena Municipal Code Chapter 36 (Zoning) as recommended herein in order to cause the City’s Zoning Code to be consistent with State law and to reduce certain constraints to housing production in order to facilitate housing construction to meet the City’s needs and comply with its 2021-2029 Regional Housing Needs Assessment (RHNA) obligations; and

WHEREAS, on December 13, 2022, the Planning Commission held a noticed public hearing to consider draft provisions to implement the ROI as directed by the City Council, at which all interested parties were given the opportunity to be heard and present evidence; and

WHEREAS, amending the Zoning Code to facilitate emergency, transitional and permanent housing is necessary to support the City’s efforts to meet its RHNA obligations for the public health, safety and welfare of the City pursuant to the findings made below:

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

SECTION 1: The proposed amendments would not have a significant impact on the environment and so this action is exempt from the California Environmental Quality Act (CEQA) review under Section 15061(b)(3) — General Rule, which provides that CEQA applies only to projects that have the potential for causing a significant effect on the environment and exempts activities that can be seen with certainty to have no possibility for causing a significant effect on the environment.

SECTION 2: Pursuant to SPMC Section 36.620.070 (Findings and Decision), the Planning Commission recommends that the City Council approve the proposed amendments set forth in Exhibit “A”, based on the following findings as required in SPMC Section 36.620.070.B.1 (a and b) and B.2:

B1:

- a. The proposed amendment is consistent with the actions, goals, objectives, policies, and programs of the General Plan in that the 2013-2021 General Plan Housing Element and the draft 2021-2029 Housing Element both include programs to amend the Zoning Ordinance for consistency with adopted State laws governing provision of emergency, transitional and permanent housing.
- b. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City in that it is necessary to modify zoning requirements, as required by State law, to support housing development and contribute toward alleviating the current housing crisis evident throughout the Los Angeles County region. Providing sufficient housing opportunities, including emergency and transitional housing with services through Low Barrier Navigation Centers will promote the general welfare of all members of the community within the City.

B2. The proposed amendment is internally consistent with other applicable provisions of this Zoning Code in that, as applicable, the recommended amendments include provisions to resolve internal conflicts to achieve consistency.


SECTION 3. For the foregoing reasons and based on the information and findings included in this resolution, the staff report, and testimony received during the public hearing, the Planning Commission of the City of South Pasadena hereby recommends that the City Council adopt an ordinance with the provisions included in Exhibit "A."

SECTION 4. The Secretary shall certify that the foregoing Resolution was adopted by the Planning Commission of the City of South Pasadena at a duly noticed regular meeting held on the 13th day of December, 2022.


PASSED, APPROVED, AND ADOPTED this 13th day of December 2022 by the following vote:

AYES: Lesak, Dahl, Barthakur, Padilla
NOES:

ABSENT:
ABSTAIN: Brawn



John Lesak, Chair

ATTEST: 

Amitabh Barthakur, Secretary

EXHIBIT “A”

SECTION 1. Section 36.220.030 (Residential Zoning District Land Uses and Permit Requirements), Table 2-2 shall be amended as follows:

TABLE 2-2. ALLOWED USES AND PERMIT REQUIREMENTS FOR RESIDENTIAL ZONING DISTRICTS	P				Permitted Use
	CUP				Conditional Use Permit required
	AUP				Administrative Use Permit required
	—				Use not allowed
	PERMIT REQUIRED BY DISTRICT				Specific Use Regulations
LAND USE (1)	RE	RS	RM	RH	
RESIDENTIAL USES					
<u>Existing</u> Single-family dwelling	P	P	P	P	
<u>New</u> Single-family dwelling	<u>P</u>	<u>P</u>	-	-	

SECTION 2. Section 36.220.040 (Residential Zoning District General Development Standards), Table 2-3 shall be amended as follows:

TABLE 2-3. RESIDENTIAL DISTRICT GENERAL DEVELOPMENT STANDARDS				
	Requirement by Zoning District (1)			
Development Feature	RE	RS	RM	RH
Lot coverage	Maximum percentage of total lot area that may be covered by structures.			
	40%		50% <u>N/A</u>	60% <u>N/A</u>
Floor area ratio	Maximum allowable ratio of building floor area to lot area. See Article 7 (Definitions) for a definition and illustration.			
Requirement	0.35		0.50 <u>1.25</u>	Single family dwellings—0.40 Multi-family projects—0.50 <u>1.25</u>

SECTION 3. Section 36.230.030 (Commercial Zoning District Land Uses and Permit Requirements), Table 2-4 shall be amended as follows:

LAND USE	CO	CG	BP	Specific Use Regulations
RESIDENTIAL USES				
Emergency shelter	—	<u>CUP</u>	P	36.350.250
Live/work units	—	—	—	36.350.110
Mixed-use projects	<u>CUP P</u>	<u>CUP P</u>	<u>P</u>	36.350.120
Single-room occupancy	—	—	P	36.350.260
<u>Transitional and supportive housing, including Low Barrier Navigation Centers</u>	<u>P</u>	<u>P</u>	<u>P</u>	-

SECTION 4. Section 36.310.040 of Article III ("Site Planning and General Development Standards") of South Pasadena Municipal Code Chapter 36 ("Zoning") is hereby amended as follows:

1. The first paragraph of this section shall be amended to read:

36.310.040 Number of Parking Spaces Required.

“Each use shall provide at least the minimum number of parking spaces required by this Division, unless otherwise exempt from the minimum parking requirement per Sub-section H, below. If parking requirements result in a fraction of a space required, the number of parking spaces required shall be rounded up to the next higher number.”

2. New Sub-section H shall be added as follows:

H. Notwithstanding the above, there shall be no minimum parking requirement for any residential, commercial, or other development project if the project is located within one-half mile of a major transit stop as defined in Section 21155 of the Public Resources Code, except in the following circumstances:

1. The City may require provision of parking as required in Table 3-6, above, for a project that is located within one-half mile of a major transit stop provided the Director makes written findings, within 30 days of the receipt of a completed application, that not requiring the minimum parking requirements for the development would have a substantially negative impact, supported by a preponderance of the evidence in the record, on any of the following:

- a. The City's ability to meet its share of the regional housing need in accordance with Section 65584 for low- and very low income households.
 - b. The City's ability to meet any special housing needs for the elderly or persons with disabilities identified in the analysis required pursuant to paragraph (7) of subdivision (a) of Section 65583.
 - c. Existing residential or commercial parking within one-half mile of the housing development project.
2. For a housing development project, as defined in Government Code Section 65589.5.(h), the Director shall not make findings for an exception per Sub-section 1, above, if the housing development project satisfies any of the following:
- a. The development dedicates a minimum of 20 percent of the total number of housing units to very low, low-, or moderate-income households, higher education students, the elderly, or persons with disabilities.
 - b. The development contains fewer than 20 housing units.
 - c. The development is subject to parking reductions based on the provisions of any other applicable law.
3. An event center shall provide all required parking for employees and other anticipated workers. For purposes of this section, an event center shall be defined as follows: a community center, activity center, auditorium, convention center, stadium, coliseum, arena, sports facility, racetrack, pavilion, amphitheater, theme park, amusement park, fairgrounds, or other building, collection of buildings, or facility which is used exclusively or primarily for the holding of sporting events, athletic contests, contests of skill, exhibitions, conventions, meetings, spectacles, concerts, or shows, or for providing public amusement or entertainment.
4. Projects subject to this sub-section (H) shall comply with all requirements to provide electric vehicle supply equipment-installed parking spaces and to provide parking spaces that are accessible to persons with disabilities in compliance with Sub-section 36.310.070.

SECTION 5. Section 36.350.250 (Emergency Shelters) of Article III ("Site Planning and General Development Standards") of South Pasadena Municipal Code Chapter 36 ("Zoning") is hereby amended as follows:

- A. Sub-section B.1 shall be deleted.
- B. Sub-section B.2 shall be amended to read: "Maximum number of beds. The maximum number of beds for an emergency shelter shall be 42 50 beds plus a residential unit for a full time on-site manager." ~~The total number of beds in operation at one time in the City shall not exceed 20 beds.~~

- C. Sub-section B.3 shall be amended to read: "Maximum occupancy. Maximum occupancy at any one time shall be 42 50 residents plus a minimum of one on-site manager."
- D. Sub-section B.5 shall be amended to read: "Off-street parking. One space per employee based on a plan submitted with the project application, with a minimum of two spaces, unless otherwise exempt from providing parking by State law." ~~and one space per each four beds or one half space per bedroom of a family unit with children plus up to five visitor spaces for service providers.~~

SECTION 6. Division 36.700 (Definitions/Glossary) shall be amended to add the following under Subsection 36.700.020.L:

Low Barrier Navigation Center. *A service-enriched facility focused on moving people into permanent housing that may or may not provide on-site temporary living accommodations, and where case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing. "Low Barrier" means best practices to reduce barriers to entry.*

ATTACHMENT 3

City Council Resolution of Intention
(adopted November 9, 2022)

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RESOLUTION NO. 7791

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DECLARING ITS INTENTION TO AMEND SOUTH PASADENA MUNICIPAL CODE (SPMC) CHAPTER 36 (ZONING), PURSUANT TO THE PROCEDURES SET FORTH IN SPMC 36.620 (AMENDMENTS) TO REVISE SECTIONS OF THE ZONING CODE FOR CONSISTENCY WITH STATE HOUSING LAW AND IMPLEMENT PROGRAMS OF THE HOUSING PLAN OF THE CITY'S GENERAL PLAN HOUSING ELEMENT

WHEREAS, the State of California and the City of South Pasadena (City) acknowledge that there is a shortage of housing in the state and region that necessitates adoption of policies and zoning ordinance requirements in order to facilitate more streamlined development of both temporary and permanent housing including low-barrier navigation centers; and

WHEREAS, Government Code Section 65583(a)(4) contains certain requirements regarding regulation of emergency shelters with which the City seeks to comply by amending the applicable zoning requirements; and

WHEREAS, State laws enacted in the last five years, including Senate Bill (SB) 2 and Assembly Bill (AB) 2162, contain certain requirements regarding regulation of transitional and supportive housing, including low-barrier navigation centers with which the City seeks to comply by amending the applicable zoning requirements; and

WHEREAS, the recently enacted Assembly Bill (AB) 2097 requires local jurisdictions to allow certain projects within one-half mile of defined transit stops without requiring minimum parking standards; and

WHEREAS, Government Code Section 65913.11 (SB 478) prohibits agencies from imposing a FAR of less than 1.0 for a 3-7 unit residential project or less than 1.25 for a 8-10 unit project, with which the City's Medium and High Density Residential Zones are currently inconsistent; and

WHEREAS, the Zoning Code requirement for a conditional use permit (CUP) for mixed-use residential/commercial projects has been found to add processing time and expense for housing development; and

WHEREAS, the City of South Pasadena's September 2022 Draft General Plan Housing Element includes Programs 4a and 4b to amend the Zoning Code to facilitate emergency shelters and transitional housing in compliance with State law; and

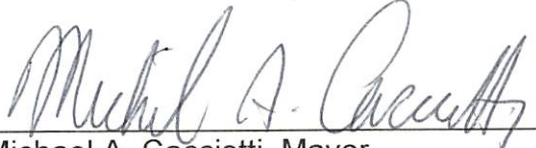
WHEREAS, the South Pasadena Municipal Code requires that an amendment to the Zoning Code be initiated either by application or by resolution of either the City Council or the Planning Commission.

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

SECTION 1. Pursuant to South Pasadena Municipal Code Section 36.620.030.A.1.a, the City Council does hereby announce its intention to amend the text of the Zoning Ordinance as set forth in Exhibit A, attached to this Resolution, to facilitate housing and implement programs contained in the Draft 6th Cycle General Plan Housing Element.


SECTION 2. The City Clerk shall certify to the adoption of this Resolution, and thenceforth and thereafter the same shall be in full force and effect.

PASSED, APPROVED, AND ADOPTED ON this 9th day of November 2022.




Michael A. Cacciotti, Mayor

ATTEST:



Desiree Jimenez, CMC
Chief City Clerk

APPROVED AS TO FORM:



Andrew L. Jared
City Attorney

I **HEREBY CERTIFY** the foregoing Resolution No. 7791 was duly adopted by the City Council of the City of South Pasadena, California, at a Joint Special Meeting with the Planning Commission held on the 9th day of November, 2022 by the following vote:

AYES:	Donovan, Mahmud, Zneimer, Primuth, Mayor Cacciotti
NOES:	None.
ABSENT:	None.
ABSTAINED:	None.



Desiree Jimenez, CMC
Chief City Clerk

EXHIBIT A

POTENTIAL AMENDMENTS TO THE TEXT OF THE ZONING ORDINANCE TO IMPLEMENT THE HOUSING ELEMENT'S HOUSING PLAN

TOPIC	DESCRIPTION	SPMC SECTIONS TO BE REVIEWED AND/OR AMENDED INCLUDE BUT MAY NOT BE LIMITED TO:
Standards for Emergency Shelters	Revise to increase the allowable number of beds and to adjust the parking requirement consistent with State law.	Section 36.350.250
Emergency Shelters/Transitional Housing as a permitted use	Revise to allow as a permitted use in all multi-family and mixed-use districts and include low-barrier navigation centers.	Section 36.220.030 Section 36.230.030
Mixed-use development as a permitted use.	Revise CO and CG districts to change from CUP to P (Permitted Use).	36.230.030
Floor-area-ratio (FAR) for small to medium-sized projects in multi-family zones	Revise the maximum FAR in RM and RH zones for projects between three and ten units for consistency with State law.	Section 36.220.040
Consistency with AB2097 to permit certain projects near transit with no minimum parking requirement	AB 2097 prohibits a public agency from imposing any minimum automobile parking requirement on any residential, commercial, or other development project, as defined, that is located within 1/2 mile of public transit, as defined, with certain exceptions and provisions.	36.310.040
Add a definition for Low Barrier Navigation Centers	Definition for new term introduced by amendment.	Section 36.700.020

ATTACHMENT 4

LAHSA 2022 Homelessness Statistics by City; South Pasadena

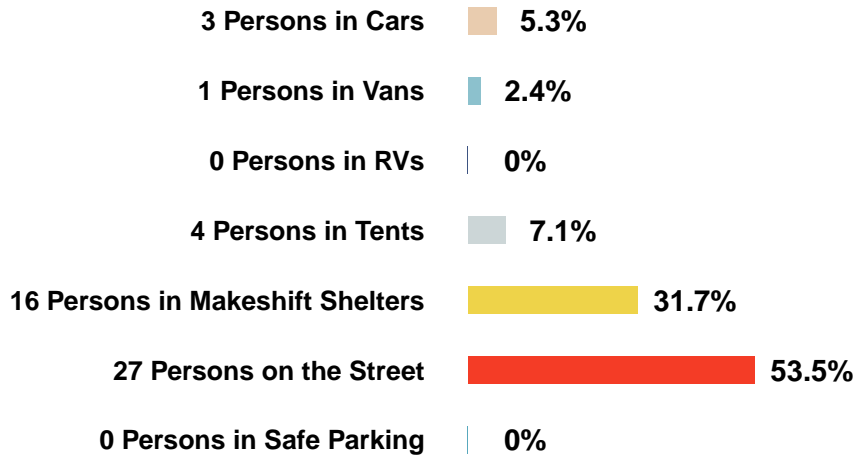
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Greater Los Angeles 2022 Homeless Count Results: South Pasadena

Estimated total persons experiencing homelessness at the end of February 2022:
50 people [50 persons Unsheltered (100%) and 0 persons in shelter (0%)]

Of the 50 persons unsheltered,



Note: Data on unsheltered unaccompanied minors (under 18 years old), unsheltered transitional age youth (18-24 years old), persons in domestic violence shelters, persons receiving motel vouchers, and persons in PRK is unavailable at the community level.

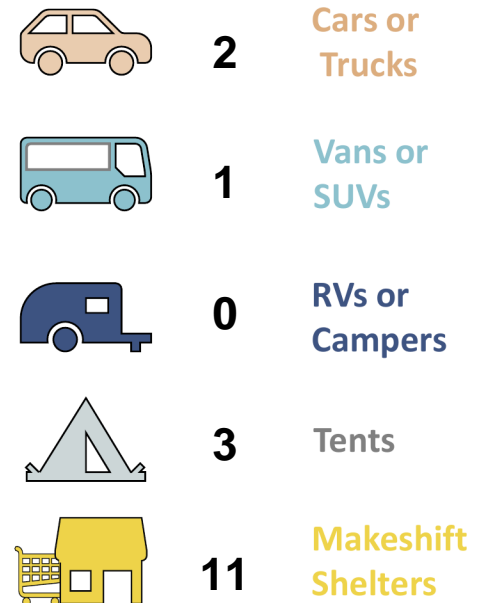
There were no persons sheltered on the night of the Homeless Count.

Note: Interviews were conducted with persons experiencing unsheltered homelessness from December 2021 to March 2022 to approximate the number of persons in each car, van, RV, tent, and makeshift shelter. Persons staying in Safe Parking programs are included separately.

Count of Persons in 2022 and Percent Change from 2020 for South Pasadena

	<i>Persons in 2022</i>	<i>Percent change from 2020</i>
Sheltered	0	Zero in 2020
Unsheltered	50	245.2%
Total	50	245.2%

DWELLINGS COUNTED*



*LAHSA applies a multiplier to the Dwellings Counted on the nights of the count. The multiplier is based on SPA demographic survey data. More information can be found at <https://www.lahsa.org/homeless-count/>