



**CITY OF SOUTH PASADENA
CITY COUNCIL**

AGENDA

**REGULAR MEETING
WEDNESDAY, APRIL 19, 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.

Public participation may be made as follows:

- In Person – 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**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov.
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

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. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

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:	Community Member	Dylan Rubin

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.

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 – None.**

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 APPRECIATION FOR MARY ANN PARADA FOR DEDICATED SERVICE TO THE CITY OF SOUTH PASADENA**
4. **PRESENTATION OF A PROCLAMATION DECLARING APRIL 24, 2023, “REMEMBRANCE OF THE ARMENIAN GENOCIDE DAY”**
5. **PRESENTATION OF A PROCLAMATION DECLARING APRIL 26, 2023, AS “DENIM DAY”**
6. **PRESENTATION OF A PROCLAMATION DECLARING APRIL 22, 2023, AS “EARTH DAY”**
7. **PRESENTATION OF A PROCLAMATION DECLARING APRIL 20, 2023 AS “LIBRARY VOLUNTEER RECOGNITION DAY”**

CHANGES TO THE AGENDA**8. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA****CONSENT CALENDAR****OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

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

9. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$170,026.38; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,468,500.78; VOIDS IN THE AMOUNT OF (\$992.19); ONLINE PAYMENTS IN THE AMOUNT OF \$44,018.86; TRANSFERS IN THE AMOUNT OF \$83,135.75; PAYROLL IN THE AMOUNT OF \$1,757,175.67Recommendation

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

10. MONTHLY INVESTMENT REPORTS FOR JANUARY AND FEBRUARY 2023Recommendation

It is recommended that the City Council receive and file the Monthly Investment Reports for January and February 2023.

11. APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM MAYOR PRO TEM EVELYN ZNEIMER IN THE AMOUNT OF \$1,000 FOR ASIAN AMERICAN PACIFIC ISLANDER EVENTRecommendation

It is recommended that the City Council:

1. Find that the requested allocation of Discretionary Funds to support the Asian American Pacific Islander (AAPI) Event is consistent with the findings required pursuant to the Guidelines for the Application of City Council Discretionary Budget Accounts adopted by Resolution No. 7174; and
2. Approve the requested allocation totaling \$1,000 by Mayor Pro Tem Zneimer to support the AAPI Event.

12. APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM COUNCILMEMBER JACK DONOVAN IN THE AMOUNT OF \$1,500 FOR SUMMER CONCERTS IN THE PARKRecommendation

It is recommended that the City Council:

1. Find that the requested allocation of Discretionary Funds to support the Summer Concerts in the Park is consistent with the findings required pursuant to the Guidelines for the Application of City Council Discretionary Budget Accounts adopted by Resolution No. 7174; and
2. Approve the requested allocation totaling \$1,500 by Councilmember Donovan to support the Summer Concerts in the Park.

13. **AWARD OF CONTRACT TO PYRO-SPECTACULARS, INC. IN THE AMOUNT OF \$30,590 FOR THE FOURTH OF JULY FIREWORKS DISPLAY**

Recommendation

It is recommended that the City Council:

1. Award a contract to Pyro-Spectaculars, Inc. (Pyro-Spectaculars) in the amount of \$30,590 for the Fourth of July Fireworks display; and
2. Authorize the City Manager to execute an agreement.

14. **AWARD OF CONTRACT TO REPUBLIC EVS IN THE AMOUNT OF \$282,608 FOR THE PURCHASE OF A 2024 FORD E-450 MEDIX RESCUE AMBULANCE**

Recommendation

It is recommended that the City Council:

1. Award a contract to Republic EVS, at the proposed competitive procurement price utilizing Houston-Galveston Area Council (H-GAC) nationwide government procurement service for the purchase of a 2024 Ford E-450 Type 3 Medix Rescue Ambulance (RA); and
2. Authorize the City Manager to execute the attached Offer and Purchase Agreement.

15. **AUTHORIZE A FOURTH CONTRACT AMENDMENT FOR INTERIM LANDSCAPING SERVICES WITH LANDCARE THROUGH JUNE 30, 2023 FOR A MONTHLY MAXIMUM AMOUNT OF \$37,357.96**

Recommendation

It is recommended that the City Council authorize the City Manager to execute a contract amendment for interim landscaping services through June 30, 2023, with LandCare, for a total monthly amount not to exceed \$37,357.96.

16. **APPROVE AMENDMENT FOR SPECIAL COUNSEL FOR SB 381 IMPLEMENTATION AND CALTRANS PROPERTIES DISPOSITION WITH AKIN GUMP STRAUSS HAUER & FELD, LLP, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$40,000**

Recommendation

It is recommended that the City Council:

1. Approve an amendment to the agreement with Akin Gump Strauss Hauer & Feld, LLP (Akin) for a new total not-to-exceed amount of \$40,000; and
2. Direct the use and reallocation of Slater Reimbursement Reserve Funds for the work performed by Akin.

17. **ESTABLISH SENIOR COMMUNITY IMPROVEMENT COORDINATOR CLASSIFICATION AND SALARY RANGE**

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING APPROVING NEW POSITION CLASSIFICATION OF SENIOR COMMUNITY IMPROVEMENT COORDINATOR

Recommendation

It is recommended that the City Council approve a resolution to establish the classification title and salary range for Senior Community Improvement Coordinator.

18. APPROVAL OF MAYOR'S LIST OF CITY COUNCIL LIAISON AND REGIONAL GROUP APPOINTMENTS**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPOINTING DELEGATES, REPRESENTATIVES, AND ALTERNATES AS OFFICIAL REPRESENTATIVES OF THE CITY OF SOUTH PASADENA, SUPERSEDING RESOLUTION NO. 7808

Recommendation

It is recommended that the City Council:

1. Approve the Mayor's list of City Council Liaison and Regional Group Appointments to various commissions, boards, and committees; and
2. Adopt a Resolution, superseding Resolution No. 7808, appointing delegates, representatives, and alternates as official representatives of the City of South Pasadena.

19. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR APRIL 20, 2022, MAY 04, 2022, AND MARCH 15, 2023Recommendation

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

20. AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH ROTH STAFFING COMPANIES, L.P. FOR TEMPORARY STAFFING SERVICES IN A NEW NOT-TO-EXCEED AMOUNT OF \$45,000Recommendation

It is recommended that the City Council authorize the City Manager, or designee, to execute all documents necessary to amend the Professional Services Agreement with Roth Staffing Companies, L.P. for temporary staffing services, to increase the contract amount by \$15,000.

ACTION/DISCUSSION

21. REVIEW AND DISCUSS THE CITY OF SOUTH PASADENA SPECIAL EVENT AND CO-SPONSORSHIP PROGRAMRecommendation

It is recommended that the City Council:

1. Review the Special Event and Co-Sponsorship Program (Program);
2. Provide direction on staffing costs for Co-Sponsored events; and
3. Provide direction regarding business license requirements for vendors and sub-vendors of all events.

22. ESTABLISH CREDIT CARD PROCESSING FEES FOR COMMUNITY SERVICES DEPARTMENT FOR CIVICPLUS REGISTRATION SOFTWARERecommendation

It is recommended that the City Council:

1. Establish the service fee model in which the customer pays the 3% Credit Card Processing Fee (CCPF) to Forte; and
2. Eliminate the current 0.25% CC PF for the Community Services Department (Department).

23. APPROVE FUND ALLOCATION AND AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT AMENDMENT TO COMPLETE THE ENVIRONMENTAL REVIEW DOCUMENTS FOR THE 2021-2029 HOUSING ELEMENT AND GENERAL PLAN/ DOWNTOWN SPECIFIC PLAN FOR A TOTAL NOT TO EXCEED AMOUNT OF \$291,974

Recommendation

It is recommended that the City Council:

1. Allocate and appropriate \$62,715 from General Fund Fund balance reserves, Account 101-0000-0000-3200-000 to fund the Community Development Department Professional Services appropriations in Account Number 101-7010-7011-8170-000; and
2. Authorize the City Manager to execute the Fourth Amendment to the Psomas Professional Services Agreement (PSA) for the Program Environmental Impact Report for the 2021-2029 Housing Element and General Plan/Downtown Specific Plan to include additional analysis and finalize related documents in the amount of \$62,715 for a total not-to-exceed amount of \$291,974.

PUBLIC HEARING

24. PUBLIC HEARING TO ADOPT A RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR FISCAL YEAR 2023/2024 IN THE AMOUNT OF \$130,658, WITH \$19,599 FOR THE SENIOR NUTRITION PROGRAM AND \$111,059 FOR SIDEWALK REPLACEMENTS AND AMERICAN WITH DISABILITIES (ADA) ACT RAMP UPGRADES

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTHORIZING THE ALLOCATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE SENIOR NUTRITION PROGRAM AND SIDEWALK REPLACEMENTS AND AMERICAN WITH DISABILITIES ACT (ADA) RAMP UPGRADES FOR FISCAL YEARS 2023/2024

Recommendation

It is recommended that the City Council conduct a public hearing and adopt a resolution to approve an allocation of the Community Development Block Grant (CDBG) funds for the Fiscal Year 2023/2024, in the total amount of \$130,658 with \$19,599 for the Senior Nutrition Program (Program) and \$111,059 for Sidewalk Replacements and ADA ramp upgrades.

INFORMATIONAL REPORTS

25. RECEIVE AND FILE THE COMMUNITY SERVICES DEPARTMENT ORGANIZATIONAL AND OPERATIONAL ASSESSMENT

Recommendation

It is recommended that the City Council receive and file a report and presentation on the Community Services Department (Department) Organizational and Operational Assessment (Assessment).

PUBLIC COMMENT – CONTINUED

26. 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.

COMMUNICATIONS

27. 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.

28. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

April 26, 2023	Joint Special Meeting with Mobility and Transportation Infrastructure Commission (State of Streets)	6:30 P.M.
April 29, 2023	Joint Special Meeting with Planning Commission (State of Housing) War Memorial Building, 435 Fair Oaks Avenue	9:00 A.M.
May 3, 2023	Joint Special Meeting with Library Board of Trustees (Library Study Session)	6:00 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 **April 19, 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.*

04/13/2023

/S/

Date

Mark Perez, Deputy City Clerk

CITY OF SOUTH PASADENA

PROCLAMATION



Declaring April 24, 2023,
as “Remembrance of the Armenian Genocide Day”
in the City of South Pasadena

- WHEREAS, on April 24, 1915, the Turkish Government perpetrated against Armenian people what is commonly referred to as the first genocide of the twentieth century, which continued until 1923 and resulted in the death of 1.5 million Armenian men, women, and children; and;
- WHEREAS, it is important to remind ourselves about human tragedies that have taken place; and
- WHEREAS, those who survived the Armenian Genocide and their successors have had to work hard to make these tragic events known to the world; and
- WHEREAS, as a community, it is appropriate for us to stand together and join the Armenian community in an effort to memorialize their fallen ancestors and to ensure that this horrible act is not repeated; and
- WHEREAS, as we remember the past, let us also dedicate ourselves to building a greater future by educating our community about the Armenian Genocide, and other crimes against humanity, as a testament to mankind’s indomitable spirit.

NOW, THEREFORE, I, Jon Primuth, Mayor, on behalf of the City Council of the City of South Pasadena, hereby declare April 24, 2023, as “Remembrance of the Armenian Genocide Day” in the City of South Pasadena and encourage everyone to participate in this very worthwhile event.

Jon Primuth, Mayor

April 19, 2023
Date

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CITY OF SOUTH PASADENA

PROCLAMATION



Declaring April 26, 2023 as “Denim Day”
in the City of South Pasadena

- WHEREAS, Peace Over Violence, a nonprofit organization established in 1971 dedicated to building healthy relationships, families and communities free from sexual, domestic and interpersonal violence, has declared April 26, 2023 as “Denim Day” in Los Angeles County; and
- WHEREAS, this day is intended to bring awareness to the fact that rape and sexual assault remain a serious issue in our society, and harmful attitudes about rape and sexual assault allow these crimes to persist and allow victims and survivors to be re-victimized; and
- WHEREAS, “Denim Day” was instituted to call attention to misconceptions and misinformation about rape and sexual assault, and the problem that many in society remain disturbingly uninformed with respect to issues of assault and forcible rape; and
- WHEREAS, every ninety-eight seconds, somewhere in America, someone is sexually assaulted, approximately 1 in 5 women are raped during their lifetime, and about 82% of sexual assaults are committed by someone the victim knows, approximately 80% of female victims experience being raped before the age of 25, victims of sexual assault are 3 times more likely to suffer from depression, 6 times more likely to suffer from Post-Traumatic Stress Disorder (PTSD), 13 times more likely to abuse alcohol 26 times more likely to abuse drugs, and 4 times more likely to contemplate suicide; and
- WHEREAS, with proper education on the matter, there is compelling evidence that we can be successful in reducing incidents of this alarming and psychologically damaging crime; and
- WHEREAS, City Staff will wear denim on April 26, 2023 in support of “Denim Day” to show their solidarity; and
- WHEREAS, the members of the South Pasadena City Council strongly support the efforts of Peace Over Violence to educate in our community about the true impact of rape and sexual assault in society.

NOW, THEREFORE, I, Jon Primuth, on behalf of the City Council of the City of South Pasadena, hereby declare April 26, 2023, as “Denim Day” in the City of South Pasadena and urge everyone to wear denim on this day to help bring awareness to this important topic.

Jon Primuth, Mayor

April 19, 2023
Date

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CITY OF SOUTH PASADENA

PROCLAMATION



Declaring April 22, 2023,
as "Earth Day"
in the City of South Pasadena

WHEREAS, Saturday, April 22, 2023, marks the fifty-fourth annual Earth Day celebration, a day to increase public awareness of the need to protect the environment and conserve resources; and

WHEREAS, the global community now faces extraordinary challenges, such as severe water shortages, environmental degradation, diminishing resources, and global health issues; and

WHEREAS, it is understood that the citizens of the community must step forward and take action to combat these global challenges; and

WHEREAS, a sustainable environment can be achieved on an individual level through educational efforts, public policy, and consumer activism campaigns; and

WHEREAS, our community is reminded to act locally by conserving all resources, promoting clean air through biking, encouraging the use of public transportation and planting of trees; and

WHEREAS, the City of South Pasadena continues to actively work with the community to conserve natural resources and reduce greenhouse gas emissions through programs, public events, partnerships with community organizations, and other outreach efforts; and

WHEREAS, the City of South Pasadena encourages residents and businesses to think globally and act locally by doing their part to benefit the community and the planet.

NOW, THEREFORE, I, Jon Primuth, Mayor, on behalf of the City Council of the City of South Pasadena, hereby declare April 22, 2023, as "Earth Day" in the City of South Pasadena and encourage everyone to make every day Earth Day.

6 - 1 Jon Primuth, Mayor

April 19, 2023
Date

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CITY OF SOUTH PASADENA

PROCLAMATION



Declaring April 20, 2023 as “Library Volunteer Recognition Day” in the City of South Pasadena

- WHEREAS, the Library Board of Trustees values the significant contributions made each year by library volunteers; and
- WHEREAS, many of the programs, services, and materials offered by the library are supported by the all-volunteer Friends of the Library organization, including the Summer Reading Program, Teen Advisory Board, programs for tweens, cultural events, new books, e-books, and digital resources; and
- WHEREAS, volunteers plan and present the annual series of eight Restoration Concerts, operate the Friends of the Library Bookstore, and assist with the Summer Reading Program; and
- WHEREAS, seventy-nine adult volunteers and sixty-five teen volunteers donated 7,024 hours in 2022; and
- WHEREAS, the hours that volunteers contribute not only enable the Bookstore to generate significant funds to support library programs and services, they also assist library staff with a variety of events and programs enjoyed by the public.

NOW, THEREFORE, I, Jon Primuth, on behalf of the City Council of the City of South Pasadena, hereby declare April 20, 2023 as “Library Volunteer Recognition Day” in the City of South Pasadena and do commend and thank all library volunteers for their many hours of dedicated service and hard work.

Jon Primuth, Mayor

April 19, 2023
Date

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City Council Agenda Report

ITEM NO. 9

DATE: April 19, 2023

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

PREPARED BY: Hsiulee Tran, Deputy Finance Director

SUBJECT: **Approval of Prepaid Warrants in the Amount of \$170,026.38; General City Warrants in the Amount of \$1,468,500.78; Voids in the Amount of (\$992.19); Online Payments in the Amount of \$44,018.86; Transfers in the Amount of \$83,135.75; Payroll in the Amount of \$1,757,175.67**

Recommendation

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

Fiscal Impact

Prepaid Warrants:

Warrant # 316163-316175	\$	122,425.31
ACH	\$	47,601.07
Voids	\$	0

General City Warrants:

Warrant # 316176-316405	\$	1,029,054.19
ACH	\$	439,446.59
Voids	\$	(992.19)

Payroll Period Ending: 03/17/2023	\$	780,744.77
Payroll Period Ending: 03/31/2023	\$	969,670.78
Payroll Period Ending: 04/03/2023	\$	5,238.37
Payroll Period Ending: 04/04/2023	\$	1,521.75
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)	\$	83,135.75
Online Payments	\$	44,018.86
Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	<u>3,521,865.25</u>
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Commission Review and Recommendation

This matter was not reviewed by a Commission.

Key Performance Indicators

This item is in line with the Finance Department's Key Performance Indicators identified in the Fiscal Year 2022-2023 Budget. The Accounts Payable process is completely digital and routed via a workflow process. This cuts down staff time significantly, as well as streamlines a previously strenuous process. This process also falls in line with the City's environmental strategies by reducing the amount of paper used.

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.

Approval of Warrants

April 19, 2023

Page 3 of 3

Attachments:

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

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ATTACHMENT 1
Warrant Summary

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

Fund No.	Date	Amounts	
		Prepaid	Written
101	30,948.60		1,152,456.70
103	108,000.00		12,721.46
104	-		381.50
105	-		-
107	-		335.00
205	-		29,319.92
207	140.02		19,265.29
208	-		-
210	140.01		836.14
211	-		-
214	-		-
215	140.02		96,776.36
217	-		-
218	-		-
220	-		-
223	-		-
226	-		-
228	-		-
230	5,280.02		9,802.61
232	-		4,101.71
233	-		-
236	-		-
237	-		-
238	-		4,550.00
239	-		21,678.27
241	-		-
242	-		-
245	-		-
248	-		-
249	-		-
255	-		-
260	-		-
270	-		-
272	-		-
274	-		-
275	-		-
276	-		-
277	-		-
295	-		8,250.00
310	-		-
500	6,711.15		75,050.71
503	-		13,586.03
505	-		-
506	-		-
510	-		-
550	2,000.00		-
700	16,666.56		19,389.08
			-
Column Totals:	170,026.38		1,468,500.78

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

City Report Totals: 1,638,527.16

Payroll Period Ending: 03/17/2023	780,744.77
Payroll Period Ending: 03/31/2023	969,670.78
Payroll Period Ending: 04/03/2023	5,238.37
Payroll Period Ending: 04/04/2023	1,521.75
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	83,135.75
Online Payments	44,018.86
Voids - Prepaid	-
Voids - General Warrant	(992.19)

Grand Report Total: 3,521,865.25

Jon Primuth, Mayor Hsiulee Tran, Deputy Finance Director

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ATTACHMENT 2
Prepaid Warrant List

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Accounts Payable

Check Detail

User: calvarez
Printed: 04/12/2023 - 6:28PM



Check Number	Check Date		Amount
CAN0607 - Cantu Graphics Inc.			
316163	03/20/2023		
Inv	21320		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/07/2023	Re-Issue Invoice 21320		93.60
Inv 21320 Total			93.60
Inv	21348		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/17/2023	Re-Issue Invoice 21348		38.53
Inv 21348 Total			38.53
Inv	21349		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/17/2023	Re-Issue Invoice 21349		52.37
Inv 21349 Total			52.37
316163 Total:			184.50
CAN0607 - Cantu Graphics Inc. Total:			
			184.50
DSP0755 - D & S Printing			
316164	03/20/2023		
Inv	0204		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/07/2023	City Council Name Badges & Name Plates		308.31
Inv 0204 Total			308.31
316164 Total:			308.31
DSP0755 - D & S Printing Total:			
			308.31
WBSTUDIO - WB Studio Enterprises Inc.			
316165	03/20/2023		
Inv	3292023		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
03/16/2023	Camp Med field trip to Wb Stuido tour hollywood.	1,748.00
Inv 3292023 Total		1,748.00
316165 Total:		1,748.00
WBSTUDIO - WB Studio Enterprises Inc. Total:		1,748.00
Total:		2,240.81

Accounts Payable

Check Detail

User: calvarez
Printed: 04/12/2023 - 6:29PM



Check Number	Check Date		Amount
DAVPRTYR - David's Party Rentals			
316166	03/23/2023		
Inv	012596		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/22/2023	Spring Eggstravaganza event on April 8 attraction deposit.		1,115.00
Inv 012596 Total			1,115.00
316166 Total:			1,115.00
DAVPRTYR - David's Party Rentals Total:			
			1,115.00
DEL3011 - DELUXE			
316167	03/23/2023		
Inv	9000313287		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2023	ZFORM Custom Checks Qty # 2000 for Finance		632.26
Inv 9000313287 Total			632.26
Inv	9000384191		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2023	ZFORM Custom Checks Qty # 2000 for Finance		-17.63
Inv 9000384191 Total			-17.63
316167 Total:			614.63
DEL3011 - DELUXE Total:			
			614.63
ROTH6010 - Roth Staffing Companies, L.P.			
0	03/23/2023		
Inv	14257564		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/21/2022	Front Desk & Clerical Services for Finance W/E 10/16/22		1,319.64
Inv 14257564 Total			1,319.64
Inv	14260971		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
10/28/2022	Front Desk & Clerical Services for Finance W/E 10/23/22	1,344.00
Inv 14260971	Total	1,344.00
Inv 14264264		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/04/2022	Front Desk & Clerical Services for Finance W/ E 10/30/22	1,344.00
Inv 14264264	Total	1,344.00
Inv 14267289		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/11/2022	Front Desk & Clerical Services for Finance W/E 11/6/22	1,407.00
Inv 14267289	Total	1,407.00
Inv 14270251		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/18/2022	Front Desk & Clerical Services for Finance W/E 11/13/22	1,008.00
Inv 14270251	Total	1,008.00
Inv 14275647		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/25/2022	Front Desk & Clerical Services for Finance W/E 11/13-11/20/22	2,352.00
Inv 14275647	Total	2,352.00
Inv 14279483		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/09/2022	Front Desk & Clerical Services for Finance W/E 12/04/22	1,323.00
Inv 14279483	Total	1,323.00
Inv 14288455		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/30/2022	Front Desk & Clerical Services for Finance W/E 12/25/22	1,302.00
Inv 14288455	Total	1,302.00
Inv 14294386		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/13/2023	Front Desk & Clerical Services for Finance W/E 1/8/23	1,008.00
Inv 14294386	Total	1,008.00
Inv 14297427		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/20/2023	Front Desk & Clerical Services for Finance W/E 1/15/23	1,344.00
Inv 14297427	Total	1,344.00

Check Number	Check Date	Amount
Inv 14300243		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/27/2023	Front Desk & Clerical Services for Finance W/E 1/22/23	966.00
Inv 14300243 Total		966.00
Inv 14303046		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/03/2023	Front Desk & Clerical Services for Finance W/E 1/29/23	1,344.00
Inv 14303046 Total		1,344.00
Inv 14308091		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/10/2023	Front Desk & Clerical Services for Finance W/E 2/5/23	1,410.36
Inv 14308091 Total		1,410.36
Inv 14308711		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/17/2023	Front Desk & Clerical Services for Finance W/E 2/12/23	1,333.50
Inv 14308711 Total		1,333.50
Inv 14311499		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/24/2023	Front Desk & Clerical Services for Finance W/E 2/19/23	1,336.86
Inv 14311499 Total		1,336.86
Inv 14314336		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/03/2023	Front Desk & Clerical Services for Finance W/E 02/26/23	1,008.00
Inv 14314336 Total		1,008.00
Inv 14317180		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/10/2023	Front Desk & Clerical Services for Finance W/E 3/5/23	1,431.36
Inv 14317180 Total		1,431.36
Inv 14320024		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/17/2023	Front Desk & Clerical Services for Finance W/E 3/12/23	1,344.00
Inv 14320024 Total		1,344.00
0 Total:		23,925.72

ROTH6010 - Roth Staffing Companies, L.P. Total:	23,925.72
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STA5219 - Staples Business Advantage

0	03/23/2023				
	Inv	3522791186			
	<u>Line Item Date</u>	<u>Line Item Description</u>			
	11/09/2022	CMO Office Supplies			28.65
	Inv	3522791186 Total			28.65
	Inv	3525859206			
	<u>Line Item Date</u>	<u>Line Item Description</u>			
	12/17/2022	CMO Office Supplies			44.33
	Inv	3525859206 Total			44.33
	Inv	3527706888			
	<u>Line Item Date</u>	<u>Line Item Description</u>			
	01/12/2023	CMO Office Supplies			165.57
	Inv	3527706888 Total			165.57
	Inv	3531230601			
	<u>Line Item Date</u>	<u>Line Item Description</u>			
	02/23/2023	3rd Business Networking Event Supplies 02/28/23			68.60
	Inv	3531230601 Total			68.60
	Inv	3531230602			
	<u>Line Item Date</u>	<u>Line Item Description</u>			
	02/23/2023	Copier Paper - 2nd Floor			196.20
	Inv	3531230602 Total			196.20
	0 Total:				503.35

STA5219 - Staples Business Advantage Total:	503.35
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TRAVINS - Travelers Property Casualty Insurance Company

316168	03/23/2023				
	Inv	IIM3426			
	<u>Line Item Date</u>	<u>Line Item Description</u>			
	03/23/2023	Claim Number: IIM3426			108,000.00
	Inv	IIM3426 Total			108,000.00
	316168 Total:				108,000.00

Check Number	Check Date	Amount
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TRAVINS - Travelers Property Casualty Insurance Company Total:		108,000.00
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WFGO6712 - Computershare Trust Company, N.A.

0 03/23/2023

Inv 2193672

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/02/2023	SoPasadena 2013 Wtr. Rev. Bds. Administration 03/26/23-03/25/24	2,000.00

Inv 2193672 Total		2,000.00
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0 Total:		2,000.00
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WFGO6712 - Computershare Trust Company, N.A. Total:		2,000.00
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Total:		136,158.70
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Accounts Payable

Check Detail

User: calvarez
Printed: 04/12/2023 - 6:30PM



Check Number	Check Date	Amount
CAL6695 - California American Water		
316170	03/30/2023	
Inv	1/20/23-2/17/23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2023	Water Supply Charges for Wilson Well #2	20.95
Inv 1/20/23-2/17/23 Total		20.95
Inv	12/21/22-1/23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2023	Water Supply Charges for Wilson Well #2	20.52
Inv 12/21/22-1/23 Total		20.52
316170 Total:		41.47
CAL6695 - California American Water Total:		
		41.47
CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000		
0	03/30/2023	
Inv	March 2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	PR Batch 30323.02.2023 PART TIME ASSN. DUES / FEE	224.00
Inv March 2023 Total		224.00
0 Total:		224.00
CEAP7000 - S.P. Public Service Employees Association-PT Total:		
		224.00
CSD3014 - Ca. State Disbursement Unit		
316169	03/30/2023	
Inv	PR 03.03.2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	PR Batch 30323.02.2023 Garnishment Case # FAMSS-1406906	814.15
Inv PR 03.03.2023 Total		814.15
316169 Total:		814.15

CSD3014 - Ca. State Disbursement Unit Total:	814.15
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PWP4465 - Pasadena Water & Power

316172 03/30/2023

Inv 01/12-02/14/23

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/14/2023	City of Pasadena water purchase Jan-Feb 2023	2,578.14

Inv 01/12-02/14/23 Total	2,578.14
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Inv 12/13/22-1/23

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/12/2023	City of Pasadena water purchase Dec 2022-Jan 2023	2,398.70

Inv 12/13/22-1/23 Total	2,398.70
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316172 Total:	4,976.84
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PWP4465 - Pasadena Water & Power Total:	4,976.84
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SAN4958 - San Marino Security System

316173 03/30/2023

Inv 39499

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	Monitoring Services at Water Reservoirs & Tanks 01/23-06/23	1,404.00

Inv 39499 Total	1,404.00
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316173 Total:	1,404.00
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SAN4958 - San Marino Security System Total:	1,404.00
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SOGA6501 - SoCalGAS

316174 03/30/2023

Inv 2/1/23-3/1/23

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/07/2023	CNG for City Vehicles (PW and Transit) 2/1/2023-3/1/2023	140.01
03/07/2023	CNG for City Vehicles (PW and Transit) 2/1/2023-3/1/2023	140.02
03/07/2023	CNG for City Vehicles (PW and Transit) 2/1/2023-3/1/2023	140.02
03/07/2023	CNG for City Vehicles (PW and Transit) 2/1/2023-3/1/2023	140.02
03/07/2023	CNG for City Vehicles (PW and Transit) 2/1/2023-3/1/2023	140.02
03/07/2023	CNG for City Vehicles (PW and Transit) 2/1/2023-3/1/2023	140.02

Inv 2/1/23-3/1/23 Total	840.11
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316174 Total:	840.11
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Check Number	Check Date		Amount
SOGA6501 - SoCalGAS Total:			840.11
SOU5230 - S.P.Firefighters L-3657			
0	03/30/2023		
Inv	March 2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2023	PR Batch 30323.02.2023 Firefighters 3657 - Union		1,925.00
03/01/2023	PR Batch 30323.02.2023 Fire Assn. Insurance		177.42
03/01/2023	PR Batch 30323.02.2023 FFA Fire Rec Fees		90.00
Inv March 2023 Total			2,192.42
0 Total:			2,192.42
SOU5230 - S.P.Firefighters L-3657 Total:			2,192.42
SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000			
0	03/30/2023		
Inv	March 2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2023	PR Batch 30323.02.2023 SPPOA - Union Dues		3,872.45
03/01/2023	PR Batch 30323.02.2023 SPPOA Insurance		2,309.26
Inv March 2023 Total			6,181.71
0 Total:			6,181.71
SOU5435 - S.P. Police Officers Association Total:			6,181.71
SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000			
0	03/30/2023		
Inv	March 2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2023	PR Batch 30323.02.2023 SPPSEA - Union Dues		1,410.00
Inv March 2023 Total			1,410.00
0 Total:			1,410.00
SOU5451 - S.P. Public Service Employees Association Total:			1,410.00
SSDV2018 - Sandoval, Sheila			
0	03/30/2023		
Inv	PR 03.03.2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2023	PR Batch 30323.02.2023 - Garnishment		956.03
03/01/2023	PR Batch 30323.02.2023 - Garnishment		376.63

Check Number	Check Date	Amount
Inv PR 03.03.2023	Total	1,332.66
0 Total:		1,332.66
SSDV2018 - Sandoval, Sheila Total:		1,332.66
VRMZ7000 - Munoz, Valerie		
316171	03/30/2023	
Inv	PR 03.03.2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	PR Batch 30323.02.2023 Garnishment - Munoz	750.00
Inv PR 03.03.2023	Total	750.00
316171 Total:		750.00
VRMZ7000 - Munoz, Valerie Total:		750.00
WLHD8020 - Westlake Hardware		
0	03/30/2023	
Inv	14303256	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/03/2023	Hardware Supplies for Public Works Dep.	39.66
Inv 14303256	Total	39.66
Inv	14303259	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/03/2023	Hardware Supplies for Public Works Dep.	286.56
Inv 14303259	Total	286.56
Inv	14303263	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/03/2023	Hardware Supplies for Public Works Dep.(Split cost)	71.65
01/03/2023	Hardware Supplies for Public Works Dep.(Split cost)	71.66
Inv 14303263	Total	143.31
Inv	14303284	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2023	Hardware Supplies for Public Works Dep.	13.63
Inv 14303284	Total	13.63
Inv	14303285	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2023	Hardware Supplies for Public Works Dep.	178.54

Check Number	Check Date	Amount
Inv 14303285 Total		178.54
Inv 14303287		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2023	Hardware Supplies for Public Works Dep.	359.27
Inv 14303287 Total		359.27
Inv 14303301		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2023	Hardware Supplies for Public Works Dep.	13.87
Inv 14303301 Total		13.87
Inv 14303302		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2023	Hardware Supplies for Public Works Dep.	41.63
Inv 14303302 Total		41.63
Inv 14303305		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2023	Hardware Supplies for Public Works Dep.	3.52
Inv 14303305 Total		3.52
Inv 14303309		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2023	Hardware Supplies for Public Works Dep.	8.80
Inv 14303309 Total		8.80
Inv 14303310		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2023	Hardware Supplies for Public Works Dep.	487.71
Inv 14303310 Total		487.71
Inv 14303312		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2023	Hardware Supplies for Public Works Dep.	22.04
Inv 14303312 Total		22.04
Inv 14303326		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2023	Hardware Supplies for Public Works Dep.	45.99
Inv 14303326 Total		45.99

Check Number	Check Date	Amount
Inv 14303327		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2023	Hardware Supplies for Public Works Dep.	132.00
Inv 14303327 Total		132.00
Inv 14303329		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/24/2023	Hardware Supplies for Public Works Dep.	374.83
Inv 14303329 Total		374.83
Inv 14303333		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2023	Hardware Supplies for Public Works Dep.	616.17
Inv 14303333 Total		616.17
Inv 14303351		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2023	Hardware Supplies for Public Works Dep.	189.06
Inv 14303351 Total		189.06
Inv 14303353		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2023	Hardware Supplies for Public Works Dep.	696.84
Inv 14303353 Total		696.84
Inv 14303362		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2023	Hardware Supplies for Public Works Dep.	267.82
Inv 14303362 Total		267.82
Inv 14303365		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/02/2023	Hardware Supplies for Public Works Dep.	320.73
Inv 14303365 Total		320.73
Inv 14303381		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/06/2023	Hardware Supplies for Public Works Dep.	204.03
Inv 14303381 Total		204.03
Inv 14303385		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2023	Hardware Supplies for Public Works Dep.	634.60

Check Number	Check Date	Amount
Inv 14303385 Total		634.60
Inv 14303388		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2023	Hardware Supplies for Public Works Dep.	209.36
Inv 14303388 Total		209.36
Inv 14303389		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2023	Hardware Supplies for Public Works Dep.	24.21
Inv 14303389 Total		24.21
Inv 14303393		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/09/2023	Hardware Supplies for Public Works Dep.	150.99
Inv 14303393 Total		150.99
Inv 14303395		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/09/2023	Hardware Supplies for Public Works Dep.	131.10
Inv 14303395 Total		131.10
Inv 14303407		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/13/2023	Hardware Supplies for Public Works Dep.	36.86
Inv 14303407 Total		36.86
Inv 14303410		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2023	Hardware Supplies for Public Works Dep.	49.13
Inv 14303410 Total		49.13
Inv 14303414		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2023	Hardware Supplies for Public Works Dep.	616.17
Inv 14303414 Total		616.17
Inv 14303421		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2023	Hardware Supplies for Public Works Dep.	45.92
Inv 14303421 Total		45.92

Check Number	Check Date	Amount
Inv	14303426	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/21/2023	Hardware Supplies for Public Works Dep.	74.23
Inv 14303426 Total		74.23
Inv	14303428	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/21/2023	Hardware Supplies for Public Works Dep.	62.45
Inv 14303428 Total		62.45
Inv	14303431	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/21/2023	Hardware Supplies for Public Works Dep.	33.06
Inv 14303431 Total		33.06
Inv	14303433	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2023	Hardware Supplies for Public Works Dep.	60.63
Inv 14303433 Total		60.63
Inv	14303446	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/27/2023	Hardware Supplies for Public Works Dep.	264.57
Inv 14303446 Total		264.57
Inv	14303448	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Hardware Supplies for Public Works Dep.	242.43
Inv 14303448 Total		242.43
Inv	14303450	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Hardware Supplies for Public Works Dep.	616.17
Inv 14303450 Total		616.17
0 Total:		7,697.89
WLHD8020 - Westlake Hardware Total:		7,697.89
Total:		27,865.25

Accounts Payable

Check Detail

User: calvarez
 Printed: 04/12/2023 - 6:31PM



Check Number	Check Date	Amount
CSD3014 - Ca. State Disbursement Unit		
316175	04/12/2023	
Inv	PR 03.17.2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2023	PR Batch 31723.03.2023 Garnishment - Case FAMSS-1406906	814.15
Inv PR 03.17.2023 Total		814.15
Inv	PR 03/31/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	PR Batch 33123.03.2023 - Garnishment Case FAMSS-1406906	814.15
Inv PR 03/31/2023 Total		814.15
316175 Total:		1,628.30
CSD3014 - Ca. State Disbursement Unit Total:		
		1,628.30
SSDV2018 - Sandoval, Sheila		
0	04/12/2023	
Inv	PR 03.17.2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2023	PR Batch 31723.03.2023 - Garnishment	956.03
03/15/2023	PR Batch 31723.03.2023 - Garnishment	110.63
Inv PR 03.17.2023 Total		1,066.66
Inv	PR 03/31/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	PR Batch 33123.03.2023 - Garnishment	110.63
03/29/2023	PR Batch 33123.03.2023 - Garnishment	956.03
Inv PR 03/31/2023 Total		1,066.66
0 Total:		2,133.32
SSDV2018 - Sandoval, Sheila Total:		
		2,133.32

Check Number **Check Date**

Amount

Total:	3,761.62
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ATTACHMENT 3 General City Warrant List

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Accounts Payable

Check Detail

User: calvarez
 Printed: 04/12/2023 - 5:59PM



Check Number	Check Date		Amount
ACCOEG - ACCO Engineered Systems, Inc.			
316176	04/19/2023		
Inv	20374872		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2023	Check Boilers at City Hall-Heating Issues		723.00
Inv 20374872 Total			723.00
316176 Total:			723.00
ACCOEG - ACCO Engineered Systems, Inc. Total:			723.00
ACHG2013 - A-Check Global			
316178	04/19/2023		
Inv	59-0700456		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Electronic Background Services Rendered		149.72
Inv 59-0700456 Total			149.72
316178 Total:			149.72
ACHG2013 - A-Check Global Total:			149.72
ACMT2920 - All City Management Services, Inc.			
316184	04/19/2023		
Inv	83571		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/22/2023	Crossing Guard Servies February 5-February 18, 2023		10,173.57
Inv 83571 Total			10,173.57
Inv	83973		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/08/2023	Crossing Guard Services February 19 - March 4, 2023		10,741.77
Inv 83973 Total			10,741.77
Inv	84350		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
03/22/2023	Crossing Guard Services March 5-18, 2023	10,389.75
Inv 84350 Total		10,389.75
316184 Total:		31,305.09
ACMT2920 - All City Management Services, Inc. Total:		31,305.09
ACTM3010 - Robert Half International, Inc.		
0	04/19/2023	
Inv 0200215C		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/09/2023	Professional Services - Temporary Staffing - February	22,211.60
Inv 0200215C Total		22,211.60
0 Total:		22,211.60
ACTM3010 - Robert Half International, Inc. Total:		22,211.60
ADHA6116 - Herrera, Adam		
316271	04/19/2023	
Inv 3/10/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2023	Mileage Reimbursement	26.72
Inv 3/10/2023 Total		26.72
Inv 3/13/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2023	Mileage Reimbursement	26.72
Inv 3/13/2023 Total		26.72
316271 Total:		53.44
ADHA6116 - Herrera, Adam Total:		53.44
AEAH8021 - AED Institute of America Inc.		
316179	04/19/2023	
Inv B032323MJ1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	Annual AED Readiness Program	400.00
Inv B032323MJ1 Total		400.00
316179 Total:		400.00

AEAH8021 - AED Institute of America Inc. Total:	400.00
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AFCY9190 - Ace Fence Company

316177 04/19/2023

Inv 20841

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2023	Repairs made to Garfield Reservior Automatic Access Gate	2,500.00

Inv 20841 Total	2,500.00
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316177 Total:	2,500.00
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AFCY9190 - Ace Fence Company Total:	2,500.00
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AFLA7010 - AFLAC

0 04/19/2023

Inv 318594

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Payment for Employee Optional Insurance March 2023	1,249.17

Inv 318594 Total	1,249.17
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0 Total:	1,249.17
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AFLA7010 - AFLAC Total:	1,249.17
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AIS0107 - Alliant Insurance Svcs,Inc.

0 04/19/2023

Inv W1725932

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Community Room insurance - 2/18/23	101.15

Inv W1725932 Total	101.15
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Inv W1726019

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2022	Community Room insurance - 1/10/23, 2/13/23, 3/14/23	145.18

Inv W1726019 Total	145.18
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Inv W3925436

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/06/2023	Community Room insurance - 3/17/23	103.53

Inv W3925436 Total	103.53
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Check Number	Check Date	Amount
Inv	W3925444	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/21/2023	Community Room insurance - 3/7/23	145.18
Inv W3925444 Total		145.18
Inv	W3925446	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/24/2023	Community Room insurance - 2/19/23, 2/26/23	145.18
Inv W3925446 Total		145.18
0 Total:		640.22
AIS0107 - Alliant Insurance Svcs,Inc. Total:		640.22
AKGSHFLP - Akin Gump Strauss Hauer & Feld LLP		
316180	04/19/2023	
Inv	2028963	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/23/2023	Legal Services rendered thru 1/31/23 CalTrans Counsel	1,248.00
Inv 2028963 Total		1,248.00
316180 Total:		1,248.00
AKGSHFLP - Akin Gump Strauss Hauer & Feld LLP Total:		1,248.00
ALH0179 - Alhambra Car Wash		
316183	04/19/2023	
Inv	February 2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	PD Car Washes February 2023	117.00
Inv February 2023 Total		117.00
316183 Total:		117.00
ALH0179 - Alhambra Car Wash Total:		117.00
ALL0197 - All Star Fire Equipment, Inc.		
316185	04/19/2023	
Inv	165393	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2023	Scott X3 Pro Self Contained Breathing Apparatus Qty # 15	152,047.32
Inv 165393 Total		152,047.32

Check Number	Check Date	Amount
Inv 246082		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2023	Fire - Side loading hose Pack	1,253.31
Inv 246082 Total		1,253.31
Inv 246226		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	Fire - Replacement nozzle	227.01
Inv 246226 Total		227.01
Inv 246236		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/10/2023	Fire - City Manager Fire Uniform	235.22
Inv 246236 Total		235.22
316185 Total:		153,762.86
ALL0197 - All Star Fire Equipment, Inc. Total:		153,762.86
ALPD4010 - City of Alhambra Police Department		
316219	04/19/2023	
Inv SP 01-2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Inmate housing for January 2023	3,268.00
Inv SP 01-2023 Total		3,268.00
316219 Total:		3,268.00
ALPD4010 - City of Alhambra Police Department Total:		3,268.00
ALSWHRL - Wehrle, Alison		
316392	04/19/2023	
Inv 6216427369		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	Women Leaders of Law Enforcement wellness training	33.85
Inv 6216427369 Total		33.85
316392 Total:		33.85
ALSWHRL - Wehrle, Alison Total:		33.85

AMAZONCP - Amazon Capital Services, Inc.

0	04/19/2023	
Inv	14HQ-9WD1-KPYV	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2023	Camp Med Spring Break Supplie.	127.67
03/20/2023	Special department expense.	75.22
Inv	14HQ-9WD1-KPYV Total	202.89
Inv	14K7-Q6FX-M3CT	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2023	Blu-Rays for Library collection	325.21
Inv	14K7-Q6FX-M3CT Total	325.21
Inv	16N3-CKPP-KQJV	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	Printer for report writing room (switched with Lt. Jacobs')	310.20
Inv	16N3-CKPP-KQJV Total	310.20
Inv	16R1-CVF9-PGTR	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Fire - Water	574.99
03/30/2023	Manitowoc Ice Cube Machine w/ Storage Bin 540lb capacity.	4,716.00
03/27/2023	tax	483.39
Inv	16R1-CVF9-PGTR Total	5,774.38
Inv	17YF-KX3C-TKQP	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/27/2023	PW Staff Safety High Visibility Winter Jackets & Beanies	48.00
02/27/2023	PW Staff Safety High Visibility Winter Jackets & Beanies	48.00
02/27/2023	PW Staff Safety High Visibility Winter Jackets & Beanies	48.00
Inv	17YF-KX3C-TKQP Total	144.00
Inv	19G4-DDDN-MQPM	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	Webcam	66.11
Inv	19G4-DDDN-MQPM Total	66.11
Inv	19JX-FKN1-MVKH	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	DVDs for Library collection	39.44
Inv	19JX-FKN1-MVKH Total	39.44
Inv	19KH-LWMC-M3VX	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	PW Office Headset returned Credit Memo: 1M3D-QWQ1-7XTG	35.00

Check Number	Check Date	Amount
Inv 19KH-LWMC-M3VX Total		35.00
Inv 1CD4-NTRJ-TJ3V		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/27/2023	Five Otterbox Case Covers for iPhone 12 & iPhone 12 Pro	198.25
Inv 1CD4-NTRJ-TJ3V Total		198.25
Inv 1CJV-JQMV-MJGX		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	Printers for report writing room and PA Zavala	547.93
Inv 1CJV-JQMV-MJGX Total		547.93
Inv 1DW1-4GDH-X7PY		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/05/2022	CH Lobby & Conference Room Furniture, Chat & Chew Supplies	717.68
Inv 1DW1-4GDH-X7PY Total		717.68
Inv 1GW1-MHMY-LFVW		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2023	Books for Library collection	60.78
Inv 1GW1-MHMY-LFVW Total		60.78
Inv 1KC9-V6VM-MDTL		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	City Manager's Quarterly Chat & Chew Supplies (March)	42.61
Inv 1KC9-V6VM-MDTL Total		42.61
Inv 1KC9-V6VM-N1KF		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	Senior Center-senior supplies	50.21
Inv 1KC9-V6VM-N1KF Total		50.21
Inv 1M3D-QWQ1-7XTG		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/17/2023	PW Office Headset returned Credit Memo for 19KH-LWMC-M3VX	-35.00
Inv 1M3D-QWQ1-7XTG Total		-35.00
Inv 1NMR-3RX1-KPDH		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/20/2023	Books for Library collection	85.71
Inv 1NMR-3RX1-KPDH Total		85.71

Check Number	Check Date	Amount
Inv	IRRW-RDY6-MFRV	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	Senior Center-senior supplies	197.30
03/06/2023	Community Services supplies	209.38
Inv	IRRW-RDY6-MFRV Total	406.68
Inv	IRV4-DKDY-N1YM	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	Supplies for Management Services Department	101.81
Inv	IRV4-DKDY-N1YM Total	101.81
Inv	1TYJ-61W9-TJ3G	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/27/2023	Supplies for patrons in need	75.29
Inv	1TYJ-61W9-TJ3G Total	75.29
Inv	1VLK-V1XJ-VL7X	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/13/2023	Computer Equipment	388.34
Inv	1VLK-V1XJ-VL7X Total	388.34
0 Total:		9,537.52
AMAZONCP - Amazon Capital Services, Inc. Total:		9,537.52
AME0229 - Ameritas		
0	04/19/2023	
Inv	March 2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2023	EE Vision Plan Premiums - Ameritas VSP - Coverage for March 202	3,255.24
Inv	March 2023 Total	3,255.24
0 Total:		3,255.24
AME0229 - Ameritas Total:		3,255.24
AMLN8011 - American Library Association		
316187	04/19/2023	
Inv	1099232	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2023	Regular Membership Basic Dues & Public Library Association Dues	236.00
Inv	1099232 Total	236.00

Check Number	Check Date	Amount
316187 Total:		236.00
AMLN8011 - American Library Association Total:		236.00
ANCHNG - Chang, Annette		
316211	04/19/2023	
Inv 129148		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Partial Refund for class cancelation due to rain.	16.60
Inv 129148 Total		16.60
316211 Total:		16.60
ANCHNG - Chang, Annette Total:		16.60
ANNFAIRM - Fairman, Anne		
316251	04/19/2023	
Inv W39255458		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Security Deposit Refund for 4/2/23 Community Room rental	280.00
Inv W39255458 Total		280.00
316251 Total:		280.00
ANNFAIRM - Fairman, Anne Total:		280.00
ARCD6011 - ARC Document Solutions, LLC		
316189	04/19/2023	
Inv 12004122		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	SCAN Water as Built Plans (Arroyo Seco)	50.43
Inv 12004122 Total		50.43
316189 Total:		50.43
ARCD6011 - ARC Document Solutions, LLC Total:		50.43
AT&T5006 - AT&T		
316193	04/19/2023	
Inv 130464796031723		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/17/2023	AN 1304644796 Services for 03/18/2023-04/17/2023	90.24

Check Number	Check Date	Amount
Inv 130464796031723	Total	90.24
316193 Total:		90.24
AT&T5006 - AT&T Total:		90.24
AT&T5011 - AT&T		
316194	04/19/2023	
Inv	24813461002105	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	AN24813461002105 Services for 03/01-03/31/2023	7.38
Inv 24813461002105	Total	7.38
316194 Total:		7.38
AT&T5011 - AT&T Total:		7.38
ATAMAJI - Mawaji, Anita		
316299	04/19/2023	
Inv	129597	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Full refund for gazebo reservation due to rain on 03.11.23	90.00
Inv 129597	Total	90.00
316299 Total:		90.00
ATAMAJI - Mawaji, Anita Total:		90.00
ATCN9011 - AT&T		
316195	04/19/2023	
Inv	000019684407	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2023	BAN 9391062308 Services for 2/20/2023 through 03/19/2023	18,524.21
Inv 000019684407	Total	18,524.21
Inv	000019684733	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/03/2020	BAN 9391081369 Services for 2/20/2023 through 03/19/2023	65.99
Inv 000019684733	Total	65.99
316195 Total:		18,590.20

Check Number	Check Date	Amount
ATCN9011 - AT&T Total:		18,590.20
ATGC8530 - CU Technology		
0	04/19/2023	
Inv	96550	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2023	Mgmt of IT Services for Network Admin Services January 2023	27,923.58
Inv 96550 Total		27,923.58
0 Total:		27,923.58
ATGC8530 - CU Technology Total:		27,923.58
ATSS6010 - Athens Services		
316197	04/19/2023	
Inv	12674584	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2022	Mission Meridian Parking Garage Sweeping Services-July 2022	840.70
Inv 12674584 Total		840.70
Inv	12674585	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2022	City Wide Bus Barrel Pickup Refuse Collection-July 2022	2,241.89
Inv 12674585 Total		2,241.89
Inv	12849699	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2022	Mission Meridian Parking Garage Sweeping Services-Aug 2022	840.70
Inv 12849699 Total		840.70
Inv	12849700	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2022	City Wide Bus Barrel Pickup Refuse Collection-Aug 2022	2,241.89
Inv 12849700 Total		2,241.89
Inv	13031175	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/30/2022	Mission Meridian Parking Garage Sweeping Services-Aug 2022	840.70
Inv 13031175 Total		840.70
Inv	13031177	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/30/2023	City Wide Bus Barrel Pickup Refuse Collection-Sep 2022	2,241.89

Check Number	Check Date	Amount
Inv 13031177 Total		2,241.89
Inv 13212258		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2022	Mission Meridian Parking Garage Sweeping Services-Oct 2022	840.70
Inv 13212258 Total		840.70
Inv 13212259		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2022	City Wide Bus Barrel Pickup Refuse Collection-Oct 2022	2,418.33
Inv 13212259 Total		2,418.33
Inv 13391365		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Mission Meridian Parking Garage Sweeping Services-Nov 2022	840.70
Inv 13391365 Total		840.70
Inv 13391366		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	City Wide Bus Barrel Pickup Refuse Collection-Nov 2022	2,418.33
Inv 13391366 Total		2,418.33
Inv 13582893		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2022	Mission Meridian Parking Garage Sweeping Services-Dec 2022	840.70
Inv 13582893 Total		840.70
Inv 13582894		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2022	City Wide Bus Barrel Pickup Refuse Collection-Dec 2022	2,418.33
Inv 13582894 Total		2,418.33
Inv 13801036		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2023	Mission Meridian Parking Garage Sweeping Services-Jan 2023	840.70
Inv 13801036 Total		840.70
Inv 13801038		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2023	City Wide Bus Barrel Pickup Refuse Collection-Jan 2023	2,418.33
Inv 13801038 Total		2,418.33

Check Number	Check Date		Amount
Inv	13977115		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Mission Meridian Parking Garage Sweeping Services-Feb 2022		840.70
Inv 13977115 Total			840.70
Inv	13977116		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	City Wide Bus Barrel Pickup Refuse Collection-Feb 2023		2,418.33
Inv 13977116 Total			2,418.33
316197 Total:			25,542.92
ATSS6010 - Athens Services Total:			25,542.92
AUTOCSPC - Echeveria, Jose			
316242	04/19/2023		
Inv	9047		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/13/2023	Preventative Maintenance on Water Div. Vehicle Unit #6		89.67
Inv 9047 Total			89.67
Inv	9505		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/29/2023	Water Prod unit 10 steering wheel column and broken shaft repair		380.00
Inv 9505 Total			380.00
316242 Total:			469.67
AUTOCSPC - Echeveria, Jose Total:			469.67
BAK0366 - Baker & Taylor Entertainment			
0	04/19/2023		
Inv	H64182330		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/15/2023	DVDs/CDs		77.15
Inv H64182330 Total			77.15
Inv	H64228130		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/16/2023	DVDs/CDs		129.65
Inv H64228130 Total			129.65

Check Number	Check Date	Amount
Inv	H64228140	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2023	DVDs/CDs	135.48
Inv H64228140 Total		135.48
Inv	H64297600	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2023	DVDs/CDs	48.76
Inv H64297600 Total		48.76
Inv	H64301070	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2023	DVDs/CDs	66.09
Inv H64301070 Total		66.09
Inv	H64315830	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2023	DVDs/CDs	86.72
Inv H64315830 Total		86.72
Inv	H64335970	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/24/2023	DVDs/CDs	151.41
Inv H64335970 Total		151.41
Inv	H64355300	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	DVDs/CDs	28.90
Inv H64355300 Total		28.90
Inv	H64370410	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	DVDs/CDs	147.05
Inv H64370410 Total		147.05
Inv	H64376990	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/02/2023	DVDs/CDs	28.93
Inv H64376990 Total		28.93
Inv	H64380980	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	DVDs/CDs	112.38

Check Number	Check Date	Amount
Inv H64380980	Total	112.38
Inv	H64397400	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	DVDs/CDs	122.35
Inv H64397400	Total	122.35
Inv	H64452230	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	DVDs/CDs	68.60
Inv H64452230	Total	68.60
Inv	H64456110	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	DVDs/CDs	37.14
Inv H64456110	Total	37.14
Inv	H64469790	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/09/2023	DVDs/CDs	28.90
Inv H64469790	Total	28.90
Inv	H64514420	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	DVDs/CDs	99.99
Inv H64514420	Total	99.99
Inv	T24169830	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/09/2023	DVDs/CDs	28.93
Inv T24169830	Total	28.93
Inv	T24169840	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/09/2023	DVDs/CDs	28.93
Inv T24169840	Total	28.93
Inv	T24177650	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/02/2023	DVDs/CDs	12.39
Inv T24177650	Total	12.39

Check Number	Check Date	Amount
0 Total:		1,439.75
BAK0366 - Baker & Taylor Entertainment Total:		1,439.75
BAK0369 - Baker & Taylor Books		
0	04/19/2023	
Inv	2037212732	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2023	Library Books	1,384.23
Inv 2037212732 Total		1,384.23
Inv	2037260977	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2023	Library Books	1,658.29
Inv 2037260977 Total		1,658.29
Inv	2037275453	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/13/2023	Library Books	907.33
Inv 2037275453 Total		907.33
Inv	2037278571	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/09/2023	Library Books	338.14
Inv 2037278571 Total		338.14
Inv	2037282811	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2023	Library Books	566.42
Inv 2037282811 Total		566.42
Inv	2037292377	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2023	Library Books	267.23
Inv 2037292377 Total		267.23
Inv	2037299774	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2023	Library Books	1,152.72
Inv 2037299774 Total		1,152.72
Inv	2037301635	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
02/22/2023	Library Books	777.50
Inv 2037301635	Total	777.50
Inv 2037302346		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/27/2023	Library Books	122.27
Inv 2037302346	Total	122.27
Inv 2037311802		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/27/2023	Library Books	656.07
Inv 2037311802	Total	656.07
Inv 2037314079		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2023	Library Books	231.76
Inv 2037314079	Total	231.76
Inv 2037319477		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/03/2023	Library Books	1,370.95
Inv 2037319477	Total	1,370.95
Inv 2037329477		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/24/2023	Library Books	193.04
Inv 2037329477	Total	193.04
Inv 2037330131		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/23/2023	Library Books	354.39
Inv 2037330131	Total	354.39
Inv 2037340814		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/20/2023	Library Books	25.98
Inv 2037340814	Total	25.98
Inv 2037355090		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/07/2023	Library Books	44.02
Inv 2037355090	Total	44.02

Check Number	Check Date		Amount
Inv	2037360705		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2023	Library Books		79.49
Inv 2037360705 Total			79.49
0 Total:			10,129.83
BAK0369 - Baker & Taylor Books Total:			10,129.83
BENJONES - Jones, Benjamin B.			
316283	04/19/2023		
Inv	129153		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Partial refund for class cancellation due to rain.		16.60
Inv 129153 Total			16.60
Inv	129173		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Partial refund for class cancellation due to rain.		16.60
Inv 129173 Total			16.60
316283 Total:			33.20
BENJONES - Jones, Benjamin B. Total:			33.20
BLALJMZ - Alcazar Jimenez, Blanca			
316182	04/19/2023		
Inv	129912		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2023	Refundable deposit for reservation of WMB.		561.00
Inv 129912 Total			561.00
Inv	129913		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2023	Partail refund for Staff fee.		90.00
Inv 129913 Total			90.00
316182 Total:			651.00
BLALJMZ - Alcazar Jimenez, Blanca Total:			651.00
BLTHMSCT - Silcott, Blake Thomas			

Check Number	Check Date		Amount
316355	04/19/2023		
Inv 1027			
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/02/2023	Fire - Vehicle Maintenance		700.00
Inv 1027 Total			700.00
Inv 1028			
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/14/2023	Fire - Vehicle Maintenance		929.30
Inv 1028 Total			929.30
Inv 1029			
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/24/2023	Fire - Vehicle Maintenance		190.00
Inv 1029 Total			190.00
316355 Total:			1,819.30
BLTHMSCT - Silcott, Blake Thomas Total:			1,819.30
BRETSHTL - Shelton, Bret			
316353	04/19/2023		
Inv DI0123-02			
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/30/2023	City Rebate for Drip Irrigation and Water Efficient Plants		300.00
Inv DI0123-02 Total			300.00
Inv DT0323-02			
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/30/2023	City Rebate for Drip Irrigation and Water Efficient Plants		821.57
Inv DT0323-02 Total			821.57
316353 Total:			1,121.57
BRETSHTL - Shelton, Bret Total:			1,121.57
BRMR8267 - BRIT West Soccer			
316204	04/19/2023		
Inv 9610			
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	CONTRACT CLASS INSTRUCTOR- TINY PROS SOCCER 2-3.5		136.50
Inv 9610 Total			136.50

Check Number	Check Date	Amount
Inv 9612		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- TINY PROS SOCCER 3.5-5	546.00
Inv 9612 Total		546.00
Inv 9613		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- TINY PROS SOCCER 3.5-5	477.75
Inv 9613 Total		477.75
Inv 9624		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- TINY PROS SOCCER 2-3.5	546.00
Inv 9624 Total		546.00
Inv 9625		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- TINY PROS SOCCER 2-3.5	409.50
Inv 9625 Total		409.50
Inv 9643		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- CLUB PROS SOCCER 5-7	273.00
Inv 9643 Total		273.00
Inv 9644		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- CLUB PROS SOCCER 7-12	68.25
Inv 9644 Total		68.25
Inv 9650		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- CLUB PROS SOCCER 7-12	136.50
Inv 9650 Total		136.50
Inv 9730		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- TINY PROS SOCCER 3.5-5	477.75
Inv 9730 Total		477.75
Inv 9732		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- CLUB PROS SOCCER 7-12	68.25

Check Number	Check Date	Amount
Inv 9732 Total		68.25
316204 Total:		3,139.50
BRMR8267 - BRIT West Soccer Total:		3,139.50
BRNDVLE - Valle - Balderrama, Brenda		
316384	04/19/2023	
Inv 129914		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Refundable deposit for the reservation of Senior Center.	280.00
03/28/2023	Refund for Staff fee. Second staff unavailable.	180.00
Inv 129914 Total		460.00
316384 Total:		460.00
BRNDVLE - Valle - Balderrama, Brenda Total:		460.00
BRNMCVY - McEvoy, Brian		
316300	04/19/2023	
Inv 129177		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Partial refund for class cancellation due to rain.	16.60
Inv 129177 Total		16.60
316300 Total:		16.60
BRNMCVY - McEvoy, Brian Total:		16.60
BRO4011 - Brownells		
316205	04/19/2023	
Inv 2023410208405		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Range supplies	115.02
Inv 2023410208405 Total		115.02
316205 Total:		115.02
BRO4011 - Brownells Total:		115.02
BSHL6710 - Base Hill, Inc., dba Jan Point		
0	04/19/2023	

Check Number	Check Date	Amount
Inv 22553		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2023	Citywide Janitorial Services: Jan 2023	900.00
01/26/2023	Citywide Janitorial Services: Jan 2023	1,000.00
01/26/2023	Citywide Janitorial Services: Jan 2023	14,985.00
Inv 22553 Total		16,885.00
Inv 22734		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Citywide Janitorial Services: Feb 2023	900.00
02/28/2023	Citywide Janitorial Services: Feb 2023	1,000.00
02/28/2023	Citywide Janitorial Services: Feb 2023	14,985.00
Inv 22734 Total		16,885.00
0 Total:		33,770.00
BSHL6710 - Base Hill, Inc., dba Jan Point Total:		33,770.00
BT4U8180 - Revolution Foods, PBC		
316338	04/19/2023	
Inv 0223-C002798		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	Meals for Onsite and Home Delivery: February 2023	5,129.00
Inv 0223-C002798 Total		5,129.00
316338 Total:		5,129.00
BT4U8180 - Revolution Foods, PBC Total:		5,129.00
CAL5236 - CA Linen Services		
316207	04/19/2023	
Inv 2045082		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2022	Fire Department Linen Rental and Cleaning Services: FY22-23	106.82
Inv 2045082 Total		106.82
Inv 2071705		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2023	Fire Department Linen Rental and Cleaning Services: FY22-23	104.63
Inv 2071705 Total		104.63
Inv 2074305		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2023	Fire Department Linen Rental and Cleaning Services: FY22-23	105.93

Check Number	Check Date	Amount
Inv 2074305 Total		105.93
Inv 2086877		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/02/2023	Fire Department Linen Rental and Cleaning Services: FY22-23	112.01
Inv 2086877 Total		112.01
Inv 2089180		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/09/2023	Fire Department Linen Rental and Cleaning Services: FY22-23	123.13
Inv 2089180 Total		123.13
Inv 2091471		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2023	Fire Department Linen Rental and Cleaning Services: FY22-23	108.40
Inv 2091471 Total		108.40
Inv 2093790		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	Fire Department Linen Rental and Cleaning Services: FY22-23	99.69
Inv 2093790 Total		99.69
Inv 2096633		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2023	Fire Department Linen Rental and Cleaning Services: FY22-23	114.45
Inv 2096633 Total		114.45
316207 Total:		875.06
CAL5236 - CA Linen Services Total:		875.06
CAL6695 - California American Water		
316208	04/19/2023	
Inv 11-19-/12-20-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2023	Water Supply Charges for Wilson Well 2	19.89
Inv 11-19-/12-20-22 Total		19.89
Inv 2/18/23-3/17/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	Water Supply Charges for Wilson Well 2 March 2023	20.95
Inv 2/18/23-3/17/23 Total		20.95

Check Number	Check Date	Amount
316208 Total:		40.84
CAL6695 - California American Water Total:		40.84
CAN0607 - Cantu Graphics Inc.		
316209	04/19/2023	
Inv 20499		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2021	Parks Rules Sign fo Garfield Park	130.10
Inv 20499 Total		130.10
Inv 21310		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2023	Business Cards – Jon Primuth	38.53
Inv 21310 Total		38.53
Inv 21360		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/23/2023	Social Services Res. Guide:Printing Services for Launch 02/23	631.18
Inv 21360 Total		631.18
Inv 21410		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	Social Services Forum Event: foam board	125.69
Inv 21410 Total		125.69
Inv 21411		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/24/2023		38.53
Inv 21411 Total		38.53
Inv 21439		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Business cards - Evelyn Zneimer	38.53
Inv 21439 Total		38.53
Inv 21440		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	PD typesetting and color copies	29.66
Inv 21440 Total		29.66

Check Number	Check Date		Amount
Inv	21442		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	Front Lobby Security Desk Supplies		143.33
Inv 21442 Total			143.33
Inv	21443		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	(2) Podium City Seals with Velcro		154.35
04/03/2023	(2) Podium City Seals with Velcro		154.35
Inv 21443 Total			308.70
316209 Total:			1,484.25
CAN0607 - Cantu Graphics Inc. Total:			1,484.25
CBE5011 - CBE Los Angeles			
316210	04/19/2023		
Inv	IN2558908		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2022	Copier Repair - Equipment #C7234C Public Works Dept.		230.00
Inv IN2558908 Total			230.00
316210 Total:			230.00
CBE5011 - CBE Los Angeles Total:			230.00
CDPS1020 - ICC General Code			
316278	04/19/2023		
Inv	GC0010287		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/22/2023	Municipal Code Updates		1,176.00
Inv GC0010287 Total			1,176.00
316278 Total:			1,176.00
CDPS1020 - ICC General Code Total:			1,176.00
CDW5246 - CDW Government LLC			
0	04/19/2023		
Inv	GS09667		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/10/2023	HP Color Laserjet Pro M255DW		425.60
Inv GS09667 Total			425.60

Check Number	Check Date	Amount
0 Total:		425.60
CDW5246 - CDW Government LLC Total:		425.60
CGPH4011 - Phillips, Craig		
316324	04/19/2023	
Inv 201		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/24/2023	Reimbursement for courthouse parking for Sgt. Phillips	20.00
Inv 201 Total		20.00
316324 Total:		20.00
CGPH4011 - Phillips, Craig Total:		20.00
CHARCHEN - Chen, Charles		
316213	04/19/2023	
Inv DT0123-02		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2023	Water Cons. Rebate	84.00
Inv DT0123-02 Total		84.00
316213 Total:		84.00
CHARCHEN - Chen, Charles Total:		84.00
CHE6010 - Chem Pro Laboratory, Inc.		
316212	04/19/2023	
Inv IN104875		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2023	Monthly cleaning and treatment of City cooling tower-Feb 2023	153.00
Inv IN104875 Total		153.00
Inv IN107123		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Monthly cleaning and treatment of City cooling tower-March 2023	153.00
Inv IN107123 Total		153.00
316212 Total:		306.00
CHE6010 - Chem Pro Laboratory, Inc. Total:		306.00

CHRLEDO - Do, Charles

316236 04/19/2023

Inv 129916

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Refundable deposit for use of Eddie Park House on March 11, 2023	280.00

Inv 129916 Total		280.00
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316236 Total:		280.00
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CHRLEDO - Do, Charles Total:

280.00

CHRMDLA - Mandala, Chris

316298 04/19/2023

Inv 03172023

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/17/2023	(Ace Hardware Supplies)	23.46

Inv 03172023 Total		23.46
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Inv 03292023-1

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/09/2023	(Lucid Software)	9.95

Inv 03292023-1 Total		9.95
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Inv 03292023-2

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	(Amazon)	37.47

Inv 03292023-2 Total		37.47
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316298 Total:		70.88
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CHRMDLA - Mandala, Chris Total:

70.88

CHRSALLS - Allison, Christopher

316186 04/19/2023

Inv 129843

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Refund for Camp Med Spring Break, Admin fee applied.	148.00

Inv 129843 Total		148.00
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316186 Total:		148.00
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Check Number	Check Date	Amount
CHRSALLS - Allison, Christopher Total:		148.00
CHWP2010 - Colantuono,Highsmith & Whatley,PC		
0	04/19/2023	
Inv 49711		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/07/2022	Under Collection of Utility Users Taxes	138.78
Inv 49711 Total		138.78
Inv 51007		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/04/2022	Under Collection of Utility Users Taxes	284.75
Inv 51007 Total		284.75
Inv 54982		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/14/2023	Under Collection of Utility Users Taxes	22.46
Inv 54982 Total		22.46
Inv 55146		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	General Services - February 2023	10,000.00
Inv 55146 Total		10,000.00
Inv 55147		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Labor & Employment - February 2023	1,029.00
Inv 55147 Total		1,029.00
Inv 55148		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Tax & Assessment - February 2023	1,274.00
Inv 55148 Total		1,274.00
Inv 55149		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Water & Utilites- February 2023	588.00
Inv 55149 Total		588.00
Inv 55150		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Special Projects- February 2023	14,917.50
Inv 55150 Total		14,917.50

Check Number	Check Date	Amount
Inv 55151		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Litigation - February 2023	4,887.04
Inv 55151 Total		4,887.04
Inv 55152		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Litigation - February 2023	269.50
Inv 55152 Total		269.50
Inv 55153		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Litigation - February 2023	2,156.00
Inv 55153 Total		2,156.00
Inv 55154		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Litigation - February 2023	1,372.00
Inv 55154 Total		1,372.00
Inv 55155		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Litigation - February 2023	1,366.50
Inv 55155 Total		1,366.50
Inv 55156		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Litigation- February 2023	318.50
Inv 55156 Total		318.50
Inv 55157		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Litigation- February 2023	876.50
Inv 55157 Total		876.50
Inv 55158		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Litigation - February 2023	563.50
Inv 55158 Total		563.50
Inv 55159		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
03/14/2023	Litigation - February 2023	7,325.50
Inv 55159 Total		7,325.50
Inv 55160		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Litigation - February 2023	4,777.50
Inv 55160 Total		4,777.50
Inv 55161		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Public Records Request - February 2023	15,716.50
Inv 55161 Total		15,716.50
Inv 55162		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Litigation- February 2023	2,902.64
Inv 55162 Total		2,902.64
Inv 55163		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Litigation- February 2023	808.50
Inv 55163 Total		808.50
Inv 55331		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Litigation - February 2023	196.00
Inv 55331 Total		196.00

0 Total: 71,790.67

CHWP2010 - Colantuono,Highsmith & Whatley,PC Total: 71,790.67

CIN4011 - AT&T Mobility

316196	04/19/2023	
Inv X02102023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/02/2023	AN287312118886 Consolidated Invoicing for Cell Phones Citywide	3,445.63
Inv X02102023 Total		3,445.63
Inv X03102023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/02/2023	AN287288006612 Consolidated Invoicing for Cell Phones Citywide	8,693.23

Check Number	Check Date	Amount
Inv X03102023 Total		8,693.23
316196 Total:		12,138.86
CIN4011 - AT&T Mobility Total:		12,138.86
CINTAS - Cintas CORP No. 2		
316218	04/19/2023	
Inv 0F19652514		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	Monthly Fire Extinguisher inspections -Citywide	1,822.34
Inv 0F19652514 Total		1,822.34
Inv 0F19654401		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2023	Monthly Fire Protection Services - Facilities Maintenance	1,418.06
Inv 0F19654401 Total		1,418.06
Inv 0F19655842		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/09/2023	Monthly Fire Protection Services - Facilities Maintenance	866.89
Inv 0F19655842 Total		866.89
Inv 4147057102		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/20/2023	Uniform Cleaning Services - Week of 2/20/2023	58.93
02/20/2023	Uniform Cleaning Services - Week of 2/20/2023	11.92
02/20/2023	Uniform Cleaning Services - Week of 2/20/2023	56.33
02/20/2023	Uniform Cleaning Services - Week of 2/20/2023	42.33
02/20/2023	Uniform Cleaning Services - Week of 2/20/2023	10.06
02/20/2023	Uniform Cleaning Services - Week of 2/20/2023	90.58
Inv 4147057102 Total		270.15
Inv 4147747084		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/27/2023	Uniform Cleaning Services - Week of 2/27/2023	41.01
02/27/2023	Uniform Cleaning Services - Week of 2/27/2023	32.56
02/27/2023	Uniform Cleaning Services - Week of 2/27/2023	15.52
02/27/2023	Uniform Cleaning Services - Week of 2/27/2023	10.06
02/27/2023	Uniform Cleaning Services - Week of 2/27/2023	11.92
02/27/2023	Uniform Cleaning Services - Week of 2/27/2023	23.88
Inv 4147747084 Total		134.95
Inv 4149163582		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2023	Uniform Cleaning Services - Week of 3/13/2023	15.52

Check Number	Check Date	Amount
03/13/2023	Uniform Cleaning Services - Week of 3/13/2023	32.56
03/13/2023	Uniform Cleaning Services - Week of 3/13/2023	5.96
03/13/2023	Uniform Cleaning Services - Week of 3/13/2023	11.92
03/13/2023	Uniform Cleaning Services - Week of 3/13/2023	15.80
03/13/2023	Uniform Cleaning Services - Week of 3/13/2023	41.01
Inv 4149163582 Total		122.77
Inv 4149858028		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2023	Uniform Cleaning Services - 3/20/23	15.80
03/20/2023	Uniform Cleaning Services - 3/20/23	15.52
03/20/2023	Uniform Cleaning Services - 3/20/23	11.92
03/20/2023	Uniform Cleaning Services - 3/20/23	41.01
03/20/2023	Uniform Cleaning Services - 3/20/23	32.56
03/20/2023	Uniform Cleaning Services - 3/20/23	5.96
Inv 4149858028 Total		122.77
Inv 4150561686		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Uniform Cleaning Services - 3/27/23	10.06
03/27/2023	Uniform Cleaning Services - 3/27/23	41.01
03/27/2023	Uniform Cleaning Services - 3/27/23	5.96
03/27/2023	Uniform Cleaning Services - 3/27/23	32.56
03/27/2023	Uniform Cleaning Services - 3/27/23	11.92
03/27/2023	Uniform Cleaning Services - 3/27/23	15.52
Inv 4150561686 Total		117.03
Inv 5148333971		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/07/2023	First Aid Monthly Servicing - March FY2022-2023	93.60
Inv 5148333971 Total		93.60
Inv 9213982807		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2023	AED Monthly Servicing - FY2022-2023	153.25
Inv 9213982807 Total		153.25
316218 Total:		5,121.81
CINTAS - Cintas CORP No. 2 Total:		5,121.81
CIV2123 - CivicStone, LLC		
0	04/19/2023	
Inv 2018-212		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/11/2023	Caltrans Housing Consultant - Feb'23	2,335.00

Check Number	Check Date	Amount
Inv 2018-212 Total		2,335.00
		<hr/>
0 Total:		2,335.00
		<hr/>
CIV2123 - CivicStone, LLC Total:		2,335.00
CNPO4011 - Pacheco, Cynthia		
316313	04/19/2023	
Inv	02/23/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	reimbursement for training expenses for 2 dispatchers rap sheets	93.28
Inv 02/23/2023 Total		93.28
		<hr/>
316313 Total:		93.28
		<hr/>
CNPO4011 - Pacheco, Cynthia Total:		93.28
COBR7131 - The Advantage Group		
0	04/19/2023	
Inv	153947	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/05/2023	HRA Administration	306.00
Inv 153947 Total		306.00
Inv	March	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/05/2023	HRA Advantage List - March 2023	15,959.18
Inv March Total		15,959.18
		<hr/>
0 Total:		16,265.18
		<hr/>
COBR7131 - The Advantage Group Total:		16,265.18
CPR0551 - CPRS District XIII		
316226	04/19/2023	
Inv	CPRS D89	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	CPRS Awards & Installation Banquet. March 16, 23- 5 attendees	200.00
Inv CPRS D89 Total		200.00
		<hr/>
316226 Total:		200.00

Check Number	Check Date		Amount
CPR0551 - CPRS District XIII Total:			200.00
CRHY8067 - Hartney, Corey			
0	04/19/2023		
Inv	9646		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	CONTRACT CLASS INSTRUCTOR- BEG BASKETBALL		500.50
Inv 9646 Total			500.50
0 Total:			500.50
CRHY8067 - Hartney, Corey Total:			500.50
CRMN6010 - Core & Main LP			
316225	04/19/2023		
Inv	S309244		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/13/2023	Small tools purchased to replace damaged and worn out tools		1,307.88
Inv S309244 Total			1,307.88
Inv	S416847		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/13/2023	Small tools purchased to replace damaged and worn out tools		858.59
Inv S416847 Total			858.59
316225 Total:			2,166.47
CRMN6010 - Core & Main LP Total:			2,166.47
CRPC7000 - Pech, Carlos			
316321	04/19/2023		
Inv	02/06-02/10/23		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/14/2023	Reimbursement of Training expenses for investigation training		459.29
03/14/2023	Reimbursement of Training expenses for investigation training		531.17
Inv 02/06-02/10/23 Total			990.46
Inv	03/06-10/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/30/2003	Reimbursement of Training expenses for ID THEFT training		465.20
03/30/2003	Reimbursement of Training expenses for ID THEFT training		548.25
Inv 03/06-10/2023 Total			1,013.45

Check Number	Check Date	Amount
316321 Total:		2,003.91
CRPC7000 - Pech, Carlos Total:		2,003.91
CRSR2010 - Corodata Shredding Inc.		
0	04/19/2023	
Inv	DN 1401294	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	AN SD041103 Shredding for Oxley St,Library & Mission St-Feb 20	240.80
Inv DN 1401294 Total		240.80
0 Total:		240.80
CRSR2010 - Corodata Shredding Inc. Total:		240.80
CSPF5011 - City of South Pasadena Fire Department Petty Cash		
316222	04/19/2023	
Inv	6/30/22-1/12/23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	Fire - Facilities	78.90
03/21/2023	Fire - Training expenses	45.42
03/21/2023	Fire - Vehicle	188.52
03/21/2023	Fire - Special	158.55
Inv 6/30/22-1/12/23 Total		471.39
316222 Total:		471.39
CSPF5011 - City of South Pasadena Fire Department Petty Cash Total:		471.39
CSULB40 - CSULB Foundation		
316227	04/19/2023	
Inv	2914	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Mandatory Mental Health Training for 3 Field Training Officers	546.00
Inv 2914 Total		546.00
316227 Total:		546.00
CSULB40 - CSULB Foundation Total:		546.00
CTCTCH - CTC Technology & Energy		
316228	04/19/2023	

Check Number	Check Date	Amount
Inv 23240090		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2023	CENIC WI-FI and CENIC Broadband FY 2022-23	2,717.58
Inv 23240090 Total		2,717.58
316228 Total:		2,717.58
CTCTCH - CTC Technology & Energy Total:		2,717.58
CWNC2501 - Carl Warren & Company		
0	04/19/2023	
Inv 2022096-2022112		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	Legal Matters	999.90
Inv 2022096-2022112 Total		999.90
Inv 2022826-2022844		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	Legal Matters	633.60
Inv 2022826-2022844 Total		633.60
Inv 2023503-2023519		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	Legal Matters	554.40
Inv 2023503-2023519 Total		554.40
Inv 2030119-2030154		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2023	Legal Matters	1,591.20
Inv 2030119-2030154 Total		1,591.20
0 Total:		3,779.10
CWNC2501 - Carl Warren & Company Total:		3,779.10
CYNDIMEO - Di Meo, Cynthia		
316234	04/19/2023	
Inv 129128		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	Partial refund for class cancelation due to rain.	16.60
Inv 129128 Total		16.60

Check Number	Check Date	Amount
316234 Total:		16.60
CYNDIMEO - Di Meo, Cynthia Total:		16.60
DABN8267 - Bohan, Diana 101-8030-8021-8267-000		
0	04/19/2023	
Inv	9865	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	Contarct Class Instructor- March Yoga monthly	156.80
Inv 9865 Total		156.80
Inv	9866	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	Contarct Class Instructor- March Yoga Walk In	146.40
Inv 9866 Total		146.40
0 Total:		303.20
DABN8267 - Bohan, Diana Total:		303.20
DAVPRTYR - David's Party Rentals		
316231	04/19/2023	
Inv	012596	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	2023 Spring Eggravaganza remaining balance for attraction ride.	1,115.00
Inv 012596 Total		1,115.00
316231 Total:		1,115.00
DAVPRTYR - David's Party Rentals Total:		1,115.00
DBAR3011 - Brink's Incorporated		
316203	04/19/2023	
Inv	12225767	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Armored Car Transportation - March 2023	1,580.00
Inv 12225767 Total		1,580.00
Inv	5557248	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Armored Car Transportation Excess - February 2023	90.96
Inv 5557248 Total		90.96

Check Number	Check Date	Amount
316203 Total:		1,670.96
DBAR3011 - Brink's Incorporated Total:		1,670.96
DDEK6712 - Dudek		
316238	04/19/2023	
Inv	202210137	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/05/2022	Historical Resource Evaluation - 1222 Brunswick Ave.	7,340.00
Inv 202210137 Total		7,340.00
316238 Total:		7,340.00
DDEK6712 - Dudek Total:		7,340.00
DDL8010 - Dr. Detail Ph.D LLC		
0	04/19/2023	
Inv	2753	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/20/2023	Mission/Meridian Parking Structure Power Wash Service	750.00
Inv 2753 Total		750.00
Inv	2794	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2023	Spot cleaning and antibacterial enzyme spray for Library carpet	195.00
Inv 2794 Total		195.00
0 Total:		945.00
DDL8010 - Dr. Detail Ph.D LLC Total:		945.00
DEBLWS - Lewis, Deborah		
316290	04/19/2023	
Inv	11	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	Notary Expenses for PCO Applicant Flores-Etkins	50.00
Inv 11 Total		50.00
316290 Total:		50.00
DEBLWS - Lewis, Deborah Total:		50.00

Check Number	Check Date		Amount
DEL0771 - Delta Dental of California			
316232	04/19/2023		
Inv	BE005449605		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2023	Employee Dental Premiums - April 2023		11,921.27
Inv BE005449605 Total			11,921.27
316232 Total:			11,921.27
DEL0771 - Delta Dental of California Total:			11,921.27
DEL4000 - Dell Marketing L.P.			
0	04/19/2023		
Inv	10653772127		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/21/2023	Dell Latitude 5530 BTX Base 2318.CO.03-69		1,419.38
Inv 10653772127 Total			1,419.38
0 Total:			1,419.38
DEL4000 - Dell Marketing L.P. Total:			1,419.38
DEM0777 - Demco Inc.			
316233	04/19/2023		
Inv	7278425		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/17/2023	CD/DVD Overlay tags		258.61
Inv 7278425 Total			258.61
316233 Total:			258.61
DEM0777 - Demco Inc. Total:			258.61
DGSI6010 - Duthie Power Services			
316240	04/19/2023		
Inv	A106078		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/30/2022	Annual preventive maintenance for power gen /1414 Mission St.		639.07
Inv A106078 Total			639.07
Inv	A106079		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date		Amount
03/29/2023		Annual preventive maintenance for power gen /805 Meridian Ave	620.67
Inv A106079		Total	620.67
Inv A108507			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/29/2023		Semi-annual preventive maintenance for power gen /1414 Mission	330.00
Inv A108507		Total	330.00
Inv S108866			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/29/2023		Troubleshooting for power generator @ 805 Meridian Ave	805.45
Inv S108866		Total	805.45
316240		Total:	2,395.19
DGS16010 - Duthie Power Services Total:			2,395.19
DIG0800 - Digital Telecommunications Corp			
0	04/19/2023		
Inv 47025			
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/01/2023		Monthly Service Contract 02/01/2023 - 02/28/2023	984.00
Inv 47025		Total	984.00
Inv 47277			
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/01/2023		Monthly Service Contract 03/01/2023 - 03/31/2023	984.00
Inv 47277		Total	984.00
Inv 47415			
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/15/2023		Technician Service Call for 02/14/2023 re CH Ext. 259	195.00
Inv 47415		Total	195.00
0		Total:	2,163.00
DIG0800 - Digital Telecommunications Corp Total:			2,163.00
DPWL8210 - Dispatch Wellness LLC			
316235	04/19/2023		
Inv 21691A7E-0003			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/14/2023		Customer Service Training for Dispatcher	125.00

Check Number	Check Date	Amount
Inv 21691A7E-0003 Total		125.00
Inv 21691A7E-0004		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Dispatcher Wellness for P.A. Corona 04/25/2023	125.00
Inv 21691A7E-0004 Total		125.00
Inv 21691A7E-0005		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Customer Service Training for Dispatcher	125.00
Inv 21691A7E-0005 Total		125.00
316235 Total:		375.00
DPWL8210 - Dispatch Wellness LLC Total:		375.00
DREA8032 - Dream Shapers		
316237	04/19/2023	
Inv 23-366		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2023	Camp Med Spring Break Camp Show.	350.00
Inv 23-366 Total		350.00
316237 Total:		350.00
DREA8032 - Dream Shapers Total:		350.00
DSP0755 - D & S Printing		
316229	04/19/2023	
Inv 3013		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	Overnight parking permit applications	435.49
Inv 3013 Total		435.49
316229 Total:		435.49
DSP0755 - D & S Printing Total:		435.49
DUN1111 - Dunn, Daniel		
316239	04/19/2023	
Inv 01/18/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
01/18/2023		Fire - Reimbursement for Trench Rescue Technician training	600.00
Inv 01/18/2023		Total	600.00
Inv 01/18/2023a			
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/18/2023		Fire - Reimbursement for Trench Rescue Technician training	600.00
Inv 01/18/2023a		Total	600.00
316239 Total:			1,200.00
DUN1111 - Dunn, Daniel Total:			1,200.00
DXPENTR - DXP Enterprises, Inc.			
316241	04/19/2023		
Inv 53417967			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/28/2023		Replacement for damaged 2 inch pneumatic pump - water leak	2,336.03
Inv 53417967		Total	2,336.03
316241 Total:			2,336.03
DXPENTR - DXP Enterprises, Inc. Total:			2,336.03
ECOQLTY - Eco-Quality Analysis Inc.			
316243	04/19/2023		
Inv 23-1159-LT			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/30/2023		Senior Center Asbestos and Lead Testing	930.00
Inv 23-1159-LT		Total	930.00
316243 Total:			930.00
ECOQLTY - Eco-Quality Analysis Inc. Total:			930.00
ELL1017 - Ellen's Silkscreening			
316244	04/19/2023		
Inv E80688			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/23/2023		City Council shirts & windbreakers: City Council at City Events.	370.44
Inv E80688		Total	370.44
316244 Total:			370.44

Check Number	Check Date	Amount
ELL1017 - Ellen's Silkscreening Total:		370.44
EMLHAUS - Hausner, Emily L.		
316269	04/19/2023	
Inv	129172	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Partial Refund for class cancelation due to rain.	16.60
Inv 129172 Total		16.60
316269 Total:		16.60
EMLHAUS - Hausner, Emily L. Total:		16.60
EMPI5011 - Aramsco, Inc. (Formerly Empire Cleaning Supply)		
316188	04/19/2023	
Inv	S5544216.001	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/02/2022	Fire Station Apparatus Cleaning	475.23
Inv S5544216.001 Total		475.23
Inv	S5544216.002	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/29/2022	Fire Station Apparatus Cleaning	65.60
Inv S5544216.002 Total		65.60
Inv	S5544216.003	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2022	Fire Station Apparatus Cleaning	42.59
Inv S5544216.003 Total		42.59
Inv	S5606820.001	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2023	Fire Station Apparatus Cleaning	325.37
Inv S5606820.001 Total		325.37
Inv	S5669606.001	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2023	Fire Station Apparatus Cleaning	215.59
Inv S5669606.001 Total		215.59
Inv	S5715310.001	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
03/30/2023	Fire Station Apparatus Cleaning	271.65
Inv S5715310.001	Total	271.65
Inv S5715310.002		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2023	Fire Station Apparatus Cleaning	144.50
Inv S5715310.002	Total	144.50
316188 Total:		1,540.53
EMPI5011 - Aramsco, Inc. (Formerly Empire Cleaning Supply) Total:		1,540.53
EMPTSTLL - Empower Trust Company, LLC		
316246	04/19/2023	
Inv 365207		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2023	Deferred Compensation Plan Documents	325.00
Inv 365207	Total	325.00
316246 Total:		325.00
EMPTSTLL - Empower Trust Company, LLC Total:		325.00
EMSA5011 - EMSAR		
316247	04/19/2023	
Inv SM-109604		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/03/2023	Fire - Maintenance for vehicle hand grip	33.26
Inv SM-109604	Total	33.26
316247 Total:		33.26
EMSA5011 - EMSAR Total:		33.26
ERCARRYO - Arroyo, Eric Jason		
316191	04/19/2023	
Inv 2969		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2023	Full Background Investigation for Javier Nicolas	1,500.00
Inv 2969	Total	1,500.00

Check Number	Check Date		Amount
Inv	2971		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/16/2023	Full Background Investigation for Christopher Gruenewald		1,500.00
Inv 2971 Total			1,500.00
316191 Total:			3,000.00
ERCARRYO - Arroyo, Eric Jason Total:			3,000.00
ERGVBCK - Beckerman, Erica Givens			
316199	04/19/2023		
Inv	129165		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/08/2023	Partail Refund for class cancellation due to rain.		16.60
Inv 129165 Total			16.60
316199 Total:			16.60
ERGVBCK - Beckerman, Erica Givens Total:			16.60
ESMAHMD - Mahmoody, Ehsan			
316297	04/19/2023		
Inv	DW0323-01		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/30/2023	Dishwasher Rebate		500.00
Inv DW0323-01 Total			500.00
316297 Total:			500.00
ESMAHMD - Mahmoody, Ehsan Total:			500.00
EVGATEWY - EVGateway			
316248	04/19/2023		
Inv	2732		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/05/2023	Electric Vehicle Charging Station at Civic Center		9,100.00
04/05/2023	Electric Vehicle Charging Station at Civic Center		4,550.00
Inv 2732 Total			13,650.00
316248 Total:			13,650.00
EVGATEWY - EVGateway Total:			13,650.00

EWEM6010 - Ewing Irrigation Products, Inc.

316249	04/19/2023	
Inv	18747192	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2023	Public Works Parks Division-Irrigation Parts for Stock Supply	90.74
Inv 18747192 Total		90.74
Inv	18747214	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2023	Public Works Parks Division-Irrigation Supplies for Arroyo Park	14.14
Inv 18747214 Total		14.14
Inv	18776269	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Public Works Parks Division-Hand Held tools for stock supply	316.33
Inv 18776269 Total		316.33
316249 Total:		421.21

EWEM6010 - Ewing Irrigation Products, Inc. Total: 421.21

FDBC8025 - Fast Deer Bus Charter Inc.

316252	04/19/2023	
Inv	159129	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	Charter Bus Services: 03/22/2023 Nixon Library	1,368.50
Inv 159129 Total		1,368.50
316252 Total:		1,368.50

FDBC8025 - Fast Deer Bus Charter Inc. Total: 1,368.50

FFCA8060 - Foothill Fire Chiefs Association

316257	04/19/2023	
Inv	03/13/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2023	Fire - Memberships dues 2023 for Paul Riddle	150.00
Inv 03/13/2023 Total		150.00
316257 Total:		150.00

Check Number	Check Date		Amount
FFCA8060 - Foothill Fire Chiefs Association Total:			150.00
FHCM5011 - Foothill Communications			
316256	04/19/2023		
Inv	INV6152		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/11/2023	Service & Repair of Communication Equipment for PD 4/1/-6/30/23		3,000.00
Inv INV6152 Total			3,000.00
316256 Total:			3,000.00
FHCM5011 - Foothill Communications Total:			3,000.00
FLCGRP - Flock Group, Inc.			
316255	04/19/2023		
Inv	INV-5609		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/29/2022	Two-Year Contract for Automated License Plate Reader Technology		20,800.00
Inv INV-5609 Total			20,800.00
316255 Total:			20,800.00
FLCGRP - Flock Group, Inc. Total:			20,800.00
FLRCHEN - Chen, Florence			
316214	04/19/2023		
Inv	129150		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Partial refund for class cancelation due to rain.		16.60
Inv 129150 Total			16.60
316214 Total:			16.60
FLRCHEN - Chen, Florence Total:			16.60
FOST - Fair Oaks Smog Test			
316250	04/19/2023		
Inv	1209		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/14/2022	Public Works Department Vehicle Smog Check-Sewer Unit #363		55.00
Inv 1209 Total			55.00

Check Number	Check Date	Amount
Inv 1210		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	Public Works Department Vehicle Smog Check-Build. Maint Unit#6	55.00
Inv 1210 Total		55.00
Inv 1211		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	Public Works Department Vehicle Smog Check-Sewer/Street Unit#3	55.00
Inv 1211 Total		55.00
Inv 1215		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/24/2022	Public Works Department Vehicle Smog Check-Build. Maint. Unit#6	55.00
Inv 1215 Total		55.00
316250 Total:		220.00
FOST - Fair Oaks Smog Test Total:		220.00
FRNCPOST - FRANCO TYP-POSTALIA, INC.		
316259	04/19/2023	
Inv RI105657580		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/17/2023	Sealant for Postbase Mailing machine	42.01
Inv RI105657580 Total		42.01
316259 Total:		42.01
FRNCPOST - FRANCO TYP-POSTALIA, INC. Total:		42.01
FUNEXPRS - Fun Express, LLC		
316260	04/19/2023	
Inv 722889474-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	Senior Center-Senior Prom supplies	302.22
Inv 722889474-01 Total		302.22
316260 Total:		302.22
FUNEXPRS - Fun Express, LLC Total:		302.22
GAL7788 - Gale, Donna M.		

Check Number	Check Date		Amount
316261	04/19/2023		
Inv 9604			
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	CONTRACT CLASS INSTRUCTOR-TOT BALLE		495.00
Inv 9604 Total			495.00
Inv 9631			
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	CONTRACT CLASS INSTRUCTOR- MASTER CHEF		900.00
Inv 9631 Total			900.00
Inv 9635			
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	CONTRACT CLASS INSTRUCTOR- YOUTH BALLE		330.00
Inv 9635 Total			330.00
316261 Total:			1,725.00
GAL7788 - Gale, Donna M. Total:			1,725.00
GALL5011 - Galls, LLC			
316262	04/19/2023		
Inv 023243137			
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/16/2023	Polo shirts for Sgt Phillips		97.97
Inv 023243137 Total			97.97
Inv 023341740			
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/25/2023	Polo shirt for Detective Valdez		37.84
Inv 023341740 Total			37.84
Inv 023672041			
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/24/2023	Fire - New Hire Fire pants		137.51
Inv 023672041 Total			137.51
316262 Total:			273.32
GALL5011 - Galls, LLC Total:			273.32
GLA4521 - Gladwell Government Services, Inc.			
316264	04/19/2023		

Check Number	Check Date		Amount
Inv	5107		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/30/2023	Records Retention Legal Review FY 2022-2023		600.00
Inv 5107 Total			600.00
316264 Total:			600.00
GLA4521 - Gladwell Government Services, Inc. Total:			600.00
GLBI4011 - Global Industrial			
316265	04/19/2023		
Inv	120178442		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2023	Winter Gear for Public Works Staff		142.32
03/28/2023	Winter Gear for Public Works Staff		211.86
03/28/2023	Winter Gear for Public Works Staff		70.62
03/28/2023	Winter Gear for Public Works Staff		214.04
Inv 120178442 Total			638.84
Inv	120187290		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2023	Winter Gear for Public Works Staff		71.37
03/28/2023	Winter Gear for Public Works Staff		251.72
03/28/2023	Winter Gear for Public Works Staff		95.54
03/28/2023	Winter Gear for Public Works Staff		71.37
03/28/2023	Winter Gear for Public Works Staff		71.37
03/28/2023	Winter Gear for Public Works Staff		142.74
Inv 120187290 Total			704.11
Inv	120296543		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2023	Winter Gear for Public Works Staff		578.24
03/28/2023	Winter Gear for Public Works Staff		500.00
Inv 120296543 Total			1,078.24
316265 Total:			2,421.19
GLBI4011 - Global Industrial Total:			2,421.19
GLE2563 - City of Glendale			
316220	04/19/2023		
Inv	2309		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/13/2023	Fire - Verdugo Fire Dispatch Fee 01/01/23 - 06/30/23		74,838.95
Inv 2309 Total			74,838.95

Check Number	Check Date	Amount
316220 Total:		74,838.95
GLE2563 - City of Glendale Total:		74,838.95
GRA1244 - Woods Maintenance Services, Inc.		
316400	04/19/2023	
Inv	SPAS0223	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	City Wide Graffiti Removal: February 2023	171.00
Inv SPAS0223 Total		171.00
Inv	SPAS1022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2022	City Wide Graffiti Removal: October 2022	342.00
Inv SPAS1022 Total		342.00
316400 Total:		513.00
GRA1244 - Woods Maintenance Services, Inc. Total:		513.00
GRGPRE - Poree, Gregory		
316328	04/19/2023	
Inv	GGP032723	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Musical performance for 4/20/23 Volunteer Recognition event	300.00
Inv GGP032723 Total		300.00
316328 Total:		300.00
GRGPRE - Poree, Gregory Total:		300.00
HAFR7000 - The Hartford		
316370	04/19/2023	
Inv	085035903258	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2023	Life Insurance Benefit - March 2023	965.25
Inv 085035903258 Total		965.25
316370 Total:		965.25
HAFR7000 - The Hartford Total:		965.25

Check Number	Check Date		Amount
HIFX5011 - H.I. Fire Extinguisher Co. Inc.			
316267	04/19/2023		
Inv	102422		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Fire - Yearly inspection service call		425.78
Inv 102422 Total			425.78
316267 Total:			425.78
HIFX5011 - H.I. Fire Extinguisher Co. Inc. Total:			425.78
HLGO8264 - HOLIDAYGOO INC.			
316273	04/19/2023		
Inv	19965		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/29/2023	Spring Eggstravaganza Plastic eggs for event on 04.08.2023		1,025.47
Inv 19965 Total			1,025.47
316273 Total:			1,025.47
HLGO8264 - HOLIDAYGOO INC. Total:			1,025.47
HONGGUO - Guo, Hongsun			
316266	04/19/2023		
Inv	129152		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Partial refund for class cancelation due to rain.		16.60
Inv 129152 Total			16.60
316266 Total:			16.60
HONGGUO - Guo, Hongsun Total:			16.60
HPSWEST - HPS West, Inc.			
316274	04/19/2023		
Inv	0001515-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/23/2023	Prorated cost to replace stuck 3 inch meter out of warranty		1,331.49
Inv 0001515-IN Total			1,331.49
316274 Total:			1,331.49

Check Number	Check Date		Amount
HPSWEST - HPS West, Inc. Total:			1,331.49
HRSCHPIP - Hirsche Pipe & Supply			
316272	04/19/2023		
Inv	8697362		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/19/2023	Vacuum Breakers for Plumbing Repairs		45.39
Inv	8697362 Total		45.39
Inv	8704426		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/23/2023	Drain Cleaner for Plumbing		93.74
Inv	8704426 Total		93.74
316272 Total:			139.13
HRSCHPIP - Hirsche Pipe & Supply Total:			139.13
HTHWILMS - Williams, Heather			
316396	04/19/2023		
Inv	1223		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	24/7 Critical Incident Stress Debriefing Services for Fire Dept.		450.00
Inv	1223 Total		450.00
316396 Total:			450.00
HTHWILMS - Williams, Heather Total:			450.00
HWRWD - Wood, Howard			
316399	04/19/2023		
Inv	129137		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/29/2023	Partial Refund for class cancelation due to rain.		16.60
Inv	129137 Total		16.60
316399 Total:			16.60
HWRWD - Wood, Howard Total:			16.60
IBLS6116 - Ibarra, Luis			
316277	04/19/2023		

Check Number	Check Date	Amount
Inv	3/13/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Mileage Reimbursement	5.37
Inv 3/13/2023 Total		5.37
Inv	3/17/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Mileage Reimbursement	5.37
Inv 3/17/2023 Total		5.37
Inv	3/19/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Mileage Reimbursement	5.37
Inv 3/19/2023 Total		5.37
Inv	3/4/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Mileage Reimbursement	5.37
Inv 3/4/2023 Total		5.37
316277 Total:		21.48
IBLS6116 - Ibarra, Luis Total:		21.48
ITCR2501 - Intercare Holdings Insurance Services		
0	04/19/2023	
Inv	76-009891	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2023	Workers' Compensation Admin. Fee - January 2023	6,874.87
Inv 76-009891 Total		6,874.87
Inv	76-009977	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Indemnity Annual Per Claim Fee	1,617.49
Inv 76-009977 Total		1,617.49
0 Total:		8,492.36
ITCR2501 - Intercare Holdings Insurance Services Total:		8,492.36
IXII4010 - IXII Group Inc.		
316280	04/19/2023	

Check Number	Check Date	Amount
Inv 7470		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Tactical Dispatching for Two Dispatchers	592.00
Inv 7470 Total		592.00
316280 Total:		592.00
IXII4010 - IXII Group Inc. Total:		592.00
JAMZRTE - Zarate, Jaime		
316404	04/19/2023	
Inv 134		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2023	Vehicle wrap to b&w unit #1121	1,450.00
Inv 134 Total		1,450.00
316404 Total:		1,450.00
JAMZRTE - Zarate, Jaime Total:		1,450.00
JASALRCN - Alarcon, Jasmin L.		
316181	04/19/2023	
Inv 129170		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	Partial Refund for class cancellation due to rain.	16.60
Inv 129170 Total		16.60
316181 Total:		16.60
JASALRCN - Alarcon, Jasmin L. Total:		16.60
JCRS5011 - Jones Coffee Roasters		
316284	04/19/2023	
Inv 59206		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/02/2023	Coffee Supplies (FY22-23)	108.45
Inv 59206 Total		108.45
316284 Total:		108.45
JCRS5011 - Jones Coffee Roasters Total:		108.45

Check Number	Check Date		Amount
JENFENDL - Fendelander, Jennifer			
316254	04/19/2023		
Inv	129423		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2023	Full refund for gazebo Reservation due to rain on 2.25.23		90.00
Inv 129423 Total			90.00
316254 Total:			90.00
JENFENDL - Fendelander, Jennifer Total:			90.00
JENGRY - Gary, Jennie			
316263	04/19/2023		
Inv	129246		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2023	Full refund for Gazebo reser. due to rain, no admin fee.		90.00
Inv 129246 Total			90.00
316263 Total:			90.00
JENGRY - Gary, Jennie Total:			90.00
JESSHAR - Hargrave, Jessica			
316268	04/19/2023		
Inv	129129		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/29/2023	Partial refund for class cancelation due to rain.		16.60
Inv 129129 Total			16.60
316268 Total:			16.60
JESSHAR - Hargrave, Jessica Total:			16.60
JHA307 - John L. Hunter and Associates, Inc.			
316282	04/19/2023		
Inv	SP1FOG12301		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/13/2023	FOG Control Program: January 2023		143.75
Inv SP1FOG12301 Total			143.75
Inv	SP1MS412301		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/13/2023	MS4 NPDES Stormwater Compliance - January 2023		2,355.00

Check Number	Check Date	Amount
Inv SP1MS412301 Total		2,355.00
316282 Total:		2,498.75
JHA307 - John L. Hunter and Associates, Inc. Total:		2,498.75
JHMS8020 - JHM Supply		
0	04/19/2023	
Inv 316733/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2023	Sprinklers & Nozzles at Library Park	160.40
Inv 316733/1 Total		160.40
Inv 316755/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2023	Irrigation Supplies for Pasadena Ave.	78.31
Inv 316755/1 Total		78.31
Inv 317401/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2023	Arroyo Park Irrigation Supplies	115.81
Inv 317401/1 Total		115.81
0 Total:		354.52
JHMS8020 - JHM Supply Total:		354.52
JOHNLEE - Lee, Jonathan		
316289	04/19/2023	
Inv 129159		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Partial Refund for class cancelation due to rain.	16.60
Inv 129159 Total		16.60
316289 Total:		16.60
JOHNLEE - Lee, Jonathan Total:		16.60
JORM4011 - Ramirez, Jose		
316334	04/19/2023	
Inv 02/15-02/16/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	reimbursement for training expenses for 2 records Clerks PRA	78.88

Check Number	Check Date	Amount
03/14/2023	reimbursement for training expenses for 2 records Clerks PRA	14.23
Inv 02/15-02/16/23 Total		93.11
316334 Total:		93.11
JORM4011 - Ramirez, Jose Total:		93.11
JPMERWBB - Webb, Joseph Merriweather		
316391	04/19/2023	
Inv 129161		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	Partial Refund for class cancellation due to rain.	16.60
Inv 129161 Total		16.60
316391 Total:		16.60
JPMERWBB - Webb, Joseph Merriweather Total:		16.60
JRDCHEN - Cohen, Jordan		
316224	04/19/2023	
Inv 129467		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Full refund for class cancelation due to low enrollment.	105.00
Inv 129467 Total		105.00
316224 Total:		105.00
JRDCHEN - Cohen, Jordan Total:		105.00
JSAR4011 - Jack's Auto Repair		
316281	04/19/2023	
Inv 18108		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Oil change unit #1705	85.00
Inv 18108 Total		85.00
Inv 18126		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	45 days inspection Veh # 80	66.00
Inv 18126 Total		66.00

Check Number	Check Date	Amount
Inv 18131		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/07/2023	45 days inspection for veh # 78	66.00
Inv 18131 Total		66.00
Inv 18134		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2023	New front brake rotors & pads. New rear brake pads, front tire77	1,256.12
Inv 18134 Total		1,256.12
Inv 18140		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/09/2023	Replacement serpentine belt, battery, thermostat unit #1404	1,011.69
Inv 18140 Total		1,011.69
Inv 18148		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2023	Labor cost to remove window control switch for #77 & install 78	110.00
Inv 18148 Total		110.00
Inv 18165		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	Windshield wiper replacement unit #1908	45.71
Inv 18165 Total		45.71
Inv 18183		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	Replacement of front headlight unit #1404	77.45
Inv 18183 Total		77.45
Inv 18184		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2023	Oil change and strut replacement unit #1933	901.75
Inv 18184 Total		901.75

316281 Total: 3,619.72

JSAR4011 - Jack's Auto Repair Total: 3,619.72

JUNRESE - Reese, June
316336 04/19/2023

Inv 129243

Line Item Date Line Item Description

Check Number	Check Date	Amount
03/28/2023	Partail refund for Gazebo reservation. Cx before 7 days.	67.00
Inv 129243 Total		67.00
316336 Total:		67.00
JUNRESE - Reese, June Total:		67.00
JYPACHEO - Pacheco, Joy A.		
316314	04/19/2023	
Inv 129174		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Partial refund for class cancellation due to rain.	16.60
Inv 129174 Total		16.60
316314 Total:		16.60
JYPACHEO - Pacheco, Joy A. Total:		16.60
KMTR4011 - Kim Turner, LLC		
316285	04/19/2023	
Inv INVOICE-2587		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	School Violence Training for Dispatcher Munoz	149.00
Inv INVOICE-2587 Total		149.00
Inv INVOICE-2697		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Active Shooter Training for Dispatcher Corona	149.00
03/14/2023	Stress Management Training for Dispatcher Sandoval	125.00
Inv INVOICE-2697 Total		274.00
Inv INVOICE-2699		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	School Violence Training for Dispatcher Russell	149.00
Inv INVOICE-2699 Total		149.00
316285 Total:		572.00
KMTR4011 - Kim Turner, LLC Total:		572.00
KTFL2031 - Faulmino, Katrina		
316253	04/19/2023	

Check Number	Check Date	Amount
Inv 32223		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	Reimbursement for Nixon Library Senior Excursion entrance fee	147.00
Inv 32223 Total		147.00
316253 Total:		147.00
KTFL2031 - Faulmino, Katrina Total:		147.00
KUS4011 - Kustom Signals Inc		
316286	04/19/2023	
Inv 601173		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	LIDAR batteries for traffic enforcement	689.50
Inv 601173 Total		689.50
316286 Total:		689.50
KUS4011 - Kustom Signals Inc Total:		689.50
LACD5011 - Emergency Medical Services Agency		
316245	04/19/2023	
Inv 03/22/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2023	Fire - Paramedic Accreditation test for Devon Anderson	155.00
Inv 03/22/2023 Total		155.00
316245 Total:		155.00
LACD5011 - Emergency Medical Services Agency Total:		155.00
LAPCMB - Los Angeles County Police Chiefs' Association		
316293	04/19/2023	
Inv SP 2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	LACPCA Annual Dues 2023	500.00
Inv SP 2023 Total		500.00
316293 Total:		500.00
LAPCMB - Los Angeles County Police Chiefs' Association Total:		500.00

Check Number	Check Date		Amount
LAPPL - Los Angeles Police Protective League			
316294	04/19/2023		
Inv	28174288		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/14/2023	Front Line Leadership Training for 2 Sergeants		930.00
Inv 28174288 Total			930.00
316294 Total:			930.00
LAPPL - Los Angeles Police Protective League Total:			930.00
LARATYLR - Taylor, Laura			
316367	04/19/2023		
Inv	129158		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Partial refund for class cancellation due to rain.		16.60
Inv 129158 Total			16.60
316367 Total:			16.60
LARATYLR - Taylor, Laura Total:			16.60
LARMILLR - Miller, Lauren			
316303	04/19/2023		
Inv	129160		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Partial refund for class cancellation due to rain.		16.60
Inv 129160 Total			16.60
316303 Total:			16.60
LARMILLR - Miller, Lauren Total:			16.60
LCW7456 - Liebert Cassidy Whitmore			
0	04/19/2023		
Inv	237593		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2023	Legal Services rendered for February 2023		142.50
Inv 237593 Total			142.50
Inv	237594		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2023	Legal Services rendered for February 2023		540.50

Check Number	Check Date	Amount
Inv 237594 Total		540.50
0 Total:		683.00
LCW7456 - Liebert Cassidy Whitmore Total:		683.00
LEBE8032 - Betts, Lemar		
316202	04/19/2023	
Inv 9664		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR-SKATESIDE BEGINNERS	871.50
Inv 9664 Total		871.50
Inv 9671		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR-SKATESIDE INTERMEDIA	174.30
Inv 9671 Total		174.30
Inv 9680		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR-SKATESIDE AFTERSCHOC	975.03
Inv 9680 Total		975.03
Inv 9807		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR-SKATESIDE SPRING CAMI	1,313.20
Inv 9807 Total		1,313.20
316202 Total:		3,334.03
LEBE8032 - Betts, Lemar Total:		3,334.03
LEFTASYT - International Business Information Technologies		
316279	04/19/2023	
Inv INV-001636		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/11/2023	Annual Shield Suite Subscription Base & License Fee	6,890.00
Inv INV-001636 Total		6,890.00
316279 Total:		6,890.00
LEFTASYT - International Business Information Technologies Total:		6,890.00

LELDARKI - Darki, Leila

316230 04/19/2023

Inv 129797

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Partial refund for Skatside Class. Class canceled by instructor.	40.50

Inv 129797 Total 40.50

Inv 129798

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Partial refund for Skatside Class. Class canceled by instructor.	40.50

Inv 129798 Total 40.50

316230 Total: 81.00

LELDARKI - Darki, Leila Total:

81.00

LESHCHEN - Chen, Leshin

316215 04/19/2023

Inv 129444

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Charge issued to the wrong participate.Full refund given.	303.00

Inv 129444 Total 303.00

316215 Total: 303.00

LESHCHEN - Chen, Leshin Total:

303.00

LIFE822 - Life-Assist Inc.

316291 04/19/2023

Inv 1301232

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	Fire Department Medical Supplies - FY 22-23	2,330.36

Inv 1301232 Total 2,330.36

Inv 1301556

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Fire Department Medical Supplies - FY 22-23	45.83

Inv 1301556 Total 45.83

316291 Total: 2,376.19

Check Number	Check Date		Amount
LIFE822 - Life-Assist Inc. Total:			2,376.19
LNDSHU - Hu, Lindsay A.			
316275	04/19/2023		
Inv	129130		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/29/2023	Partial refund for class cancelation due to rain.		16.60
Inv	129130 Total		16.60
316275 Total:			16.60
LNDSHU - Hu, Lindsay A. Total:			16.60
LOS2226 - L.A.C. Registrar-Recorder			
316287	04/19/2023		
Inv	23-2123		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/23/2023	November 8, 2022 Gubernatorial General Election		76,841.32
Inv	23-2123 Total		76,841.32
316287 Total:			76,841.32
LOS2226 - L.A.C. Registrar-Recorder Total:			76,841.32
LPC4011 - Lynn Peavey Company			
316295	04/19/2023		
Inv	399094		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2023	Evidence room supplies		594.03
Inv	399094 Total		594.03
Inv	399210		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/30/2023	Evidence room supplies		243.58
Inv	399210 Total		243.58
316295 Total:			837.61
LPC4011 - Lynn Peavey Company Total:			837.61
LRAK5270 - Acker, Lauren			
0	04/19/2023		

Check Number	Check Date	Amount
Inv 129924		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Refundable deposit for the reservation of SC on March 25, 23	280.00
Inv 129924 Total		280.00
		<hr/>
0 Total:		280.00
		<hr/>
LRAK5270 - Acker, Lauren Total:		280.00
MARBRDI - Bernardi, Marco		
316201	04/19/2023	
Inv 129168		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	Partial Refund for class cancelation due to rain.	16.60
Inv 129168 Total		16.60
		<hr/>
316201 Total:		16.60
		<hr/>
MARBRDI - Bernardi, Marco Total:		16.60
MARFRCO - Franco, Marilena		
316258	04/19/2023	
Inv 129133		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Partial refund for class cancelation due to rain.	16.60
Inv 129133 Total		16.60
		<hr/>
316258 Total:		16.60
		<hr/>
MARFRCO - Franco, Marilena Total:		16.60
MCM2352 - McMaster Carr Supply Co		
316301	04/19/2023	
Inv 94133413		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	Chemical Tubing for Chlorine Purchase to replenish stock	78.17
Inv 94133413 Total		78.17
Inv 94518681		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	Purchase to replace worn blades used for concrete cutting -Water	581.33
Inv 94518681 Total		581.33

Check Number	Check Date	Amount
316301 Total:		659.50
MCM2352 - McMaster Carr Supply Co Total:		659.50
MCPSTI - Pusateri, Michele		
0	04/19/2023	
Inv 9597		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- PICKLEBALL TUESDAY	643.50
Inv 9597 Total		643.50
Inv 9602		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- PICKLEBALL WEDNESD/	507.00
Inv 9602 Total		507.00
Inv 9723		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- PICKLEBALL SATURDAY	676.00
Inv 9723 Total		676.00
0 Total:		1,826.50
MCPSTI - Pusateri, Michele Total:		1,826.50
MEMLDREZ - Melendrez, Melina		
316302	04/19/2023	
Inv 129157		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Partial Refund for class cancelation due to rain.	16.60
Inv 129157 Total		16.60
316302 Total:		16.60
MEMLDREZ - Melendrez, Melina Total:		16.60
MHSM4011 - Smith, Michael		
316356	04/19/2023	
Inv 01/26/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Training Reimbursement for Officer to attend Sex. assault invest	50.83

Check Number	Check Date		Amount
Inv 01/26/2023	Total		50.83
			<hr/>
316356	Total:		50.83
			<hr/>
MHSM4011 - Smith, Michael	Total:		50.83
MLSSPREZ - Perez, Melissa			
316323	04/19/2023		
Inv	129131		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/29/2023	Partial refund for class cancelation due to rain.		16.60
Inv 129131	Total		16.60
			<hr/>
316323	Total:		16.60
			<hr/>
MLSSPREZ - Perez, Melissa	Total:		16.60
MMA2011 - MMASC			
316304	04/19/2023		
Inv	2923		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/09/2023	MMASC Membership Renewal: Tamara Binns		90.00
Inv 2923	Total		90.00
Inv	2923M		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/09/2023	MMASC Membership Renewal: Mary Jerejian		90.00
Inv 2923M	Total		90.00
			<hr/>
316304	Total:		180.00
			<hr/>
MMA2011 - MMASC	Total:		180.00
MNBL8170 - Crestline Software, LLC			
0	04/19/2023		
Inv	INV1038		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/15/2023	Annual Reporting Fee		129.00
Inv INV1038	Total		129.00
Inv	INV1174		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/16/2023	Printing & Postage Fees (Feb 2023)		1,971.73

Check Number	Check Date	Amount
Inv INV1174 Total		1,971.73
Inv INV824		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Contract Services (March 2023)	26,754.60
Inv INV824 Total		26,754.60
Inv INV915		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/10/2023	Credit Card & Return Fees (Feb 2023)	8,869.37
Inv INV915 Total		8,869.37
0 Total:		37,724.70
MNBL8170 - Crestline Software, LLC Total:		37,724.70
MONBRRY - Barry, Monica		
316198	04/19/2023	
Inv 00418684		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2023	Refund of permit overpayment	27.06
Inv 00418684 Total		27.06
316198 Total:		27.06
MONBRRY - Barry, Monica Total:		27.06
MRKPRERZ - Perez, Mark		
316322	04/19/2023	
Inv 03/14/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	Parking Reimb - CC Technical Training - 03/14 - 03/17/23	52.00
Inv 03/14/2023 Total		52.00
Inv 03/14-03/17/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	Mileage Reimbursement - CC Technical Training - 03/14 - 03/17/23	263.50
Inv 03/14-03/17/23 Total		263.50
316322 Total:		315.50

Check Number	Check Date		Amount
MRKPRERZ - Perez, Mark Total:			315.50
MVCH3011 - MV Cheng & Associates Inc.			
316305	04/19/2023		
Inv	03/31/2023A		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2023	Temporary Staffing Services - Senior Accountant March 2023		5,512.50
Inv	03/31/2023A Total		5,512.50
Inv	03/31/2023B		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2023	Temporary Staffing Services - Finance Consultant March 2023		6,930.00
Inv	03/31/2023B Total		6,930.00
Inv	03/31/2023C		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2023	Temporary Staffing Services - Finance Consultant - March 2023		15,240.00
Inv	03/31/2023C Total		15,240.00
Inv	03/31/2023D		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2023	Temporary Staffing Services - Finance Director - March 2023		24,093.75
Inv	03/31/2023D Total		24,093.75
316305 Total:			51,776.25
MVCH3011 - MV Cheng & Associates Inc. Total:			51,776.25
MZVZT - Van Zandt, Maizon			
316386	04/19/2023		
Inv	3/10/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2023	Mileage Reimbursement		4.32
Inv	3/10/2023 Total		4.32
316386 Total:			4.32
MZVZT - Van Zandt, Maizon Total:			4.32
NATAXIFO - Xifo, Natalie A.			
316401	04/19/2023		
Inv	129164		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
03/08/2023	Partial Refund for class cancellation due to rain.	16.60
Inv 129164 Total		16.60
316401 Total:		16.60
NATAXIFO - Xifo, Natalie A. Total:		16.60
NBSFIN - NBS Government Finance Group		
316306	04/19/2023	
Inv 202303-1572		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2023	Professional Services for Library Parcel Tax: April-June 2023	1,701.00
Inv 202303-1572 Total		1,701.00
316306 Total:		1,701.00
NBSFIN - NBS Government Finance Group Total:		1,701.00
NCMC4011 - New Century Motorcycles		
316307	04/19/2023	
Inv 90839		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/24/2023	Rear tire replacement and balance VIN 39602	425.63
Inv 90839 Total		425.63
316307 Total:		425.63
NCMC4011 - New Century Motorcycles Total:		425.63
NLLOCHOA - Ochoa, Nelly		
316310	04/19/2023	
Inv 02/15-02/16/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	reimbursement for training expenses for 2 records clerk PRA	30.65
03/14/2023	reimbursement for training expenses for 2 records clerk PRA	78.88
Inv 02/15-02/16/23 Total		109.53
316310 Total:		109.53
NLLOCHOA - Ochoa, Nelly Total:		109.53
OGWINWT - Orange County Winwater Company		

Check Number	Check Date		Amount
316311	04/19/2023		
Inv	14150501		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/28/2022	Parts to install fire services at 230 Pasadena & 1974 Huntington		5,101.01
Inv 14150501 Total			5,101.01
316311 Total:			5,101.01
OGWINWT - Orange County Winwater Company Total:			5,101.01
OLNP8010 - Outlook Newspapers Group			
316312	04/19/2023		
Inv	69259		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/31/2020	Public Notice		637.50
Inv 69259 Total			637.50
Inv	69487		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2020	Public Notice		206.25
Inv 69487 Total			206.25
Inv	69488		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2020	Public Notice		210.00
Inv 69488 Total			210.00
Inv	69687		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2020	Public Notice		187.50
Inv 69687 Total			187.50
Inv	69689		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2020	Public Notice		195.00
Inv 69689 Total			195.00
Inv	69737		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2020	Public Notice		266.25
Inv 69737 Total			266.25

Check Number	Check Date	Amount
Inv 69951		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2020	Public Notice	157.50
Inv 69951 Total		157.50
Inv 70031		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2020	Public Notice	150.00
Inv 70031 Total		150.00
Inv 70032		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2020	Public Notice	180.00
Inv 70032 Total		180.00
Inv 70037		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2020	Public Notice	180.00
Inv 70037 Total		180.00
Inv 70123		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2020	Public Notice	195.00
Inv 70123 Total		195.00
Inv 70124		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2020	Public Notice	202.50
Inv 70124 Total		202.50
Inv 70125		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2020	Public Notice	187.50
Inv 70125 Total		187.50
Inv 70348		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2020	Public Notice	180.00
Inv 70348 Total		180.00
Inv 70349		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2020	Public Notice	195.00

Check Number	Check Date	Amount
Inv 70349 Total		195.00
Inv 70353		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2020	Public Notice	195.00
Inv 70353 Total		195.00
Inv 70428		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/30/2020	Public Notice	217.50
Inv 70428 Total		217.50
Inv 70429		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/30/2020	Public Notice	225.00
Inv 70429 Total		225.00
Inv 70430		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/30/2020	Public Notice	195.00
Inv 70430 Total		195.00
Inv 70432		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/30/2020	Public Notice	187.50
Inv 70432 Total		187.50
Inv 70433		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/30/2020	Public Notice	187.50
Inv 70433 Total		187.50
Inv 70434		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/30/2020	Public Notice	187.50
Inv 70434 Total		187.50
Inv 70597		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/30/2020	Public Notice	217.50
Inv 70597 Total		217.50

Check Number	Check Date	Amount
Inv 70772		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2020	Public Notice	380.00
Inv 70772 Total		380.00
Inv 70971		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2020	Public Notice	660.00
Inv 70971 Total		660.00
Inv 70972		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2020	Public Notice	636.00
Inv 70972 Total		636.00
Inv 70973		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2020	Public Notice	960.00
Inv 70973 Total		960.00
Inv 70974		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2020	Public Notice	756.00
Inv 70974 Total		756.00
Inv 71065		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2020	Public Notice	708.00
Inv 71065 Total		708.00
Inv 71066		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2020	Public Notice	708.00
Inv 71066 Total		708.00
Inv 71222		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2020	Public Notice	576.00
Inv 71222 Total		576.00
Inv 71223		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2020	Public Notice	564.00

Check Number	Check Date	Amount
Inv 71223 Total		564.00
Inv 71293		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2020	Public Notice	504.00
Inv 71293 Total		504.00
Inv 74943		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2022	Public Notice Postings	564.00
Inv 74943 Total		564.00
Inv 75041		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2022	Public Notice Postings	636.00
Inv 75041 Total		636.00
Inv 75042		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2022	Public Notice Postings	1,368.00
Inv 75042 Total		1,368.00
Inv 75655		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2022	Public Notice Postings	919.00
04/30/2022	Public Notice Postings	953.00
Inv 75655 Total		1,872.00
Inv 75657		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2022	Public Notice Postings	2,004.00
Inv 75657 Total		2,004.00
Inv 76029		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Public Notice Postings	480.00
Inv 76029 Total		480.00
Inv 76030		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/15/2022	Public Notice Postings	1,164.00
Inv 76030 Total		1,164.00

Check Number	Check Date	Amount
Inv 76031		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Public Notice Postings	552.00
Inv 76031 Total		552.00
Inv 76032		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2022	Public Notice Postings	564.00
Inv 76032 Total		564.00
Inv 76032a		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2022	Public Notice Postings	948.00
Inv 76032a Total		948.00
Inv 76811		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2022	Public Notice Postings	480.00
Inv 76811 Total		480.00
Inv 76923		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Public Notice Postings	432.00
Inv 76923 Total		432.00
Inv 76924		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Public Notice Postings	468.00
Inv 76924 Total		468.00
Inv 76925		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Public Notice Postings	612.00
Inv 76925 Total		612.00
Inv 76926		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Public Notice Postings	696.00
Inv 76926 Total		696.00
Inv 76927		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Public Notice Postings	552.00

Check Number	Check Date	Amount
Inv 76927 Total		552.00
Inv 76928		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2022	Public Notice Postings	504.00
Inv 76928 Total		504.00
Inv 77155		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2022	Public Notice Postings	552.00
Inv 77155 Total		552.00
Inv 77156		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2022	Public Notice Postings	576.00
Inv 77156 Total		576.00
Inv 77157		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2022	Public Notice Postings	504.00
Inv 77157 Total		504.00
Inv 77263		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2023	Public Notice	684.00
Inv 77263 Total		684.00
Inv 77264		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2023	Public Notice	756.00
Inv 77264 Total		756.00
Inv 77265		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2023	Public Notice	540.00
Inv 77265 Total		540.00
Inv 77344		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2023	Public Notice Postings	600.00
Inv 77344 Total		600.00

Check Number	Check Date	Amount
Inv 77426		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Public Notice	468.00
Inv 77426 Total		468.00
Inv 77543		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Public Notice Postings	624.00
Inv 77543 Total		624.00
316312 Total:		30,594.50
OLNP8010 - Outlook Newspapers Group Total:		30,594.50
OREI6711 - O' Reilly Automotive Inc.		
316309	04/19/2023	
Inv 3213-297992		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2023	Building Maint.-Vehicle Maint. Supplies Unit #612	27.35
Inv 3213-297992 Total		27.35
316309 Total:		27.35
OREI6711 - O' Reilly Automotive Inc. Total:		27.35
OVDR8011 - OverDrive Inc.		
0	04/19/2023	
Inv 01148CO23061654		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/25/2023	eBooks / eAudiobooks	1,447.89
Inv 01148CO23061654 Total		1,447.89
Inv 01148CO23077547		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	eBooks / eAudiobooks	1,709.62
Inv 01148CO23077547 Total		1,709.62
Inv 01148CO23077548		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	eBooks / eAudiobooks	623.88
Inv 01148CO23077548 Total		623.88

Check Number	Check Date	Amount
Inv	01148CO23090730	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	eBooks / eAudiobooks	62.95
Inv 01148CO23090730 Total		62.95
Inv	01148DA23067233	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	eBooks / eAudiobooks	103.98
Inv 01148DA23067233 Total		103.98
0 Total:		3,948.32
OVDR8011 - OverDrive Inc. Total:		3,948.32
PALEOWST - PaleoWest, LLC		
316316	04/19/2023	
Inv	11864	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2023	Historical Resource Evaluation - 1648 Spruce Street	6,004.00
Inv 11864 Total		6,004.00
316316 Total:		6,004.00
PALEOWST - PaleoWest, LLC Total:		6,004.00
PATWILLS - Williams, Patricia		
316397	04/19/2023	
Inv	03/02/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/02/2023	Fire - Refund for double payment for Paramedic Program	80.00
Inv 03/02/2023 Total		80.00
316397 Total:		80.00
PATWILLS - Williams, Patricia Total:		80.00
PEG4590 - NUFIC		
316308	04/19/2023	
Inv	February 2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/17/2023	AD&D Employee Insurance Coverage	207.00
02/17/2023	AD&D Employee Insurance Coverage	797.95
Inv February 2023 Total		1,004.95

Check Number	Check Date	Amount
Inv	March 2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/17/2023	AD&D Employee Insurance Coverage	204.00
03/17/2023	AD&D Employee Insurance Coverage	789.20
Inv March 2023 Total		993.20
316308 Total:		1,998.15
PEG4590 - NUFIC Total:		1,998.15
PER4290 - Pers Health Insurance		
0	04/19/2023	
Inv	PR 03/17/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2023	Retiree Employee Health Premium - March 2023	29,455.99
03/15/2023	Admin Fee for Active & Retired Health Insurance - March 2023	742.00
Inv PR 03/17/2023 Total		30,197.99
0 Total:		30,197.99
PER4290 - Pers Health Insurance Total:		30,197.99
PGXI4011 - Prime Graphix Inc.		
316329	04/19/2023	
Inv	4077	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	Graphics for vehicle conversion unit #0521	766.50
Inv 4077 Total		766.50
316329 Total:		766.50
PGXI4011 - Prime Graphix Inc. Total:		766.50
PHOE4610 - Phoenix Group Information Systems		
316325	04/19/2023	
Inv	012023184	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2023	Citations Processed January 2023	3,286.75
Inv 012023184 Total		3,286.75
Inv	022023184	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
03/17/2023	Citations processed February 2023	4,822.28
Inv 022023184 Total		4,822.28
316325 Total:		8,109.03
PHOE4610 - Phoenix Group Information Systems Total:		8,109.03
PHOLAM - Lam, Phuong		
316288	04/19/2023	
Inv 129842		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Refund for recreational class. Admin fee applied.	219.00
Inv 129842 Total		219.00
316288 Total:		219.00
PHOLAM - Lam, Phuong Total:		219.00
PHS4011 - Pasadena Humane Society		
316319	04/19/2023	
Inv Mar2023SoPas		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/10/2023	Animal Control Services: March 2023	14,456.90
Inv Mar2023SoPas Total		14,456.90
316319 Total:		14,456.90
PHS4011 - Pasadena Humane Society Total:		14,456.90
PIT8031 - Pitney Bowes Bank, Inc. Reserve Account		
316326	04/19/2023	
Inv 35756428		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	Reserve account for postage meter	650.00
04/03/2023	Reserve account for postage meter	1,000.00
04/03/2023	Reserve account for postage meter	2,010.00
04/03/2023	Reserve account for postage meter	650.00
Inv 35756428 Total		4,310.00
316326 Total:		4,310.00
PIT8031 - Pitney Bowes Bank, Inc. Reserve Account Total:		4,310.00

PLWK7011 - PlaceWorks, Inc.

316327 04/19/2023

Inv 81200

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2023	Consultant for General Plan Update (Downtown Specific Plan)	335.00

Inv 81200 Total		335.00
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316327 Total:		335.00
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PLWK7011 - PlaceWorks, Inc. Total:

335.00

PMAB8021 - Budka, Pamela Avry

316206 04/19/2023

Inv 9847

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- SENIOR CHAIR YOGA MC	80.00

Inv 9847 Total		80.00
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Inv 9848

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- SENIOR CHAIR YOGA WA	96.00

Inv 9848 Total		96.00
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Inv 9854

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- SENIOR CHAIR MEDITAT	60.00

Inv 9854 Total		60.00
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Inv 9855

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR- SENIOR MEDITATION WA	56.00

Inv 9855 Total		56.00
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316206 Total:		292.00
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PMAB8021 - Budka, Pamela Avry Total:

292.00

POR4707 - United Site Services, Inc.

316382 04/19/2023

Inv INV-01453599

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2023	Portable Toilet at Skate Park.	368.34

Check Number	Check Date	Amount
Inv INV-01453599 Total		368.34
		<hr/>
316382 Total:		368.34
		<hr/>
POR4707 - United Site Services, Inc. Total:		368.34
POS5265 - Post Alarm Systems		
0	04/19/2023	
Inv 1568000		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2023	Post Alarm Services for War Memorial Building	54.33
03/20/2023	Post Alarm Services for Orange Grove Recreation Center	54.33
Inv 1568000 Total		108.66
		<hr/>
0 Total:		108.66
		<hr/>
POS5265 - Post Alarm Systems Total:		108.66
PPSS8520 - Pacific Parking Systems Inc.		
316315	04/19/2023	
Inv 16328		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	Contract Maintenance Venstation - March 2023 to February 2024.	1,100.00
Inv 16328 Total		1,100.00
Inv 16330		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/10/2023	Venstation Thermal Paper	281.68
Inv 16330 Total		281.68
		<hr/>
316315 Total:		1,381.68
		<hr/>
PPSS8520 - Pacific Parking Systems Inc. Total:		1,381.68
PRCFCA - Parks Coffee California		
316317	04/19/2023	
Inv 70115222		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Senior Center Coffee	150.64
Inv 70115222 Total		150.64
		<hr/>
316317 Total:		150.64

Check Number	Check Date		Amount
PRCFCA - Parks Coffee California Total:			150.64
PRFORMA - Pro Forma Advisors LLC			
316330	04/19/2023		
Inv	11-527.02		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/08/2023	Consultant for the Arroyo Seco Golf Course		8,250.00
Inv 11-527.02 Total			8,250.00
316330 Total:			8,250.00
PRFORMA - Pro Forma Advisors LLC Total:			8,250.00
PSCY8520 - Pasadena Cyclery			
316318	04/19/2023		
Inv	030423134539892		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/08/2023	Police bike service and repairs		236.28
Inv 030423134539892 Total			236.28
316318 Total:			236.28
PSCY8520 - Pasadena Cyclery Total:			236.28
PSLSV802 - Pasadena Live Scan Service			
316320	04/19/2023		
Inv	1168		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Live Scan Services - February 2023		250.00
Inv 1168 Total			250.00
316320 Total:			250.00
PSLSV802 - Pasadena Live Scan Service Total:			250.00
PUFG8267 - Wong, Pauline Sam			
0	04/19/2023		
Inv	9593		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	CONTRACT CLASS INSTRUCTOR-ADULT LINE DANCE WAL		165.75
Inv 9593 Total			165.75

Check Number	Check Date	Amount
Inv 9873		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	CONTRACT CLASS INSTRUCTOR-SENIOR LINE DANCE WAI	256.00
Inv 9873 Total		256.00
0 Total:		421.75
PUFG8267 - Wong, Pauline Sam Total:		421.75
PUWA8020 - Pure Water		
0	04/19/2023	
Inv 202122946		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2021	Fire - Drinking Water June 2021	60.21
Inv 202122946 Total		60.21
Inv 202126398		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Fire - Drinking Water Feb 2022	80.21
Inv 202126398 Total		80.21
Inv 202129141		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Fire - Drinking Water Aug 2022	86.24
Inv 202129141 Total		86.24
Inv 202129599		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2022	Fire - Drinking Water Sept 2022	86.24
Inv 202129599 Total		86.24
Inv 202129798		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2022	Fire - Drinking Water Nov 2022	86.24
Inv 202129798 Total		86.24
Inv 202130065		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2022	Fire - Drinking Water Oct 2022	86.24
Inv 202130065 Total		86.24
Inv 2022230652		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
01/01/2023	Fire - Drinking Water 2023 Jan	86.24
Inv 2022230652	Total	86.24
Inv 202230263		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	Fire - Drinking Water Dec 2022	86.24
Inv 202230263	Total	86.24
Inv 20233050		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2023	Fire - Drinking Water 2023 Feb	86.24
Inv 20233050	Total	86.24
Inv 2023382		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Fire - Drinking Water 2023 March	66.24
Inv 2023382	Total	66.24
0 Total:		810.34
PUWA8020 - Pure Water Total:		810.34
RAPTRENT - Raptor Events LLC		
316335	04/19/2023	
Inv 1659		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/24/2023	Trapping and Humane Removal of Peafowl.	1,000.00
Inv 1659	Total	1,000.00
316335 Total:		1,000.00
RAPTRENT - Raptor Events LLC Total:		1,000.00
RatPactI - ASM Industrial Corp.		
316192	04/19/2023	
Inv 14390		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/10/2023	Monthly Gopher Abatement for Feb 2022-Arroyo Park	500.00
Inv 14390	Total	500.00
Inv 14483		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/23/2023	Monthly Gopher Abatement for Feb 2022, 2nd visit Arroyo Park	500.00

Check Number	Check Date	Amount
Inv 14483 Total		500.00
316192 Total:		1,000.00
RatPactI - ASM Industrial Corp. Total:		1,000.00
RDRKDVS - Davis, Roderick		
0	04/19/2023	
Inv 04142023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	DJ for Senioor Center Prom	499.00
Inv 04142023 Total		499.00
0 Total:		499.00
RDRKDVS - Davis, Roderick Total:		499.00
REPA8170 - R.E. Patterson & Associates		
316331	04/19/2023	
Inv 1446		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Delivery of Draft Local Hazard Mitigation Plan	7,500.00
Inv 1446 Total		7,500.00
316331 Total:		7,500.00
REPA8170 - R.E. Patterson & Associates Total:		7,500.00
RFCI8180 - Raftelis Financial Consult.Svcs. Inc.		
316332	04/19/2023	
Inv 27173		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	PD Assessment services February 1-28, 2023	18,300.00
Inv 27173 Total		18,300.00
316332 Total:		18,300.00
RFCI8180 - Raftelis Financial Consult.Svcs. Inc. Total:		18,300.00
RHCC7101 - Rio Hondo College		
316340	04/19/2023	

Check Number	Check Date	Amount
Inv	S23-131-ZSPS	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2023	Mandatory Post Supervisor school for Cpl. Borrello	228.00
Inv S23-131-ZSPS Total		228.00
316340 Total:		228.00
RHCC7101 - Rio Hondo College Total:		228.00
RIAL6501 - Arriola, Richard		
316190	04/19/2023	
Inv	3/4/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Mileage Reimbursement	17.42
Inv 3/4/2023 Total		17.42
316190 Total:		17.42
RIAL6501 - Arriola, Richard Total:		17.42
RICHCHEN - Chen, Richard H		
316216	04/19/2023	
Inv	129169	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	Partial Refund for class cancellation due to rain.	16.60
Inv 129169 Total		16.60
316216 Total:		16.60
RICHCHEN - Chen, Richard H Total:		16.60
RIHZ6601 - Hernandez, Ricardo		
316270	04/19/2023	
Inv	3/12/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Mileage Reimbursement PW Operations	8.91
Inv 3/12/2023 Total		8.91
Inv	3/3/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Mileage Reimbursement PW Operations	7.47
Inv 3/3/2023 Total		7.47

Check Number	Check Date	Amount
Inv	3/4/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Mileage Reimbursement PW Operations	9.56
Inv 3/4/2023 Total		9.56
316270 Total:		25.94
RIHZ6601 - Hernandez, Ricardo Total:		25.94
RLPADASS - Ralph Anderson & Associates		
316333	04/19/2023	
Inv	INV-04179	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/10/2023	Professional Services - Recruitment for Deputy Police Chief	7,425.00
Inv INV-04179 Total		7,425.00
316333 Total:		7,425.00
RLPADASS - Ralph Anderson & Associates Total:		7,425.00
RIPU8540 - Roadline Products Inc. USA		
316341	04/19/2023	
Inv	18214	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2022	"Special Event Ahead" signs-Tiger Run 2022	1,427.75
Inv 18214 Total		1,427.75
316341 Total:		1,427.75
RIPU8540 - Roadline Products Inc. USA Total:		1,427.75
RMSF8025 - Routematch Software LLC		
0	04/19/2023	
Inv	7632	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	Transit Division Data Management System: 09/01/22-08/31/23	7,000.00
Inv 7632 Total		7,000.00
0 Total:		7,000.00
RMSF8025 - Routematch Software LLC Total:		7,000.00

ROTH6010 - Roth Staffing Companies, L.P.

0	04/19/2023	
Inv	14322885	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/24/2023	Front Desk & Clerical Services for Finance: W/E 03/19/23	1,344.00
Inv 14322885 Total		1,344.00
Inv	14325748	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2023	Front Desk & Clerical Services for Finance: W/E 03/26/23	1,446.90
Inv 14325748 Total		1,446.90
0 Total:		2,790.90

ROTH6010 - Roth Staffing Companies, L.P. Total: 2,790.90

ROWI2011 - Right of Way Inc.

316339	04/19/2023	
Inv	62181	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	On-Call Services for Traffic Control for AI Fresco K-Rails.Sep22	1,382.00
Inv 62181 Total		1,382.00
Inv	62540	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	On-Call Services for Traffic Control for AI Fresco K-Rails.Oct22	1,382.00
Inv 62540 Total		1,382.00
Inv	63280	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	Services for Traffic Control for AI Fresco K-Rails Insurance 22	3,917.00
Inv 63280 Total		3,917.00
Inv	63281	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	On-Call Services for Traffic Control for AI Fresco K-Rails.Nov22	1,382.00
Inv 63281 Total		1,382.00
Inv	63331	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	On-Call Services for Traffic Control for AI Fresco K-Rails.Dec22	1,382.00
Inv 63331 Total		1,382.00

Check Number	Check Date	Amount
Inv 63332		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	On-Call Services for Traffic Control for AI Fresco K-Rails.Jan23	1,382.00
Inv 63332 Total		1,382.00
Inv 63711		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	On-Call Services for Traffic Control for AI Fresco K-Rails.Feb23	1,382.00
Inv 63711 Total		1,382.00
Inv 64053		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	On-Call Services for Traffic Control for AI Fresco K-Rails Mar23	1,382.00
Inv 64053 Total		1,382.00
316339 Total:		13,591.00
ROWI2011 - Right of Way Inc. Total:		13,591.00
RTPC5500 - Regional TAP Service Center		
316337	04/19/2023	
Inv 6018882		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2023	Metro 30 Day Senior Bus Pass subsidy payment for February 2023	212.00
Inv 6018882 Total		212.00
316337 Total:		212.00
RTPC5500 - Regional TAP Service Center Total:		212.00
SAN4958 - San Marino Security System		
316346	04/19/2023	
Inv 39830		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2023	Fire and burglar alarm system lease Cost includes installation	2,080.00
Inv 39830 Total		2,080.00
316346 Total:		2,080.00
SAN4958 - San Marino Security System Total:		2,080.00

Check Number	Check Date		Amount
SAN4961 - San Gabriel Valley Council of Governments			
316343	04/19/2023		
Inv	SGV-ULAR-23-15		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2022	Administration and cost sharing CIMP		7,185.00
Inv	SGV-ULAR-23-15 Total		7,185.00
316343 Total:			7,185.00
SAN4961 - San Gabriel Valley Council of Governments Total:			7,185.00
SAVGTRN - Savage Training Group LLC			
316348	04/19/2023		
Inv	2037		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/30/2023	Response Tactics trainings for several officers 04/18/23		1,749.00
Inv	2037 Total		1,749.00
316348 Total:			1,749.00
SAVGTRN - Savage Training Group LLC Total:			1,749.00
SAXE2013 - Saxe-Clifford PH.D, Susan			
316349	04/19/2023		
Inv	23-0320-3		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/20/2023	Psychological evaluation for CCW applicant		450.00
Inv	23-0320-3 Total		450.00
316349 Total:			450.00
SAXE2013 - Saxe-Clifford PH.D, Susan Total:			450.00
SCO3311 - State Controller			
316359	04/19/2023		
Inv	FAUD-00003746		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/22/2023	Annual Street Report - 07/01/22-06/30/23		3,185.75
Inv	FAUD-00003746 Total		3,185.75
316359 Total:			3,185.75

Check Number	Check Date		Amount
SCO3311 - State Controller Total:			3,185.75
SCOT8300 - So Cal Office Technologies			
316357	04/19/2023		
Inv	CM138683		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/09/2023	Credit memo		-2,729.34
Inv	CM138683 Total		-2,729.34
Inv	IN3258877		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/09/2023	AN CO72:21L124-002-S Services for 11/18/2022 - 12/22/2022		26.64
Inv	IN3258877 Total		26.64
Inv	IN3344022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/21/2023	AN CO72:21L124-002-S Services for 12/22/2022 - 3/21/2023		9,448.65
Inv	IN3344022 Total		9,448.65
316357 Total:			6,745.95
SCOT8300 - So Cal Office Technologies Total:			6,745.95
SCRBHLDG - ScribSoft Holdings, Inc.			
316350	04/19/2023		
Inv	PER00026642		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2023	CCW fee processing January 2023		157.00
Inv	PER00026642 Total		157.00
Inv	PER00027039		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	CCW fee processing February 2023		2.00
Inv	PER00027039 Total		2.00
316350 Total:			159.00
SCRBHLDG - ScribSoft Holdings, Inc. Total:			159.00
SCRR4010 - Superior Court of California, County of LA			
316362	04/19/2023		
Inv	February 2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
02/15/2023	Parking Citation Revenue Disbursement February 2023	3,915.00
Inv February 2023 Total		3,915.00
Inv January 2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2023	Parking Citation Revenue Disbursement January 2023	4,080.00
Inv January 2023 Total		4,080.00
316362 Total:		7,995.00
SCRR4010 - Superior Court of California, County of LA Total:		7,995.00
SDSI0107 - SDS Security Design Systems		
316351	04/19/2023	
Inv 240606		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	PD Securiry System April 2023	65.18
Inv 240606 Total		65.18
Inv 240607		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	PD Securiry System April 2023	217.46
Inv 240607 Total		217.46
Inv 240608		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	PD Securiry System April 2023	113.00
Inv 240608 Total		113.00
Inv 240609		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	PD Securiry System April 2023	30.00
Inv 240609 Total		30.00
316351 Total:		425.64
SDSI0107 - SDS Security Design Systems Total:		425.64
SEITECIN - SEITec, Inc.		
316352	04/19/2023	
Inv 1027-001-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/07/2023	E. Monterey Park Drainage Improvement Project	12,138.27

Check Number	Check Date		Amount
		Inv 1027-001-1 Total	12,138.27
		316352 Total:	12,138.27
		SEITECIN - SEITec, Inc. Total:	12,138.27
		SGMC2013 - St. George's Medical Clinic	
0	04/19/2023		
		Inv 138777	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		02/28/2023	Medical Exam
			175.00
		Inv 138777 Total	175.00
		Inv 140864	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		02/28/2023	Medical Exam
			75.00
		Inv 140864 Total	75.00
		Inv 141071	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		02/28/2023	Medical Exam
			75.00
		Inv 141071 Total	75.00
		Inv 141099	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		02/28/2023	Medical Exam
			175.00
		Inv 141099 Total	175.00
		Inv 80830	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		02/28/2023	Medical Exam
			120.00
		Inv 80830 Total	120.00
		0 Total:	620.00
		SGMC2013 - St. George's Medical Clinic Total:	620.00
		SGVE2011 - San Gabriel Valley City Managers' Association	
316342	04/19/2023		
		Inv 03152023	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		03/13/2023	SGVCMA Lunch Meeting 3-15-2023 (3 Executive Team members)
			105.00

Check Number	Check Date		Amount
Inv 03152023	Total		105.00
			<hr/>
316342	Total:		105.00
			<hr/>
SGVE2011 - San Gabriel Valley City Managers' Association Total:			105.00
SGVMC111 - San Gabriel Valley Medical Center			
316344	04/19/2023		
Inv	902007		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/10/2023	Blood alcohol withdrawal		48.00
Inv 902007	Total		48.00
Inv	902716		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/13/2023	Blood alcohol withdrawal		48.00
Inv 902716	Total		48.00
			<hr/>
316344	Total:		96.00
			<hr/>
SGVMC111 - San Gabriel Valley Medical Center Total:			96.00
SGVWA - San Gabriel Valley Water Association			
316345	04/19/2023		
Inv	2023-Fees		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/13/2023	SGVWA 2023 Producer Membership Fees		4,157.57
Inv 2023-Fees	Total		4,157.57
			<hr/>
316345	Total:		4,157.57
			<hr/>
SGVWA - San Gabriel Valley Water Association Total:			4,157.57
SHBE8032 - Bee, Shuny			
316200	04/19/2023		
Inv	9596		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	CONTRACT CLASS INSTRUCTOR-ADULT JEETKUNEDO		195.00
Inv 9596	Total		195.00
Inv	9647		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	CONTRACT CLASS INSTRUCTOR-TAEKWONDO 4:15 CLASS		195.00

Check Number	Check Date		Amount
Inv 9647 Total			195.00
Inv 9653			
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	CONTRACT CLASS INSTRUCTOR-TAEKWONDO 5:15 CLASS		97.50
Inv 9653 Total			97.50
316200 Total:			487.50
SHBE8032 - Bee, Shuny Total:			487.50
SHO7777 - Showcases			
0	04/19/2023		
Inv 325810			
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/22/2023	BluRay & DVD cases		429.95
Inv 325810 Total			429.95
Inv 325896			
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/03/2023	CD cases		302.40
Inv 325896 Total			302.40
0 Total:			732.35
SHO7777 - Showcases Total:			732.35
SHRASNDV - Sandoval, Sharae			
316347	04/19/2023		
Inv 02/23/23			
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/14/2023	reimbursement for training expenses for 2 dispatchers rap sheets		94.47
Inv 02/23/23 Total			94.47
Inv 6108350279			
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/29/2023	Women Leaders of Law Enforcement wellness training		33.85
Inv 6108350279 Total			33.85
316347 Total:			128.32

Check Number	Check Date	Amount
SHRASNDV - Sandoval, Sharae Total:		128.32
SNWK5270 - Wakui, Masahiko		
316389	04/19/2023	
Inv	129127	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	Partial refund for class cancelation due to rain.	16.60
Inv 129127 Total		16.60
316389 Total:		16.60
SNWK5270 - Wakui, Masahiko Total:		16.60
SOU5340 - City of South Pasadena-Library Petty Cash		
316223	04/19/2023	
Inv	01/31/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2023	Professional Services for Library Parcel Tax: FY 2022-2023	5.05
Inv 01/31/2023 Total		5.05
Inv	02/10/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/10/2023	Postage stamps	25.20
Inv 02/10/2023 Total		25.20
Inv	02/13/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/13/2023	2023 Arts Crawl supplies	11.60
Inv 02/13/2023 Total		11.60
Inv	02/17/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/17/2023	Raymond Hotel photo for Local History Collection	10.97
Inv 02/17/2023 Total		10.97
Inv	03/01/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Flashlights for staff	23.35
03/01/2023	Supplies for City's 135th Birthday Tribute	3.29
Inv 03/01/2023 Total		26.64
Inv	03/06/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
03/06/2023		Flannel Board for Story Time	55.51
Inv 03/06/2023 Total			55.51
Inv	03/22/2023		
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/22/2023		Postage for Volunteer Recognition Event invitations	75.60
Inv 03/22/2023 Total			75.60
316223 Total:			210.57
SOU5340 - City of South Pasadena-Library Petty Cash Total:			210.57
SPBK - Springbrook Holding Company, LLC			
0	04/19/2023		
Inv	INV-012178		
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/08/2023		CivicPay Pad Transaction Fees (Feb 2023)	124.00
Inv INV-012178 Total			124.00
0 Total:			124.00
SPBK - Springbrook Holding Company, LLC Total:			124.00
SPMN3010 - City of South Pasadena			
316221	04/19/2023		
Inv	14044-03.22.23		
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/29/2023		Water utility bill for Dog Park 03/2023	664.26
Inv 14044-03.22.23 Total			664.26
Inv	19126-03.22.23		
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/29/2023		Water utility bill for Park Dept. 03/2023	433.43
Inv 19126-03.22.23 Total			433.43
Inv	19386-03.22.23		
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/29/2023		Water utility bill for Arroyo Park(stoney dr.) 03/2023	487.26
Inv 19386-03.22.23 Total			487.26
Inv	19387-03.22.23		
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/29/2023		Water utility bill for Arroyo Park(san pasquel) 03/2023	516.76

Check Number	Check Date	Amount
Inv 19387-03.22.23 Total		516.76
316221 Total:		2,101.71
SPMN3010 - City of South Pasadena Total:		2,101.71
SPMSBOST - SPMS Athletic Boosters		
316358	04/19/2023	
Inv 129917		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Refundable deposit for the reservation of WMB on March 11, 23	561.00
Inv 129917 Total		561.00
316358 Total:		561.00
SPMSBOST - SPMS Athletic Boosters Total:		561.00
SRYC5011 - Stericycle Inc.		
316360	04/19/2023	
Inv 3006402795		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2023	Fire - Hazardous materials	163.02
Inv 3006402795 Total		163.02
316360 Total:		163.02
SRYC5011 - Stericycle Inc. Total:		163.02
SSSS8267 - Round Star West, LLC		
0	04/19/2023	
Inv 9353		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Contract Class Instructor- Super Soccer 2-3 Years	418.60
Inv 9353 Total		418.60
Inv 9354		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Contract Class Instructor- Super Soccer 3-4 Years	523.25
Inv 9354 Total		523.25
Inv 9609		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
03/01/2023	Contract Class Instructor Soccer - Parent & Me	44.85
Inv 9609 Total		44.85
Inv 9618		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Contract Class Instructor Soccer- 3-4 Years	44.85
Inv 9618 Total		44.85
0 Total:		1,031.55
SSSS8267 - Round Star West, LLC Total:		1,031.55
STA5219 - Staples Business Advantage		
0	04/19/2023	
Inv 3520913681		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/20/2022	Public Works Department- Street Div. Office Supplies	346.84
Inv 3520913681 Total		346.84
Inv 3520913682		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/20/2022	Public Works Department- Operation Yard Office Supplies	70.55
Inv 3520913682 Total		70.55
Inv 3521447795		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/27/2022	Public Works Department- Water Division Office Supplies	76.60
Inv 3521447795 Total		76.60
Inv 3522791188		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	Office Supplies Community Development	860.89
Inv 3522791188 Total		860.89
Inv 3522791189		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2022	Office Supplies Community Development	84.30
Inv 3522791189 Total		84.30
Inv 3523399850		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/18/2022	Public Works Department- Operation Yard Admin Office Supplies	57.37

Check Number	Check Date	Amount
Inv 3523399850	Total	57.37
Inv	3525170577	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/09/2022	Office Supplies Community Development	1,035.14
Inv 3525170577	Total	1,035.14
Inv	3525445476	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2022	Office Supplies credit memo	-533.59
Inv 3525445476	Total	-533.59
Inv	3525445477	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/13/2022	Public Works Department- Operation Yard Office Supplies	98.10
Inv 3525445477	Total	98.10
Inv	3526125022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/23/2022	Public Works Department- Yard Breakroom Supplies	49.29
12/23/2022	Public Works Department- Yard Breakroom Supplies	49.29
12/23/2022	Public Works Department- Street Division Office Supplies	376.85
12/23/2022	Public Works Department- Yard Breakroom Supplies	49.29
12/23/2022	Public Works Department- Yard Breakroom Supplies	49.29
12/23/2022	Public Works Department- Yard Breakroom Supplies	49.29
12/23/2022	Public Works Department- Yard Breakroom Supplies	49.29
Inv 3526125022	Total	672.59
Inv	3527085219	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/23/2022	Public Works Department- Yard Office Supplies	23.02
12/23/2022	Public Works Department- Yard Office Supplies	52.32
Inv 3527085219	Total	75.34
Inv	3527637845	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2023	Office Supplies Community Development	-757.42
Inv 3527637845	Total	-757.42
Inv	3527706889	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/12/2023	Office Supplies Community Development	670.68
Inv 3527706889	Total	670.68

Check Number	Check Date	Amount
Inv	3528855565	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2023	PD Office Supplies	349.05
Inv 3528855565 Total		349.05
Inv	3529699914	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2023	Fire - Office Supplies	126.27
Inv 3529699914 Total		126.27
Inv	3529699915	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Engineering Supplies	501.51
Inv 3529699915 Total		501.51
Inv	3529699916	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2023	PD Office Supplies	91.41
Inv 3529699916 Total		91.41
Inv	3530018854	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/04/2023	PD Office Supplies	555.12
Inv 3530018854 Total		555.12
Inv	3530248051	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/09/2023	Office Supplies Community Development	223.79
Inv 3530248051 Total		223.79
Inv	3530325776	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/10/2023	Office Supplies Community Development	59.99
Inv 3530325776 Total		59.99
Inv	3530844125	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/17/2023	Office Supplies for Department	228.44
Inv 3530844125 Total		228.44
Inv	3531308777	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/23/2023	file folders, boxes, erasers, cardstock, soap, notepads, paper	169.13

Check Number	Check Date	Amount
Inv 3531308777 Total		169.13
Inv 3531677657		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Office Supplies	147.15
Inv 3531677657 Total		147.15
Inv 3531677658		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/25/2023	PD Office Supplies	130.64
Inv 3531677658 Total		130.64
Inv 3531677659		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	Senior Center supplies	213.60
Inv 3531677659 Total		213.60
Inv 3531677660		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	Senior Center supplies	27.61
Inv 3531677660 Total		27.61
Inv 3531999395		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Fire - Office Supplies	44.62
Inv 3531999395 Total		44.62
Inv 3531999396		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/23/2023	tripod	34.72
Inv 3531999396 Total		34.72
Inv 3531999397		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Engineering Supplies	114.40
Inv 3531999397 Total		114.40
Inv 3532130491		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	batteries, push pins	23.26
Inv 3532130491 Total		23.26

Check Number	Check Date	Amount
Inv 3532130492		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	address labels	19.81
Inv 3532130492 Total		19.81
Inv 3532194289		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/02/2023	backup batteries	352.76
Inv 3532194289 Total		352.76
Inv 3532275142		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/02/2023	petty cash book, paper plates, desk organizer	47.98
Inv 3532275142 Total		47.98
Inv 3532449122		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/04/2023	Fire - Office Toner	125.45
Inv 3532449122 Total		125.45
Inv 3532449123		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/04/2023	PW Operations Admin Office Supplies	82.86
Inv 3532449123 Total		82.86
Inv 3532742816		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2023	PD Office Supplies	507.59
Inv 3532742816 Total		507.59
Inv 3532917036		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2023	PD Office Supplies	374.59
Inv 3532917036 Total		374.59
Inv 3533001431		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Office Supplies	74.01
Inv 3533001431 Total		74.01
Inv 3533001432		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/09/2023	softstep round trashcans	165.34

Check Number	Check Date	Amount
Inv 3533001432 Total		165.34
Inv 3533001433		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/09/2023	PD Office Supplies	8.57
Inv 3533001433 Total		8.57
Inv 3533098703		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2023	Fire - Office Supplies	52.69
Inv 3533098703 Total		52.69
Inv 3533098704		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2023	Office Supplies for Department	193.09
Inv 3533098704 Total		193.09
Inv 3533231672		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2023	Fire - Office Supplies	61.34
Inv 3533231672 Total		61.34
Inv 3533231673		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2023	label tape, lysol, pencils, post-its	66.59
Inv 3533231673 Total		66.59
Inv 3533393726		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2023	paper, notebooks	89.51
Inv 3533393726 Total		89.51
Inv 3533488984		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	CM Office Supplies: Admin. Secretary: Web cam	77.16
Inv 3533488984 Total		77.16
Inv 3533488985		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	CMO Computer Supplies - foot & back rest: Admin. Secretary	55.11
Inv 3533488985 Total		55.11

Check Number	Check Date	Amount
Inv	3533488986	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	CMO Supplies: Admin. Secretary Keyboard and Mouse	60.63
Inv 3533488986 Total		60.63
Inv	3533488987	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2023	Swiffer cleaning supplies	198.48
Inv 3533488987 Total		198.48
Inv	3533488988	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	Office Supplies for Department	115.38
Inv 3533488988 Total		115.38
Inv	3533488989	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	PD Office Supplies	99.73
Inv 3533488989 Total		99.73
Inv	3533552717	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2023	Commissioner Congress Name Badges	599.03
Inv 3533552717 Total		599.03
Inv	3533552718	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/25/2023	Engineering Supplies	130.69
Inv 3533552718 Total		130.69
Inv	3533552719	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2023	Office Supplies for Community Development	545.48
Inv 3533552719 Total		545.48
Inv	3533552721	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	Senior Center supplies	160.79
Inv 3533552721 Total		160.79
Inv	3533616052	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	Office Supplies for Department	78.76

Check Number	Check Date	Amount
Inv 3533616052	Total	78.76
Inv 3533616053		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	Public Works Department- Sewer Div. Office Supplies	334.53
Inv 3533616053	Total	334.53
Inv 3533616054		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	Public Works Department- Operation Yard Office Supplies	23.90
03/23/2023	Public Works Department- Operation Yard Office Supplies	23.89
Inv 3533616054	Total	47.79
Inv 3533905656		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/25/2023	Front Lobby Security Desk Supplies	49.70
Inv 3533905656	Total	49.70
Inv 3533905657		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/25/2023	Engineering Supplies	66.14
Inv 3533905657	Total	66.14
Inv 3533905658		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2023	Engineering Supplies	132.13
Inv 3533905658	Total	132.13
Inv 3534006803		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	PD Office Supplies	459.37
Inv 3534006803	Total	459.37
Inv 3534069801		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	PD Office Supplies	78.82
Inv 3534069801	Total	78.82
Inv 3534889746		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2023	Office Supplies for Community Development	170.66
Inv 3534889746	Total	170.66

Check Number	Check Date	Amount
0 Total:		11,480.66
STA5219 - Staples Business Advantage Total:		11,480.66
STSM1020 - Studio Spectrum, Inc.		
0	04/19/2023	
Inv	192313	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2023	Video Production Services: December 2022	4,490.00
Inv 192313 Total		4,490.00
Inv	192357	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Video Production Services: February 2023	9,040.00
Inv 192357 Total		9,040.00
0 Total:		13,530.00
STSM1020 - Studio Spectrum, Inc. Total:		13,530.00
SUVA8022 - Sunset Vans Inc.		
316361	04/19/2023	
Inv	24038	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/06/2023	45 days ramp inspection Veh # 80	150.00
Inv 24038 Total		150.00
316361 Total:		150.00
SUVA8022 - Sunset Vans Inc. Total:		150.00
SWA2992 - Swank Motion Pictures, Inc		
316363	04/19/2023	
Inv	BO 2030322	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2023	Movie License fee for summer Movies in the park.	1,995.00
Inv BO 2030322 Total		1,995.00
316363 Total:		1,995.00
SWA2992 - Swank Motion Pictures, Inc Total:		1,995.00

Check Number	Check Date		Amount
SWOR8032 - Swords Fencing Studio			
316364	04/19/2023		
Inv	9663		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	CONTRACT CLASS INSTRUCTOR- FENCING		288.00
Inv 9663 Total			288.00
316364 Total:			288.00
SWOR8032 - Swords Fencing Studio Total:			288.00
TACTSECR - Tactical Integrated Security			
316365	04/19/2023		
Inv	1113		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/27/2023	New Exterior Camera Installation		3,206.00
Inv 1113 Total			3,206.00
316365 Total:			3,206.00
TACTSECR - Tactical Integrated Security Total:			3,206.00
TAMBRIAN - Tam, Brian			
316366	04/19/2023		
Inv	DW0423-01		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	Dishwasher Rebate		500.00
Inv DW0423-01 Total			500.00
316366 Total:			500.00
TAMBRIAN - Tam, Brian Total:			500.00
TAMMA - Ma, Tamara			
316296	04/19/2023		
Inv	DW0323-02		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/03/2023	Dishwasher Rebate		500.00
Inv DW0323-02 Total			500.00
316296 Total:			500.00

Check Number	Check Date		Amount
TAMMA - Ma, Tamara Total:			500.00
TES1111 - Tesfaye, Anteneh			
316368	04/19/2023		
Inv	11/03/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/03/2022	Halloween Decoration Winner Lunch Expense		178.44
Inv 11/03/2022 Total			178.44
316368 Total:			178.44
TES1111 - Tesfaye, Anteneh Total:			178.44
TFFCHEN - Chen, Tiffany			
316217	04/19/2023		
Inv	129156		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2023	Partial refund for class cancelation due to rain.		16.60
Inv 129156 Total			16.60
316217 Total:			16.60
TFFCHEN - Chen, Tiffany Total:			16.60
THES8267 - Siegel, Theodore			
316354	04/19/2023		
Inv	04102023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/20/2023	Senior Ctr Presentation & screening of Adeventures of Robinhood		150.00
Inv 04102023 Total			150.00
316354 Total:			150.00
THES8267 - Siegel, Theodore Total:			150.00
THGRTRTR - The Green Trees Trust			
316369	04/19/2023		
Inv	129943		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2023	Refundable Deposit for facility reservation.		280.00
Inv 129943 Total			280.00

Check Number	Check Date	Amount
Inv 129944		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Partial refund for reservation venue change.	247.00
Inv 129944 Total		247.00
316369 Total:		527.00
THGRTRTR - The Green Trees Trust Total:		527.00
TIM4011 - Time Warner Cable		
316373	04/19/2023	
Inv 0029763022723		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/27/2023	AN 8448 20 899 0029763 - 1422 Mission St - Control Acct	234.55
Inv 0029763022723 Total		234.55
Inv 0052005022623		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/26/2023	AN 8448 20 899 0052005 Services for 1/1-2/10/23 & 2/11-3/10/23	6,947.63
Inv 0052005022623 Total		6,947.63
Inv 0070193020123		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2023	AN 8448 30 008 0070193 Internet Srvc Feb 2023 - 660 Stoney Dr	83.95
Inv 0070193020123 Total		83.95
Inv 0070193030123		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	AN 8448 30 008 0070193 Services March 2023 - 660 Stoney Drive	83.95
Inv 0070193030123 Total		83.95
Inv 0224964020823		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2023	AN 8448 30 008 0224964 Services for 2/8-3/7/2023 1414 Mission S	58.90
Inv 0224964020823 Total		58.90
Inv 0251967022223		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2023	AN 8448 30 008 0251967 - Srvc 2/22 thru 3/21/23 - 1102 Oxley St	386.85
Inv 0251967022223 Total		386.85
Inv 0355990030223		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
03/02/2023	AN 8448 30 008 0355990 Services 03/02-04/01/2023 416 Garfield /	440.53
Inv 0355990030223 Total		440.53
Inv 0357905030523		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/15/2023	Buisness TV + internet for period 3/05/2023 - 04/04/2023	130.52
Inv 0357905030523 Total		130.52
316373 Total:		8,366.88
TIM4011 - Time Warner Cable Total:		8,366.88
TLSI8011 - The Library Store Inc.		
316371	04/19/2023	
Inv 622635		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/07/2023	CD-DVD Hub Labels	534.13
Inv 622635 Total		534.13
316371 Total:		534.13
TLSI8011 - The Library Store Inc. Total:		534.13
TMOB4010 - T-Mobile		
316374	04/19/2023	
Inv 988212311		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/21/2023	AN 988212311 Service for 02/02/2023 through 02/20/2023	20.52
Inv 988212311 Total		20.52
316374 Total:		20.52
TMOB4010 - T-Mobile Total:		20.52
TOM4455 - Tom's Men's Wear & Uniform's, Inc.		
316375	04/19/2023	
Inv 22683		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/03/2023	Safety and uniform for Cadet Antonio	269.01
Inv 22683 Total		269.01

Check Number	Check Date		Amount
Inv	22811		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/14/2023	Sample shirt logo and embroidery		24.25
Inv 22811 Total			24.25
			<hr/>
316375 Total:			293.26
			<hr/>
TOM4455 - Tom's Men's Wear & Uniform's, Inc. Total:			293.26
TRA5998 - Transtech Engineers, Inc.			
316376	04/19/2023		
Inv	20231518		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/31/2022	Transtech Services: Planchek December 2022		66,615.25
Inv 20231518 Total			66,615.25
Inv	20231531		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2023	Transtech Services: Staffing January 2023		22,558.50
Inv 20231531 Total			22,558.50
Inv	20231984		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Transtech Services: Staff Services February 2023		19,902.50
Inv 20231984 Total			19,902.50
Inv	20231985		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Transtech Services: Plan Check February 2023		26,148.17
Inv 20231985 Total			26,148.17
			<hr/>
316376 Total:			135,224.42
			<hr/>
TRA5998 - Transtech Engineers, Inc. Total:			135,224.42
TRUPINT - TruePoint Solutions, LLC			
316377	04/19/2023		
Inv	23-0038		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/03/2023	Licensing Agreement - Online Permitting System Year 1		28,800.00
Inv 23-0038 Total			28,800.00

Check Number	Check Date		Amount
Inv	23-0225		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/09/2023	Online Permitting System - Implementation Services		9,510.00
Inv 23-0225 Total			9,510.00
316377 Total:			38,310.00
TRUPINT - TruePoint Solutions, LLC Total:			38,310.00
TSA8011 - Tsai Fong Books, Inc.			
316378	04/19/2023		
Inv	14491		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/21/2023	Library Books		128.29
Inv 14491 Total			128.29
316378 Total:			128.29
TSA8011 - Tsai Fong Books, Inc. Total:			128.29
UCL6115 - UCLA Cashiering Department			
316379	04/19/2023		
Inv	3013-423		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/02/2023	Fire Department Continuing Education - March 2023		2,281.47
Inv 3013-423 Total			2,281.47
Inv	3013-453		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2023	Fire Department Continuing Education - April 2023		2,281.47
Inv 3013-453 Total			2,281.47
316379 Total:			4,562.94
UCL6115 - UCLA Cashiering Department Total:			4,562.94
UIHIHANG - Huang, Yihui			
316276	04/19/2023		
Inv	129151		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Partial refund for class cancelation due to rain.		16.60
Inv 129151 Total			16.60

Check Number	Check Date	Amount
316276 Total:		16.60
UIHIHANG - Huang, Yihui Total:		16.60
ULFRINC - Ultimate Fortune Inc.		
316380	04/19/2023	
Inv 21014		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2023	City's 135th B-day Celeb. Insta. & B-day photo frame & banner	341.78
Inv 21014 Total		341.78
316380 Total:		341.78
ULFRINC - Ultimate Fortune Inc. Total:		341.78
ULIN8021 - Uline, Inc.		
0	04/19/2023	
Inv 160590499		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2023	Reception Desks and Chairs at Senior Center.	4,326.62
Inv 160590499 Total		4,326.62
Inv 161159169		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Desktop riser for Man.Analyst & table for drivers in transit.	867.17
Inv 161159169 Total		867.17
0 Total:		5,193.79
ULIN8021 - Uline, Inc. Total:		5,193.79
UND6710 - Underground Service Alert/SC		
316381	04/19/2023	
Inv 22-2302793		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2023	Utility Underground Service Alert for Water Divison	54.29
Inv 22-2302793 Total		54.29
316381 Total:		54.29
UND6710 - Underground Service Alert/SC Total:		54.29

UPP7789 - Upper San Gabriel Valley MWD

316383	04/19/2023	
Inv	2/02-23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2023	February 2023 MWD Water Purchase	89.35
Inv 2/02-23 Total		89.35
Inv	2/12-22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2023	December 2022 MWD Water Purchase	101.67
Inv 2/12-22 Total		101.67
Inv	2023Q1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2023	Water Capacity Charge 1st QTR 2023	3,445.00
Inv 2023Q1 Total		3,445.00
Inv	SoPas-02.14.23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2023	MWD Co-fund for January 2023	2,265.00
Inv SoPas-02.14.23 Total		2,265.00
Inv	SoPas-03.13.23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2023	MWD Co-fund for February 2023	8,615.46
Inv SoPas-03.13.23 Total		8,615.46
316383 Total:		14,516.48

UPP7789 - Upper San Gabriel Valley MWD Total:	14,516.48
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UQMS8010 - Unique Management Services, Inc.

0	04/19/2023	
Inv	6110252	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Library Agency Recovery Services: February 2023	116.50
Inv 6110252 Total		116.50
0 Total:		116.50

UQMS8010 - Unique Management Services, Inc. Total:	116.50
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Check Number	Check Date		Amount
URBP8035 - The Urban Pet			
316372	04/19/2023		
Inv	220001055956		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/11/2023	Food for K-9 Zaggy		135.98
Inv 220001055956 Total			135.98
316372 Total:			135.98
URBP8035 - The Urban Pet Total:			135.98
VERW6711 - Verizon Wireless			
316388	04/19/2023		
Inv	9926650973		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/01/2023	AN 642443919-001 Service for 01/02-02/01/2023,02/02 -03/01/2023		2,421.86
Inv 9926650973 Total			2,421.86
Inv 9928658931			
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/26/2023	AN 2706199511-00004 Service for 01/27/2023 - 02/26/2023		8.62
Inv 9928658931 Total			8.62
Inv 9929019148			
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2023	AN 542443342-00001 Service for 02/02 - 03/01/2023		102.40
Inv 9929019148 Total			102.40
Inv 9929038091			
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2023	AN 642443919-00001 Service for 03/02-04/01/2023		1,210.93
Inv 9929038091 Total			1,210.93
Inv 9930367539			
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/17/2023	AN842311063-00002 Service for 01/18-02/17/23 & 02/18-03/17/20.		1,531.38
Inv 9930367539 Total			1,531.38
316388 Total:			5,275.19
VERW6711 - Verizon Wireless Total:			5,275.19
VPSI407 - Valley Power Systems Inc.			

Check Number	Check Date		Amount
316385	04/19/2023		
Inv	I38372		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/10/2023	Fire Engine E-81 Repair & Service		5,485.87
Inv I38372 Total			5,485.87
316385 Total:			5,485.87
VPSI407 - Valley Power Systems Inc. Total:			5,485.87
VTIN4010 - VenTek International			
316387	04/19/2023		
Inv	I36289		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/29/2023	Mission Merdian Parking Garage Ticket machine.		1,815.00
Inv I36289 Total			1,815.00
316387 Total:			1,815.00
VTIN4010 - VenTek International Total:			1,815.00
VUL6601 - Vulcan Materials Company			
0	04/19/2023		
Inv	I73553415		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/13/2023	Sand used to backfill water division excavations		409.77
Inv I73553415 Total			409.77
Inv	I73553416		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/13/2023	Crushed Aggregate Rock, Sand, Asphalt, Emulsion for Water Div.		765.94
Inv I73553416 Total			765.94
Inv	I73553417		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/13/2023	Cold Mix Asphalt used to repiar street after water division exca		1,478.76
Inv I73553417 Total			1,478.76
Inv	I73572015		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/13/2023	Crushed Aggregate base used to backfill water div excavations		753.47
Inv I73572015 Total			753.47

Check Number	Check Date		Amount
0 Total:			3,407.94
VUL6601 - Vulcan Materials Company Total:			3,407.94
WCTP4011 - WCT Products Inc.			
316390	04/19/2023		
Inv	W14744		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/16/2023	Wheel locks for parking enforcement		695.49
Inv W14744 Total			695.49
316390 Total:			695.49
WCTP4011 - WCT Products Inc. Total:			695.49
WEINCDBA - Wielandt Inc.			
316394	04/19/2023		
Inv	12236-1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/24/2023	Urgent Repair of Boiler at City Hall		2,941.31
Inv 12236-1 Total			2,941.31
Inv	12608-1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2023	Respond to Call for no Hot Water at City Hall		190.00
Inv 12608-1 Total			190.00
316394 Total:			3,131.31
WEINCDBA - Wielandt Inc. Total:			3,131.31
WEL7777 - Wells' Tapping Service Inc			
0	04/19/2023		
Inv	09584		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/23/2023	Hot TAP to relocate Fire Hose at Garfield Ave/Montrose		475.00
Inv 09584 Total			475.00
0 Total:			475.00
WEL7777 - Wells' Tapping Service Inc Total:			475.00

WES4152 - West Coast Arborists, Inc.

0 04/19/2023
 Inv 196585

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2023	City Wide Urban Forestry: 2/1/2023-2/15/2023	8,370.00
02/15/2023	City Wide Urban Forestry:2/1/2023-2/15/2023	44,550.00

Inv 196585 Total 52,920.00

Inv 196945

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	City Wide Urban Forestry:2/16/2023-2/28/2023	1,290.00
02/28/2023	Damage to City Property: Claim Accout-2036 Oak St.(Filming)	450.00
02/28/2023	City Wide Urban Forestry:Service: 2/16/2023-2/28/2023	31,860.00
02/28/2023	City Wide Urban Forestry:2/16/2023-2/28/2023	6,360.00

Inv 196945 Total 39,960.00

0 Total: 92,880.00

WES4152 - West Coast Arborists, Inc. Total: 92,880.00

WES6711 - Western Water Works Support Ctr.

316393 04/19/2023

Inv 1236160-00

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2023	Purchase of small tools used to service and maintain water div.	2,118.01

Inv 1236160-00 Total 2,118.01

Inv 1238161-00

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	6 inch repair clamps purchased to repair water main breaks	1,307.66

Inv 1238161-00 Total 1,307.66

Inv 1238861-00

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2023	Repair clamp job site/repair water main break at Primrose/Maple	537.26

Inv 1238861-00 Total 537.26

316393 Total: 3,962.93

WES6711 - Western Water Works Support Ctr. Total: 3,962.93

WIL2010 - Willdan Engineering

316395 04/19/2023

Check Number	Check Date	Amount
Inv 00418196		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/24/2023	On-Call Construction Mgmt. - Fair Oaks Signal Project	381.50
02/24/2023	On-Call Construction Mgmt. - Fair Oaks Signal Project	381.50
Inv 00418196 Total		763.00
316395 Total:		763.00
WIL2010 - Willdan Engineering Total:		763.00
WILFLMA - Lima, Wilfredo		
316292	04/19/2023	
Inv 129175		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Partial refund for class cancellation due to rain.	16.60
Inv 129175 Total		16.60
316292 Total:		16.60
WILFLMA - Lima, Wilfredo Total:		16.60
WIT6353 - Wittman Enterprises LLC		
316398	04/19/2023	
Inv 2302059		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2023	Paramedic Billing Services: February 2023	4,050.14
Inv 2302059 Total		4,050.14
316398 Total:		4,050.14
WIT6353 - Wittman Enterprises LLC Total:		4,050.14
WLHD8020 - Westlake Hardware		
0	04/19/2023	
Inv 14303311		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2023	Batteries for Detectives	14.53
Inv 14303311 Total		14.53
Inv 14303334		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2023	Vehicle key copies	12.11
Inv 14303334 Total		12.11

Check Number	Check Date	Amount
Inv 14303337		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2023	Adhesive for Detectives	66.08
Inv 14303337 Total		66.08
Inv 14303412		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	Water Distribution Supplies	292.09
Inv 14303412 Total		292.09
Inv 14303418		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	Water Distribution Supplies	84.26
Inv 14303418 Total		84.26
Inv 14303430		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/21/2023	Key for unit #134 and wiper fluid for PD fleet	33.66
Inv 14303430 Total		33.66
Inv 14303436		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	Water Distribution Supplies	985.18
Inv 14303436 Total		985.18
Inv 14303437		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	Water Production Supplies	110.19
Inv 14303437 Total		110.19
Inv 14303484		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	Water Production Supplies	209.46
Inv 14303484 Total		209.46
Inv 14303493		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	Water Distribution Supplies	47.58
Inv 14303493 Total		47.58
Inv 14303516		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
03/30/2023		Water Distribution Supplies	127.82
		Inv 14303516 Total	127.82
		Inv 14303523	
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/30/2023		Ruber Steel Toe Boots for Water Div Staff	200.00
03/30/2023		Ruber Steel Toe Boots for Water Div Staff	262.97
		Inv 14303523 Total	462.97
0 Total:			2,445.93
WLHD8020 - Westlake Hardware Total:			2,445.93
WLST8267 - Shuttic, William 101-8030-8021-8267-000			
0	04/19/2023		
		Inv 9831	
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/03/2023		CONTRACT CLASS INSTRUCTOR- SENIOR FITNESS CLASS 1	180.00
		Inv 9831 Total	180.00
		Inv 9834	
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/03/2023		CONTRACT CLASS INSTRUCTOR- SENIOR FITNESS CLASS 1	460.00
		Inv 9834 Total	460.00
0 Total:			640.00
WLST8267 - Shuttic, William Total:			640.00
YTI1023 - Y Tire Performance LLC			
316402	04/19/2023		
		Inv 32916	
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/23/2022		Building Maint. Division Unit #612-New Tires	274.09
		Inv 32916 Total	274.09
		Inv 33597	
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/18/2022		Sewer Division Unit #327-New Tire	449.61
		Inv 33597 Total	449.61
		Inv 33743	
<u>Line Item Date</u>		<u>Line Item Description</u>	

Check Number	Check Date		Amount
09/14/2022		Unit #350- Shock Absorber, Joints, Water Pump, Hubs, Thermostat	3,357.93
Inv 33743		Total	3,357.93
Inv 34033			
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/02/2022		Street Division Unit #30-Oil change, replace passenger mirror	462.24
Inv 34033		Total	462.24
Inv 34393			
<u>Line Item Date</u>		<u>Line Item Description</u>	
12/15/2022		Unit #612 - Throttle Body, Air Filter, Oil, Spark Plug, Thermost	299.75
12/15/2022		Unit #612 - Throttle Body, Air Filter, Oil, Spark Plug, Thermost	3,000.00
Inv 34393		Total	3,299.75
Inv 35001			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/01/2023		Tire replacement unit #1705	306.38
Inv 35001		Total	306.38
Inv 35098			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/15/2023		Tire replacement unit #198	630.04
Inv 35098		Total	630.04
Inv 35166			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/22/2023		Tire replacement unit #198	320.02
Inv 35166		Total	320.02
316402		Total:	9,100.06
YTH1023 - Y Tire Performance LLC		Total:	9,100.06
YUJZHU - Zhu, Yujun			
316405	04/19/2023		
Inv 129178			
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/28/2023		Partial Refund for class cancellation due to rain.	16.60
Inv 129178		Total	16.60
316405		Total:	16.60

Check Number	Check Date	Amount
YUJZHU - Zhu, Yujun Total:		16.60
ZAN1111 - Zanteson, Eric		
316403	04/19/2023	
Inv	03/07/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/07/2023	Fire - Reimbursement or Eric Zanteson, Paramedic License Renewal	250.00
Inv 03/07/2023 Total		250.00
316403 Total:		250.00
ZAN1111 - Zanteson, Eric Total:		250.00
ZOLL8021 - Zoll Medical Corporation		
0	04/19/2023	
Inv	3691078	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2023	Fire - Battery pack for defib	1,306.49
Inv 3691078 Total		1,306.49
0 Total:		1,306.49
ZOLL8021 - Zoll Medical Corporation Total:		1,306.49
Total:		1,468,500.78

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ATTACHMENT 4

Online Payments

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City of
SOUTH PASADENA

Online Payment Log			
Date	Vendor	Amount	Description
3/9/2023	So Cal Gas	\$9,430.34	Online Payment for City's Gas Bills from 01/17/23-02/14/23.
3/13/2023	Tesla	\$79.92	Tesla Premium Connectivity.
3/16/2023	So Cal Edison	\$9,894.81	Online Payment for City Owned Electric Accounts,
3/28/2023	Pitney Bowes	\$968.10	Online Payment for Quarterly Lease Fee.
4/3/2023	So Cal Edison	\$23,645.69	Online Payment for Electric Account ending # 33859.

Total: **\$44,018.86**

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ATTACHMENT 5
Prepaid &Warrant Voids

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Accounts Payable

Void Check Proof List

User: calvarez
 Printed: 03/20/2023 - 11:56AM
 Batch: 00002.03.2023



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: CAN0607				Cantu Graphics Inc.						
Check No: 316033				Check Date: 03/01/2023						
101-1010-1011-8020-000	93.60	21320	02/07/2023	Business Cards - Janet Braun and Evel					No	0
101-1010-1011-8020-000	308.31	0204	02/07/2023	City Council Name Badges and Name					No	0
101-1010-1011-8020-000	38.53	21348	02/17/2023	Business Cards - Zhen Tao					No	0
101-1010-1011-8020-000	52.37	21349	02/17/2023	District Maps Print & Laminate					No	0
101-2030-2031-8050-000										
Check Total:	492.81									
Vendor Total:	492.81									
Report Total:	492.81									

Accounts Payable

Void Check Proof List

User: ealvarez
 Printed: 04/06/2023 - 9:54AM
 Batch: 00001.04.2023



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: CSPF5011	City of South Pasadena Fire De									
Check No: 315839	Check Date: 02/01/2023									
	45.42	6/30/22-1/12/2	01/12/2023	Training with LAFD					No	0
101-5010-5011-8200-000	27.99	6/30/22-1/12/2	01/12/2023	4" Binders					No	0
101-5010-5011-8020-000	158.55	6/30/22-1/12/2	01/12/2023	Uniform patches for new employee; u					No	0
101-5010-5011-8132-000	188.52	6/30/22-1/12/2	01/12/2023	Tire mounting; R81; wiper blades; bul					No	0
101-5010-5011-8100-000	78.90	6/30/22-1/12/2	01/12/2023	Propane tank, bathroom mat					No	0
101-5010-5011-8120-000										
Check Total:	499.38									
Vendor Total:	499.38									
Report Total:	499.38									

ATTACHMENT 6
Payroll Summary

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Payroll

Payroll Summary Report

Payroll Date: 3/17/2023 Regular

Checks	\$	537.75
Direct Deposits	\$	500,487.55
IRS Payments	\$	106,027.92
EDD - State of CA	\$	31,983.01
PERS Pension	\$	114,709.39
Deferred Comp	\$	26,999.15
PERS Health	\$	-
Subtotal:	\$	780,744.77

Payroll Date: 3/31/2023 Regular

Checks	\$	66.87
Direct Deposits	\$	501,289.11
IRS Payments	\$	108,343.53
EDD - State of CA	\$	32,959.62
PERS Pension	\$	112,262.00
Deferred Comp	\$	26,571.38
PERS Health	\$	188,178.27
Subtotal:	\$	969,670.78

Payroll Date: 4/3/2023 Off-Cycle

Checks	\$	3,774.28
Direct Deposits	\$	-
IRS Payments	\$	1,082.18
EDD - State of CA	\$	381.91
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
Subtotal:	\$	5,238.37

Payroll Date: 4/4/2023 Off-Cycle

Checks	\$	-
Direct Deposits	\$	1,416.35
IRS Payments	\$	93.88
EDD - State of CA	\$	11.52
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
Subtotal:	\$	1,521.75

Grand Total: \$ **1,757,175.67**

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City Council Agenda Report

ITEM NO. 10

DATE: April 19, 2023

FROM: Arminé Chaparyan, City Manager *AC*

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

SUBJECT: **Monthly Investment Reports for January and February 2023**

Recommendation

It is recommended that the City Council receive and file the Monthly Investment Reports for January and February 2023.

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.

Key Performance Indicators and Strategic Plan

This item is in line with the Finance Department's Key Performance Indicator. The Monthly Investment Report is prepared in a timely manner.

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:

1. City Investment Report for January 2023
2. City Investment Report for February 2023

ATTACHMENT 1
City Investment Reports for January 2023

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Exhibit A

**City of South Pasadena
INVESTMENT REPORT
January 31, 2023**

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD ¹	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.425%	24.33%	15,745,127.85	15,745,127.85
SUBTOTAL			24.33%	\$ 15,745,127.85	\$ 15,745,127.85
ZIONS BANK					
Money Market	See Exhibit B-1	3.970%	4.32%	2,795,666.07	2,795,666.07
Corporate Bonds	See Exhibit B-1	4.585%	21.48%	13,899,278.34	13,277,448.41
U.S. Treasury Bills	See Exhibit B-1	3.710%	4.13%	2,672,335.80	2,674,228.50
U.S. Treasury Notes & Bonds	See Exhibit B-1	4.282%	44.09%	28,533,176.65	27,480,171.32
U.S. Obligations Variable	See Exhibit B-1	4.690%	1.65%	1,066,455.34	1,065,187.44
SUBTOTAL			75.67%	\$ 48,966,912.20	\$ 47,292,701.74
TOTAL INVESTMENTS			100.00%	\$ 64,712,040.05	\$ 63,037,829.59

BANK ACCOUNTS:

Bank of the West Accounts Balance	\$ 12,370,340.44
BNY Mellon Uninvested Cash Balance ²	\$ 160,914.86

Footnotes:

¹ Yield on LAIF and Zions Money Market is based on Current Yield. Yield on investments held at Zions Bank is based on Yield to Worst (YTW).

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 476 DAYS

Average weighted total yield of the portfolio 3.851%

Projected Expenditures for the next 6 months:

Projected with Prior Year Same Period: \$ 21,740,758

Projected with FY 2023 Adopted Budget: \$ 36,749,639

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

In compliance with the California Government Code Section 53646, as the City Treasurer of the City of South Pasadena, based on the information provided I hereby identify that the City is able to 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

4/11/2023
Date

Exhibit B-1

City of South Pasadena
Investments held at Zions Bank (managed by Morgan Stanley/Western Assets Management)
January 31, 2023

Issuer	CUSIP	Par Value	Coupon Rate	Maturity Date	Cost	Market Value	Yield or YTW ¹
Money Market							
Fidelity Gov Port III FCGXX		2,795,666.07	N/A	N/A	2,795,666.07	2,795,666.07	3.9700%
Subtotal Corporate Bonds		2,795,666.07			2,795,666.07	2,795,666.07	3.9700%
Corporate Bonds							
General Dynamics Corp	369550BD9	470,000.00	3.375%	5/15/2023	476,093.05	468,068.56	4.7800%
Burlington Northn Santa Fe	12189LAQ4	466,000.00	3.850%	9/1/2023	471,247.13	464,237.30	4.5100%
Cisco Systems Inc	17275RBH4	237,000.00	2.200%	9/20/2023	235,410.30	233,492.23	4.5800%
Deere John Capital Corp	24422EUM9	473,000.00	3.650%	10/12/2023	482,792.76	470,024.32	4.5700%
State Street Corp	857477AM5	474,000.00	3.700%	11/20/2023	491,415.00	468,804.96	5.1000%
Caterpillar Finl Svcs	14912L5X5	469,000.00	3.750%	11/24/2023	488,541.36	464,823.27	4.8700%
Truist Finl Corp	05531FBF9	594,000.00	3.750%	12/6/2023	610,589.30	589,025.89	4.7600%
3M Co	88579YBB6	237,000.00	3.250%	2/14/2024	233,641.71	233,037.09	4.9200%
Blackrock Inc	09247XAL5	467,000.00	3.500%	3/18/2024	471,794.13	461,187.55	4.6400%
MetLife Inc	59156RBH0	235,000.00	3.600%	4/10/2024	242,189.29	232,311.72	4.5900%
Comcast Corp New	20030NCR0	468,000.00	3.700%	4/15/2024	486,999.46	462,523.01	4.7100%
Ace Ina Hldgs Inc	00440EAR8	470,000.00	3.350%	5/15/2024	455,881.20	462,052.65	4.7100%
Texas Instruments Inc	882508BB9	478,000.00	2.625%	5/15/2024	484,080.02	465,956.14	4.6600%
Paccar Financial Corp	69371RQ25	242,000.00	2.150%	8/15/2024	245,945.38	232,508.32	4.8200%
Unitedhealth Group Inc	91324PDR0	598,000.00	2.375%	8/15/2024	612,447.46	578,107.52	4.6400%
United Parcel Svcs Inc	911312BT2	241,000.00	2.200%	9/1/2024	242,165.57	231,998.10	4.6700%
Coca Cola Co	191216CL2	490,000.00	1.750%	9/6/2024	490,801.14	470,207.83	4.4000%
PNC Finl Svcs Group Inc	693475AY1	610,000.00	2.200%	11/1/2024	612,034.86	586,771.80	4.4900%
Pepsico Inc	713448EQ7	483,000.00	2.250%	3/19/2025	494,354.84	462,608.58	4.3400%
Target Corp	87612EBL9	487,000.00	2.250%	4/15/2025	494,519.29	464,007.55	4.5200%
US Bancorp	91159HHZ6	504,000.00	1.450%	5/12/2025	498,297.09	471,355.07	4.4700%
JPMorgan Chase & Co	46625HMN7	827,000.00	3.900%	7/15/2025	873,558.57	812,617.45	4.6600%
Bank Of America Corp	06051GFS3	585,000.00	3.875%	8/1/2025	624,331.14	576,042.04	4.5300%
Home Depot Inc	437076BK7	472,000.00	3.350%	9/15/2025	499,974.23	460,019.78	4.3800%
Bristol-Myers Squibb Co	110122DN5	513,000.00	0.750%	11/13/2025	473,796.54	464,497.81	4.4000%
Prudential Finl Inc	74432QCH6	257,000.00	1.500%	3/10/2026	249,874.41	234,414.84	4.5600%
Procter & Gamble Co	742718FP9	523,000.00	1.000%	4/23/2026	501,840.38	472,978.36	4.2000%
Schwab Charles Corp	808513BR5	524,000.00	1.150%	5/13/2026	503,714.96	470,411.32	4.5400%
Intel Corp	458140AU4	485,000.00	2.600%	5/19/2026	497,799.65	458,500.24	4.4000%
Amazon Com Inc	023135CP9	351,000.00	4.550%	12/1/2027	353,148.12	354,857.11	4.2900%
Subtotal Corporate Bonds		13,730,000.00			13,899,278.34	13,277,448.41	4.5847%
U.S. Treasury Bills							
U S Treasury Bills	912796CU1	2,700,000.00	0.000%	4/18/2023	2,672,335.80	2,674,228.50	3.7100% *
Subtotal U.S. Treasury Bills		2,700,000.00			2,672,335.80	2,674,228.50	3.7100%
U.S. Treasury Notes & Bonds							
U.S. Treasury Notes	912828S35	2,648,000.00	1.3750%	6/30/2023	2,640,009.54	2,612,209.63	4.7000%
U.S. Treasury Notes	91282CDA6	1,471,000.00	0.2500%	9/30/2023	1,446,948.50	1,427,846.74	4.8100%
U.S. Treasury Notes	9128285P1	2,133,000.00	2.8750%	11/30/2023	2,179,603.78	2,100,254.18	4.7800%
U.S. Treasury Notes	912828W71	2,036,000.00	2.1250%	3/31/2024	2,034,316.55	1,976,829.77	4.7200%
U.S. Treasury Notes	912828X70	2,888,000.00	2.0000%	4/30/2024	2,893,472.33	2,794,928.42	4.6900%
U.S. Treasury Notes	91282CDB4	2,753,000.00	0.6250%	10/15/2024	2,688,117.38	2,585,130.32	4.3800%
U.S. Treasury Notes	912828ZF0	2,539,000.00	0.5000%	3/31/2025	2,466,140.98	2,351,154.62	4.1100%
U.S. Treasury Notes	912828ZW3	2,320,000.00	0.2500%	6/30/2025	2,213,630.56	2,121,892.88	4.0000%
U.S. Treasury Notes	91282CAZ4	2,077,000.00	0.3750%	11/30/2025	1,972,491.75	1,880,333.02	3.9400%
U.S. Treasury Notes	91282CBH3	2,215,000.00	0.3750%	1/31/2026	2,109,604.43	1,995,923.21	3.9000%
U.S. Treasury Notes	91282CBT7	2,062,000.00	0.7500%	3/31/2026	1,982,404.35	1,873,440.41	3.8500%
U.S. Treasury Notes	91282CCW9	2,598,000.00	0.7500%	8/31/2026	2,485,764.10	2,334,141.92	3.8100%
U.S. Treasury Notes	91282CFM8	1,400,000.00	4.1250%	9/30/2027	1,420,672.40	1,426,086.20	3.6900%
Subtotal Treasury Notes & Bonds		29,140,000.00			28,533,176.65	27,480,171.32	4.2816%

Issuer	CUSIP	Par Value	Coupon Rate	Maturity Date	Cost	Market Value	Yield or YTW¹
U.S. Obligations Variable							
U S Treasury Notes Adj Rt	91282CDE8	1,065,000	4.61%	10/31/2023	1,066,455.34	1,065,187.44	4.6900%
Subtotal U.S. Obligations Variable		1,065,000.00			1,066,455.34	1,065,187.44	4.6900%
Grand Total		49,430,666.07			48,966,912.20	47,292,701.74	4.0905%

* Any new investments are italicized and marked with an asterix to the right.

Issuer	CUSIP	Par Value	Coupon Rate	Maturity Date	Cost
Maturities					
U.S. Treasury Bills		2,500,000.00	0.0000%	1/12/2023	2,478,660.00
Bank of New York Mellon		383,000.00	2.9500%	1/29/2023	384,493.77
U S Treasury Notes		2,246,000.00	1.7500%	1/31/2023	2,251,056.92

Withdrawals
None

Sales/Calls
None

¹ YTW was used in place of YTM for conservative approach to looking at the performance of the bonds. YTW considers the possibility to call the bonds if a call option is available, whereby the City's Investors may choose to call a bond to seek for better investments or to redeem the bond at ideal market conditions.

Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
January 31, 2023**

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		360.18	0.010%	360.18	0.010%		1	
2	Morgan Stanley Treasury Portfolio		160,554.68	0.250%	158,291.81	0.250%		1	
Subtotal Cash & Cash Equivalents		0.52%	160,914.86	0.249%	158,651.99	0.249%		1	
Total Project Fund			160,914.86	0.249%	158,651.99	0.249%		1	

Exhibit C

**January 31, 2023
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	62,346,272
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	63,037,830
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	

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ATTACHMENT 2
City Investment Reports for February 2023

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Exhibit A

**City of South Pasadena
INVESTMENT REPORT
February 28, 2023**

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD ¹	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.624%	24.32%	15,745,127.85	15,745,127.85
SUBTOTAL			24.32%	\$ 15,745,127.85	\$ 15,745,127.85
ZIONS BANK					
Money Market	See Exhibit B-1	4.210%	0.48%	309,139.00	309,139.00
Corporate Bonds	See Exhibit B-1	5.108%	22.18%	14,353,532.36	13,638,314.66
U.S. Treasury Notes & Bonds	See Exhibit B-1	4.760%	51.37%	33,254,156.37	31,916,200.24
U.S. Obligations Variable	See Exhibit B-1	4.920%	1.65%	1,066,455.34	1,064,641.10
SUBTOTAL			75.68%	\$ 48,983,283.07	\$ 46,928,295.00
TOTAL INVESTMENTS			100.00%	\$ 64,728,410.92	\$ 62,673,422.85

BANK ACCOUNTS:

Bank of the West Accounts Balance	\$ 13,206,324.58
BNY Mellon Uninvested Cash Balance ²	\$ 161,473.67

Footnotes:

¹ Yield on LAIF and Zions Money Market is based on Current Yield. Yield on investments held at Zions Bank is based on Yield to Worst (YTW).

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 563 DAYS

Average weighted total yield of the portfolio 4.299%

Projected Expenditures for the next 6 months:

Projected with Prior Year Same Period: \$ 21,905,557

Projected with FY 2023 Adopted Budget: \$ 36,749,639

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

In compliance with the California Government Code Section 53646, as the City Treasurer of the City of South Pasadena, based on the information provided I hereby identify that the City is able to 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

4/11/2023

Date

Exhibit B-1

City of South Pasadena
Investments held at Zions Bank (managed by Morgan Stanley/Western Assets Management)
February 28, 2023

Issuer	CUSIP	Par Value	Coupon Rate	Maturity Date	Cost	Market Value	Yield or YTW ¹
Money Market							
Fidelity Gov Port III FCGXX		309,139.00	N/A	N/A	309,139.00	309,139.00	4.2100%
Subtotal Corporate Bonds		309,139.00			309,139.00	309,139.00	4.2100%
Corporate Bonds							
General Dynamics Corp	369550BD9	470,000.00	3.375%	5/15/2023	476,093.05	468,122.97	5.210%
Burlington Northn Santa Fe	12189LAQ4	466,000.00	3.850%	9/1/2023	471,247.13	462,858.27	5.210%
Cisco Systems Inc	17275RBH4	237,000.00	2.200%	9/20/2023	235,410.30	233,315.56	5.040%
Deere John Capital Corp	24422EUM9	473,000.00	3.650%	10/12/2023	482,792.76	468,798.08	5.110%
Caterpillar Finl Svcs	14912L5X5	469,000.00	3.750%	11/24/2023	488,541.36	464,713.62	5.020%
Truist Finl Corp	05531FBF9	594,000.00	3.750%	12/6/2023	610,589.30	588,137.78	5.060%
3M Co	88579YBB6	237,000.00	3.250%	2/14/2024	233,641.71	231,979.56	5.540%
Blackrock Inc	09247XAL5	467,000.00	3.500%	3/18/2024	471,794.13	459,347.44	5.110%
MetLife Inc	59156RBH0	235,000.00	3.600%	4/10/2024	242,189.29	229,898.51	5.630%
Comcast Corp New	20030NCR0	468,000.00	3.700%	4/15/2024	486,999.46	459,591.19	5.360%
Ace Ina Hldgs Inc	00440EAR8	470,000.00	3.350%	5/15/2024	455,881.20	459,154.74	5.330%
Texas Instruments Inc	882508BB9	478,000.00	2.625%	5/15/2024	484,080.02	463,980.08	5.150%
Paccar Financial Corp	69371RQ25	242,000.00	2.150%	8/15/2024	245,945.38	231,494.89	5.270%
Unitedhealth Group Inc	91324PDR0	598,000.00	2.375%	8/15/2024	612,447.46	574,015.40	5.260%
United Parcel Svcs Inc	911312BT2	241,000.00	2.200%	9/1/2024	242,165.57	230,710.16	5.180%
Coca Cola Co	191216CL2	490,000.00	1.750%	9/6/2024	490,801.14	470,311.80	4.510%
PNC Finl Svcs Group Inc	693475AY1	610,000.00	2.200%	11/1/2024	612,034.86	581,982.04	5.090%
Pepsico Inc	713448EQ7	483,000.00	2.250%	3/19/2025	494,354.84	457,583.91	4.970%
Target Corp	87612EBL9	487,000.00	2.250%	4/15/2025	494,519.29	460,086.34	5.020%
US Bancorp	91159HHZ6	504,000.00	1.450%	5/12/2025	498,297.09	464,974.69	5.210%
JPMorgan Chase & Co	46625HMN7	827,000.00	3.900%	7/15/2025	873,558.57	803,329.31	5.190%
Bank Of America Corp	06051GFS3	585,000.00	3.875%	8/1/2025	624,331.14	568,335.71	5.140%
Home Depot Inc	437076BK7	472,000.00	3.350%	9/15/2025	499,974.23	453,470.46	5.010%
Bristol-Myers Squibb Co	110122DN5	513,000.00	0.750%	11/13/2025	473,796.54	459,464.98	4.910%
Prudential Finl Inc	74432QCH6	257,000.00	1.500%	3/10/2026	249,874.41	231,641.15	5.050%
Procter & Gamble Co	742718FP9	523,000.00	1.000%	4/23/2026	501,840.38	465,891.44	4.770%
Schwab Charles Corp	808513BR5	524,000.00	1.150%	5/13/2026	503,714.96	462,723.21	5.150%
Intel Corp	458140AU4	485,000.00	2.600%	5/19/2026	497,799.65	450,153.02	5.040%
Bank New York Mellon Corp	06406RBJ5	477,000.00	4.414%	7/24/2026	475,693.02	467,498.75	5.310% *
Amazon Com Inc	023135CP9	351,000.00	4.550%	12/1/2027	353,148.12	347,039.19	4.820%
State Street Corp	857477BS1	520,000.00	2.203%	2/7/2028	469,976.00	467,710.41	5.050% *
Subtotal Corporate Bonds		14,253,000.00			14,353,532.36	13,638,314.66	5.1078%
U.S. Treasury Notes & Bonds							
U.S. Treasury Notes	912828S35	2,648,000.00	1.375%	6/30/2023	2,640,009.54	2,616,555.00	4.950%
U.S. Treasury Notes	91282CDA6	1,471,000.00	0.250%	9/30/2023	1,446,948.50	1,430,145.92	5.130%
U.S. Treasury Notes	9128285P1	2,133,000.00	2.875%	11/30/2023	2,179,603.78	2,098,006.00	5.120%
U.S. Treasury Notes	912828W71	2,036,000.00	2.125%	3/31/2024	2,034,316.55	1,971,181.90	5.180%
U.S. Treasury Notes	912828X70	2,888,000.00	2.000%	4/30/2024	2,893,472.33	2,785,790.79	5.160%
U.S. Treasury Notes	91282CDB4	2,753,000.00	0.625%	10/15/2024	2,688,117.38	2,567,924.07	4.980%
U.S. Treasury Notes	91282CGG0	2,500,000.00	4.125%	1/31/2025	2,475,782.50	2,467,285.00	4.840% *
U.S. Treasury Notes	912828ZF0	2,539,000.00	0.500%	3/31/2025	2,466,140.98	2,326,655.81	4.760%
U.S. Treasury Notes	912828ZW3	2,320,000.00	0.250%	6/30/2025	2,213,630.56	2,097,061.92	4.640%
U.S. Treasury Notes	91282CAZ4	2,077,000.00	0.375%	11/30/2025	1,972,491.75	1,855,263.63	4.550%
U.S. Treasury Notes	91282CBH3	2,215,000.00	0.375%	1/31/2026	2,109,604.43	1,967,542.42	4.500%
U.S. Treasury Notes	91282CBT7	2,062,000.00	0.750%	3/31/2026	1,982,404.35	1,844,927.07	4.440%
U.S. Treasury Notes	91282CCW9	2,598,000.00	0.750%	8/31/2026	2,485,764.10	2,292,633.68	4.410%
U.S. Treasury Notes	91282CFM8	1,400,000.00	4.125%	9/30/2027	1,420,672.40	1,392,452.60	4.260%
U.S. Treasury Notes	91282CGH8	2,272,000.00	3.500%	1/31/2028	2,245,197.22	2,202,774.43	4.190% *
Subtotal Treasury Notes & Bonds		33,912,000.00			33,254,156.37	31,916,200.24	4.7596%

Issuer	CUSIP	Par Value	Coupon Rate	Maturity Date	Cost	Market Value	Yield or YTW¹
U.S. Obligations Variable							
U S Treasury Notes Adj Rt	91282CDE8	1,065,000	4.61%	10/31/2023	1,066,455.34	1,064,641.10	4.9200%
Subtotal U.S. Obligations Variable		1,065,000.00			1,066,455.34	1,064,641.10	4.9200%
Grand Total		49,539,139.00			48,983,283.07	46,928,295.00	4.8331%

* Any new investments are italicized and marked with an asterix to the right.

Issuer	CUSIP	Par Value	Coupon Rate	Maturity Date	Cost
Maturities					
None					
Withdrawals					
None					
Sales/Calls					
U S Treasury Bills	912796CU1	2,700,000.00	0.000%	4/18/2023	2,672,335.80
State Street Corp	857477AM5	474,000.00	3.700%	11/20/2023	491,415.00

Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
February 28, 2023**

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		361.42	0.010%	361.42	0.010%		1	
2	Morgan Stanley Treasury Portfolio		161,112.25	0.250%	161,112.25	0.250%		1	
Subtotal Cash & Cash Equivalents		0.52%	161,473.67	0.249%	161,473.67	0.249%		1	
Total Project Fund			161,473.67	0.249%	161,473.67	0.249%		1	

Exhibit C

**February 28, 2023
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	62,346,272
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	63,037,830
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	62,673,423
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	

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City Council Agenda Report

ITEM NO. 11

DATE: April 19, 2023

FROM: Arminé Chaparyan, City Manager *Ae*

PREPARED BY: Sheila Pautsch, Community Services Director

SUBJECT: **Approval of a Discretionary Funds Request from Mayor Pro Tem Evelyn Zneimer in the Amount of \$1,000 for the Asian American Pacific Islander Event**

Recommendation

It is recommended that the City Council:

1. Find that the requested allocation of Discretionary Funds to support the Asian American Pacific Islander (AAPI) Event is consistent with the findings required pursuant to the Guidelines for the Application of City Council Discretionary Budget Accounts adopted by Resolution No. 7174; and
2. Approve the requested allocation totaling \$1,000 by Mayor Pro Tem Zneimer to support the AAPI Event.

Executive Summary

This report is for approval of Mayor Pro Tem Zneimer's discretionary funds to support the AAPI Event.

Background

In September 2004, the City Council approved the creation of discretionary spending budgets that allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. Discretionary funds must be used for a public purpose benefiting the City. On August 17, 2011, the City Council approved Resolution No. 7174, establishing guidelines for the application of City Council discretionary budget accounts. It requires that use of such funds may be used if findings can be made by the City Council. Resolution No. 7174 states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$10,000 per Councilmember account. The allocated funds need not be encumbered by a purchase order to be carried over to the following fiscal year per Resolution No. 7174, and this Resolution and the Finance Budget Policies document will be discussed and addressed at the next Finance Commission meeting, and brought forward to the City Council for consistency. In Fiscal Year (FY) 2019-20, the Budget included \$20,000 of Discretionary Funds, which amounts to \$4,000 per Councilmember which was a decrease from \$25,000 in prior years.

Analysis

The City Council receives an annual \$4,000 appropriation of discretionary funds and shall make the following specific findings before recommending the use of any funds in a discretionary account for City-related projects or purchases: a) The expenditure has a public purpose benefitting the City; b) The expenditure is free of any conflicts of interest that may arise from the use of City funds; and c) The expenditure is not a gift to any individual, corporation, or municipality, but is only used to benefit the general public of the City. The following table displays the current discretionary fund balances:

City Councilmembers Discretionary Funds							
Fiscal Year 2022-23							
		District 1	District 2	District 3	District 4	District 5	
		Zneimer	Donovan	Primuth	Cacciotti	Braun	
Date	Plus Current Year Allowance >	\$4,000	\$4,000	\$4,000	\$4,000	4,000	
	Current Year Allowance Beginning Balance	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
Pledged	Description						
11/2/2022	South Pasadena Tournament of Roses Float		\$300				
11/17/2022	Community Garden for Raised Beds					\$1,750	
12/7/2022	South Pasadena Tournament of Roses Float	\$1,000	\$500			\$250	
4/19/2023	Concerts in the Park		\$1,500				
4/4/2023	Asian American Pacific Island Event	\$1,000					
	YTD Appropriations	\$2,000	\$2,300	\$0	\$0	\$2,000	
	Available 04/19/2023	\$2,000	\$1,700	\$4,000	\$4,000	\$2,000	

On April 4, 2023, Mayor Pro Tem Zneimer requested approval and received a second from Mayor Primuth to use discretionary funds to assist with AAPI Event for a total of \$1,000. This request supports a public purpose benefitting the City in the promotion of the City before an international audience. There are no known or anticipated conflicts of interest that may arise from the use of City funds, and this request is not a gift but is to benefit the general public of the City.

Fiscal Impact

Sufficient funds are available in the FY 2022-23 City Council Discretionary Budget Account 101-1010-1011-8021. While historically, the City Council has carried over funds in the Discretionary Fund line item, at a council meeting on June 16, 2021, City Council discussed a \$4,000 amount for each Councilmember with no carryover from previous councilpersons, but no further direction was given to staff to amend the resolution and no vote was taken on carryover discussion and no further action was taken.



City Council Agenda Report

ITEM NO. 12

DATE: April 19, 2023

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Sheila Pautsch, Community Services Director

SUBJECT: **Approval of a Discretionary Funds Request from Councilmember Jack Donovan in the Amount of \$1,500 for Summer Concerts in the Park**

Recommendation

It is recommended that the City Council:

1. Find that the requested allocation of Discretionary Funds to support the Summer Concerts in the Park is consistent with the findings required pursuant to the Guidelines for the Application of City Council Discretionary Budget Accounts adopted by Resolution No. 7174; and
2. Approve the requested allocation totaling \$1,500 by Councilmember Donovan to support the Summer Concerts in the Park.

Executive Summary

This report is for approval of Councilmember Donovan's discretionary funds to support Summer Concerts in the Park.

Background

In September 2004, the City Council approved the creation of discretionary spending budgets that allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. Discretionary funds must be used for a public purpose benefiting the City. On August 17, 2011, the City Council approved Resolution No. 7174, establishing guidelines for the application of City Council discretionary budget accounts. It requires that use of such funds may be used if findings can be made by the City Council. Resolution No. 7174 states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$10,000 per Councilmember account. The allocated funds need not be encumbered by a purchase order to be carried over to the following fiscal year per Resolution No. 7174, and this Resolution and the Finance Budget Policies document will be discussed and addressed at the next Finance Commission meeting, and brought forward to the City Council for consistency. In Fiscal Year (FY) 2019-20, the Budget included \$20,000 of Discretionary Funds, which amounts to \$4,000 per Councilmember which was a decrease from \$25,000 in prior years. Each Fiscal Year since the budget has remained at \$20,000 for Discretionary Funds.

Discretionary Funds Request from Councilmember Donovan

April 19, 2023

Page 2 of 2

Analysis

The City Council receives an annual discretionary fund and shall make the following specific findings before recommending the use of any funds in a discretionary account for City-related projects or purchases: a) The expenditure has a public purpose benefitting the City; b) The expenditure is free of any conflicts of interest that may arise from the use of City funds; and c) The expenditure is not a gift to any individual, corporation, or municipality, but is only used to benefit the general public of the City. The following table displays the current discretionary fund balances:

City Councilmembers Discretionary Funds							
Fiscal Year 2022-23							
		District 1	District 2	District 3	District 4	District 5	
		<u>Zneimer</u>	<u>Donovan</u>	<u>Primuth</u>	<u>Cacciotti</u>	<u>Braun</u>	
Date	Plus Current Year Allowance >	\$4,000	\$4,000	\$4,000	\$4,000	4,000	
	<i>Current Year Allowance Beginning Balance</i>	<i>\$4,000</i>	<i>\$4,000</i>	<i>\$4,000</i>	<i>\$4,000</i>	<i>\$4,000</i>	
Date							
Pledged	Description						
11/2/2022	South Pasadena Tournament of Roses Float		\$300				
11/17/2022	Community Garden for Raised Beds					\$1,750	
12/7/2022	South Pasadena Tournament of Roses Float	\$1,000	\$500			\$250	
4/19/2023	Concerts in the Park		\$1,500				
	<i>YTD Appropriations</i>	<i>\$1,000</i>	<i>\$2,300</i>	<i>\$0</i>	<i>\$0</i>	<i>\$2,000</i>	
	Available 04/19/2023	\$3,000	\$1,700	\$4,000	\$4,000	\$2,000	

On March 17, 2023, Councilmember Donovan requested approval and received a second from Mayor Primuth to use discretionary funds to assist with the Summer Concert in the Park series for a total of \$1,500. This request supports a public purpose benefitting the City in the promotion of the City before an international audience; There are no known or anticipated conflicts of interest that may arise from the use of City funds, and this request is not a gift but is to benefit the general public of the City.

Fiscal Impact

Sufficient funds are available in the FY 2022-23 City Council Discretionary Budget Account 101-1010-1011-8021. While historically, the City Council has carried over funds in the Discretionary Fund line item, at a council meeting on June 16, 2021, City Council discussed a \$4,000 fund each with no carryover from previous councilpersons, but no further direction was given to staff to amend the resolution and no vote was taken on carryover from current councilpersons.



City Council Agenda Report

ITEM NO. 13

DATE: April 19, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Sheila Pautsch, Community Services Director

SUBJECT: **Award of Contract to Pyro-Spectaculars, Inc. in the Amount of \$30,590 for the Fourth of July Fireworks Display**

Recommendation

It is recommended that the City Council:

1. Award a contract to Pyro-Spectaculars, Inc. (Pyro-Spectaculars) in the amount of \$30,590 for the Fourth of July Fireworks display; and
2. Authorize the City Manager to execute an agreement.

Executive Summary

The Fourth of July celebration in the City of South Pasadena includes a fireworks show every year. The proposal from Pyro-Spectaculars is for the annual Fourth of July Fireworks display that will take place at the South Pasadena High School football field. The program will include a 16-minute full-service fireworks show and a banner for a total cost of \$30,000 which has already been budgeted for in the Community Services Department budget.

Background

The Festival of Balloons/Fourth of July Committee (Committee) was established in 1982 and charged with planning the 4th of July programming, including a parade, games at the park, and the fireworks show at the South Pasadena High School football field (High School). Historically, the Committee has paid for the event in its entirety without relying on City funds.

Over the years, the High School football field has been home to the fireworks show. The City has submitted a request to use the school facilities, and the request is reviewed and approved by the South Pasadena Unified School District (School District). Several years ago, the football field was renovated with a new synthetic turf, restricting what can be brought onto the field such as chairs with legs and any food and beverages. Since the installation of the new field, participation at the fireworks show has decreased tremendously, resulting in a significant loss of revenue, and making it difficult for the Committee to pay for all supplies and services as well as a deposit for the next year's fireworks show. In 2022, the City paid \$10,000 towards that year's fireworks show. In

preparing for the fiscal year 2023 budget, the City Council approved \$50,000 to plan and implement the 2023 Festival of Balloons/Fourth of July Fireworks show and festivities. The football field again is under renovation this year, and staff is working with the School District to host the event and accommodate all attendees off-field and in the bleachers. With the intent of beginning the transition of Committee responsibilities of planning and execution to City staff, a mutual agreement as the Committee is leaning more heavily on staff support. A volunteer factor still remains and City staff works with the Committee and keeps them engaged in the process.

Analysis

Over the past ten years, the City has contracted with Pyro-Spectaculars as its fireworks show provider. Pyro-Spectaculars is a leader in creating displays of fireworks along with music for participants to enjoy. In accordance with the City’s purchasing policy, the Community Services Department solicited proposals for the fireworks display from three vendors, including Fireworks American, Zambelli Fireworks, and Pyro-Spectaculars. Pyro-Spectaculars was the only vendor available for the day of the event.

The proposal from Pyro-Spectaculars includes a 16-minute fireworks display, and a custom-designed Sky Concert Program “A”, including a grand finale, in the amount of \$30,000. This is a full-service program that includes the necessary pre-production services, music production and choreography, the services of a licensed pyrotechnic operator, a specialized crew, an electronic firing system, and pyrotechnic safety equipment used for support and protection. The Pyro-Spectaculars will work with the local fire authorities to ensure public safety. The set-up of the firework display is done on the baseball field and half of the football field. These areas are off-limits to the general public. All safety-related zones including the drop zone are approved by the Fire Department through the permitting process. An additional \$590 is required for the Fireworks Permit. A 50% deposit and permit fees are due upon a completed executed agreement.

The following pyrotechnic devices are included in the proposal:

Main Body-Aerial Shells

Description	Quantity
2.5” Sky Concert Selections	250
3” Sky Concert Selections	260
Total of Main Body-Aerial Shells	510

Pyrotechnic Devices

Description	Quantity
Sousa Platinum Line Custom Multi-shot Device	50 Shots
Sousa Diamond Line Custom Multi-shot Device	550 Shots
Sousa Emerald Line Custom Multi-shot Device	500 Shots
Sousa Silver Line Custom Multi-shot Device	536 Shots
Sousa Emerald Line Custom Multi-shot Device	90 Shots

Sousa Pro-formance Multi-shot	132 Shots
Sousa Pearl Line Custom Multi-shot Device	100 Shots
Total of Pyrotechnic Devices	1,958

Grand Finale

Description	Quantity
2.5" Sky Concert Bombardment Shells	162
3" Sky Concert Bombardment Shells	135
Total of Grand Finale	297
Grand Total	2,765

Fiscal Impact

This project will be paid for by the Community Services Department Special Events account: 101-8030-8031-8264. There are sufficient funds in this account.

Commission Review

This item was not reviewed by a Commission.

Key Performance Indicators and Strategic Plan

This item does not align with any of the Community Services Department Key Performance Indicators identified in the Fiscal Year 2022-2023 Budget or the Adopted 2021-2026 Strategic Plan.

Attachment: Agreement with Pyro-Spectaculars, Inc.

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ATTACHMENT
Pyro-Spectaculars, Inc. Agreement

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PRODUCTION AGREEMENT

This agreement ("Agreement") is made this 19 day of April, 2023 by and between **Pyro Spectaculars, Inc.**, a California corporation, hereinafter referred to as ("PYRO"), and City of South Pasadena, hereinafter referred to as ("CLIENT"). PYRO and CLIENT are sometimes referred to as "Party" or collectively as "Parties" herein.

1. **Engagement** - CLIENT hereby engages PYRO to provide to CLIENT one fireworks production ("Production"), and PYRO accepts such engagement upon all of the promises, terms and conditions hereinafter set forth. The Production shall be substantially as outlined in Program "A - Revision", attached hereto and incorporated herein by this reference.

1.1 **PYRO Duties** – PYRO shall provide all pyrotechnic equipment, trained pyrotechnicians, shipping, pyrotechnic products, application for specific pyrotechnic permits (the cost of which, including standby fees, shall be paid by CLIENT) relating to the Production, insurance covering the Production and the other things on its part to be performed, including preproduction services, all as more specifically set forth below in this Agreement and in the Scope of Work ("Scope of Work"), attached hereto, incorporated herein by this reference, and made a part of this Agreement as though set forth fully herein.

1.2 **CLIENT Duties** – CLIENT shall provide to PYRO a suitable site ("Site") for the Production, security for the Site as set forth in Paragraph 6 hereof, access to the Site, any permission necessary to utilize the Site for the Production, and the other things on its part to be performed as more specifically set forth below in this Agreement and in the Scope of Work. All Site arrangements are subject to PYRO's reasonable approval as to pyrotechnic safety, suitability, and security. All other conditions of the Site shall be the responsibility of CLIENT, including, but not limited to, access, use, control, parking and general safety with respect to the public, CLIENT personnel and other contractors.

2. **Time and Place** - The Production shall take place on July 4, 2023, at approximately 9:00 PM, at South Pasadena Sr. High School baseball field, 1401 Fremont Ave., South Pasadena, CA, Site.

3. **Fees, Interest, and Expenses** -

3.1 **Fee** - CLIENT agrees to pay PYRO a fee of \$30,000.00 USD (THIRTY THOUSAND DOLLARS) ("Fee") for the Production. CLIENT shall pay to PYRO an initial payment ("Initial Payment") equal to 50 % of the Production Fee \$15,000.00 USD (FIFTEEN THOUSAND DOLLARS) plus estimated permit and standby fees, and other regulatory costs approximated at \$590.00 OR an amount to be determined, for a total of \$15,590.00, upon the execution of this Agreement by both parties but no later than April 24, 2023. The Initial Payment is a partial payment toward the preproduction services and costs set forth in the Scope of Work ("Preproduction Services and Costs".) The balance of the Fee shall be paid no later than July 5, 2023. CLIENT authorizes PYRO to receive and verify credit and financial information concerning CLIENT from any agency, person or entity including but not limited to credit reporting agencies. The "PRICE FIRM" date, the date by which the executed Agreement must be delivered to Pyro, is set forth in paragraph 20.

3.2 **Interest** - In the event that the Fee is not paid in a timely manner, CLIENT will be responsible for the payment of 1.5% interest per month or 18% annually on the unpaid balance. If litigation arises out of this Agreement, the prevailing party shall be entitled to reasonable costs incurred in connection with the litigation, including, but not limited to attorneys' fees.

3.3 **Expenses** – PYRO shall pay all normal expenses directly related to the Production including freight, insurance as outlined, pyrotechnic products, pyrotechnic equipment, experienced pyrotechnic personnel to set up and discharge the pyrotechnics and those additional items as outlined as PYRO's responsibility in the Scope of Work. CLIENT shall pay all costs related to the Production not supplied by PYRO including, but not limited to, those items outlined as CLIENT's responsibility in this Agreement and Scope of Work.

4. **Proprietary Rights** - PYRO represents and warrants that it owns all copyrights, including performance rights, to this Production, except that PYRO does not own CLIENT-owned material or third-party-owned material that has been included in the Production, and as to such CLIENT-owned and third-party-owned material, CLIENT assumes full responsibility therefore. CLIENT agrees that PYRO shall retain ownership of, and all copyrights and other rights to, the Production, except that PYRO shall not acquire or retain any ownership or other rights in or to CLIENT-owned material and third-party-owned material and shall not be responsible in any way for such material. If applicable, CLIENT consents to the use of CLIENT-owned material and represents that it has or will obtain any permission from appropriate third parties sufficient to authorize public exhibition of any such material in connection with this Production. PYRO reserves the ownership rights in its trade names that are used in or are a product of the Production. Any reproduction by sound, video or other duplication or recording process without the express written permission of PYRO is prohibited.

5. **Safety** - PYRO and CLIENT shall each comply with applicable federal, state and local laws and regulations and employ safety programs and measures consistent with recognized applicable industry standards and practices. At all times before and during the Production, it shall be within PYRO's sole discretion to determine whether or not the Production may be safely discharged or continued. It shall not constitute a breach of this Agreement by PYRO for fireworks to fail or malfunction, or for PYRO to determine that the Production cannot be discharged or continued as a result of any conditions or circumstances affecting safety beyond the reasonable control of PYRO.

6. **Security** - CLIENT shall provide adequate security personnel, barricades, and Police Department services as may be necessary to preclude individuals other than those authorized by PYRO from entering an area to be designated by PYRO as the area for the set-up and discharge of the Production, including a fallout area satisfactory to PYRO where the pyrotechnics may safely rise and any debris may safely fall. PYRO shall have no responsibility for monitoring or controlling CLIENT's other contractors, providers or volunteers; the public; areas to which the public or contractors have access; or any other public or contractor facilities associated with the Production.

7. **Cleanup** - PYRO shall be responsible for the removal of all equipment provided by PYRO and clean up of any live pyrotechnic debris made necessary by PYRO. CLIENT shall be responsible for any other clean up which may be required of the Production or set-up, discharge and fallout areas including any environmental clean-up.

8. **Permits** - PYRO agrees to apply for permits for the firing of pyrotechnics only from the SOUTH PASADENA FIRE DEPARTMENT, FAA, and USCG, if required. CLIENT shall be responsible for any fees associated with these permits including standby fees. CLIENT shall be responsible for obtaining any other necessary permits, paying associated fees, and making other appropriate arrangements for Police Departments, other Fire Departments, road closures, event/activity or land use permits or any permission or permit required by any Local, Regional, State or Federal Government.

9. **Insurance** - PYRO shall at all times during the performance of services herein ensure that the following insurance is maintained in connection with PYRO's performance of this Agreement: (1) commercial general liability insurance, including products, completed operations, and contractual liability under this Agreement; (2) automobile liability insurance, (3) workers' compensation insurance and employer liability insurance. Such insurance is to protect CLIENT from claims for bodily injury, including death, personal injury, and from claims of property damage, which may arise from PYRO's performance of this Agreement, only. The types and amounts of coverage shall be as set forth in the Scope of Work. Such insurance shall not include claims which arise from CLIENT's negligence or willful conduct or from failure of CLIENT to perform its obligations under this Agreement, coverage for which shall be provided by CLIENT.

The coverage of these policies shall be subject to reasonable inspection by CLIENT. Certificates of Insurance evidencing the required general liability coverage shall be furnished to CLIENT prior to the rendering of services hereunder and shall include that the following are named as additionally insured: CLIENT; Sponsors, Landowners, Barge Owners, if any; and Permitting Authorities, with respect to the operations of PYRO at the Production. Pyrotechnic subcontractors or providers, if any, not covered under policies of insurance required hereby, shall secure, maintain and provide their own insurance coverage with respect to their respective operations and services.

10. **Indemnification** - PYRO represents and warrants that it is capable of furnishing the necessary experience, personnel, equipment, materials, providers, and expertise to produce the Production in a safe and professional manner. Notwithstanding anything in this Agreement to the contrary, PYRO shall indemnify, hold harmless, and defend CLIENT and the additional insureds from and against any and all claims, actions, damages, liabilities and expenses, including but not limited to, attorney and other professional fees and court costs, in connection with the loss of life, personal injury, and/or damage to property, arising from or out of the Production and the presentation thereof to the extent such are occasioned by any act or omission of PYRO, their officers, agents, contractors, providers, or employees. CLIENT shall indemnify, hold harmless, and defend PYRO from and against any and all claims, actions, damages, liability and expenses, including but not limited to, attorney and other professional fees and court costs in connection with the loss of life, personal injury, and/or damage to property, arising from or out of the Production and the presentation thereof to the extent such are occasioned by any act or omission of CLIENT, its officers, agents, contractors, providers, or employees. In no event shall either party be liable for the consequential damages of the other party.

11. **Limitation of Damages for Ordinary Breach** - Except in the case of bodily injury and property damage as provided in the insurance and indemnification provisions of Paragraphs 9 and 10, above, in the event CLIENT claims that PYRO has breached this Agreement or was otherwise negligent in performing the Production provided for herein, CLIENT shall not be entitled to claim or recover monetary damages from PYRO beyond the amount CLIENT has paid to PYRO under this Agreement, and shall not be entitled to claim or recover any consequential damages from PYRO including, without limitation, damages for loss of income, business or profits.

12. **Force Majeure** - CLIENT agrees to assume the risks of weather, strike, civil unrest, terrorism, military action, governmental action, and any other causes beyond the control of PYRO which may prevent the Production from being safely discharged on the scheduled date, which may cause the cancellation of any event for which CLIENT has purchased the Production, or which may affect or damage such portion of the exhibits as must be placed and exposed a necessary time before the Production. If, for any such reason, PYRO is not reasonably able to safely discharge the Production on the scheduled date, or at the scheduled time, or should any event for which CLIENT has purchased the Production be canceled as a result of such causes, CLIENT may (i) reschedule the Production and pay PYRO such sums as provided in Paragraph 13, or (ii) cancel the Production and pay PYRO such sums as provided in Paragraph 14, based upon when the Production is canceled.

13. **Rescheduling Of Event** - If CLIENT elects to reschedule the Production, PYRO shall be paid the original Fee plus all additional expenses made necessary by rescheduling plus a 15% service fee on such additional expenses. Said expenses will be invoiced separately and payment will be due in full within 5 days of receipt. CLIENT and PYRO shall agree upon the rescheduled date taking into consideration availability of permits, materials, equipment, transportation and labor. The Production shall be rescheduled for a date not more than 90 Days subsequent to the date first set for the Production. The Production shall not be rescheduled to a date, or for an event, that historically has involved a fireworks production. The Production shall not be rescheduled between June 15th and July 15th unless the original date was July 4th of that same year, or between December 15th and January 15th unless the original date was December 31st of the earlier year unless PYRO agrees that such rescheduling will not adversely affect normal business operations during those periods.

14. **Right To Cancel** - CLIENT shall have the option to unilaterally cancel the Production prior to the scheduled date. If CLIENT exercises this option, CLIENT agrees to pay to PYRO, as liquidated damages, the following percentages of the Fee as set forth in Paragraph 3.1. 1) 50% if cancellation occurs 30 or more days prior to the scheduled date, 2) 75% if cancellation occurs 15 to 29 days prior to the scheduled date, 3) 100% thereafter. In the event CLIENT cancels the Production, it will be impractical or extremely difficult to fix actual amount of PYRO's damages. The foregoing represents a reasonable estimate of the damages PYRO will suffer if CLIENT cancels the Production.

15. **No Joint Venture** - It is agreed, nothing in this Agreement or in PYRO's performance of the Production shall be construed as forming a partnership or joint venture between CLIENT and PYRO. PYRO shall be and is an independent contractor with CLIENT and not an employee of CLIENT. The Parties hereto shall be severally responsible for their own separate debts and obligations and neither Party shall be held responsible for any agreements or obligations not expressly provided for herein.

16. **Applicable Law** - This Agreement and the rights and obligations of the Parties hereunder shall be construed in accordance with the laws of California. It is further agreed that the Central Judicial District of San Bernardino County, California, shall be proper venue for any such action. In the event that the scope of the Production is reduced by authorities having jurisdiction or by either Party for safety concerns, the full dollar amounts outlined in this Agreement are enforceable.

17. **Notices** - Any Notice to the Parties permitted or required under this Agreement may be given by mailing such Notice in the United States Mail, postage prepaid, first class, addressed as follows: PYRO - Pyro Spectaculars, Inc., P.O. Box 2329, Rialto, California, 92377, or for overnight delivery to 3196 N. Locust Avenue, Rialto, California 92377. CLIENT - City of South Pasadena, 1414 Mission St., South Pasadena, CA 91030.

Pyro Spectaculars, Inc.
P.O. Box 2329
Rialto, CA 92377
Tel: 909-355-8120 :: Fax: 909-355-9813

City of South Pasadena
Program A - Revision
July 4, 2023
Page 3 of 4

18. **Modification of Terms** – All terms of the Agreement are in writing and may only be modified by written agreement of both Parties hereto. Both Parties acknowledge they have received a copy of said written Agreement and agree to be bound by said terms of written Agreement only.

19. **Severability** – If there is more than one CLIENT, they shall be jointly and severally responsible to perform CLIENT’s obligations under this Agreement. This Agreement shall become effective after it is executed and accepted by CLIENT and after it is executed and accepted by PYRO at PYRO’s offices in Rialto, California. This Agreement may be executed in several counterparts, including faxed and emailed copies, each one of which shall be deemed an original against the Party executing same. This Agreement shall be binding upon the Parties hereto and upon their heirs, successors, executors, administrators and assigns.

20. **Price Firm** – If any changes or alterations are made by CLIENT to this Agreement or if this Agreement is not executed by CLIENT and delivered to PYRO on or before the PRICE FIRM date shown below, or if the Initial Payment is not paid on or before the due date, then the price, date, and scope of the Production are subject to review and acceptance by PYRO for a period of 15 days following delivery to PYRO of the executed Agreement. In the event it is not accepted by PYRO, PYRO shall give CLIENT written notice, and this Agreement shall be void.

PRICE FIRM through April 24, 2023
EXECUTED AGREEMENT MUST BE DELIVERED TO PYRO BY THIS DATE.
See PRICE FIRM conditions, paragraph 20, above.

EXECUTED as of the date first written above:

PYRO SPECTACULARS, INC.

City of South Pasadena

By: 

By: _____

Its: President

Its: _____

Date: 3/21/2023

Print Name

Date: _____

SHOW PRODUCER: Aaron Beargeon

SCOPE OF WORK
PYRO SPECTACULARS, INC. (“PYRO”)
and
City of South Pasadena
(“CLIENT”)

Pyro shall provide the following goods and services to CLIENT:

- One Pyro Spectaculars, Inc., Production on July 4, 2023, at approximately 9:00 PM at South Pasadena Sr. High School baseball field. 1401 Fremont Ave., South Pasadena, CA.
- All pyrotechnic equipment, trained pyrotechnicians, shipping, and pyrotechnic product.
- Preproduction Services and Costs for the Production, including advance acquisition of materials and products; design, engineering, programming, handling, staging, storage, and maintenance of products, props, and systems; preparation of drawings, diagrams, listings, schedules, inventory controls, choreography, and computer code; picking, packing, labeling, staging, and loading of equipment, materials, and systems; transportation, and logistics and crew scheduling and support; explosive storage magazines with legally mandated distances, surfaces, security, housekeeping, and access controls; and necessary and appropriate vehicles, including legally mandated insurance, including MCS90 explosives transportation coverage, parking, security, and maintenance.
- Application for specific pyrotechnic permits relating to the Production.
- Musical soundtrack for the Production supplied in agreed upon format.
- Insurance covering the preproduction and Production as set forth in the Agreement with the following limits:

<u>Insurance Requirements</u>	<u>Limits</u>	
<u>Commercial General Liability</u>	\$1,000,000.00	Combined Single Limit- Each Occurrence (Bodily Injury & Property Damage)
<u>Business Auto Liability- Owned, Non-Owned and Hired Autos</u>	\$5,000,000.00	Combined Single Limit- Each Occurrence (Bodily Injury & Property Damage)
<u>Workers* Compensation</u>	Statutory	
<u>Employer Liability</u>	\$1,000,000	Per Occurrence

CLIENT shall provide to PYRO the following goods and services:

- All on-site labor costs, if any, not provided or performed by PYRO personnel including, but not limited to, local union requirements, all Site security, Police and Fire Dept. standby personnel, stagehands, electricians, audio and fire control monitors, carpenters, plumbers, clean-up crew. All these additional personnel and services shall be fully insured and the sole responsibility of CLIENT.
- Coordination and any applicable non-pyrotechnic permitting with the local, state or federal government that may hold authority within the Production.
- Costs of all permits required for the presentation of the Production and the event as a whole.
- Provision of a Safety Zone in accordance with applicable standards and all requirements of the authorities having jurisdiction throughout the entire time that the pyrotechnics are at the Site or the load site (if different) on the date of the Production and all set-up and load-out dates, including water security to keep unauthorized people, boats, etc. from entering the Safety Zone.
- A professional grade Audio System including all necessary equipment, installation of such equipment and trained audio engineers for operation based on audio and communications requirements provided by PYRO.
- General Services including, but not limited to, Site and audience security, fencing, adequate work light, dumpster accessibility, a secure office for PYRO personnel within the venue, secure parking for PYRO vehicles, access to washrooms, tents, equipment storage, hazmat storage, electrical power, fire suppression equipment, access to worksites, necessary credentialing, etc., will be required as necessary.

PYRO-SPECTACULARS. Invoice

P.O. Box 2329 • Rialto, CA 92377 • (909) 355-8120

DATE	INVOICE #
3/21/2023	301

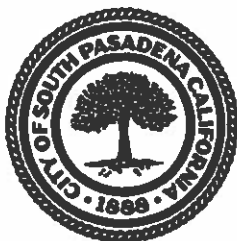
BILL TO
<p>City of South Pasadena Sheila Pautsch 1414 Mission St. South Pasadena, CA 91030</p>

SHIP TO

P.O. NO.	TERMS
	Due: 4/24/2023

DESCRIPTION	AMOUNT
INITIAL PRODUCTION FEE FOR SPECIAL FIREWORKS DISPLAY PROGRAM "A-REVISION" ON July 4, 2023	\$15,000.00
PERMIT FEE:	\$590.00
PAYMENT DUE: April 24, 2023	
FINAL PAYMENT DUE WILL BE INVOICED AT A LATER DATE	
Total	\$15,590.00

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City Council Agenda Report

ITEM NO. 14

DATE: April 19, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Paul Riddle, Fire Chief
Daniel Dunn, Fire Captain

SUBJECT: **Award of Contract to Republic EVS in the Amount of \$282,608 for the Purchase of a 2024 Ford E-450 Medix Rescue Ambulance**

Recommendation

It is recommended that the City Council:

1. Award a contract to Republic EVS, at the proposed competitive procurement price utilizing Houston-Galveston Area Council (H-GAC) nationwide government procurement service for the purchase of a 2024 Ford E-450 Type 3 Medix Rescue Ambulance (RA); and
2. Authorize the City Manager to execute the attached Offer and Purchase Agreement.

Executive Summary

During the Fiscal Year 2022-23 Budget adoption, the City Council provided direction to allocate \$250,000 of State and Local Fiscal Recovery Funds (SLFRF) for the purchase of a new RA. With the direction provided, staff evaluated several options that would not only fit the need of the South Pasadena Fire Department (SPFD), but also support the goals and objectives of the adopted 2020 Climate Action Plan (CAP).

The proposed RA from Republic EVS is equipped with an alternate power system that works by switching the vehicle to 100% battery power anytime the vehicle is placed in park. In addition to the alternate power system, the RA has a shorter wheelbase which will enable the RA to better navigate the narrow streets in the high hazard hill area.

The total purchase price for the proposed RA is \$282,608. An account will be added to the SLFRF fund in the amount of \$282,608 for the purchase of the RA.

Background

Emergency Medical Services (EMS) represent an integral public service provided by the SPFD. For FY 2021-2022, SPFD responded to 1,559 EMS calls or 62.5% of the total responses within the City of South Pasadena (City). On average, SPFD response times

for EMS calls is 3:00 to 4:00 minutes which is below the National Fire Protection Agency (NFPA) 1710 standards of 5:00 minutes. The new RA will help ensure SPFD is able to maintain below average response times by equipping the department with new and reliable apparatus.

SPFD currently operates two in-service RA's, one 2016 frontline RA and one 2009 reserve RA. Both RA's are at their recommended lifespan of 7 years for a frontline and 14 years for a reserve. The new 2024 Ford E-450 RA will replace the existing 2016 RA as the frontline and the 2016 RA will rotate into reserve status. The 2009 RA will be eliminated from the fleet utilizing the City's surplus property disposal policy.

Analysis

There are three primary types of RA's utilized throughout the industry, type 1, Type 2, and Type 3. Type 1 RA's are built on a truck chassis with an attached separated Patient Treatment Compartment (PTC). Type 2's utilize a van conversion specification with a built-in PTC. Type 3 RA's are built on a van chassis with an attached separate PTC, similar to a Type 1. Fire departments who staff their RA's with cross trained Firefighter Paramedics, including SPFD, typically utilize either Type 1 or Type 3 RA's due to the increased storage capacity for the required firefighting safety gear. Type 2 RA's, by the nature of their design, do not have adequate storage compartments for the extra gear.

SPFD currently utilizes a Type 1 RA for the frontline and a Type 3 RA for the reserve. The new 2024 Ford E-450 is a Type 3 RA. Type 3 RA's has several advantages, which include a shorter wheelbase allowing the RA to better navigate the narrow streets in the City's high-hazard hill area, available technology that allows for the reduction in Greenhouse Gas (GHG) emissions, and reduced energy and maintenance costs. In addition, the type 3 chassis is available for production sooner than a Type 1. The estimated delivery time for the Type 3 is 1 year compared to a 2.5 years for a Type 1 chassis with a diesel engine.

SPFD is seeking to award a contract of \$282,608 to Republic EVS for a 2024 Ford E-450 Gasoline powered Type III Medic RA. The 2024 RA is equipped with an alternate power system referred to as Stealth Power Technology (SPT). SPT is an automatic idle mitigation system that eliminates engine engagement while the vehicle is stationary for long periods. Benefits of SPT include extended operations, noise reduction, reduced fuel and maintenance costs, reduced CO2 emissions and improved working conditions for first responders.

SPT works by automatically switching the vehicle to 100% auxiliary battery power for up to 6 hours anytime the vehicle is placed into "Park." SPT automatically re-charges the auxiliary bank of batteries utilizing an alternator while the engine is running, fire station shore power when it is quarters, and a roof-mounted solar charging system.

Often times, the SPFD RA logs several hours a day of stationary idle time while on scene of emergency incidents. SPT eliminates these long periods of idle time and still allows the RA to operate all electrical functions including emergency lighting and climate control

features. SPFD will be among the first in California to incorporate this technology in a frontline RA. The Fire Department of New York (FDNY) currently utilizes this system on over 400 ambulances and estimates a daily reduction in CO2 emissions by 96,758 pounds. FDNY also estimates a 30% reduction in annual fuel and maintenance costs. In addition to the SPT, the new RA is also designed with a reduced wheelbase which will facilitate a faster response through narrower streets in the City's high hazard hill area.

In accordance with the City's Purchasing Policy, procurement of the RA is in the 'Goods' purchase category. In this category, at a value of over \$30,000, sealed bidding is required and City Council is the awarding authority. Along with other cities and agencies across the country, the City utilizes a cooperative purchasing organization for public sector procurement, the Houston-Galveston Area Council (H-GAC). H-GAC facilitates the procurement of goods and services in an open, fair, transparent, and economically competitive environment. Republic EVS was the recommended provider for a RA through a procurement process conducted by H-GAC. In accordance with the Purchasing Policy for Goods and/or General Services, staff is recommending that the City Council approve an award to Republic EVS in the amount of \$282,608.

Key Performance Indicators and Strategic Plan

This item is in line with the Fire Department's Key Performance Indicator to maintain EMS and fire response times below NFPA 1710 standards.

Fiscal Impact

During the Fiscal Year 2022-23 Budget adoption, the City Council provided direction to allocate \$250,000 SLFRF for the purchase of a RA. The total purchase price for the proposed RA is \$282,608. An account will be added to the SLFRF fund in the amount of \$282,608 for the purchase of the RA.

Commission Review and Recommendation

The Public Safety Commission reviewed this item on March 13, 2023. The Commission recommended the Award of Contract to Republic EVS be presented for review and approval by the City Council.

Alternatives Considered

Fire Department staff conducted extensive research into available technologies for the manufacturing of a RA that is cost effective and supports the goals and objectives of the adopted 2020 CAP. Other options and alternatives considered include:

1. Type 1 equipped with a Diesel Engine

The cost of a Type 1 RA powered by a diesel engine increased significantly. Initial proposals increased by approximately 10% and ranged from \$297,000 to \$320,000. In addition to the increased costs, the estimated delivery of the RA with the diesel engine option increased to 2.5 years. The diesel option also required the RA to have a longer wheelbase. The longer wheelbase makes it more difficult for the RA to navigate the narrow streets in the City's high hazard hill areas.

2. Type 1 or Type 3 Compressed Natural Gas (CNG)

CNG presented several challenges which included, decreased miles per tank, decreased storage capacity for PTC and safety gear, and a decrease in power output.

3. Type 1 or Type 3 Electric

The estimated cost of an all-electric RA more than doubled bringing the total estimated cost to over \$800,000. In addition to the increased costs for the RA, there would be costs associated with installing a charging infrastructure. Chassis availability and delays in production/delivery were also identified in the research.

Attachments:

1. Republic EVS Offer and Purchase Agreement
2. Republic EVS Bid/Specifications
3. Stealth Power

ATTACHMENT 1
Republic EVS Offer and Purchase Agreement

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Republic EVS
 12410 Clark St.
 Santa Fe Springs, CA 90670



Offer and Purchase Agreement for: **South Pasadena Fire Department**

One (1) Medix Specialty Vehicles Type III MSV 170" on 2024 Ford E-450 4 x 2 Gasoline Powered Chassis, Two Door Standard Cab

All prices are quoted to included Government Factory Rebates. Rebates are subject to change. If the current Rebate amount changes or becomes unavailable. The difference per vehicle will be invoiced to the Purchaser. Pricing is subject to change if additional options are requested.

Description	Qty	Price Each	Extended Price
One (1) Medix Specialty Vehicles Type III MSV 170" on 2024 Ford E-450 4 x 2 Gasoline Powered Chassis, Two Door Standard Cab	1	\$255,416.14	\$255,416.14
Chassis VIN Number(s): To Be Determined After Production Start Date			
Tax (Based on a Rate of 10.25%)	1	\$26,180.15	\$26,180.15
Tire Fee	1	\$12.25	\$12.25
HGAC Fee	1	\$1,000.00	\$1,000.00
Total Purchase Price	1	\$282,608.54	\$282,608.54

Date Offered: September 12, 2022

Two Hundred Eighty Two Thousand Six Hundred Eight Dollars and Fifty Four Cents
\$282,608.54

Offer is based off of build quote as well as reference drawings if applicable. A final engineered build quote for customer review and approval will be provided prior to ambulance construction. Any changes requested from a pre build meeting may result in additional charges.

Payment Terms: 100% payment of the contract is due at time of delivery unless otherwise specified in writing. Title for the ambulance will be delivered in Seven (7) business days or less once payment has processed through the financial institution.

Delivery Terms: Delivery shall be 180 days or less after Receipt of Chassis as well as approved work order and production drawing if applicable. F.O.B. shall be Santa Fe Springs, CA.

Signature below represents acceptance of above contract and terms:

South Pasadena Fire Department

Republic EVS

 Signature Date 9/12/2022

 Signature Date 9/12/2022

 Printed Name

 Printed Name

 Title

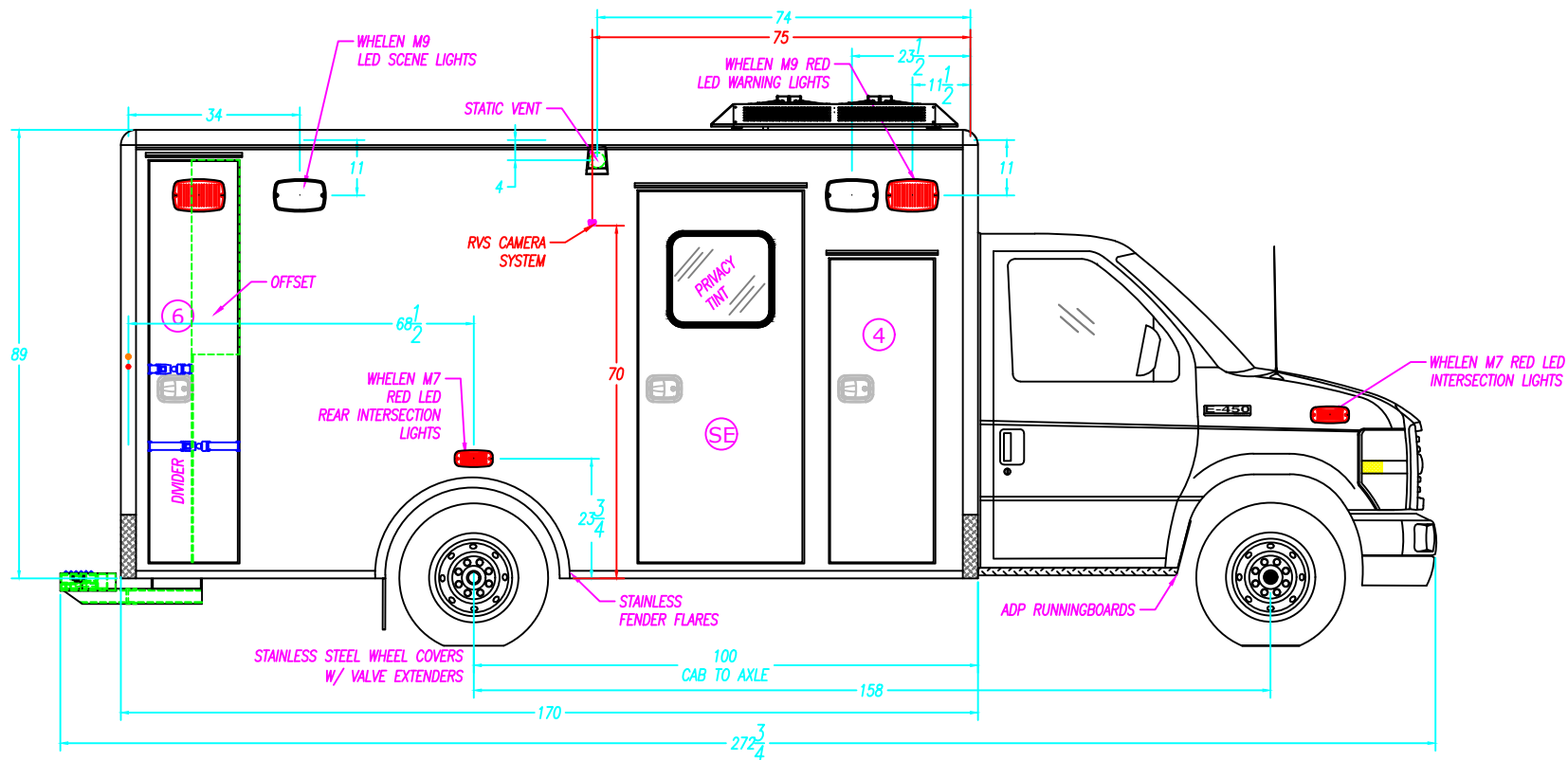
 Title
 Director of Sales

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ATTACHMENT 2
Republic EVS Bid Specifications

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ALL WARNING, SCENE, AND TAIL LIGHTS TO HAVE CHROME BEZELS.
ALL COMPARTMENT/ENTRY DOORS TO HAVE POWER LOCKS
WIRE TO OEM



COMPARTMENT SIZES

NOTE: THE DIMENSIONS BELOW ARE INSIDE TUB DIMENSIONS

NO.	COMPARTMENT TYPE	WIDTH	HEIGHT	DEPTH
4	ALS COMPARTMENT	---	---	---
5	BATTERY COMPARTMENT	20 1/2"	14 1/2"	23 7/8"
6	BACK BOARD COMPARTMENT	20"	79 1/2"	22"

COMPARTMENT & ENTRY DOORS

NO.	PART NUMBER	NO.	PART NUMBER
4	33-A10783	6	33-A10784
SE	78-116133	-	---

COMPARTMENT TUBS

NO.	PART NUMBER	NO.	PART NUMBER
5	33-100692	-	---
6	33-103025	-	---

COMPARTMENT / ENTRY DOOR SIZES

NO.	COMPARTMENT / ENTRY DOOR TYPE	WIDTH	HEIGHT
4	ALS DOOR	20 1/2"	60 1/16"
5	BATTERY STORAGE DOOR	---	---
SE	SIDE ENTRY DOOR	32 1/2"	73 3/16"
6	BACK BOARD STORAGE DOOR	17 1/2"	79 3/16"

M2 170" TYPE III
FORD E-450 158" WHEELBASE

DESCRIPTION: CURB SIDE EXTERIOR

DRAWN BY: I.STANSBURY	DATE CREATED: 9/8/2022	SCALE: 5/16"=1'
REVISED BY: I.STANSBURY	DATE REVISED: 9/13/2022	REVISION: A

Note: Drawings are for reference only, measurements may vary from actual product.



MEDIX
SPECIALTY VEHICLES, INC.

3008 MOBILE DRIVE
ELKHART, IN 46514
PH: 574-266-0911
FAX: 574-266-6669

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WWW.MEDIXAMBULANCE.COM

Dealer: REPUBLIC EVS

Approved By:

Date:

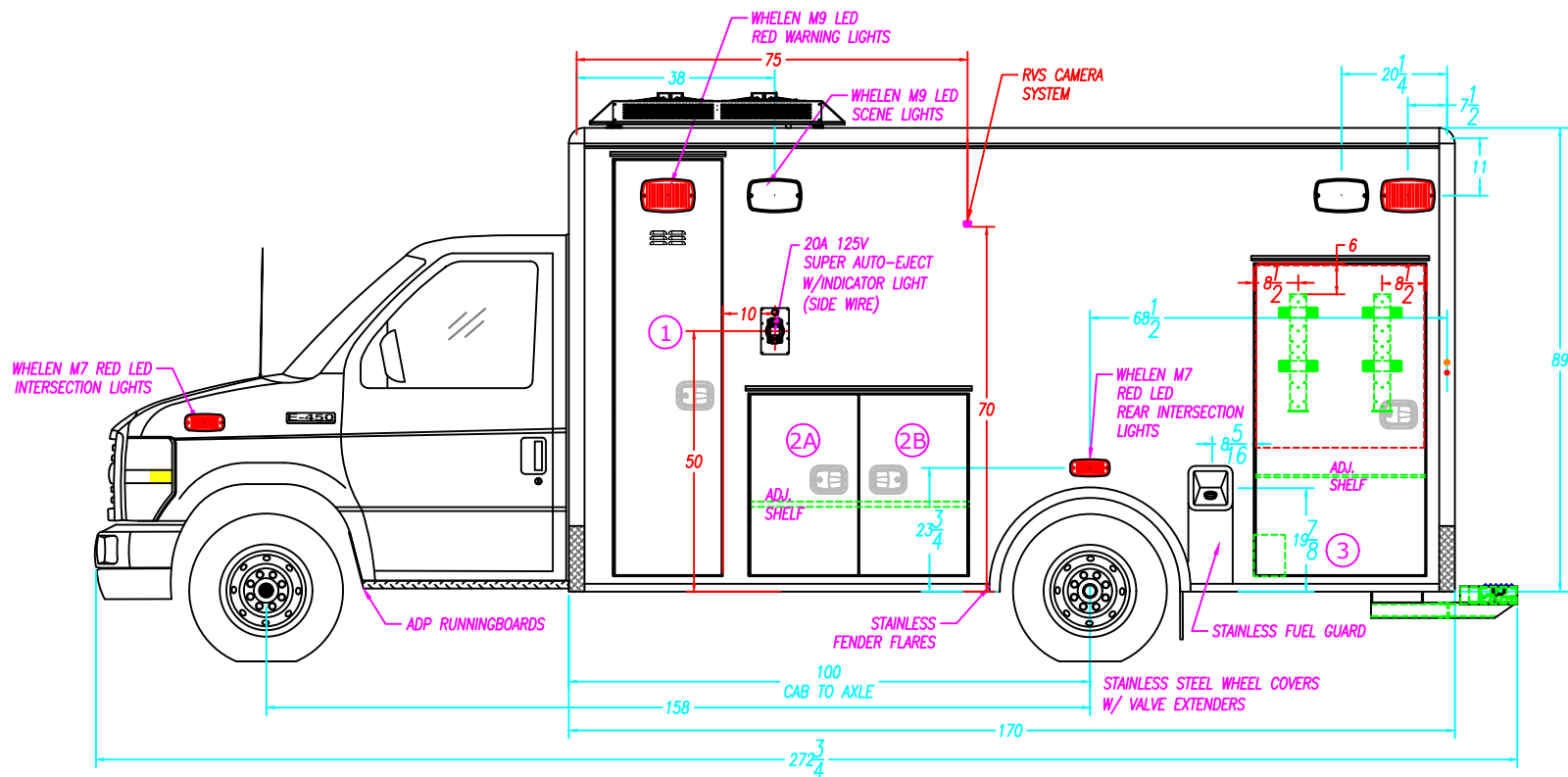
Customer:

SOUTH PASADENA

22-BID

Sheet
B

ALL WARNING, SCENE, AND TAIL LIGHTS TO HAVE CHROME BEZELS.
ALL COMPARTMENT/ENTRY DOORS TO HAVE POWER LOCKS
WIRE TO OEM



COMPARTMENT SIZES

NOTE: THE DIMENSIONS BELOW ARE INSIDE TUB DIMENSIONS

NO.	COMPARTMENT TYPE	WIDTH	HEIGHT	DEPTH
1	O2 COMPARTMENT	20 1/2"	79 1/2"	18 1/2"
2	MID STORAGE COMPARTMENT	41 3/4"	34 1/2"	18 1/2"
3	REAR STORAGE COMPARTMENT	34"	59 1/2"	19 1/4"
---	---	---	---	---

COMPARTMENT & ENTRY DOORS

NO.	PART NUMBER	NO.	PARTNUMBER
1	33-A10780	3	33-A10782
2	33-A10781	-	---
-	-	-	---

COMPARTMENT TUBS

NO.	PART NUMBER	NO.	PARTNUMBER
1	33-100689	-	---
2	33-103079	-	---
3	33-101121	-	---

COMPARTMENT / ENTRY DOOR SIZES

NO.	COMPARTMENT / ENTRY DOOR TYPE	WIDTH	HEIGHT
1	O2 STORAGE DOOR	20 1/2"	79 3/8"
2A	MID STORAGE DOOR-A	20 1/16"	34 3/16"
2B	MID STORAGE DOOR-B	20 1/16"	34 3/16"
3	REAR STORAGE DOOR	32 1/2"	59 3/8"

M2 170" TYPE III
FORD E-450 158" WHEELBASE

DESCRIPTION: STREET SIDE EXTERIOR

DRAWN BY: I.STANSBURY	DATE CREATED: 9/8/2022	SCALE: 5/16"=1'
REVISED BY: I.STANSBURY	DATE REVISED: 9/13/2022	REVISION: A

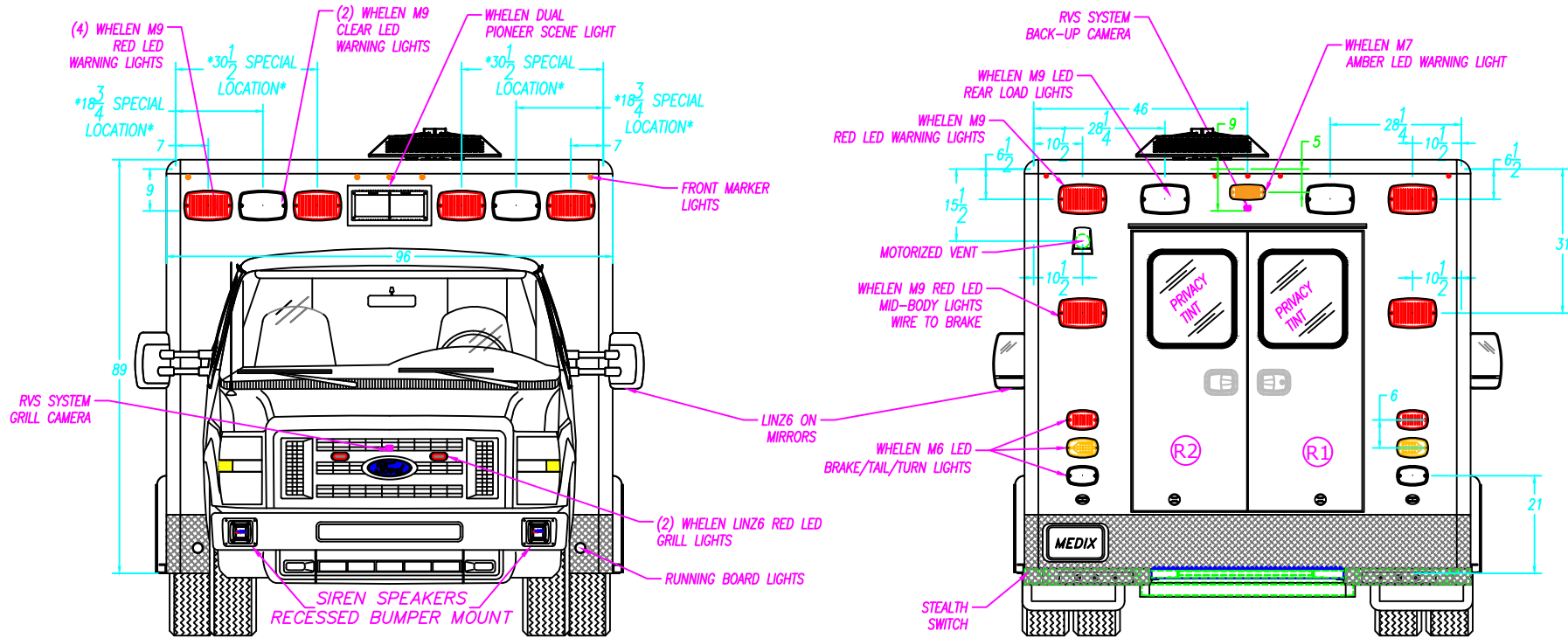
Note: Drawings are for reference only, measurements may vary from actual product.

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ALL WARNING, SCENE, AND TAIL LIGHTS TO HAVE CHROME BEZELS.
ALL COMPARTMENT/ENTRY DOORS TO HAVE POWER LOCKS
WIRE TO OEM



REAR ENTRY DOOR SIZES

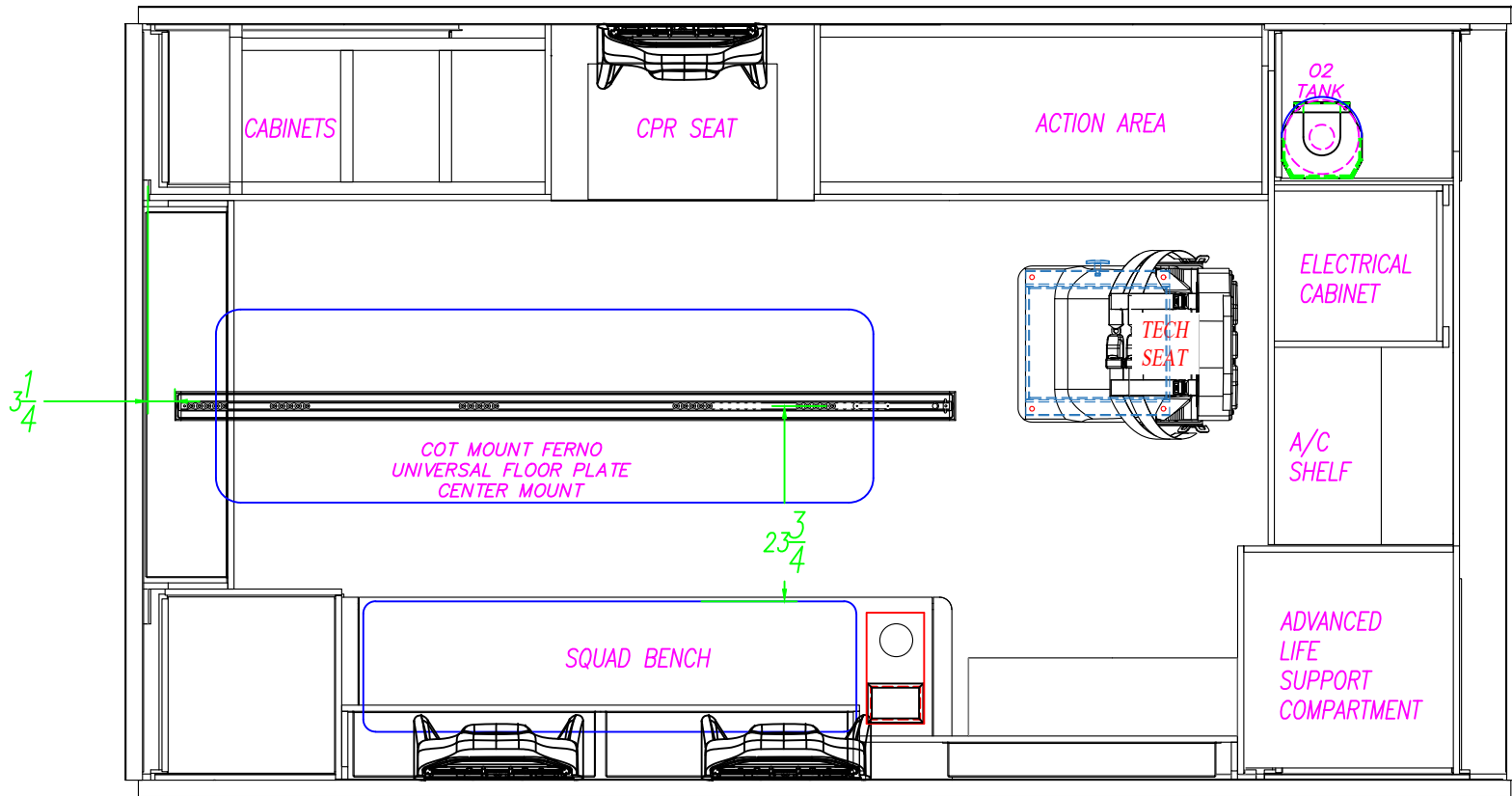
NO.	WIDTH	HEIGHT	PART NUMBER
RE	54"	64 1/2"	78-116135

M2 170" TYPE III FORD E-450 158" WHEELBASE		
DESCRIPTION: FRONT & REAR EXTERIOR		
DRAWN BY: I.STANSBURY	DATE CREATED: 9/8/2022	SCALE: 5/16"=1'
REVISED BY: I.STANSBURY	DATE REVISED: 9/13/2022	REVISION: A
Note: Drawings are for reference only, measurements may vary from actual product.		



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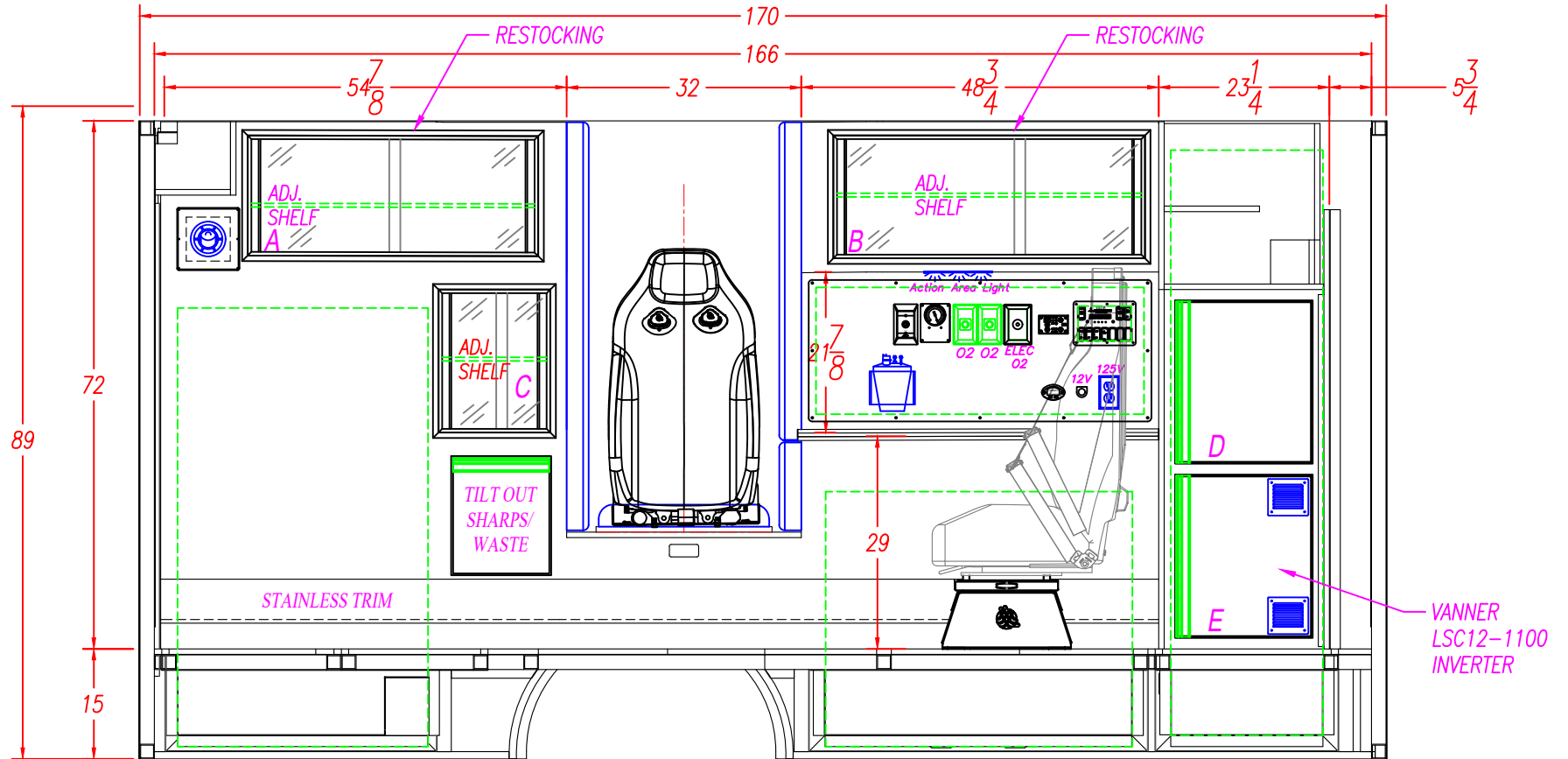


M2 170" TYPE III FORD E-450 158" WHEELBASE		
DESCRIPTION: PATIENT AREA PLAN		
DRAWN BY: I.STANSBURY	DATE CREATED: 9/8/2022	SCALE: 1/2"=1'
REVISED BY: I.STANSBURY	DATE REVISED: 9/13/2022	REVISION: A
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SPECIALTY VEHICLES, INC. FAX: 574-266-6669

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CORIAN COUNTERTOPS IN 1ST & 2ND ACTION AREA.



INTERIOR CABINET STORAGE				
ITEM	HEIGHT	WIDTH	DEPTH	PART #'S
A	17 1/2"	39 5/8"	17 5/8"	
B	16 3/4"	45 3/4"	16 1/8"	
C	19 1/8"	15 5/8"	18"	
D	22 1/4"	19 1/2"	17 1/4"	-
E	22 1/4"	19 1/2"	17 1/4"	-
F				-

M2 170" TYPE III FORD E-450 158" WHEELBASE		
DESCRIPTION: STREET SIDE INTERIOR		
DRAWN BY: I.STANSBURY	DATE CREATED: 9/8/2022	SCALE: 1/2"=1'
REVISED BY: I.STANSBURY	DATE REVISED: 9/13/2022	REVISION: A
Note: Drawings are for reference only, measurements may vary from actual product.		

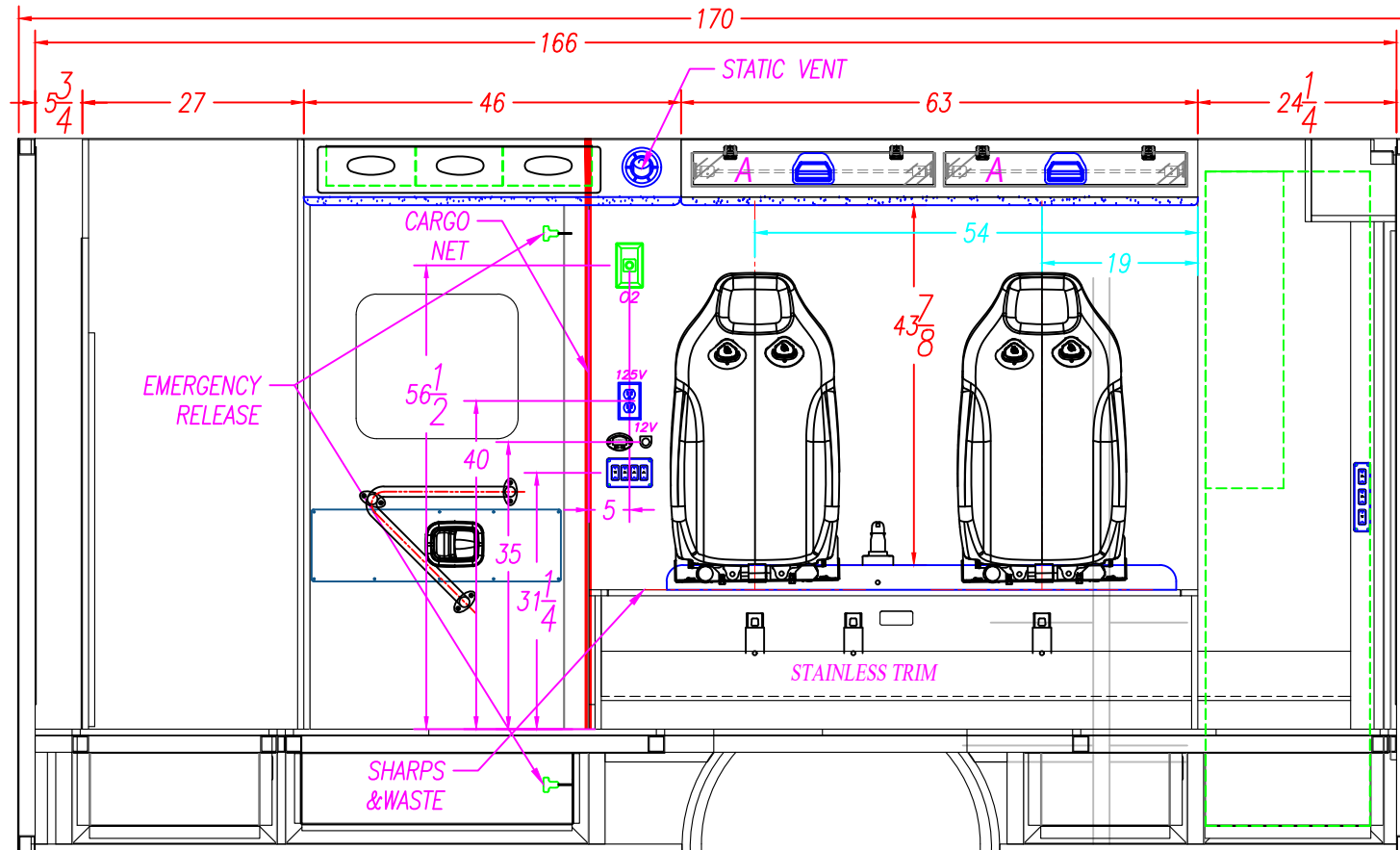
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4" SEATBELT PLATE LOCATION

WELD SHOP	33	INCHES	NOTE: THIS DIMENSION IS FROM THE BOTTOM OF THE WALL TO THE BOTTOM OF THE 4" PLATE.			
CABINET SHOP	NOTE: THE HOLES FOR THE TOP SEATBELT BOLTS ARE 1 1/4" FROM THE TOP OF THE SQUAD BENCH TO THE CENTER OF THE SEATBELT BOLT. NOTE: THE HOLES FOR THE BOTTOM SEATBELT BOLTS ON THE SQUAD BENCH ARE 9 3/8" FROM THE TOP OF THE FLOOR TO THE CENTER OF THE BOLT.					
NOTE: READ THE DIMENSIONS FROM RIGHT TO LEFT AS VIEWED	THE LOCATION OF THE BOTTOM SEATBELT HOLES ARE FROM THE REAR OF THE SQUAD BENCH TO THE CENTER OF THE 1/2" HOLE	BOTTOM		54"	42"	19"
	THE LOCATION OF THE TOP SEATBELT HOLES ARE FROM THE REAR WALL TO THE CENTER OF THE 1/2" HOLE	TOP		54"	39"	19"

INTERIOR CABINET STORAGE				
ITEM	HEIGHT	WIDTH	DEPTH	SPECIAL NOTE
A	4"	29 1/4"	7"	
B				
C				
D				
E				
F				

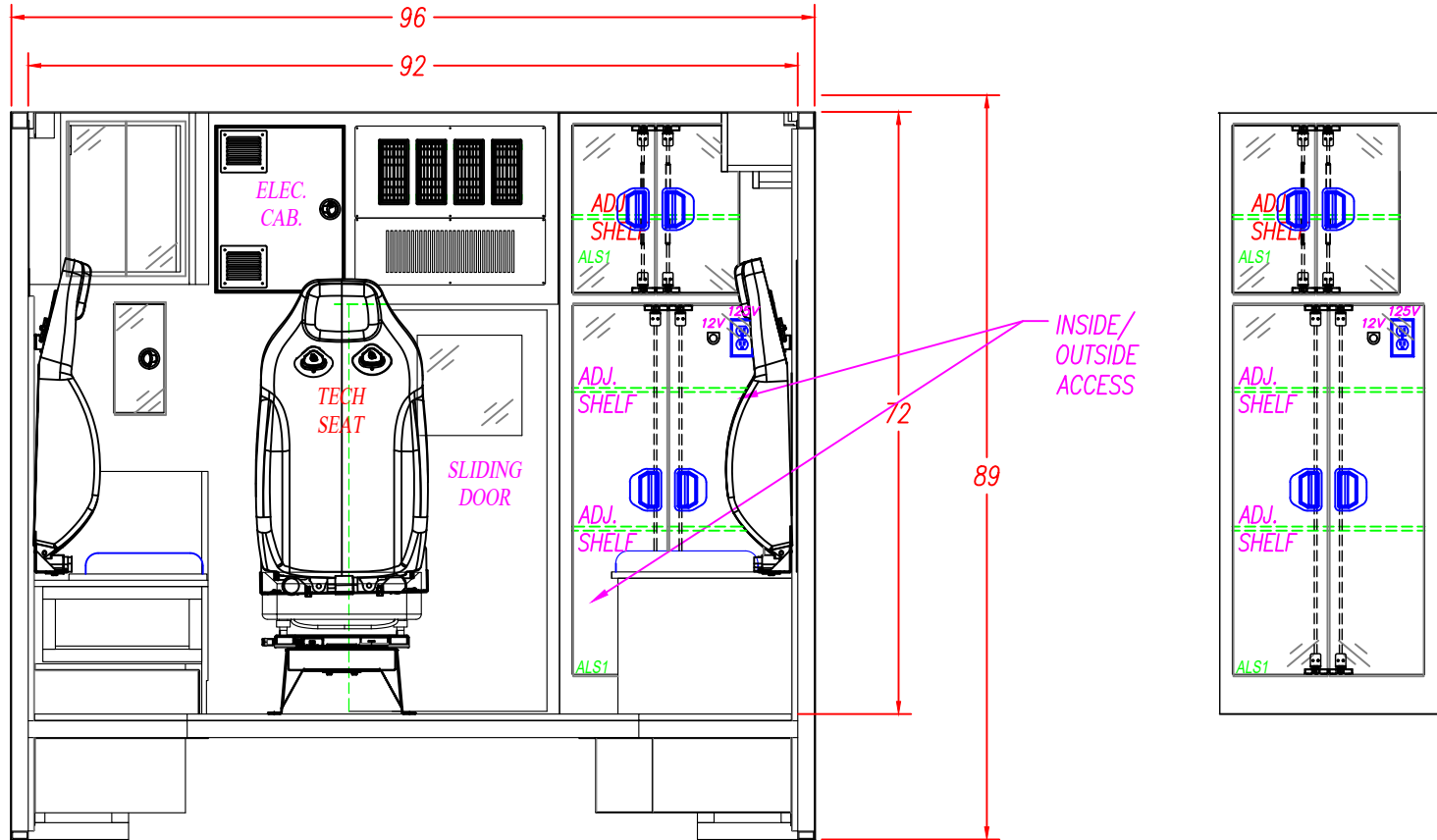
M2 170" TYPE III FORD E-450 158" WHEELBASE		
DESCRIPTION: CURB SIDE INTERIOR		
DRAWN BY: I.STANSBURY	DATE CREATED: 9/8/2022	SCALE: 1/2"=1'
REVISED BY: I.STANSBURY	DATE REVISED: 9/13/2022	REVISION: A
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INTERIOR CABINET STORAGE

ITEM	HEIGHT	WIDTH	DEPTH	SPECIAL NOTE
ALS1	44 1/8"	23"	25 1/4"	
ALS2	20"	20"	25 1/4"	

M2 170" TYPE III FORD E-450 158" WHEELBASE		
DESCRIPTION: FRONT ELEVATION		
DRAWN BY: I. STANSBURY	DATE CREATED: 9/8/2022	SCALE: 1/2"=1'
REVISED BY: I. STANSBURY	DATE REVISED: 9/13/2022	REVISION: A
Note: Drawings are for reference only, measurements may vary from actual product.		

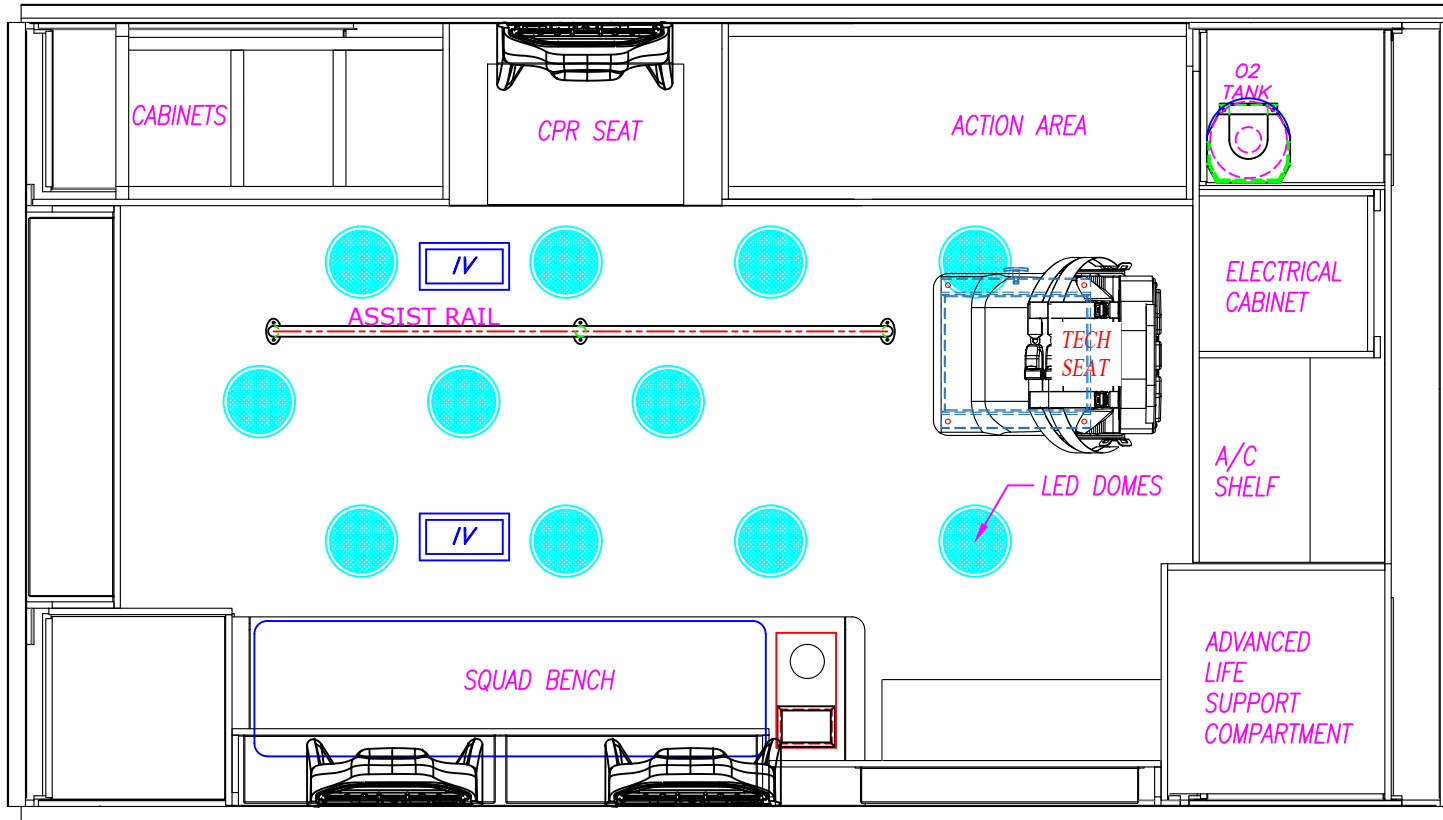
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M2 170" TYPE III
 FORD E-450 158" WHEELBASE

DESCRIPTION:
 CEILING LAYOUT

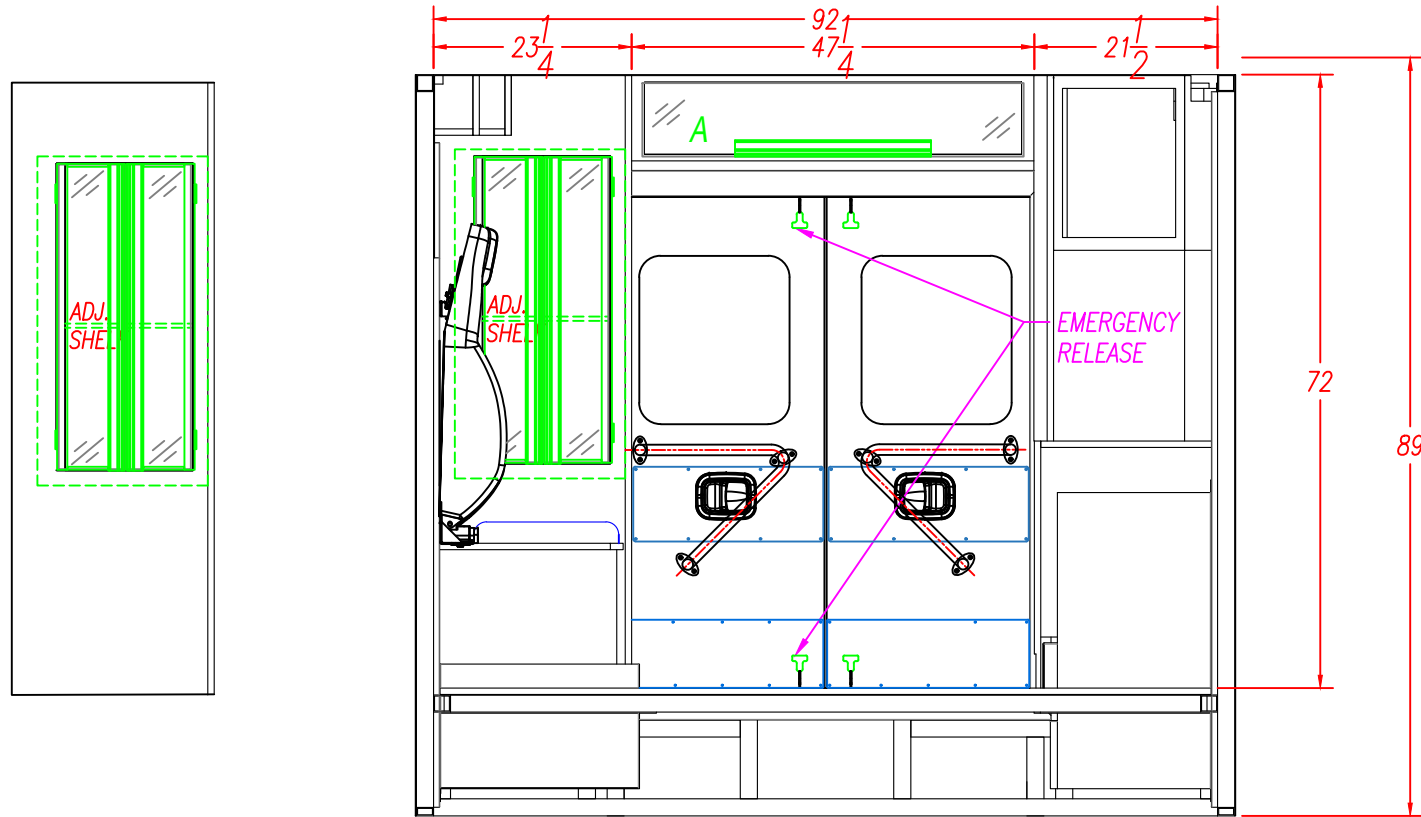
DRAWN BY: I. STANSBURY	DATE CREATED: 9/8/2022	SCALE: 1/2"=1'
REVISED BY: I. STANSBURY	DATE REVISED: 9/13/2022	REVISION: A

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INTERIOR CABINET STORAGE				
ITEM	HEIGHT	WIDTH	DEPTH	SPECIAL NOTE
A	7"	44 1/4"	9"	
B				
C				
D				
E				
F				

M2 170" TYPE III FORD E-450 158" WHEELBASE		
REAR ELEVATION		
DRAWN BY: I. STANSBURY	DATE CREATED: 9/8/2022	SCALE: 1/2"=1'
REVISED BY: I. STANSBURY	DATE REVISED: 9/13/2022	REVISION: A
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ATTACHMENT 3
Stealth Power

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Power on Engines off

Vehicle Power System



Who We Are

We power essential missions with clean mobile energy whenever, wherever you need it. From off-grid remote locations to crowded cities; inside a vehicle or as a freestanding microgrid, the Stealth Power Systems are exactly what our name suggests.

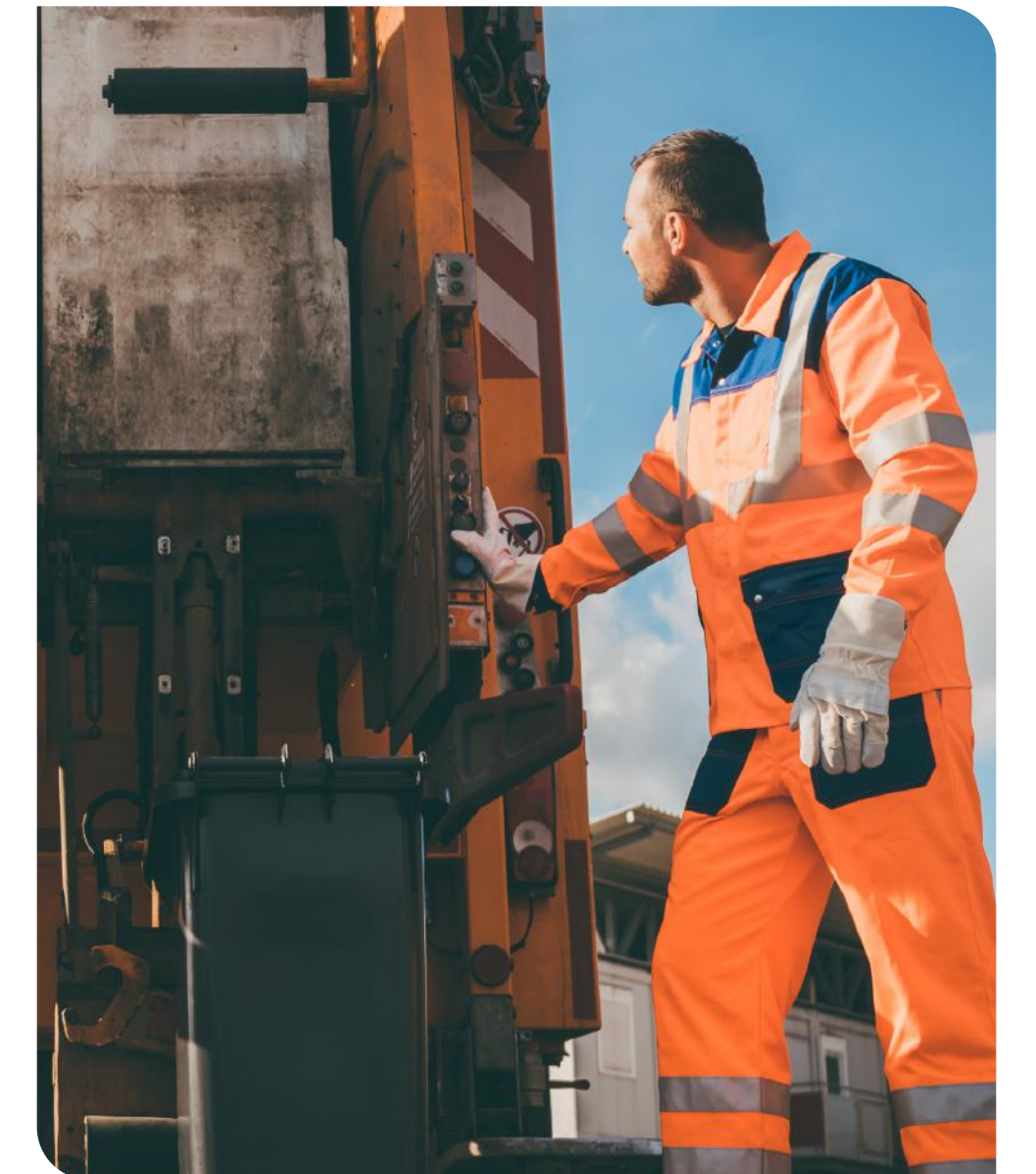
It's Smart, Unobtrusive
Energy that Scales.



Stealth Power Technology

Vehicle Power System

Automatic idle mitigation and full mobile power for onboard equipment, without engine engagement. For fleets with demanding electrical needs. Economize your fleet with sustainable and efficient stealth power.



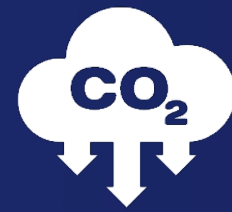
Benefits for Fleets



Extend Operations
& Reduce Noise



Reduce Fuel &
Maintenance Cost



Reduce CO2 &
Increase ESG Scores



Improve Working Conditions
& Keep Crews Happy



Mitigating One Hour of Idling Saves...

1 - 2.5

Gallons of Fuel Under Load

\$5.95

Estimated Daily Maintenance Cost

19 - 22.4

Lbs of CO2

25 - 50

Ghost Miles



Vehicle Power System

Automatic Idle Mitigation & Power

Scalable
SYSTEM CAPACITY



Manages
POWER FLOW "BLINKLESSLY"

Customizable
START/STOP SYSTEM

Power to:



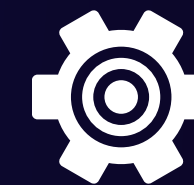
Radios



Laptops & Cameras



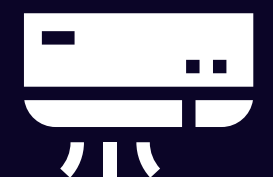
AC Electrical Equipment



All OEM loads

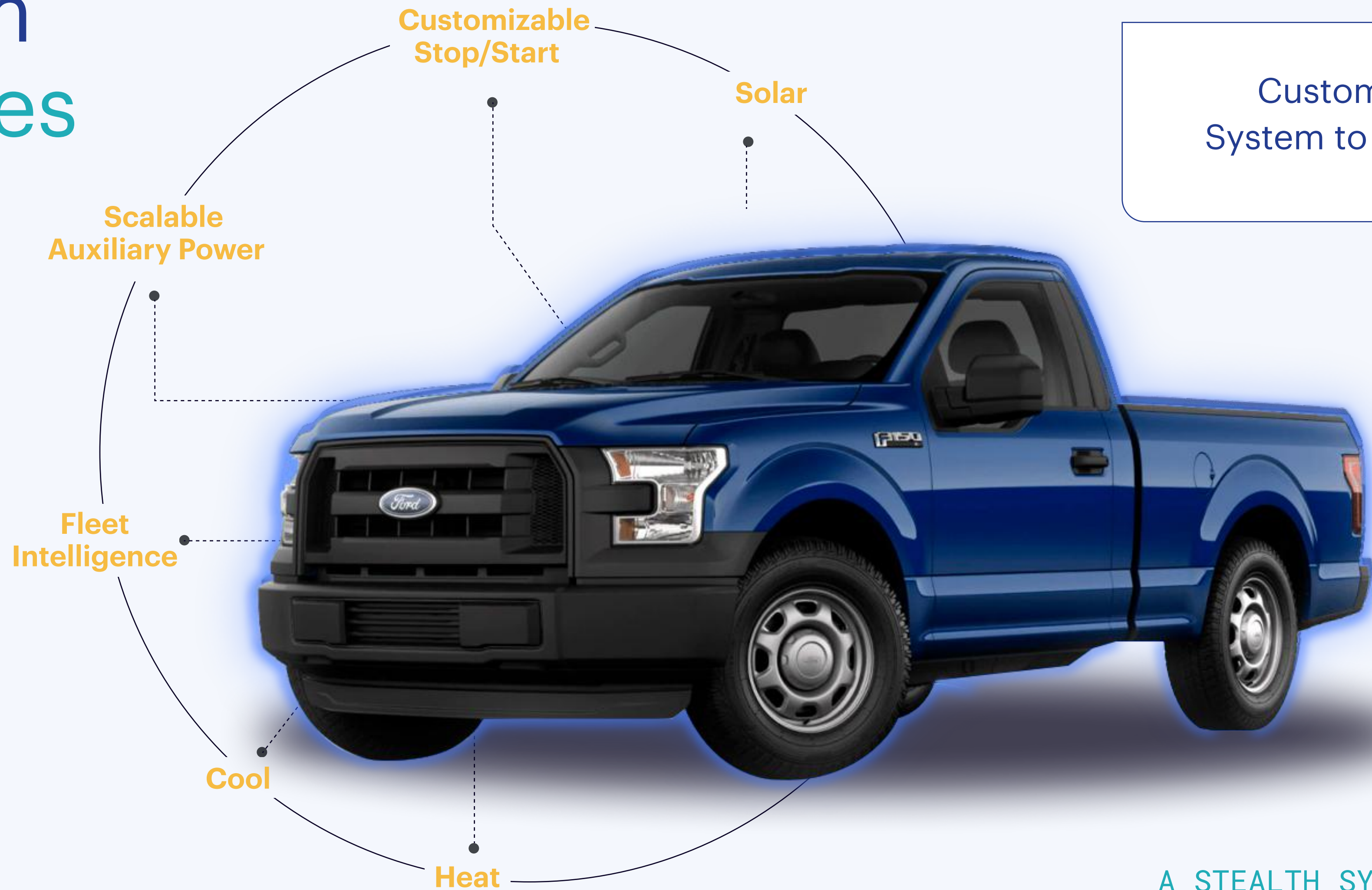


Lights



Auxiliary AC & Heat

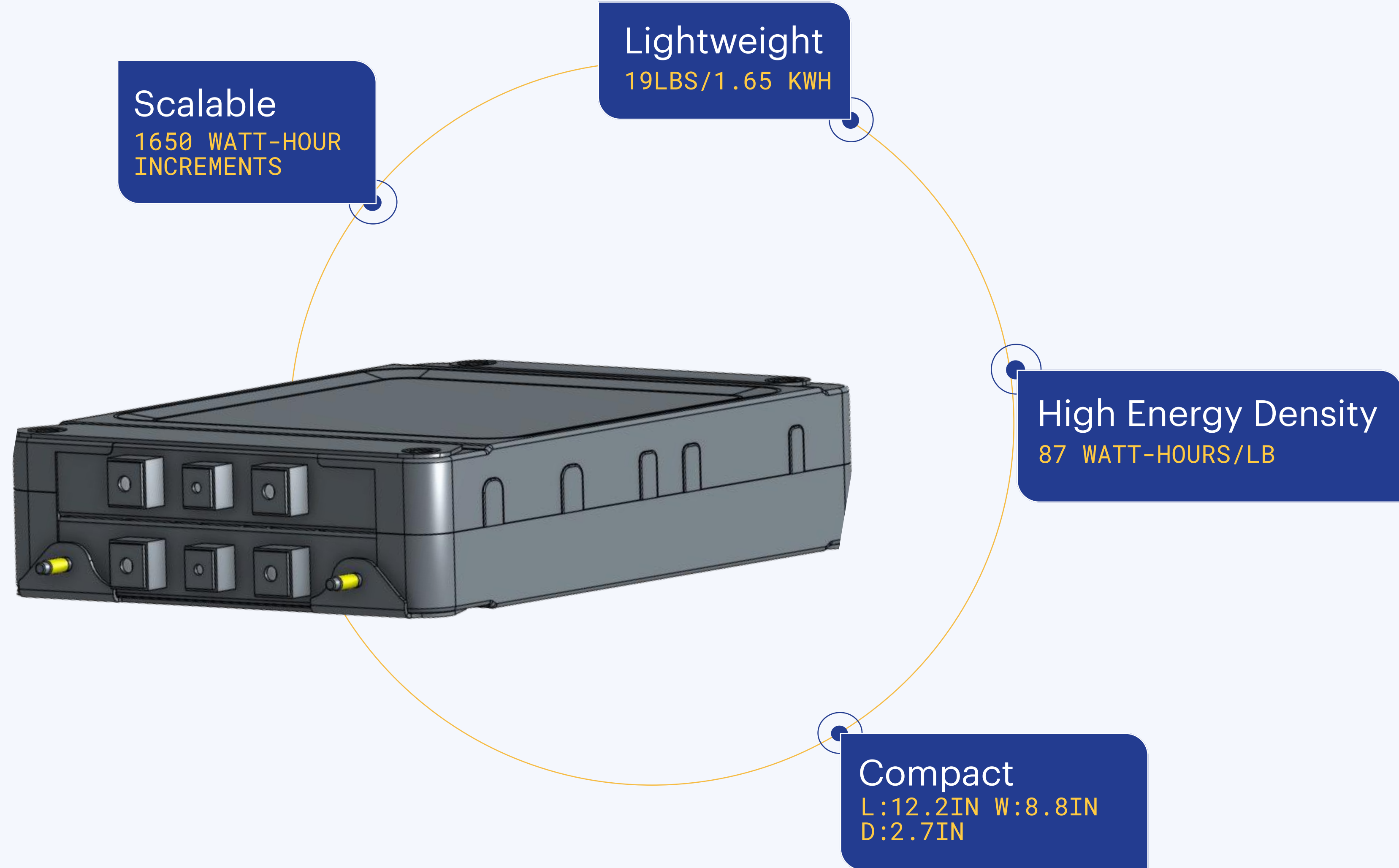
System Features



Customize your Stealth System to **optimize** your fleet

A STEALTH SYSTEM PAYS FOR ITSELF WITHIN 18 MONTHS, ON AVERAGE.

Stealth Energy Module



Stealth Intelligence

Our Active Fleet Management system is based on a Stealth Power data module that uses cellular data services to securely capture real-time status information. This information is made available to stakeholders through a web application dashboard, real-time alert notifications and regular performance reports.

It is the only system on the market that aggregates information, reports on custom parameters, and collects empirical data from third-party solutions to put everything you need to see in **one customized, dashboard view.**



Real-Time Data +
Performance Analytics.

Stealth Intelligence

Oversee fleet performance and mitigate issues before they happen.

REAL-TIME DATA

- Performance tracking
- Custom sensor selection
- GPS position reporting

SECURE CELLULAR DATA

- Data encryption
- End-to-end born secure
- Secure data transfer
- Cost-effective data plans

DATA ANALYTICS

- Secure, web-based login
- Custom dashboard view
- Custom reporting (engine hours, fuel, CO2 emissions, etc.)

THIRD-PARTY INTEGRATION

- Fleet/driver management applications
- Fraud prevention (fuel, driver identity, etc.)
- Theft prevention

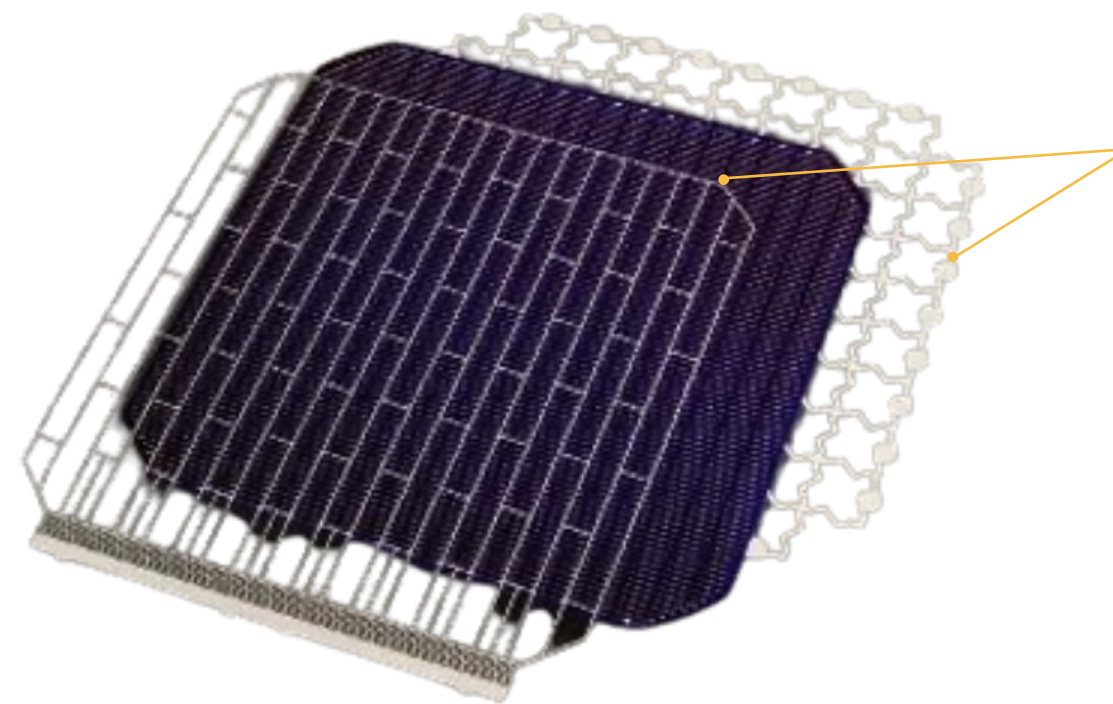
SIMPLE INSTALLATION

- ~15 minutes
- Single harness with OEM connectors

ERROR REPORTING

- Diagnostic trouble codes
- SMS and email reporting
- Customizable
- Real-time

Solar for Vehicle & Mobile Power Applications

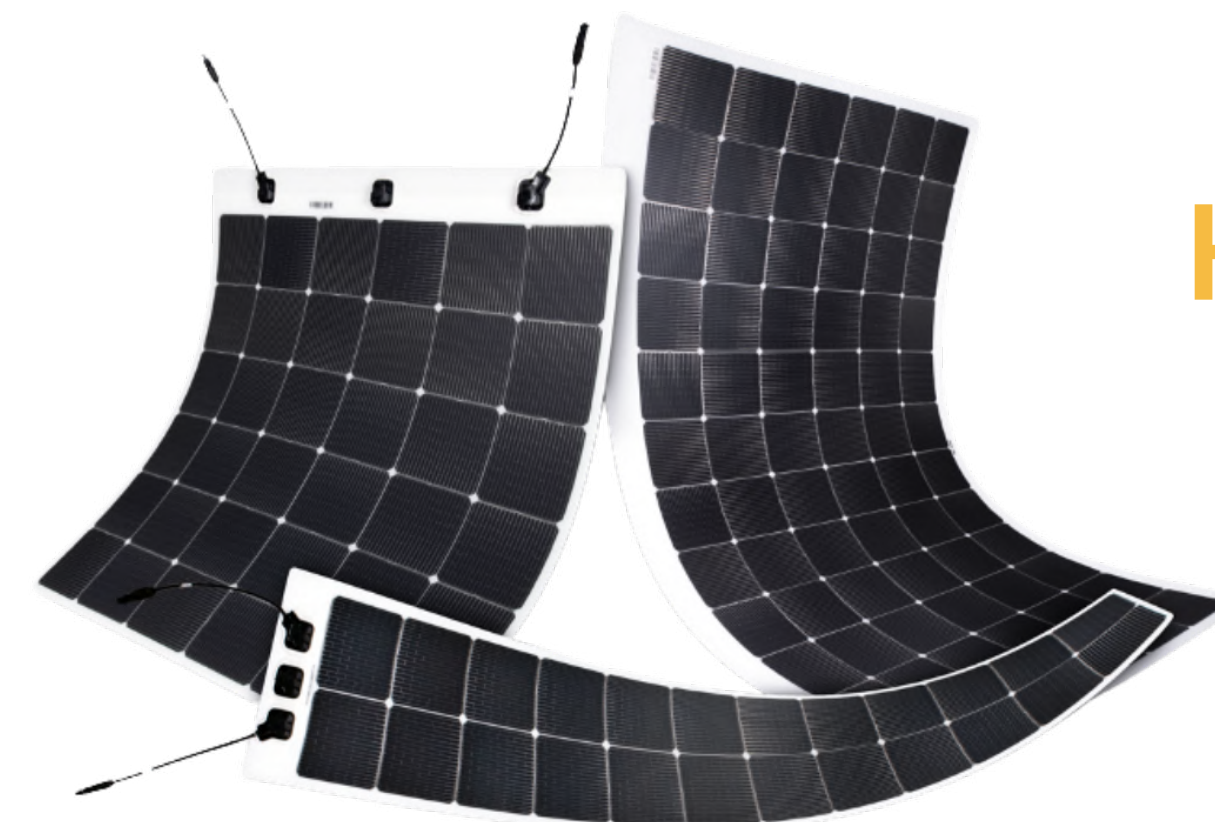
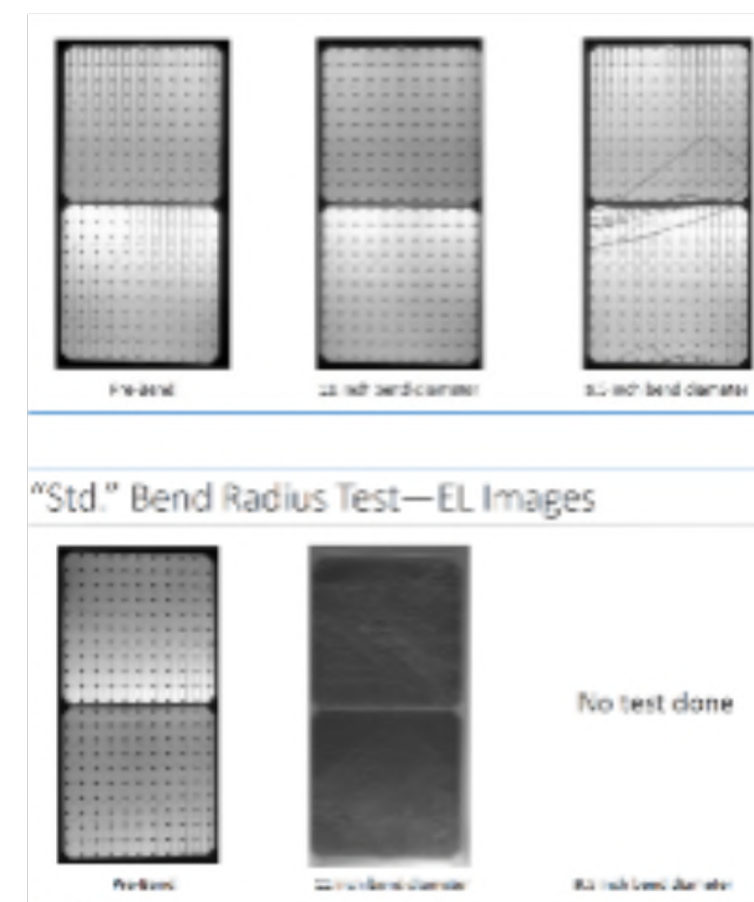


20 vertical busbars, 70 lateral busbars, and back-mesh act as rebars.

UV resistant materials.

Patented grids provide over 2100 independent, redundant connections.

Over 180 redundant spring interconnects eliminate metal fatigue.



**HIGH EFFICIENCY
RUGGED
FLEXIBLE
LIGHTWEIGHT**

Clients

Trusted by law enforcement, emergency response, private companies, and the U.S. Government.



New York City Fire Department Case Study



4,320/ day
Gallons of Fuel Saved



\$15,720/ day
Fuel & Maintenance
Cost Savings



96,758 lbs/ day
CO2 Emissions Reduced



400

AMBULANCES WITH
STEALTH POWER

30%

REDUCTION IN FUEL &
MAINTENANCE COST

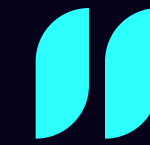
Feedback From the Field



It provides officers constant, never-ending power. They can power anything they want to power. They can jump-start anything they want to jump-start. They're never left stranded.



LT. Dale Barnard
Fleet Manager, Dallas Police Department



Stealth Power's idle mitigation system reduces our payload by 35% and eliminates our weekly maintenance routine.



Richard M.
Fleet Services, CenterPoint Energy

For a World That's
Always On.

info@stealth-power.com

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City Council Agenda Report

ITEM NO. 15

DATE: April 19, 2023

FROM: Arminé Chaparyan, City Manager *AC*

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

SUBJECT: **Authorize a Fourth Contract Amendment for Interim Landscaping Services with LandCare through June 30, 2023 for a Monthly Maximum Amount of \$37,357.96**

Recommendation

It is recommended that the City Council authorize the City Manager to execute a contract amendment for interim landscaping services through June 30, 2023, with LandCare, for a total monthly amount not to exceed \$37,357.96.

Executive Summary

This is a proposed bridge agreement amendment for the current Landscaping Services contractor Landcare, through June 30, 2023, while staff finalizes a new contract for City Council approval.

Background

LandCare has provided landscaping maintenance throughout South Pasadena at parks, medians, facilities, and grounds through a Maintenance Agreement with the City since 2018. The City's current amended agreement for such services with LandCare expired on March 31, 2023. On November 7, 2022, the City requested proposals to provide Citywide Landscaping Services, and accepted bids through November 30, 2022. However, due to necessary changes in the request, the City revised the proposal documents. On February 3, 2023, the City again requested proposals to provide Citywide Landscaping Services, and accepted bids through February 23, 2023. The City is in the process of finalizing the review of bid proposals received from landscaping contractors. In the interim, the City proposes to execute a bridge agreement (Attachment 1) with LandCare to continue providing scheduled landscaping services until a new contract is awarded.

Analysis

On July 16, 2014, the City Council authorized the award of a contract to TruGreen LandCare, now known as LandCare, for the provision of landscape services. The initial contract had a duration from July 16, 2014 through July 31, 2017. On November 15, 2017, the City Council approved another three-year contract (Agreement) with LandCare to perform landscape maintenance services for an amount of \$25,428.15 per month, with an option for one two-year extension. On August 15, 2018, the City entered into a first

amendment to the Agreement with LandCare to include maintenance at the newly constructed Arroyo Seco Bicycle and Pedestrian Trail for a total monthly maximum amount of \$25,738.15. On March 15, 2021, the City entered into a second amendment to extend the Agreement through December 31, 2022 for a total monthly maximum amount of \$25,870.68. A third contract amendment extended the agreement through the third quarter of Fiscal Year (FY) 2022-23, from January 2023 through March 2023, for a total monthly maximum amount of \$37,357.96. This fourth contract amendment would provide landscape maintenance services through the fourth quarter of Fiscal Year (FY) 2022-23, from April 2023 through June 2023, while staff finalizes a new contract for City Council approval.

Fiscal Impact

Adequate funding for this bridge agreement is available in the FY 2022-23 adopted budget for landscape maintenance services including \$448,000 appropriated to Park Maintenance Contract Services Account No. 101-6010-6410-8180-000, \$131,250 appropriated to Median Strips Contract Services Account No. 215-6010-6416-8180-000, \$15,000 appropriated from Prop 'A' Maintenance Account No. 232-6010-6417-8180-000, and \$24,000 Water Distribution Contract Services Account No. 500-6010-6710-8180-000, for a total of \$618,250 of available funding. To date, \$146,124.54 of this amount has been expended for landscaping services in the current fiscal year.

Environmental Analysis

This item is exempt from the California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class (1) "existing facilities."

Key Performance Indicators and Strategic Plan

This item is related to routine landscaping maintenance and is not associated with a Key Performance Indicator, however, there is a relation to the 2021-2026 Strategic Plan with regard to implementation of the Climate Action Plan, and the electric-only equipment requirements of the City's Landscaping Services contract.

Commission Review and Recommendation

This item was not reviewed by a City Commission.

Public Notification

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

Attachments

1. Proposed Fourth Amendment to Maintenance Agreement with LandCare
2. LandCare Approved Maintenance Agreement
3. First, Second, and Third Contract Amendments with LandCare

ATTACHMENT 1

Proposed Fourth Amendment to Maintenance Agreement
with LandCare

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FOURTH AMENDMENT TO MAINTENANCE AGREEMENT

THIS AMENDMENT ("Amendment") is made on this 19th day of April 2023, by and between the CITY OF SOUTH PASADENA ("CITY") and LANDCARE ("CONTRACTOR").

RECITALS

WHEREAS, on January 23, 2018, the City entered an Agreement with the Contractor, to provide landscape maintenance throughout South Pasadena at parks, medians, facilities, and grounds for a total monthly maximum amount of \$25,428.15; and

WHEREAS, on August 15, 2018, the city entered a First Amendment Agreement with the Contractor to include maintenance at the newly constructed Arroyo Seco Bicycle and Pedestrian Trail for a total monthly maximum amount of \$25,738.15; and

WHEREAS, On March 15, 2021; the city entered a Second Amendment Agreement on the same terms as set forth in the Agreement and the First Amendment Agreement for an additional two years, through December 31, 2022 for a total monthly maximum amount of \$25,870.68; and

WHEREAS, On December 21, 2022; the city entered into a Third Amendment Agreement on the same terms as set forth in the Agreement and the First and Second Amendments for an additional three months years, through March 31, 2023, and for a total monthly maximum amount of \$37,357.96; and

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

WHEREAS, it is recommended Contractor continue to perform landscape maintenance services for the City during an interim period in the fourth quarter of Fiscal Year 2022-2023 through June 30, 2023; and

WHEREAS, the costs for said services, on an as-needed basis, shall be in an amount not to exceed a total monthly maximum amount of \$37,357.96.

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

1. That Section 3.5 "Termination Date" of the Agreement is amended to June 30, 2023.
2. 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

"Contractor"
Landcare

By: _____
Signature

By: _____
Signature

Printed: Arminé Chaparyan

Printed: _____

Title: City Manager

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Mark Perez, Deputy City Clerk

Date: _____

Approved as to form:

By: _____
Andrew L. Jared, City Attorney

Date: _____

ATTACHMENT 2
LandCare Approved Maintenance Agreement

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MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages

(City of South Pasadena / LandCare)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and LandCare (“Contractor”).

2. RECITALS

- 2.1. City has determined that it requires the following recurring maintenance services from a contractor: Landscape maintenance of City parks, medians, facilities, and grounds, as described herein.
- 2.2. Contractor represents that it is fully qualified to perform such maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such maintenance services in accordance with the terms and conditions set forth in this Agreement.

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such maintenance services as are set forth in the Scope of Services attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Paul Toor, Public Works Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Contractor
- 3.3. “Maximum Amount”: The highest total compensation and costs payable to Contractor by City under this Agreement. The Maximum Amount under this Agreement is twenty five thousand four hundred twenty eight dollars and fifteen cents (\$25,428.15) per month. Breakdown of the cost of each item is included in the Contractor’s Bid

Proposal and Rate Sheet attached hereto as Exhibit B and incorporated herein by this reference.

3.4. "Commencement Date": January 1, 2018.

3.5. "Termination Date": December 31, 2020.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 16 ("Termination") below. The contract may be extended for an additional two years under the same terms and conditions at the sole discretion of the City Manager or his/her representative, unless earlier terminated as provided in Section 16 herein. If the City desires to exercise the two year renewal option, the City shall notify the Contractor in writing. If the Contractor desires to adjust the rates as set forth in Exhibit B for such extension period, Contractor shall give City written notice sixty (60) days in advance for such adjustment. In no case shall said adjustment exceed the increase (or decrease) represented by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for all Urban Consumers for the Los Angeles-Anaheim-Riverside standard Metropolitan Statistical Area ("Index") for September of the term then expiring from the Index for September one year prior thereto.

5. CONTRACTOR'S DUTIES

5.1. **Services.** Contractor 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. No additional work should be performed unless otherwise authorized by the City in writing.

5.2. **Performance to Satisfaction of City:** Contractor agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Contractor agrees that the services rendered pursuant to this Agreement shall be performed in accordance with the standards customarily provided by an experienced and competent professional organization rendering the same or similar services. Evaluations of the work will be done by the Agreement Administrator or their designee. If the quality of the work is not satisfactory, the City in its sole discretion has the right to:

- Meet with the Contractor to review the quality of the work and resolve the matter of concern;

- Require the Contractor to repeat the work at no additional fee until satisfactory; and/or
 - Terminate the Agreement as hereinafter set forth.
- 5.3. Coordination with City.** In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.
- 5.4. Budgetary Notification.** Contractor shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Contractor shall concurrently inform the Agreement Administrator, in writing, of Contractor'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.
- 5.5. Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.6. Professional Standards.** Contractor shall perform all work to the highest standards of Contractor's profession and in a manner reasonably satisfactory to City. Contractor shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 5.7. Appropriate Personnel.** Contractor has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services. Cody Martin shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.
- 5.8. Prevailing Wages.** This Agreement is subject to the prevailing wage law as more fully set forth in Section 8 (Labor Code), for all work performed under this Agreement for which the payment of prevailing wages is required under the California Labor Code. In particular, Contractor acknowledges that prevailing wage determinations are available for work performed under this Agreement.
- 5.9. Permits and Approvals.** Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits.

- 5.10. Notification of Organizational Changes.** Contractor shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subcontractor. Change of ownership or control of Contractor's firm may require an amendment to this Agreement.
- 5.11. Records.** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING AND ASSIGNMENT

- 6.1. General Prohibition On Assignment.** This Agreement covers services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. Contractor Responsible.** Contractor shall be responsible to City for all services to be performed under this Agreement.
- 6.3. Subcontracting.** Contractor shall not subcontract any portion of the performance contemplated and provided for herein unless (1) such subcontracting is specifically described in the proposal attached hereto or (2) the City provides prior written approval. In any event, Contractor shall supervise all work subcontracted by Contractor in performing the services described in the Scope of Services and shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work. The subcontracting of any work shall not relieve Contractor from any of its obligations under this Agreement with respect to the services described in the Scope of Services. Contractor is obligated to ensure that any and all subcontractors performing any services under this Agreement shall be fully insured in all respects and to the same extent as set forth under Section 13 (Insurance), to City's satisfaction.
- 6.4. Compensation for Subcontractors.** Contractor shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors

performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

- 7.1. **General.** City agrees to compensate Contractor for the services provided under this Agreement, and Contractor agrees to accept payment, the Maximum Amount in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Contractor shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Contractor 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. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice.
- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.
- 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 Contractor.

8. LABOR CODE

- 8.1. **Prevailing Wage Law.** Prevailing Wage Law. This Agreement is subject to the requirements of the prevailing wage laws, including, but not limited to, Labor Code Section 1720 et seq., and Labor Code Section 1770 et seq., as well as Code of Regulations, Title 8, Section 16000 et seq., which require payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. Contractor shall defend, indemnify, and hold harmless City, and its officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of failure or alleged failure of Contractor to comply with such prevailing wage laws.
- 8.2. **Payment of Prevailing Wages.** Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, the Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification.
- 8.3. **Forfeiture.** Contractor shall forfeit as a penalty to City Two Hundred Dollars (\$200.00), or any greater penalty provided in the Labor Code, for each calendar day,

or portion thereof, for each worker paid less than the prevailing wage rates for any work done under this Agreement employed in the performance of the Scope of Services by Contractor or by any subcontractor of Contractor in violation of the provisions of the Labor Code. In addition, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.

- 8.4. Apprentices.** Contractor shall comply with the provisions of Labor Code 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code 1777.5.
- 8.5. Payroll Records.** Pursuant to Labor Code 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code 1811 and Labor Code 1815 for any work performed by his or her employees on the public works project. The payroll records shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code 1776.
- 8.6. 8-Hour Work Day.** This Agreement is subject to 8-hour work day and wage and hour penalty laws, including, but not limited to, Labor Code 1810 and Labor Code 1813. Contractor and any subcontractor(s) of Contractor shall strictly adhere to the provisions of the Labor Code regarding 8-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Pursuant to the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Contractor's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City \$25.00, or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

8.7. Registration with DIR. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code 1771 and Labor Code 1725.5 requiring registration with the Department of Industrial Relations (DIR).

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

10.2. No Agent Authority. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor’s employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

10.3. Independent Contractor Status. Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor’s previously earned California Public Employees Retirement System (“CalPERS”) retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers’ compensation, and other applicable federal and state taxes.

10.4. Indemnification of CalPERS Determination. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

- 11.1. Definitions.** For purposes of this Section 11, “Contractor” shall include Contractor, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors, in the performance of this Agreement. “City” shall include City, its officers, agents, employees and volunteers.
- 11.2. Contractor to Indemnify City.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Contractor’s alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor or failure to comply with any provision in this Agreement.
- 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. Contractor shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.
- 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. Contractor shall not be entitled to any refund of attorneys’ fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 11.5. Defense Deposit.** The City may request a deposit for defense costs from Contractor with respect to a claim. If the City requests a defense deposit, Contractor shall provide it within 15 days of the request.
- 11.6. Waiver of Statutory Immunity.** The obligations of Contractor under this Section 12 are not limited by the provisions of any workers’ compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7. Indemnification by Subcontractors.** Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 12 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Contractor’s behalf.
- 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. Contractor’s indemnification obligations apply regardless of whether or not any insurance policies

are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

12.1. Insurance Required. Contractor shall maintain insurance as described in this section and shall require all of its subcontractors, Contractors, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

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 Contractor's obligation to provide them. Contractor shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: South Pasadena Landscape Maintenance
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any required insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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.** Contractor is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Contractor will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.
- 12.6. Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.7. Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.
- 12.8. Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, for liability arising out of ongoing and completed

operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

- 12.9. Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Contractor does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Contractor under this Agreement. Failure of the Contractor to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.10. Insurance Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Contractor shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Contractor shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Public Works Department, 1414 Mission Street, South Pasadena, CA 91030.
- 12.11. Contractor's Insurance Primary.** The insurance provided by Contractor, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.
- 12.12. Waiver of Subrogation.** Contractor hereby waives all rights of subrogation against the City. Contractor shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.13. Report of Claims to City.** Contractor shall report to the City, in addition to the Contractor's insurer, any and all insurance claims submitted to Contractor's insurer in connection with the services under this Agreement.

12.14. Premium Payments and Deductibles. Contractor must disclose all deductibles and self-insured retention amounts to the City. The City may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

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

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

13. MUTUAL COOPERATION

13.1. City Cooperation in Performance. City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

13.2. Contractor Cooperation in Defense of Claims. If any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require in the defense of that claim or action.

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 Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Paul Toor, Public Works Director
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Contractor:

Cody Martin
LandCare
4134 Temple City Blvd.
Rosemead, CA 91770
Telephone: (818) 669-2804
Facsimile: (626) 376-9176

With courtesy copy to:

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

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), paragraph 12.7 (Claims-Made Policies), paragraph 13.2 (Contractor 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 thirty calendar days' written notice to Contractor. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 16.2. Contractor Termination.** Contractor may terminate this Agreement for a material breach of this Agreement upon thirty calendar days' notice.
- 16.3. Compensation Following Termination.** Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. Remedies.** City retains any and all available legal and equitable remedies for Contractor'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 Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Contractor.
- 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 Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

- 18.2. Conflicts of Interest.** Contractor warrants and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. Non-assignment.** Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.
- 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.** Contractor shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.
- 18.8. Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or

Contractor of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

- 18.9. Excused Failure to Perform.** Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Contractor.
- 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, each party shall pay its own costs, including any accountants' and attorneys' fees expended in the action.
- 18.12. Venue.** The venue for any litigation shall be Los Angeles County, California and Contractor hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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

“City”

City of South Pasadena

By: *Stephanie Denouffe*
Signature

Printed: STEPHANIE DEWOLFE

Title: CITY MANAGER

Date: 1/23/18

“Contractor”

LandCare

By: *Donald A. Cuesy*
Signature

Printed: DONALD A. CUESY

Title: REGIONAL VICE PRESIDENT

Date: 11/12/2017

Attest:

By: *Evelyn G. Zneimer*
Evelyn G. Zneimer, City Clerk

Date: 11/15/2017

Approved as to form:


By: *Teresa L. Highsmith*
Teresa L. Highsmith, City Attorney

Date: 01/17/2018

WORKER'S COMPENSATION INSURANCE ACKNOWLEDGEMENT

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this contract at the site of the Project is not protected under any Worker's Compensation law, Contractor shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Contractor shall indemnify and hold harmless City for any damage resulting from failure of either Contractor or any subcontractor to take out or maintain such insurance.

Date: 11/12/2017



Signature

Donald A. Cury

Printed Name

REGINA VICE PRESIDENT

Title

Exhibit A Scope of Services

SCOPE OF SERVICE

Contractor shall perform completely all work and incidentals appurtenant to the Specifications of the contract. Any mention herein or indication on the drawings of materials, operations, or methods, requires that the contractor provide each item mentioned, perform each operation described and provide all necessary labor, equipment, materials and incidentals.

The landscape maintenance shall include complete responsibility for proper care of all landscaping; i.e., irrigation systems, shrubs, lawns, groundcovers and planting of whatever nature occurring on said premises and further described herein; and shall include performance of such services as watering, trimming, pruning, edging, mowing lawns, fertilizing, cultivating, insect and rodent control, weed control, re-sodding and seeding, staking and guying, cleanup of sidewalks and walks, including all items considered related to the performance of landscape maintenance.

REQUIRED QUALIFICATIONS

The firm must hold a valid State of California Contractor's License (C27), current OSHA certification for all aerial devices to be used during these services, and a Qualified Application License. These provisions must be provided at time of proposal submission and be kept current throughout the entirety of the contract.

Persons performing the work outlined in the contract must be qualified and trained in the landscape maintenance industry. The use of subcontractors is not allowed except for one time specialized services. The subcontractor must be approved by the City prior to performing any work. The Contractor shall also maintain at least one (1) English-speaking foreman on-site at all times.

The firm must submit to the City a "Quality Control Plan". The Quality Control Plan shall provide the City with an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. In addition, the firm must submit to the City for approval, a current Safety Manual that meets SB 198 requirements for injury and illness prevention.

SAFETY

Contractor shall comply with Standards of OSHA, CAL OSHA and the American National Standard Institute (ANSI), Z 133.1-1988 Safety requirements including any City special conditions.

CLEAN UP

1. Each day's scheduled work shall be completed and cleaned up, and under no circumstances shall any brush, leaves, debris, trucks or equipment be left on the street or on public property overnight without authorization from the Director of Public Works or his/her authorized representative.
2. The Director of Public Works, or his/her authorized representative, shall be the sole judge as to the adequacy of the cleanup and will have the authority to direct further clean up with results the same day. This may include use of City staff on overtime, which will result in costs deducted from contractor's billing.
3. Contractor shall be responsible for the protection of all improvements adjacent to the work areas, including, but not limited to, sprinkler systems, drain pipes, lawns, plantings, brick or masonry work, mailboxes, lights, fences, walls, sidewalks, street paving, etc. located on either public or private property. If any improvements are removed or damaged, other than those scheduled for removal, then such improvements shall be replaced in kind at contractor's expense without cost to the City, and to the entire satisfaction of City staff and/or property owner no later than five (5) working days from date of damage.

DISPOSAL OF MATERIALS

1. All green waste produced as a result of the Contractor's operations under this contract will be reduced, reused, recycled, and/or transformed. Weight slips will be required as proof of final disposal and must be submitted with each demand for payment.
2. Reducing will include, but not limited to, chipping, grinding, and/or shredding operations. Disposal is to be at a recycling yard for use in a tub grinding and mulching program and proof of such will be provided with each demand for payment, including tonnage information for materials diverted to this program.
3. Reusing will include, but not limited to, using chipped, ground or shredded tree materials as mulch. If the Contractor has a location outside the City where such mulch may be applied, Contractor is to provide to the City documentation (with each demand for payment) from the property owner indicating location and amount of material that will be used, including tonnage information of material diverted to this program.
4. Recycling will include, but not limited to, firewood that is too large to be chipped, ground or shredded for use as mulch. Transformation will include, but not be limited to, firewood that is too large to be chipped, ground or shredded for use as mulch. If wood is to be kept for firewood by Contractor, the Contractor must provide to the City proof of such operation with each demand for payment, including tonnage of wood diverted to this program.

INSPECTION

1. The City's representative, shall at all times have access to the work and shall be furnished with every reasonable facility for ascertaining full knowledge respecting the process, workmanship and character of materials and equipment used and employed in the work.
2. Inspection of the work shall not relieve the Contractor of any of his/her obligation to fulfill the contract and/or complete the project as prescribed. Defective work shall be made good notwithstanding the fact that such defective work may have been previously overlooked by the City's representative and accepted for payment.
3. Monthly quality inspections will be completed by the City representative. Any work found to be unacceptable will be noted in writing. Upon receipt of said letter noting these deficiencies, the Contractor shall make a reasonable good faith effort to correct the deficiencies as determined by the City's representative within a reasonable period not to exceed five (5) working days from notification. After this time period, if unacceptable conditions still exist, the City reserves the right to address the deficiencies at the contractor's expense and/or deduct payment or terminate the contract immediately.

SCHEDULE OF WORK AND HOURS OF OPERATION

1. Contractor will be required to be available on the contract Commencement Date. Contractor shall, prior to commencing work, submit and gain approval of a monthly work schedule indicating the order, location and completion of work based on the information provided by the Park Supervisor or Public Works Operations Manager.
2. Contractor will notify the City of any schedule of landscape maintenance operation at least 24 hours in advance. Should the Contractor discontinue work for any reason, the City must be notified immediately as to the rationale behind the shut-down and the restarting date of operations. Hazardous conditions must be reported to the Park Supervisor or Public Works Operations Manager immediately.
3. The general hours of operations shall be 8:00 a.m. to 4:30 p.m. with respect to any chipping, blowing, cutting or other operations generating harsh or unusual noise. The days of operations shall be Monday through Friday with the exception of the items listed as weekend and Holiday services. Contractor shall schedule operations in accordance with the City's representative.
4. In addition, the Contractor, field lead person or foreperson shall meet with the City's representative each Monday between 7:00 and 7:30 a.m. or any other specified time for the purpose of reviewing the week's work, receiving special instructions, and to discuss any problems encountered on the job.

5. Work missed due to inclement weather will need to be made up or alternate work will be done on those days or payment will not be made.

REPORTS

1. A monthly work schedule agenda must be submitted and accepted by the Park Supervisor and/or Public Works Operations Manager one month prior to the commencement of each working month and shall include the tasks and materials for each item.
2. All concerns and/or reports addressing needs at any location must be submitted in writing. This report must be a standard format for use exclusively for reporting deficiencies to the City by the contractor.
3. A landscape audit will be completed and submitted quarterly to the City. The Contractor shall have on staff or arrange an independent auditor approved by the City to perform these audits

CHANGES

The City may require changes in the scope of the services to be performed by the Contractor hereunder. All such changes, which are mutually agreed upon by and between all the parties shall be incorporated in written amendments to this Agreement. All such amendments shall state any increase or decrease in the amount of the compensation due to the Contractor for the change in scope.

ADDITIONS/DELETIONS OF SERVICE

The City reserves the right to add and/or delete services to this contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally, to the amount of service reduced in accordance with the Proposal price. Should additional services be required from this contract, prices for such additions shall be in accordance with the Contractor's rate sheet. No additional work should be performed unless otherwise authorized by the City in writing.

INCORPORATION OF PROPOSAL INTO THE CONTRACT

The contents of the selected firm's response are to be incorporated, in total, into the contract.

CONTRACTOR'S RESPONSIBILITY

The Contractor shall be responsible for any damages whatsoever to City property as applicable when such property is the responsibility or in custody of the Contractor, his/her employees or subcontractors.

RECORDS AND REPORTS

Contractor shall prepare and submit to the Park Supervisor/Public Works Operations Manager such reports concerning the performance of the services required by this Agreement as required.

Contractor shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable the Park Supervisor/Public Works Operations Manager to evaluate the performance of such services. The Park Supervisor/Public Works Operations Manager shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, request certified payrolls, and make records and transcripts from such records.

All reports, records, documents and other materials prepared by Contractor in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Park Supervisor/Public Works Operations Manager upon the termination of this Agreement, and Contractor shall have no claim for further compensation as a result of the exercise by City of its full right of ownership of the documents and materials hereunder. Contractor may retain copies of such documents for its own use. It shall have an unrestricted right to use the concepts embodied therein.

The drawings, specifications, reports, records, documents and other materials prepared by Contractor in the performance of services under this Agreement shall not be released publicly without the prior written approval of the Park Supervisor/Public Works Operations Manager.

SPECIAL PROVISIONS

1.00 INTRODUCTION

These Special Provisions are intended to apply to the scope of work specified in each contract item, as described herein, where each type of landscaping might exist or be placed in the future.

1.01 CONTRACT ITEMS

The contract items cover landscape maintenance at the following parks, sports fields, facilities, trails, medians or locations:

I. PARKS & TRAILS

Garfield Park

Arroyo Park

Eddie Park

Heritage Park (including Meridian Median between Mission St. and El Centro St.)

Library Park

War Memorial Park

Arroyo Seco Woodland and Wildlife Park
Via del Rey entrance parks (both sides of Via del Rey at Monterey Road)
Via del Rey cul-de-sac park (at Camino Verde)
San Pasqual Park
Dog Park
Demonstration Garden
Arroyo Drive Trail (110 Freeway to Pasadena Ave.)
South Pasadena Freeway Sign & Trail
Snake Trail (between Rollin and Flores De Oro)
Stoney Drive Trail

II. SPORTS FIELDS

Burke, Clarich and Nelson Fields
Arroyo Park South Field
Orange Grove Park and Service Facility

III. CITY FACILITIES

Civic Center and Parking Lots
San Pasqual House

IV. WATER FACILITIES

Garfield Reservoir, 416 Garfield Ave., South Pasadena, CA
Grand Reservoir, 624 Hermosa Ave., South Pasadena, CA
Westside Reservoir, 820 Glen Place, South Pasadena, CA
Kolle Pump House, 1217 Kolle Ave., South Pasadena, CA
Raymond Tank, 1648 Raymond Hill Rd., South Pasadena, CA
Bilicke Tank, 700 La Portada St., South Pasadena, CA
Wilson Reservoir, 545 Adelyn Dr., San Gabriel, CA
Wilson Well 2, 311 Bradbury Dr., San Gabriel, CA
Graves Reservoir, 2225 El Molino Ave., San Marino, CA

V. MEDIANS & EASEMENTS

Goldline Landscaping along Hawthorne St. Parkway (between Orange Grove Ave. and Pasadena Ave.)
Huntington Drive Medians (between Alhambra Rd. and Garfield Ave.)
Fair Oaks Ave. Medians (between Huntington Dr. and Columbia St.)
Huntington Drive and Fair Oaks Ave. Intersection Medians
Monterey Rd. Medians (between Orange Grove Ave. and Brent Ave.)
Monterey Rd. Medians (at Pasadena Ave.)

Pasadena Ave. Medians (between York Blvd. bridge and Monterey Rd.)
Pasadena Avenue (between City Limits and Sycamore Ave.)
Camden Court Medians (between Oak St. and Court Ave.)
El Cerrito Circle Island
Stratford Circle Island
Raymondale Dr. Medians
Fletcher Ave. Islands (between Oak St. and Huntington Dr.)
Orange Grove Ave. Medians (between Charter Oak St. and Columbia St.)
Orange Grove Ave. Parkway on Westside of street (between Oliver St. and Sterling Pl.)
Median at the end of Sterling Pl.
State Street Medians
State Street Parkways
Mound and El Centro Parkway
Stoney Drive Easement

1.02 SCOPE

- A. Contractor shall perform completely all work and incidentals appurtenant to each paragraph of this section of the specifications. Any mention herein or indication on the drawings of materials, operations, or methods, requires that the contractor provide each item mentioned if indicated, perform each operation described and provide all necessary labor, equipment, materials and incidentals.
- B. The landscape maintenance shall include complete responsibility for proper care of all landscaping; i.e., irrigation systems, shrubs, lawns, groundcovers and planting of whatever nature occurring on said premises and further described herein; and shall include performance of such services as watering, trimming, pruning, edging, mowing lawns, fertilizing, cultivating, insect and rodent control, weed control, resodding and seeding, staking and guying, cleanup of sidewalks and walks, including all items considered related to the performance of landscape maintenance. All chemicals used in the everyday course of landscape maintenance need to be green friendly.
- C. All of Contractor's personnel assigned to work on any City Parks, medians, grounds and facilities shall undergo American Green Zone Alliance (AGZA) or equivalent accreditation and training which will be provided by the City. This training shall cover the safety and efficient operation of electric equipment, proper storage and charging procedures of electric equipment, competency training for trouble shooting and basic maintenance and repair of electric equipment.
- D. The Contractor shall also maintain at least one (1) English-speaking foreman on-site at all times. The minimum total regular crew size shall be a minimum of five (5) full time

equivalent regular staff members. In addition to the regular staff members the Contractor must have an irrigation technician and representative from the management team available to provide services as required in the Special Provisions.

1.03 MATERIALS

A. Commercial Fertilizer:

1. Shall be blended for use as specified and may be combined with fungicides, herbicides and insecticides as covered in these specifications. All to be delivered to the job in original sealed packages, with labels attached showing analysis.
2. Sports fields, fertilizer information is included in Tables II, III and IV outlining the field maintenance plans.
3. Iron, Sequestrene, Iron Chelates, pelletized sulfur.

B. Equipment:

1. All tools and equipment shall be furnished by Contractor and shall be sufficient in number and design to be capable of effective and efficient discharge of work to be performed. Cutting tools shall be maintained in sharpened condition. The City will not be providing any tools or equipment for the Contractor to perform any service. All tools and equipment to be furnished by the Contractor.
2. Unsatisfactory equipment shall be repaired or replaced. Obsolete, broken equipment of any kind shall be removed from the premises.
3. Tools and equipment shall be maintained in clean condition to avoid spread of weeds.
4. Lawns and sports fields shall be mowed with rotor mowers. Mower blades shall be kept sharp and clean.
5. City of South Pasadena Municipal Code 19A.12 provides for the use of leaf blowers and other power yard maintenance equipment as relates to hours of operation, noise and dust control.
6. All landscape maintenance equipment shall be battery-powered cordless electric type, 100% emission free equipment. Contractor shall have sufficient batteries and equipment to complete the daily required work load to complete the scope of services. No outdated,

polluting power equipment shall be used. Contractor may not use a stand-alone generator to charge batteries in the City Parks or City Facilities. In case of an emergency, Contractor may use City power outlets to charge the batteries with written permission from the Parks Supervisor or Public Works Operations Manager.

7. Lawn Mowing Equipment: Contractor shall supply battery powered turf mowers with six (6) to eight (8) hours of run time battery capacity per day, under load. Contractor shall supply one of the combinations below of mowing equipment in order to complete the mowing service required:

- a. Two (2) 60-inch zero turn lawnmowers
- b. One (1) 60-inch zero turn lawnmower and one (1) 52-inch zero turn lawnmower
- c. One (1) 60-inch zero turn lawnmower and one (1) 48-inch zero turn lawnmower

8. Contractor's Vehicles: While working on City facilities and grounds, the Contractor shall have a magnet placed on both sides of each vehicle identifying "Contractor for the City of South Pasadena". Magnet shall be legible by vehicles passing by the Contractor's vehicle. The Contractor shall submit a proof for City approval before ordering the magnet for their vehicles.

9. Gas Allowance: Gas-powered equipment can be used for occasional non-routine tasks for which no commercially available electric equipment exists. For example, dethatching aeration in the fall, heavy tree trimming, rototilling compacted areas at playgrounds, and controlling invasive warm season grasses throughout the City. Gas equipment may also be used for contracted enhancement work that required heavy machinery. The use of gas powered equipment must be approved in writing 48 hours in advance of use by the Public Works Director. Below is a summary of the tasks that may require the use of gas-powered equipment:

- a. Dethatching, aeration: If needed, Contractor may use a gas-powered zero turn mower once a year in the fall for scalping and dethatching purposes. If needed, Contractor may use a gas powered aerator in the fall for aerating purposes.
- b. Invasive warm season grasses: If needed, Contractor may use gas-powered zero turn once a year in the spring or summer months to control growth of invasive warm season turf.
- c. Heavy tree trimming: If Contractor is required to perform heavy and substantial tree trimming, vender will be allowed to use gas-powered chain saws as needed to complete the enhancement job if an expedited and professional manner. Gas blowers may not be used for cleanup of heavy and substantial tree trimming jobs.
- d. Pressure washer may be gas but shall meet California Air Resources Control

Board Tier 2 compliance.

- e. Theft of equipment fleet: The Contractor agrees that in the event of theft of electric equipment that the Contractor will be granted a five day grace period to replace the equipment and can utilize gas equipment during the grace period. The City must be notified in the event of the theft and the Contractor shall provide the City with a plan to replace the stolen equipment within the five day grace period.

C. Material:

- 1. Grass seed for common (non-sportsfield) turf areas shall be fresh, clean, new crop seed, pre-mixed by mechanical mixer to proportions specified, with minimum purity and germination as follows:

Name	Purity	Germination
Bonsai 2000	98%	90%
Millennium Dwarf	98%	90%
Wildfire Dwarf	98%	90%

Seeding rate: 7 pounds per 1000 square feet. 300 pounds per acre.

Seed type: **Stover Triple Crown Dwarf**

- 2. Grass seed for sportsfield turf areas shall be fresh, clean, new crop seed, pre-mixed by mechanical mixer to proportions specified, with minimum purity and germination as follows:

Name	Purity	Germination
Affinity Perennial Ryegrass	98%	90%
Evening Shade Perennial Ryegrass	98%	90%
Manhattan 4 Perennial Ryegrass	98%	90%
Improved Sultan Bermudagrass	98%	90%

Seeding rate: 8.5 pounds per 1000 square feet. 350 pounds per acre.

Seed type: **Stover Pro Sportsfield Supreme**

Fungicides, Herbicides and Insecticides: Shall be recognized brands in general use, approved and complying with all agencies - local, state and federal. All chemicals used in the everyday course of landscape maintenance need to be green friendly.

- 3. Irrigation System: Shall have matching precipitation. Water efficient nozzles should be

used wherever feasible. Weather Based Irrigation Controllers should be utilized at all parks in an effort to water efficiently.

4. Plant Materials: When not provided by the City, shall be best quality, new stock of size and kinds noted on plans or in other written instructions from the City. Priority selection to drought tolerant plants when and wherever appropriate.
5. Topsoil: Shall be fertile, sandy loam, free from noxious weeds, debris and toxic quantities of mineral salts.
6. Tree Stakes: From time to time, installation of stakes shall be required for tall and new trees. Upkeep of these stakes, including moving the stakes and/or loosening the ties, also required.
7. Tie Materials: Tree ties shall be V.I.T. Twist brace "Nail Bracket Style" with wood screws used to attach to lodge poles..

1.04 PLANT REPLACEMENT

Existing planting requiring replacement or relocation due to changes in existing premises, vandalism or from causes due to nature of operations, major accidents or Acts of God, will be replaced by City at its expense or handled under separate agreement. New plantings conceived will be handled under separate agreement. Contractor shall have its own nursery in order to maintain the highest quality plant material available or should have access to a reputable nursery in good standing.

1.05 PLANT REPLACEMENT LIABILITY

Where proven neglect on the part of Contractor or his employees have caused damage to planting through improper use of insecticides, herbicides, watering, failure to control rodents, gophers, insects, use of tools and mechanical equipment, conveyances, or through general neglect, Contractor shall repair or replace such damaged planting at his own expense to the satisfaction of City.

1.06 CLEAN UP/TRASH REMOVAL/ENVIRONMENT

- A. In general, Contractor shall see that the premises are kept neat and clean of foreign debris, however deposited, whether by winds, persons entering or passing by premises, or careless persons. Clean up shall consist of removal of all debris, papers, weeds, cut grass, and removal of fallen limbs when needed on a weekly basis. Weeds growing at curb and sidewalk joints shall be removed. Sidewalks and walks shall be swept at least once a

week.

- B. Contractor shall clean up after his own work and deposit all debris in containers for removal from the premises. Contractor shall not permit debris to accumulate anywhere on the site. Debris and material generated by Contractor shall be removed from the site by Contractor.
- C. Contractor shall pick up the trash at City parks, sport fields and facilities listed in the Contractor's proposal (Exhibit B). Contractor shall supply trash liner bags.
- D. On weekends and Holidays, Contractor shall perform two trash pickups at Garfield, Arroyo and Orange Grove Park gazebo areas (three locations). Below is the schedule for the weekend and holiday trash pickups:
 - a. November 1 through March 31: Morning trash pickup at all three locations shall be completed before 9:00 am. Afternoon trash pickup at all three locations shall be completed between 12:00 pm and 1:00 pm.
 - b. April 1 through October 31: Morning trash pickup at all three locations shall be completed before 10:00 am. Afternoon trash pickup at all three locations shall be completed between 1:00 pm and 2:00 pm.
- E. No trash, including but not limited to bottles, cans, paper, leaves, tree branches, and/or grass shall be swept or blown into the city's storm drains. In accordance with the state of California's municipal separate storm sewer systems (MS4s), nothing but rain down our drains. When using fertilizers and chemicals, Contractor shall be mindful of not allowing spray or runoff of chemicals into our gutters and down our storm drains.
- F. Contractor shall dispose of a trash generated as part of services in City provided containers at the City service yard located at Stoney Drive and Lohman Lane. At no time shall trash be dumped on the ground of the City service yard unless there are no containers available and Contractor receives approval from the City representative.

1.07 IRRIGATION SYSTEMS - RESPONSIBILITY, MAINTENANCE, WATERING

After the award of each contract, the Contractor shall inspect and test each irrigation system under this contract and shall promptly inform the City of all deficiencies. The City shall then repair such systems, using either its own forces or that of a Contractor (not necessarily the successful bidder), and shall then turn the system over to the Contractor. The Contractor will be responsible for maintaining the system at that level of service from that time forward. The Contractor must have a separate irrigation management division or similar capabilities in order to properly manage a City Irrigation System.

- A. Facilities:

<u>Contract Item</u>	<u>Facility</u>	<u>System</u>
I.	<u>PARKS & TRAILS</u>	
	Garfield Park	Automatic
	Arroyo Park	Automatic
	Eddie Park	Quick couplers with automatic sprinklers in the parking strips.
	Heritage Park (including Meridian Median between Mission St. and El Centro St.)	Automatic

<u>Contract Item</u>	<u>Facility</u>	<u>System</u>
	Library Park	Automatic
	War Memorial Park	Automatic
	Arroyo Seco Woodland and Wildlife Park	Automatic
	Via del Rey entrance parks (both sides of Via del Rey at Monterey Road)	Automatic
	Via del Rey cul-de-sac park (at Camino Verde)	Automatic
	San Pasqual Park	Automatic
	Dog Park	Automatic
	Demonstration Garden	Automatic
	Arroyo Drive Trail (110 Freeway to Pasadena Ave.)	None
	South Pasadena Freeway Sign & Trail	Automatic
	Snake Trail (between Rollin and Flores De Oro)	None
	Stoney Drive Trail	None

II. SPORTS FIELDS

Burke, Clarich and Nelson Fields	Automatic
Arroyo Park South Field	Automatic
Orange Grove Park and Service Facility	Automatic

III. CITY FACILITIES

Civic Center and Parking Lots	Automatic
San Pasqual House	Automatic

IV. WATER FACILITIES

Garfield Reservoir	Automatic
Grand Reservoir	Automatic

Westside Reservoir	None
Kolle Pump House	None
Raymond Tank	None
Bilicke Tank	None
Wilson Reservoir	Automatic
Wilson Well 2	None
Graves Reservoir	Automatic

V. MEDIANS AND EASEMENTS

Goldline Landscaping along Hawthorne St. Parkway (between Orange Grove Ave. and Pasadena Ave.)	Automatic
Huntington Drive Medians (between Alhambra Rd. and Garfield Ave.)	Automatic
Fair Oaks Ave. Medians (between Huntington Dr. and Columbia St.)	Automatic
Huntington Drive and Fair Oaks Ave. Intersection Medians	Automatic

<u>Contract Item</u>	<u>Facility</u>	<u>System</u>
	Monterey Rd .Medians (between Orange Grove Ave. and Brent Ave.)	Automatic
	Monterey Rd. Medians (at Pasadena Ave.)	Automatic
	Pasadena Ave. Medians (between York Blvd. bridge and Monterey Rd.)	Automatic
	Pasadena Avenue (between City Limits and Sycamore Ave.)	Automatic
	Camden Court Medians (between Oak St. and Court Ave.)	Automatic
	El Cerrito Circle Island	None
	Stratford Circle Island	None
	Raymondale Dr. Medians	Automatic
	Fletcher Ave. Islands (between Oak St. and Huntington Dr.)	Automatic
	Orange Grove Ave. Medians (between Charter Oak St. and Columbia St.)	Automatic

Orange Grove Ave. Parkway on Westside of street (between Oliver St. and Sterling Pl.)	Automatic
Median at the end of Sterling Pl.	Automatic
State Street Medians	Automatic
State Street Parkways	None
Mound and El Centro Parkway	None
Stoney Drive Easement	None

B. Methods:

1. Landscape areas are covered by irrigation systems, hose bibs, etc. All areas and planting pots shall be inspected on a weekly basis by the Contractor to ensure proper watering. In addition, Contractor shall test all stations at least weekly to make sure the system is running efficiently and not wasting water. The purposes of the test are to determine:

- (a) the proper operation of the system and
- (b) the need for repair to controllers, valves, risers, sprinkler heads, etc.

A written report on system problems shall be given to the Parks Supervisor or Public Works Operations Manager the following day. The sprinkler systems should not be depended upon solely to meet the total watering requirements under all conditions.

- 2. Valve boxes must be securely replaced when damaged and excessive wet or dry areas eliminated. A comprehensive report must be included with the written report on system problems on the following day.
- 3. Semi-automatic mechanical valve actuators have been provided at each valve for the Contractor's convenience. The "Watering Schedule" provided by City gives the number of minutes that each valve is to be set for at each time of watering. Contractor shall be responsible for setting timing of valve actuators to comply with said schedule. The Contractor is required to work with City staff to improve irrigation efficiency of the watering schedule.
- 4. Areas to be watered by hand shall receive adequate water, without flooding or creating bog like conditions, twice a week. Whenever using a hose, it must be equipped with a nozzle that has an on/off valve.
- 5. Watering days shall be scheduled so as not to inconvenience the on-site personnel or operations. City will provide Contractor with use schedule. Watering shall not be permitted to wet parked cars. Contractor shall be responsible to shut off the irrigation

system before it rains if rain is forecasted. Contractor can resume irrigating 48 hours after the rain has ceased.

6. Contractor shall water adequately as required for specific planting and seasonal changes, taking precautions not to create bog-like conditions.
7. During extremely hot weather and extended holiday periods, and during or following breakdown of systems or water supply, Contractor shall supply at his own expense the personnel required to adequately water all landscaped areas. Dry areas which develop in lawn or groundcover areas shall receive supplemental manual irrigation until such time as the condition is alleviated.

B. Maintenance:

Contractor shall be responsible for the complete operation and maintenance of the irrigation systems except as noted herein:

1. Contractor shall repair all broken hose bib risers, regularly inspect for and replace or repair all broken sprinkler risers, fitting, lines and sprinkler heads; remove foreign matter of any kind to insure proper operation of sprinklers; and flush lines when required to remove foreign matter from systems. Contractor shall have no responsibility for underground water main pipe lines, but Contractor shall be responsible for the maintenance of controllers, control valves, irrigation distribution lines, irrigation pressure lines, risers, swing joints and heads. Repair or replacements of controllers, control valves, anti-siphon valve, etc. require prior approval and supervision of City.
2. Contractor shall be responsible to report immediately to City any malfunction of mechanical valve actuators, anti-siphon valves, damages to mains and damages caused by others. During the period malfunctions exist, Contractor shall water manually by whatever means necessary. Dry conditions shall not be permitted to develop. Water mains shall not be turned off without prior authorization from City.
3. Contractor shall verify that pop-up sprinkler heads are in retracted position before mowing or edging lawns. Sprinkler heads damaged by mowers and edgers shall be replaced by Contractor at his expense. Lawns shall not be permitted to suffer due to head damage.
4. Grass shall be neatly trimmed away from sprinkler heads and valve boxes to insure proper operation. A circular cutter may be used for this purpose, but under no circumstances either is the sod to be removed leaving holes larger than head diameter

nor is weed killer to be used.

5. Groundcovers are to be kept trimmed away from sprinkler heads by tapering away from head. Under no circumstance shall holes be cut into groundcovers. Head risers shall be extended as necessary to provide un-obstructed throw of water.
6. Materials required for irrigation systems maintenance due to normal wear, extension, or sprinkler risers on lawn or shrub heads, etc., shall, at City's discretion, either be furnished by the City or paid for by City at Contractor's actual cost. All damaged, broken or otherwise inoperable or unusable parts so replaced shall be turned over to City's representative in order to be eligible for reimbursement. Invoices for such material replacement shall be submitted by Contractor at the end of each month.
7. Where damage to irrigation systems including valve covers has been caused by Contractor's negligence, repair and replacement materials and labor shall be furnished by contractor at his own expense. All materials shall be of equal or better quality than that originally installed. Substitutions must be approved by the Park Supervisor/Public Works Operations Manager. All repairs and replacements shall be made in a careful, workmanlike manner.

1.08 LAWNS

A. General:

1. Contractor shall maintain all lawns in top condition at all times through the practice of regular mowing, seeding, watering, fertilizing, and aerating in accordance with these specifications. Lawn shall have a well-tended appearance.
2. All City facilities with turf/lawn shall be mowed per the Contractor's Bid Proposal table. The Arroyo Sports Fields, and Orange Grove Park Park shall be mowed twice per week during the warm season (April 15th to October 15th).

Mowing shall not remove more than 50% of vegetative growth. Grass generally shall not exceed four (4) inches in height. Mowing heights of other than Bermuda grass shall generally be between two (2) to three (3) inches, using a mower. Bermuda grass sport fields shall be mowed at one and a half (1½) inches in height using a mower. Turf shall be cut at a uniform height. Keep blades sharp and mowing equipment to be kept sufficient to prevent grass blade bruising, tearing, and shredding. Clippings shall be caught in a grass catcher, collected and removed from the premises. Grass clippings that are finely cut may be left in place. Mowing pattern will be varied weekly where possible to reduce rutting and compaction of grade. Contractor shall coordinate mowing

and irrigation schedules so that the grass is not mowed while it is wet.

Edges shall be trimmed at each mowing, including trimming around walls and fences, trees, shrubs, sprinkler heads, valves, curbs, planting beds, utility poles, sign posts, playground equipment and other items located in lawns. The trimming must be done on the same day as the mowing. At the conclusion of each visit, walks adjacent to work area shall be blown clean.

Grass shall not be allowed to invade plant and other areas not intended to be lawn. Care should be taken not to damage sprinkler heads, plantings, walks and buildings with equipment. Curbs, gutters, walks and driveways shall be left in a clean condition after each mowing. Excessive amounts of leaves, papers and other debris shall not be allowed to accumulate on lawns. Mowing shall not be done when soil is too wet; avoid compaction of turf.

3. Weeds of any kind shall not be permitted to become established in lawns. Contractor shall submit to City for approval a weed abatement program that keeps the lawns as nearly as possible to a weed-free condition stating which products will be used for those weeds now in existence, at what rate they will be applied, and at what schedule during the year. Lawns shall receive at least two applications per year of broad spectrum herbicide for the control of crabgrass and other common lawn weeds. Mow lawns before applying. Additional applications of herbicides shall be made when necessary to complete eradication of specific weed problems not covered by the use of herbicide. Product shall be applied according to manufacturer's directions.
4. Provide work schedule for rainy days and dormant seasons for alternate work. Days of week to be on job site including Holiday schedule.
5. Perform the following maintenance services to sport fields at Arroyo and Orange Grove parks: Dethatching, core aerating, remove cores, top dress with medium, fertilizing, reseeding or stolons, irrigation, top dress seeds at a frequency of two times per year. All areas designated for re-seeding shall be groomed and dethatched for the purpose of top dressing with seed and organic matter. Areas shall be posted and closed to the public until germination and first mowing is completed. Dethatching shall be with a mechanical de-thatcher to remove built up organic matter in turf areas. Thatch that is removed shall be properly disposed of.
6. The spreading of mulch shall depend on the type of mulch provided by the City. Tree shavings shall be used around shrub areas or to suffocate weeds. Composted fine mulch will be used for re-seeding or top dressing in turf areas. The material will be spread along planting areas and barren areas for weed prevention and moisture retention.

B. Fertilizing Lawn:

1. Lawns (except for sports fields) shall be fertilized per Table I. Applications will consist of pelleted formula 16-6-8 applied at the rate of 8 pounds (lbs) per 1,000 square feet (sf). Sports fields at Orange Grove, Arroyo South and Arroyo North use different materials at different times per Tables II, III, and IV.
2. All materials shall be applied at times and in amounts shown for each feeding.
3. Fertilizer shall be distributed evenly over lawn when dry, using calibrated spreader. Do not overlap materials and cause burning of turf, dark streaks, etc. Sweep off pavements and water in immediately.
4. Where herbicides, fungicides, or insecticides are required, these materials, in the amounts according to the manufacturer's directions, shall be added where compatible to the fertilizer specified. All products shall be combined and blended at factory, delivered in original packages, and applied as previously specified.
5. Additional insecticides, fungicides and herbicides applications shall be required as noted. These may be in liquid spray form. Herbicides shall not be applied during windy conditions. All chemicals used in the everyday course of landscape maintenance need to be green friendly.

C. Soil Compaction

1. Contractor shall not engage in activities which foster the compaction of the soil; i.e., driving of vehicles on turf or riding equipment on soggy soil.
2. Contractor shall aerate the athletic sports fields per the maintenance schedule in Tables II, III and IV. Aeration shall be accomplished by the use of a tractor drawn tine aerator. Proper soil moisture shall be present to insure that plugs are removed to a minimum depth of three inches. All plugs shall be broken up and removed from the sports fields on the day they are generated. Sprinkler heads shall be flagged to prevent damage to the irrigation system.

D. Insect, Fungi and Rodent Control

1. Contractor shall maintain continuous control against insects, leaf hopper, red spider, cut-worms, sod web worm (Lawn Moth) and other insects by the use of appropriate insecticides. Insecticides should not be applied above certain temperatures (check with manufacturer) or during wind.

2. Fungi shall be controlled by appropriate combination of watering practices, aeration and treating when specified. Additional applications shall be made when necessary to obtain control of rust and other fungi.

3. Rodents of any kind: gophers, moles, etc., shall be controlled by the Contractor. Burrows and holes on the sports fields shall be filled with dirt at the time of each mowing. All chemicals used in the everyday course of landscape maintenance need to be green friendly. Major infestations will be handled by the City.

**TABLE I
LIBRARY, GARFIELD PARK, EDDIE PARK AND WAR MEMORIAL PARK
MAINTENANCE PLAN**

Date	Activity	Responsible Organization
March	Apply 16-6-8 fertilizer, weed control and herbicide combined	Contractor
May	Apply 16-6-8 fertilizer, weed control, and herbicide combined (post control)	City
August	Apply 16-6-8 fertilizer, insecticide and fungicide	Contractor
September	Dethatch, aerate, re-seed, apply top dressing	Contractor
November	Apply 21-2-4 fertilizer and fungicide	Contractor

**TABLE II
ARROYO SOUTH MAINTENANCE PLAN**

Date	Activity	Responsible Organization
December - January	Verticut, dethatch, seed prep, overseed sports turf (Trifecta II at 7-10 lbs. / 1,000 sf.), install water retention product (Hydretain at 2.7 lbs./1000 sf.)	Contractor
February	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
February	Apply 25-4-4 Nitrate Fertilizer at a rate of 4.5 lbs./ 1,000 sf.	Contractor
February	Weed control, post emergent application to control broadleaf weeds	Contractor
March- October	Spot treatment of weed control, post emergent to control broadleaf weeds	Contractor
March	Aeration of the field with hollow tine	Contractor
March	Rototill of infields	Contractor
March	Apply Dimension 270G herbicide to prevent crabgrass germination at a rate of 3-4 lbs./1,000 sf.	
March	Insect/Grub Control	Contractor

Date	Activity	Responsible
March	Fungicide application to control various pathogens	Contractor
April	Spot treatment of fungicide to control various pathogens	Contractor
April	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
April	Apply 25-4-4 Nitrate Fertilizer at a rate of 4.5 lbs./ 1,000 sf.	City
April	Start of the warm season, increase irrigation	Contractor
May	Aeration of the field with hollow tine	Contractor
June	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
June	Rototill of infields	Contractor
July	Verticut, dethatch, seed prep, overseed sports turf (Trifecta II at 7-10 lbs. / 1,000 sf.), install water retention product (Hydretain at 2.7 lbs./1,000 sf.)	Contractor
August	Apply 32-0-5 XCU slow release fertilizer at a rate of 3.2 lbs./1,000 sf.	Contractor
September	Aeration of the field with hollow tine	Contractor
October	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
October	Apply 32-0-5 XCU slow release fertilizer at a rate of 3.2 lbs./1,000 sf.	Contractor
October	End of the warm season, decrease irrigation	Contractor
November	Aeration of the field with hollow tine	Contractor

**TABLE III
ARROYO NORTH MAINTENANCE PLAN**

Date	Activity	Responsible Organization
December - January	Verticut, dethatch, seed prep, overseed sports turf (Trifecta II at 7-10 lbs. / 1,000 sf.), install water retention product (Hydretain at 2.7 lbs./1000 sf.)	Contractor
February	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
February	Apply 25-4-4 Nitrate Fertilizer at a rate of 4.5 lbs./ 1,000 sf.	Contractor
February	Weed control, post emergent application to control broadleaf weeds	Contractor

Date	Activity	Responsible Organization
March-October	Spot treatment of weed control, post emergent to control broadleaf weeds	Contractor
March	Aeration of the field with hollow tine	Contractor
March	Rototil of infields	Contractor
March	Apply Dimension 270G herbicide to prevent crabgrass germination at a rate of 3-4 lbs./1,000 sf.	
March	Insect/Grub Control	Contractor
March	Fungicide application to control various pathogens	Contractor
April	Spot treatment of fungicide to control various pathogens	Contractor
April	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
April	Apply 25-4-4 Nitrate Fertilizer at a rate of 4.5 lbs./ 1,000 sf.	City
April	Start of the warm season, increase irrigation	Contractor
May	Aeration of the field with hollow tine	Contractor
June	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
June	Rototil of infields	Contractor
July	Verticut, dethatch, seed prep, overseed sports turf (Trifecta II at 7-10 lbs. / 1,000 sf.), install water retention product (Hydretain at 2.7 lbs./1,000 sf.)	Contractor
August	Apply 32-0-5 XCU slow release fertilizer at a rate of 3.2 lbs./1,000 sf.	Contractor
September	Aeration of the field with hollow tine	Contractor
October	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
October	Apply 32-0-5 XCU slow release fertilizer at a rate of 3.2 lbs./1,000 sf.	Contractor
October	End of the warm season, decrease irrigation	Contractor
November	Aeration of the field with hollow tine	Contractor

**TABLE IV
ORANGE GROVE MAINTENANCE PLAN**

Date	Activity	Responsible Organization
November - January	Verticut, dethatch, seed prep, overseed sports turf (Trifecta II at 7-10 lbs. / 1,000 sf.), install water retention product (Hydretain at 2.7 lbs./1000 sf.)	Contractor
February	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
February	Apply 25-4-4 Nitrate Fertilizer at a rate of 4.5 lbs./ 1,000 sf.	Contractor
February	Weed control, post emergent application to control broadleaf weeds	Contractor
March- October	Spot treatment of weed control, post emergent to control broadleaf weeds	Contractor
March	Aeration of the field with hollow tine	Contractor
March	Rototil of infields	Contractor
March	Apply Dimension 270G herbicide to prevent crabgrass germination at a rate of 3-4 lbs./1,000 sf.	
March	Insect/Grub Control	Contractor
March	Fungicide application to control various pathogens	Contractor
April	Spot treatment of fungicide to control various pathogens	Contractor
April	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
April	Apply 25-4-4 Nitrate Fertilizer at a rate of 4.5 lbs./ 1,000 sf.	City
April	Start of the warm season, increase irrigation	Contractor
May	Aeration of the field with hollow tine	Contractor
June	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
June	Rototil of infields	Contractor
July	Apply 32-0-5 XCU slow release fertilizer at a rate of 3.2 lbs./1,000 sf.	Contractor
September	Aeration of the field with hollow tine	Contractor
September	Apply 32-0-5 XCU slow release fertilizer at a rate of 3.2 lbs./1,000 sf.	Contractor
October	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
October	End of the warm season, decrease irrigation	Contractor
November	Aeration of the field with hollow tine	Contractor

1.09 GROWDCOVERS

A. General:

1. Groundcovers shall be inspected weekly. Maintenance shall include removal of all debris, including leaves, branches, papers, bottles, etc.
2. Weeds shall be removed weekly. Bermuda grass and other noxious weeds shall not be allowed to become established in these areas. Weeds shall be completely removed, including roots, rhizomes, and stolons. Pre-emergent weed killer may be used after cultivation. "Round-Up" may also be used, taking care not to spray on other plantings.
3. All groundcovers shall be pruned, sheared and thinned neatly away from shrubs, trees, walks and headerboards, etc. Edges of groundcovers shall be thinned out and tapered away from walks, headerboards and shrubs. **DO NOT TRIM VERTICALLY.**
4. All groundcovers at the Freeway Sign shall be trimmed around the rock letters, curbs and perimeter of the area to provide a uniform appearance.

B. Fertilizer:

1. A balanced, pelleted commercial fertilizer, 16-6-8, shall be broadcast evenly on ground cover and related shrub areas per the maintenance plans listed in Tables I, II, III, and IV, at the rate of 8 pounds per 1000 square feet and shall be watered and cultivated in thoroughly where conditions permit.
2. All groundcover areas shall be deep irrigated weekly (at night), weather requiring.
3. Contractor shall maintain constant controls against insects, rodents and snails.
4. Barren areas shall be replanted (see Plant Replacement and Plant Replacement Liability).

1.10 SHRUB GROWDCOVERS

- A. Groundcover shall be controlled where spreading over walks by pruning back to nearest branch fork and removing dead wood.

1.11 SHRUBS, PLANTS AND TREES

General maintenance of shrubs shall include:

1. Weekly watering of all areas per the "watering schedule".
2. Removal of spent flowers and flower spikes; removal of all leaves and debris from plant areas weekly.
3. Regular cultivation of all plant areas.
4. Removal of weeds. Bermuda grass shall be traced to source and all roots and stolon removed or sprayed with "Round-Up"; all weeds and debris shall be removed from the premises.
5. Plants shall be hosed off monthly to remove accumulations of dirt and soot.
6. Pruning shall be performed as a continual operation under guidelines as set forth by City. Contractor shall not allow plants to develop stray, undesirable growth.
7. Insect and rodent control.
8. Fertilizing of shrubs and perennials in accordance with the fertilizer indicated for groundcovers. All fertilizers shall be applied evenly by hand and lightly cultivated into soil, with thorough watering to follow. Shrubs located in groundcover areas will not require additional fertilizing. All chemicals used in the everyday course of landscape maintenance need to be green friendly.
9. Shrubs shall be trimmed as needed at established maintenance height.
10. Plants that grow as clumps must be divided as part of regular maintenance. Divides can be in half or other fractions depending on plant vigor. These plants can be used elsewhere to enhance vegetation and landscape at the direction of the Director of Public Works, or his/her representative.
11. All flower plants shall be cleaned and opened to a natural appearance. The Bird of Paradise and facial plants shall be dead-headed.
12. All low growing branches of trees that interfere with the clear passage of pedestrians shall be skirted or trimmed to provide a height clearance of nine-feet (9').

1.12 ROSES

A. Fertilizing:

1. Roses are to be fertilized in March, May, August, and October. A balanced, pelleted commercial fertilizer shall be broadcast evenly on ground at the rate of 8 pounds per 1,000 square feet.

B. Pruning

1. Prune annually during the last two weeks in January, or as scheduled by the Park Supervisor/Public Works Operations Manager.
2. Remove 1/3 to 1/2 of the old canes. Prune away from the middle. Have eye, or young bud, facing out in the direction the plant is to grow. Prune 1/8 inch to 1/4 inch above the bud at an angle. All leaves and suckers will be removed and the bed raked clean.
3. Old blooms will be removed on a regular basis.

C. Watering

1. Weekly watering of all roses as per the "watering schedule".

1.13 CONTROL OF INSECTS, RODENTS AND OTHER PESTS

- A. Contractor and their employees shall be entirely familiar with the use of all insecticides and chemicals of any kind intended for use as regards laws, proper types, rates of application, temperatures at which to be applied, etc.
- B. Contractor shall maintain adequate equipment, sprayers, dusters, etc., on the job for emergency spot controls of insects. Larger equipment and materials shall be supplied when required.
- C. An adequate supply of basic insecticides, fungicides, properly packaged and labeled, shall be maintained for use.
- D. Contractor shall maintain proper controls by spraying at such frequency and in such amounts as necessary to prevent insect infestations.

- E. Control of chewing and sucking insects shall be performed at least twice a year (late winter or early spring, and summer) or as required to maintain control and prevent damage to plantings. Appropriate insecticides for the required purposes shall be applied with power sprayer. Care shall be exercised not to damage buildings, planting or adjacent materials by improper use of insecticides (amounts, high temperature) or of equipment.
- F. Snails, slugs and similar pests shall be controlled by Contractor as needed.
- G. Notwithstanding any previously identified chemicals contractor shall be prohibited from applying any pesticide or insecticide which is a neonicotinoid.

1.14 FUNGI, MILDEW AND PATHOLOGICAL PROBLEMS

Fungi, mildew, and other pathological problems shall be controlled by irrigation management, drainage. Where necessary, fungicide shall be applied.

1.15 CULTIVATING

Where practical, areas between shrubs, groundcovers and trees shall be cultivated for the removal of weeds, admission into the soil of fertilizer and water, and for aeration.

1.16 MISCELLANEOUS MAINTENANCE PROVISIONS

Contractor shall, as part of this contract perform the following services:

1. Clean out drain lines when and where required.
2. Repair minor erosion.
3. Clean catch basins and area drains in parks.
4. Correct minor vandalism and defacement.
5. On a weekly basis, clean all barbecue pits.
6. At the City Hall, replace and rotate annuals twice each year. Plants to be provided by City.
7. Sweep/blow parking lots at the Parks and Facilities.

8. Plant shrubs, groundcover, and trees at the request of the Parks Supervisor.
9. All hard surface areas are to be swept with a broom or cleared with an electric blower, except for sanitary purposes when power-washing is necessary or as specifically called for in these specifications. City of South Pasadena Municipal Code 35.41 Hose use prohibits the use of water to clean areas that can be swept with a broom.
10. Concrete swales must be kept clear of dirt and debris.
11. Tennis courts, bleacher areas, picnic areas, tables, outdoor restrooms and rubber playground surface are to be power washed. A Contractor furnished motorized power washer will be used to wash the picnic table and surrounding area from all food stains and other type of stains. The area will be kept clean and stain free. The locations and frequencies are included in the Contractor's proposal (Exhibit B). Contractor shall coordinate the power washing times with the Parks Supervisor that will have minimum disruption to the facility. The Contractor is responsible for posting any signage, barricades and/or caution tape required for to allow the Contractor to perform the services.
12. Contractor shall rake and grade play areas at Orange Grove, Arroyo and Eddie parks, including dress up, cleaning and rototilling to a depth of six (6) inches for the sand or engineered wood fibers. The locations and frequencies are included in the Contractor's proposal (Exhibit B).
13. Supply and refill the bags for the dog waste stations.
14. While performing services the Contractor shall notify the Parks Supervisor if they find any vandalism, homeless encampments, graffiti or items requiring repair beyond the scope of the Contractor's services within twenty four (24) hours of noticing the deficiency.
15. On Saturday, Sunday and holiday's the Contractor shall unlock the park restrooms at Orange Grove Park, Arroyo Park and Garfield Park before 7:00 am.

Exhibit B
Contractor's Bid Proposal

HEREBY PROPOSE to furnish all labor, materials, equipment and transportation, and to do all work required to complete the said work in accordance with the said Specifications for the monthly unit prices named in the following schedule:

EDDIE PARK:

Item	Price per month	Frequency
Mowing with rotary mower: recreational area, lawn, and parkway (Every other week, except for once a week during the warm season)	\$ 527.05	1x/2wks. (except 1x/wk. in warm season)
Edging, trimming all areas after mowing (Every other week, except for once a week during the warm season)	\$ 129.01	1x/2wks. (except 1x/wk. in warm season)
Sweep/blow all concrete areas, picnic area, steps, recreational area and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 168.74	Weekly
Detailing shrubs and flower beds	\$ 126.56	Weekly
Picking up and emptying trash M-W-F-Sun	\$ 84.37	4 days/wk.
Weed control throughout the Park	\$ 63.28	Weekly
Preventative maintenance (PM) irrigation: maintain and repair	\$ 105.46	Weekly
Field maintenance plan (per Table I)	\$ 63.28	Per Table I
Cultivating and/or mulching planter beds	\$ 63.28	Monthly
Trimming shrubs	\$ 63.28	Weekly
Filling dog waste stations	\$ 63.28	Weekly
Dress up engineered wood fiber (EWF) in the play areas	\$ 63.28	Weekly
EDDIE PARK TOTAL	\$ 1,520.87	

GARFIELD PARK:

Item	Price per month	Frequency
Mowing with rotary mower: recreational area, lawn, and parkway (once a week, except for twice a week during the warm season)	\$ 1,216.00	Weekly (except 2x's/wk. in warm season)
Edging, trimming all areas after mowing (once a week, except for twice a week during the warm season)	\$ 203.81	Weekly (except 2x's/wk. in warm season)
Sweep/blow all concrete areas gazebo picnic area, steps, recreational area and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 316.03	Weekly
Blowing leaves, weeding and cleanup of tennis courts	\$ 197.52	Weekly
Power washing tennis courts	\$ 197.52	Monthly
Power washing gazebo and picnic area	\$ 79.01	Weekly
Power wash inside and outside of park restroom	\$ 79.01	Monthly

Power wash playground rubber surface	\$ 79.01	Monthly
Picking up and emptying all trash cans seven days per week	\$ 79.01	7 days/wk.
Unlock the park restrooms (Saturday, Sunday & holiday's before 7:00 am)	\$ 39.50	Weekly
Additional afternoon trash pickup of gazebo trash cans on Saturday, Sunday & holiday's	\$ 108.63	Weekly
Weed abatement and pre-emergent	\$ 125.23	2x's/yr.
Weed control throughout the Park	\$ 79.01	Weekly
PM irrigation: maintain and repair	\$ 79.01	Weekly
Field maintenance plan (per Table I)	\$ 118.50	Per Table I
Rose maintenance including fertilization and pruning	\$ 79.01	4x's/yr.
Clean BBQ pits	\$ 39.50	Weekly
Re-planting	\$ 39.50	1x/yr.
Detailing shrubs and flower beds	\$ 39.50	Weekly
Clearing turf around valve boxes	\$ 39.50	Weekly
Rototill sand area equipment	\$ 39.50	Monthly
Rake, grade and clean sand play area including setting sand under slide	\$ 39.50	Weekly
Filling dog waste stations	\$ 39.50	Weekly
GARFIELD PARK TOTAL	\$ 3,352.31	

HERITAGE PARK (including Meridian Ave. median between Mission St. and El Centro St.):

Item	Price per month	Frequency
Blowing and cleaning up leaves and debris including the concrete areas, plaza, median and sidewalk and cleaning up leaves, litter and debris	\$ 296.25	Weekly
Picking up and emptying trash M-W-F	\$ 55.90	3 days/wk.
Detailing shrubs and flower beds	\$ 44.72	Weekly
PM irrigation: maintain and repair	\$ 44.72	Weekly
Mow and edge parkway turf	\$ 44.72	1x/2 wks.
HERITAGE PARK TOTAL	\$ 486.31	

LIBRARY PARK:

Item	Price per month	Frequency
Mowing with rotary mower: including lawn area and parkway (Every other week, except for once a week during the warm season)	\$ 837.74	1x/2wks. (except 1x/wk. in warm season)
Edging, trimming all areas after mowing (Every other week, except for once a week during the warm season)	\$ 87.10	1x/2wks. (except 1x/wk. in warm season)
Sweep/blow all concrete areas, steps, and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 186.04	Weekly
Rose maintenance including fertilization and pruning	\$ 62.01	4x's/yr.
Picking up and emptying trash M-W-Th-F	\$ 124.02	4 days/wk.
Weed control throughout the Park	\$ 248.05	Weekly
Field maintenance plan (per Table I)	\$ 139.53	Per Table I
PM irrigation: maintain and repair	\$ 186.04	Weekly
Detailing shrubs and flowering plants	\$ 248.05	Monthly
Re-planting	\$ 62.01	2x's/wk.
LIBRARY PARK TOTAL	\$ 2,180.59	

WAR MEMORIAL PARK:

Item	Price per month	Frequency
Mowing with rotary mower: including lawn area and parkway (Every other week, except for once a week during the warm season)	\$ 388.36	1x/2wks. (except 1x/wk. in warm season)
Edging, trimming all areas (Every other week, except for once a week during the warm season)	\$ 68.90	1x/2wks. (except 1x/wk. in warm season)
Sweep/blow all concrete areas, steps, and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 112.69	Weekly
Sweep/blow Oaklawn Bridge	\$ 28.17	Monthly
Picking up trash (Bid item removed, no trash cans)	\$ -	-
Weed control throughout the Park	\$ 112.69	Weekly
Field maintenance plan (per Table I)	\$ 63.39	Per Table I
PM irrigation: maintain and repair	\$ 112.69	Weekly
Detailing shrubs and flowering plants	\$ 42.26	As needed
Clean Swale	\$ 70.43	Monthly
WAR MEMORIAL PARK TOTAL	\$ 999.58	

ORANGE GROVE PARK AND SERVICE FACILITY:

Item	Price per month	Frequency
Mowing with rotary mower: recreational area, lawn, sports field, and parkway (once a week, except for twice a week during the warm season)	\$ 1,302.75	Weekly (except 2x's/wk. in warm season)
Edging, trimming all areas after mowing (once a week, except for twice a week during the warm season)	\$ 171.41	Weekly (except 2x's/wk. in warm season)
Sweep/blow all concrete areas gazebo picnic area, steps, bleachers, dugouts, and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 274.26	Weekly
Blowing leaves, weeding and cleanup of tennis courts	\$ 137.13	Weekly
Power washing tennis courts	\$ 137.13	Monthly
Power washing gazebo and picnic area	\$ 171.41	Weekly
Power wash inside and outside of park restroom	\$ 102.85	Monthly
Power wash playground rubber surface	\$ 102.85	Monthly
Picking up and emptying all trash cans seven days per week	\$ 274.26	7 days/wk.
Unlock the park restrooms (Saturday, Sunday & holiday's before 7:00 am)	\$ 34.28	Weekly
Additional afternoon trash pickup of gazebo trash cans on Saturday, Sunday & holiday's	\$ 68.57	Weekly
PM irrigation: maintain and repair	\$ 137.13	Weekly
Field maintenance plan (per Table IV)	\$ 244.25	Per Table IV
Detailing shrubs and flower beds	\$ 102.85	Weekly
Rototill sand area equipment	\$ 34.28	Monthly
Rake, grade and clean sand play area including setting sand under slide	\$ 34.28	Weekly
Filling dog waste stations	\$ 34.28	Weekly
ORANGE GROVE PARK AND SERVICE FACILITY TOTAL	\$ 3,363.97	

ARROYO PARK AND SPORTS FIELDS:

Item	Price per month	Frequency
Mowing with rotary mower: recreational area, lawn, sports field, and parkway (once a week, except for twice a week during the warm season)	\$ 2,111.34	Weekly (except 2x's/wk. in warm season)
Edging, trimming all areas after mowing (once a week, except for twice a week during the warm season)	\$ 263.92	Weekly (except 2x's/wk. in warm season)
Sweep/blow all concrete areas gazebo picnic area, steps, bleachers, dugouts, and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 211.13	Weekly
Power washing gazebo and picnic area	\$ 211.13	Weekly
Power wash inside and outside of park restroom	\$ 211.13	Monthly

Picking up and emptying all trash cans seven days per week	\$ 211.13	7 days/wk.
Unlock the park restrooms (Saturday, Sunday & holiday's before 7:00 am)	\$ 52.78	Weekly
Additional afternoon trash pickup of gazebo trash cans on Saturday, Sunday and holiday's	\$ 158.35	Weekly
PM irrigation: maintain and repair	\$ 263.92	Weekly
Field maintenance plan (per Tables II and III)	\$ 395.00	Per Tables II & III
Re-planting	\$ 158.35	1x/yr.
Detailing shrubs and flower beds	\$ 211.13	Weekly
Dress up EWF in the play areas	\$ 211.13	Weekly
Filling dog waste stations	\$ 105.57	Weekly
Maintain 10 foot weed and shrub clearance from the fence around the ball fields	\$ 211.13	Monthly
ARROYO PARK AND SPORTS FIELDS TOTAL	\$ 4,987.14	

ARROYO SECO WOODLAND AND WILDLIFE PARK:

Item	Price per month	Frequency
Litter removal	\$ 297.87	Weekly
ARROYO SECO WOODLAND AND WILDLIFE PARK TOTAL	\$ 297.87	

DOG PARK, SKATE PARK AND PARKING LOT:

Item	Price per month	Frequency
Trash pick-up at both parks and the parking lot on M-W-F (including picking up dog waste within the Dog Park)	\$ 123.98	3x's/wk.
Blow EWF back into the planters	\$ 31.00	Weekly
Weed control	\$ 31.00	Weekly
Fill dog waste stations	\$ 31.00	Weekly
Fill in low areas of DG (including the walkway in front of the park)	\$ 31.00	Weekly
Clearing out the trash beneath the skate park ramps	\$ 21.70	Weekly
Sweep/blow and remove debris, leaves and litter from the Parks, walkway surrounding the Parks and the Parking Lot	\$ 24.80	Weekly
DOG PARK, SKATE PARK AND PARKING LOT TOTAL	\$ 294.48	

DEMONSTRATION GARDEN:

Item	Price per month	Frequency
Mowing with rotary mower (Every other week, except for once a week during the warm season)	\$ 279.48	1x/2wks. (except 1x/wk. in warm season)
Edging, trimming all areas (Every other week, except for once a week during the warm season)	\$ 55.90	1x/2wks. (except 1x/wk. in warm season)
Blowing and cleaning up leaves, litter and debris	\$ 39.13	Weekly

Picking up and emptying trash T-Th	\$	50.31	2 days/wk.
Spreading mulch	\$	11.18	2x's/yr.
Weed abatement/control	\$	16.77	Monthly
Fill dog waste station	\$	16.77	Monthly
Detailing shrubs and flower beds	\$	44.72	Weekly
PM irrigation: maintain and repair	\$	44.72	Weekly
DEMONSTRATION GARDEN TOTAL	\$	471.41	

VIA DEL REY POCKET PARKS (NORTH AND SOUTH):

Item	Price per month	Frequency
Mowing with rotary mower	\$ 221.19	1x/2wks.
Edging, trimming all areas	\$ 29.22	1x/2wks.
Blowing and cleaning up leaves, litter and debris	\$ 25.01	1x/2wks.
Picking up and emptying trash T-Th	\$ 50.08	2 days/wk.
Weed abatement/control	\$ 41.73	Monthly
Detailing shrubs and flower beds	\$ 37.56	1x/2wks.
PM irrigation: maintain and repair	\$ 33.38	1x/2wks.
VIA DEL REY POCKET PARKS (NORTH AND SOUTH) TOTAL	\$ 438.20	

SAN PASQUAL PARK:

Item	Price per month	Frequency
Litter removal	\$ 158.99	Monthly
Weed abatement	\$ 85.61	Monthly
SAN PASCUAL PARK TOTAL	\$ 244.60	

SNAKE TRAIL:

Item	Price per month	Frequency
Sweep/blow all concrete/asphalt areas cleaning up leaves, litter and debris	\$ 12.13	Monthly
Litter removal	\$ 12.13	Monthly
Trim the shrubs adjacent to the trail to maintain clearance	\$ 12.12	Monthly
Weed abatement/control	\$ 12.13	Monthly
SNAKE TRAIL TOTAL	\$ 48.51	

STONEY DRIVE AND ARROYO DRIVE TRAILS:

Item	Price per month	Frequency
Weed Abatement/control	\$ 19.42	4x's/yr.
Spread mulch along the whole trail	\$ 19.40	4x's/yr.
Litter removal	\$ 19.40	4x's/yr.
A 6-foot wide minimum walkway shall be maintained. Any bushes or trees conflicting with the walkway shall be removed.	\$ 19.40	4x's/yr.
Tree skirting (tree clearance should be checked quarterly and corrected if needed)	\$ 19.40	4x's/yr.
STONEY DRIVE AND ARROYO TRAILS TOTAL	\$ 97.02	

CIVIC CENTER AND PARKING LOTS:

Item	Price per month	Frequency
Trimming all ivy and shrubs	\$ 140.87	Monthly
Courtyard maintenance including: manual watering, weed control, plant detailing and trash removal	\$ 140.87	Monthly
Sweep/blow and remove debris, leaves and litter from sidewalks and approaches around the Civic Center and Parking Lots	\$ 352.17	Weekly
Detailing plants in the planter	\$ 169.04	Weekly
PM irrigation: maintain and repair	\$ 140.87	Weekly
CIVIC CENTER AND PARKING LOTS TOTAL	\$ 943.82	

SAN PASQUAL HOUSE:

Item	Price per month	Frequency
Mowing with rotary mower: including lawn area and parkway	\$ 91.81	1x/2 wks.
Edging, trimming all areas	\$ 33.39	1x/2 wks.
SAN PASQUAL HOUSE TOTAL	\$ 125.20	

MEDIANS AND EASEMENTS (except Stoney Drive Easement and South Pasadena Sign Hillside)

Item	Price per month	Frequency
Mowing with rotary mower	\$ 883.84	1x/2 wks.
Edging, trimming all areas	\$ 184.13	1x/2 wks.
Blowing and cleaning up leaves, litter and debris	\$ 515.58	Weekly
Detailing shrubs and flowering planters	\$ 220.96	Weekly
Sidewalk cleaning and trash removal	\$ 257.79	Weekly
Pest Control	\$ 184.13	4x's/yr.
Weed Control	\$ 515.58	Weekly
PM irrigation: maintain and repair	\$ 515.58	Weekly
Deep root tree fertilization	\$ 73.65	1x/yr.
Rose maintenance including fertilization and pruning	\$ 147.31	4x's/yr.
Spreading mulch	\$ 147.31	4x's/yr.
Re-planting	\$ 36.83	1x/yr.
MEDIANS AND EASEMENTS TOTAL	\$ 3,682.69	

SOUTH PASADENA SIGN HILLSIDE & SIGN TRAIL:

Item	Price per month	Frequency
Picking up and emptying trash cans T-Th	\$ 223.90	2 days/wk.
SOUTH PASADENA SIGN HILLSIDE & SIGN TRAIL TOTAL	\$ 223.90	

WATER FACILITIES:

Item	Price per month	Frequency
Garfield Reservoir	\$ 201.26	1x/2wks.
Grand Reservoir	\$ 201.26	1x/2wks.
Westside Reservoir	\$ 201.26	1x/2wks.
Kolle Pump House	\$ 59.64	1x/2wks.
Bilicke Tank	\$ 272.07	1x/2wks.
Raymond Tank	\$ 130.45	1x/2wks.
Wilson Reservoir	\$ 272.07	1x/2wks.
Wilson Well 2	\$ 130.45	1x/2wks.
Graves Reservoir	\$ 201.26	1x/2wks.
WATER FACILITY TOTAL	\$ 1,669.68	

MONTHLY TOTAL = \$25,428.15

RATE SHEET

Item	Price per hour
Landscape Maintenance Labor	\$ 50.00
Irrigation Specialist	\$ 55.00
Certified Arborist (optional service)	\$ 75.00
Foreman	\$ 60.00
Supervisor	\$ 70.00
Walk Behind Self-Propelled Aerator	\$ 125.00
Tractor with Aerator attachment	\$ 125.00
Bobcat/Skid Steer	\$ 125.00
Utility Tractor-Hydrolic or P.T.O Driven	\$ 125.00
Dump Truck	\$ 175.00
Walk behind trencher	\$ 150.00
Turf Vacuum/Power Rake	\$ 125.00
EXTRA WORK PLANT MATERIAL (cost include material and labor to install)	Price per plant or tree
1 gallon plant or shrub	\$ 8.00
1 gallon native plant	\$ 10.00
5 gallon plant or shrub	\$ 25.00
5 gallon native plant	\$ 27.50
15 gallon plant or shrub	\$ 75.00
15 gallon native plant	\$ 85.00
15 gallon Tree w/stakes and VIT Twist Brace	\$ 125.00
24" Box Tree w/stakes and VIT Twist Brace	\$ 400.00
36" Box Tree	\$ 825.00
48" Box Tree	\$ 1,750.00
60" Box Tree	\$ 4,000.00

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ATTACHMENT 3

First, Second, and Third Contract Amendments with
LandCare

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FIRST AMENDMENT TO
MAINTENANCE AGREEMENT

THIS AMENDMENT (“Amendment”) is made as of this 15th day of August, 2018, by and between the CITY OF SOUTH PASADENA (“City”) and LANDCARE (“Contractor”).

RECITALS

WHEREAS, on January 1, 2018, the City and Contractor entered into a Maintenance Agreement (“Agreement”) for the Contractor to provide landscape maintenance of City parks, medians, facilities, and grounds at a monthly cost of \$25,428.15; and

WHEREAS, the City has determined that maintenance is required at the newly constructed Arroyo Seco Bicycle and Pedestrian Trail; and

WHEREAS, the Contractor is willing and able to provide these additional services for an additional cost of \$355 per month.

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

1. SCOPE OF SERVICES. That Section 3.1 of the Agreement is hereby amended to read as follows:

Such maintenance services are set for the in the Scope of Services described in (i) Exhibit A of the Agreement and incorporated herein by this reference and (ii) the Amendment to Scope of Services attached hereto as Exhibit A-1 and incorporated herein by this reference.

2. AGREEMENT ADMINISTRATOR. That Section 3.2 of the Agreement is hereby amended to read as follows:

The Agreement Administrator for this project is Kristine Courdy, Public Works Operations Manager. The Agreement Administrator shall be the principal point of contact at the City of this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish a timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to the Contractor.

3. MAXIMUM AMOUNT. That Section 3.3 of the Agreement is hereby amended to read as follows:

The highest total compensation and costs payable to the Contractor by the City under this Agreement; The Maximum Amount under this Agreement is twenty-five thousand, seven hundred eighty three Dollars and fifteen cents (which includes the compensation for the original scope of services set forth in Exhibit A in the amount of \$25,428.15, additional services set forth in Exhibit A-1 in the amount of \$355 for this Amendment, totaling \$25,783.15) per month. Breakdown of the cost of each item is included in the Contractor's Bid Proposal and Rate Sheet described in (i) Exhibit B of the Agreement and incorporated herein by this reference and (ii) the Amendment to Contractor's Bid Proposal attached hereto as Exhibit B-1 and incorporated herein by this reference.

4. NOTICES. The addresses to send Notice sent by mail under Section 16 shall be amended to read as follows:

If to City:

Stephanie DeWolfe, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

If to Contractor:

LandCare
4134 Temple City Blvd.
Rosemead, CA 91770

With courtesy copy to:

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

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

"City"
City of South Pasadena

By: [Signature]
Signature

Printed: STEPHANIE DEWOLFE

Title: CITY MANAGER

Date: 8/15/2018

"Contractor"
LandCare

By: [Signature]
Signature

Printed: DAVID A. CULY

Title: REGIONAL VICE PRESIDENT

Date: 8/13/18

Attest:

By: [Signature]
Evelyn G. Zneimer, City Clerk

Date: 8/15/2018

Approved as to form:

By: [Signature]
Teresa L. Highsmith, City Attorney

Date: 8/15/2018

**Exhibit A-1
Amendment to Scope of Services**

The following shall be added as a Contract Item under Agreement Exhibit A, Item 1.01 Contract Items, I. Parks and Trails:

- Arroyo Seco Bicycle and Pedestrian Trail located along Lohman Lane from Stoney Drive to the Arroyo Seco Woodland and Wildlife Park

The following shall be added as an Irrigation System under Agreement Exhibit A, Item 1.07 Irrigation Systems – Responsibility, Maintenance, Watering:

Contract Item	Facility	System
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I. PARKS & TRAILS

	Arroyo Seco Bicycle and Pedestrian Trail	Automatic
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Arroyo Seco Bicycle and Pedestrian Trail Maintenance Schedule:

Maintenance Item	Frequency
Detailing ground cover	1 day/wk.
Blowing and cleaning up leaves, litter and debris	1 day/wk.
Picking up and emptying trash cans M	1 day/wk.
Picking up and emptying trash cans Th	1 day/wk.
Weed abatement/control	Monthly
Tree skirting and trimming bush branches that interfere with trail	Quarterly
PM irrigation: maintain and repair	Monthly

Exhibit B-1
Amendment Contractor's Bid Proposal

HEREBY PROPOSE to furnish all labor, materials, equipment and transportation, and to do all work required to complete the said work in accordance with the said Specifications for the monthly unit prices named in the following schedule:

ARROYO SECO BICYCLE AND PEDESTRAIL TRAIL:

Item	Price per month	Frequency
Detailing ground cover	\$ 55.00	1 day/wk.
Blowing and cleaning up leaves, litter and debris	\$ 120.00	1 day/wk.
Picking up and emptying trash cans M	\$ 35.00	1 day/wk.
Picking up and emptying trash cans Th	\$ 35.00	1 day/wk.
Weed abatement/control	\$ 25.00	Monthly
Tree skirting and trimming bush branches that interfere with trail	\$ 20.00	Quarterly
PM irrigation: maintain and repair	\$ 65.00	Monthly
ARROYO SECO BICYCLE AND PEDESTRAIL TRAIL TOTAL	\$ 355.00	

MONTHLY TOTAL = \$25,783.15 (Agreement Total \$25,428.15 + Amendment Total \$355.00)

SECOND AMENDMENT TO
MAINTENANCE AGREEMENT

THIS SECOND AMENDMENT (“Second Amendment”) is made as of this December 02, 2020, by and between the CITY OF SOUTH PASADENA (“City”) and LANDCARE (“Contractor”).

RECITALS

WHEREAS, on January 1, 2018, the City and Contractor entered into a Maintenance Agreement (“Agreement”) for the Contractor to provide landscape maintenance of City parks, medians, facilities, and grounds at a yearly cost of \$305,137.80; and

WHEREAS, on August 15, 2018, the City Council approved the First Amendment to the Agreement in order to provide additional monthly maintenance of the newly constructed Arroyo Seco Bicycle and Pedestrian Trail, at an additional cost of \$355 per month, for a total yearly cost of \$309,397.80; and

WHEREAS, the City desires to extend the Agreement on the same terms as set forth in the Agreement and the First Amendment for an additional two years, through December 31, 2022 for a total yearly cost of \$310,448.16;

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

1. AGREEMENT ADMINISTRATOR. That Section 3.2 of the Agreement is hereby amended to read as follows:

The Agreement Administrator for this project is Garrett Crawford, Public Works Operations Manager. The Agreement Administrator shall be the principal point of contact at the City of this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish a timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to the Contractor.

2. MAXIMUM AMOUNT. That Section 3.3. of the Agreement is hereby amended to read:

“Maximum Amount”: The highest total compensation and costs payable to Contractor by City under this Agreement and Amendment 1. The Maximum Amount under this Agreement is twenty-five thousand, five-hundred and fifteen dollars and sixty-eight cents (\$25,515.68) per month pursuant to Exhibit B-2

attached to and incorporated by this Amendment 2, plus \$355/month pursuant to Exhibit B-1 of Amendment 1, for a total monthly Maximum Amount of twenty-five thousand, eight-hundred and seventy dollars and sixty-eight cents (\$25,870.68.)

3. TERMINATION DATE. That Section 3.5 of the Agreement is hereby amended to read: "Termination Date": December 31, 2022.

4. NOTICES. The addresses to send Notice sent by mail under Section 16 shall be amended to read as follows:

If to City:

Sean Joyce, Interim City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

If to Contractor:

LandCare
4134 Temple City Blvd.
Rosemead, CA 91770

With courtesy copy to:

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

5. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement and First Amendment, dated August 15, 2018, to the extent not modified by this Amendment, shall remain in full force and effect.

“City”

City of South Pasadena

DocuSigned by:

By: Sean Joyce
Signature

Printed: Sean Joyce

Title: Interim City Manager

Date: 3/11/2021

“Contractor”

LandCare

By: Donald A. Cully
Signature

Printed: Donald A. Cully

Title: Regional Vice President

Date: January 8, 2021

Attest:

DocuSigned by:

By: Maria E. Ayala
Signature

Maria E. Ayala, City Clerk

Date: 3/15/2021

Approved as to form:

DocuSigned by:

By: Teresa Highsmith
Signature

Teresa L. Highsmith, City Attorney

Date: 3/11/2021

Exhibit B Contractor's Bid Proposal

HEREBY PROPOSE to furnish all labor, materials, equipment and transportation, and to do all work required to complete the said work in accordance with the said Specifications for the monthly unit prices named in the following schedule:

EDDIE PARK:

Item	Price per month	Frequency
Mowing with rotary mower: recreational area, lawn, and parkway (Every other week, except for once a week during the warm season)	\$ 527.05	1x/2wks. (except 1x/wk. in warm season)
Edging, trimming all areas after mowing (Every other week, except for once a week during the warm season)	\$ 129.01	1x/2wks. (except 1x/wk. in warm season)
Sweep/blow all concrete areas, picnic area, steps, recreational area and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 168.74	Weekly
Detailing shrubs and flower beds	\$ 126.56	Weekly
Picking up and emptying trash M-W-F-Sun	\$ 84.37	4 days/wk.
Weed control throughout the Park	\$ 63.28	Weekly
Preventative maintenance (PM) irrigation: maintain and repair	\$ 105.46	Weekly
Field maintenance plan (per Table I)	\$ 63.28	Per Table I
Cultivating and/or mulching planter beds	\$ 63.28	Monthly
Trimming shrubs	\$ 63.28	Weekly
Filling dog waste stations	\$ 63.28	Weekly
Dress up engineered wood fiber (EWF) in the play areas	\$ 63.28	Weekly
EDDIE PARK TOTAL	\$ 1,520.87	

GARFIELD PARK:

Item	Price per month	Frequency
Mowing with rotary mower: recreational area, lawn, and parkway (once a week, except for twice a week during the warm season)	\$ 1,216.00	Weekly (except 2x's/wk. in warm season)
Edging, trimming all areas after mowing (once a week, except for twice a week during the warm season)	\$ 203.81	Weekly (except 2x's/wk. in warm season)
Sweep/blow all concrete areas gazebo picnic area, steps, recreational area and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 316.03	Weekly
Blowing leaves, weeding and cleanup of tennis courts	\$ 197.52	Weekly
Power washing tennis courts	\$ 197.52	Monthly
Power washing gazebo and picnic area	\$ 79.01	Weekly
Power wash inside and outside of park restroom	\$ 79.01	Monthly

Power wash playground rubber surface	\$	79.01	Monthly
Picking up and emptying all trash cans seven days per week	\$	79.01	7 days/wk.
Unlock the park restrooms (Saturday, Sunday & holiday's before 7:00 am)	\$	39.50	Weekly
Additional afternoon trash pickup of gazebo trash cans on Saturday, Sunday & holiday's	\$	108.63	Weekly
Weed abatement and pre-emergent	\$	125.23	2x's/yr.
Weed control throughout the Park	\$	79.01	Weekly
PM irrigation: maintain and repair	\$	79.01	Weekly
Field maintenance plan (per Table I)	\$	118.50	Per Table I
Rose maintenance including fertilization and pruning	\$	79.01	4x's/yr.
Clean BBQ pits	\$	39.50	Weekly
Re-planting	\$	39.50	1x/yr.
Detailing shrubs and flower beds	\$	39.50	Weekly
Clearing turf around valve boxes	\$	39.50	Weekly
Rototill sand area equipment	\$	39.50	Monthly
Rake, grade and clean sand play area including setting sand under slide	\$	39.50	Weekly
Filling dog waste stations	\$	39.50	Weekly
GARFIELD PARK TOTAL	\$	3,352.31	

HERITAGE PARK (including Meridian Ave. median between Mission St. and El Centro St.):

Item	Price per month	Frequency
Blowing and cleaning up leaves and debris including the concrete areas, plaza, median and sidewalk and cleaning up leaves, litter and debris	\$ 296.25	Weekly
Picking up and emptying trash M-W-F	\$ 55.90	3 days/wk.
Detailing shrubs and flower beds	\$ 44.72	Weekly
PM irrigation: maintain and repair	\$ 44.72	Weekly
Mow and edge parkway turf	\$ 44.72	1x/2 wks.
HERITAGE PARK TOTAL	\$ 486.31	

LIBRARY PARK:

Item	Price per month	Frequency
Mowing with rotary mower: including lawn area and parkway (Every other week, except for once a week during the warm season)	\$ 837.74	1x/2wks. (except 1x/wk. in warm season)
Edging, trimming all areas after mowing (Every other week, except for once a week during the warm season)	\$ 87.10	1x/2wks. (except 1x/wk. in warm season)
Sweep/blow all concrete areas, steps, and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 186.04	Weekly
Rose maintenance including fertilization and pruning	\$ 62.01	4x's/yr.
Picking up and emptying trash M-W-Th-F	\$ 124.02	4 days/wk.
Weed control throughout the Park	\$ 248.05	Weekly
Field maintenance plan (per Table I)	\$ 139.53	Per Table I
PM irrigation: maintain and repair	\$ 186.04	Weekly
Detailing shrubs and flowering plants	\$ 248.05	Monthly
Re-planting	\$ 62.01	2x's/wk.
LIBRARY PARK TOTAL	\$ 2,180.59	

WAR MEMORIAL PARK:

Item	Price per month	Frequency
Mowing with rotary mower: including lawn area and parkway (Every other week, except for once a week during the warm season)	\$ 388.36	1x/2wks. (except 1x/wk. in warm season)
Edging, trimming all areas (Every other week, except for once a week during the warm season)	\$ 68.90	1x/2wks. (except 1x/wk. in warm season)
Sweep/blow all concrete areas, steps, and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 112.69	Weekly
Sweep/blow Oaklawn Bridge	\$ 28.17	Monthly
Picking up trash (Bid item removed, no trash cans)	\$ -	-
Weed control throughout the Park	\$ 112.69	Weekly
Field maintenance plan (per Table I)	\$ 63.39	Per Table I
PM irrigation: maintain and repair	\$ 112.69	Weekly
Detailing shrubs and flowering plants	\$ 42.26	As needed
Clean Swale	\$ 70.43	Monthly
WAR MEMORIAL PARK TOTAL	\$ 999.58	

ORANGE GROVE PARK AND SERVICE FACILITY:

Item	Price per month	Frequency
Mowing with rotary mower: recreational area, lawn, sports field, and parkway (once a week, except for twice a week during the warm season)	\$ 1,302.75	Weekly (except 2x's/wk. in warm season)
Edging, trimming all areas after mowing (once a week, except for twice a week during the warm season)	\$ 171.41	Weekly (except 2x's/wk. in warm season)
Sweep/blow all concrete areas gazebo picnic area, steps, bleachers, dugouts, and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 274.26	Weekly
Blowing leaves, weeding and cleanup of tennis courts	\$ 137.13	Weekly
Power washing tennis courts	\$ 137.13	Monthly
Power washing gazebo and picnic area	\$ 171.41	Weekly
Power wash inside and outside of park restroom	\$ 102.85	Monthly
Power wash playground rubber surface	\$ 102.85	Monthly
Picking up and emptying all trash cans seven days per week	\$ 274.26	7 days/wk.
Unlock the park restrooms (Saturday, Sunday & holiday's before 7:00 am)	\$ 34.28	Weekly
Additional afternoon trash pickup of gazebo trash cans on Saturday, Sunday & holiday's	\$ 68.57	Weekly
PM irrigation: maintain and repair	\$ 137.13	Weekly
Field maintenance plan (per Table IV)	\$ 244.25	Per Table IV
Detailing shrubs and flower beds	\$ 102.85	Weekly
Rototill sand area equipment	\$ 34.28	Monthly
Rake, grade and clean sand play area including setting sand under slide	\$ 34.28	Weekly
Filling dog waste stations	\$ 34.28	Weekly
ORANGE GROVE PARK AND SERVICE FACILITY TOTAL	\$ 3,363.97	

ARROYO PARK AND SPORTS FIELDS:

Item	Price per month	Frequency
Mowing with rotary mower: recreational area, lawn, sports field, and parkway (once a week, except for twice a week during the warm season)	\$ 2,111.34	Weekly (except 2x's/wk. in warm season)
Edging, trimming all areas after mowing (once a week, except for twice a week during the warm season)	\$ 263.92	Weekly (except 2x's/wk. in warm season)
Sweep/blow all concrete areas gazebo picnic area, steps, bleachers, dugouts, and sidewalks around the parkway and cleaning up leaves, litter and debris	\$ 211.13	Weekly
Power washing gazebo and picnic area	\$ 211.13	Weekly
Power wash inside and outside of park restroom	\$ 211.13	Monthly

Picking up and emptying all trash cans seven days per week	\$ 211.13	7 days/wk.
Unlock the park restrooms (Saturday, Sunday & holiday's before 7:00 am)	\$ 52.78	Weekly
Additional afternoon trash pickup of gazebo trash cans on Saturday, Sunday and holiday's	\$ 158.35	Weekly
PM irrigation: maintain and repair	\$ 263.92	Weekly
Field maintenance plan (per Tables II and III)	\$ 395.00	Per Tables II & III
Re-planting	\$ 158.35	1x/yr.
Detailing shrubs and flower beds	\$ 211.13	Weekly
Dress up EWF in the play areas	\$ 211.13	Weekly
Filling dog waste stations	\$ 105.57	Weekly
Maintain 10 foot weed and shrub clearance from the fence around the ball fields	\$ 211.13	Monthly
ARROYO PARK AND SPORTS FIELDS TOTAL	\$ 4,987.14	

ARROYO SECO WOODLAND AND WILDLIFE PARK:

Item	Price per month	Frequency
Litter removal	\$ 297.87	Weekly
ARROYO SECO WOODLAND AND WILDLIFE PARK TOTAL	\$ 297.87	

DOG PARK, SKATE PARK AND PARKING LOT:

Item	Price per month	Frequency
Trash pick-up at both parks and the parking lot on M-W-F (including picking up dog waste within the Dog Park)	\$ 123.98	3x's/wk.
Blow EWF back into the planters	\$ 31.00	Weekly
Weed control	\$ 31.00	Weekly
Fill dog waste stations	\$ 31.00	Weekly
Fill in low areas of DG (including the walkway in front of the park)	\$ 31.00	Weekly
Clearing out the trash beneath the skate park ramps	\$ 21.70	Weekly
Sweep/blow and remove debris, leaves and litter from the Parks, walkway surrounding the Parks and the Parking Lot	\$ 24.80	Weekly
DOG PARK, SKATE PARK AND PARKING LOT TOTAL	\$ 294.48	

DEMONSTRATION GARDEN:

Item	Price per month	Frequency
Mowing with rotary mower (Every other week, except for once a week during the warm season)	\$ 279.48	1x/2wks. (except 1x/wk. in warm season)
Edging, trimming all areas (Every other week, except for once a week during the warm season)	\$ 55.90	1x/2wks. (except 1x/wk. in warm season)
Blowing and cleaning up leaves, litter and debris	\$ 39.13	Weekly

Picking up and emptying trash T-Th	\$	50.31	2 days/wk.
Spreading mulch	\$	11.18	2x's/yr.
Weed abatement/control	\$	16.77	Monthly
Fill dog waste station	\$	16.77	Monthly
Detailing shrubs and flower beds	\$	44.72	Weekly
PM irrigation: maintain and repair	\$	44.72	Weekly
DEMONSTRATION GARDEN TOTAL	\$	471.41	

VIA DEL REY POCKET PARKS (NORTH AND SOUTH):

\$558.98

Item	Price per month	Frequency
Mowing with rotary mower	\$ 221.19	1x/2wks.
Edging, trimming all areas	\$ 29.22	1x/2wks.
Blowing and cleaning up leaves, litter and debris	\$ 25.01	1x/2wks.
Picking up and emptying trash T-Th	\$ 50.08	2 days/wk.
Weed abatement/control	\$ 41.73	Monthly
Detailing shrubs and flower beds	\$ 37.56	1x/2wks.
PM irrigation: maintain and repair	\$ 33.38	1x/2wks.
VIA DEL REY POCKET PARKS (NORTH AND SOUTH) TOTAL	\$ 438.20	

SAN PASQUAL PARK:

Item	Price per month	Frequency
Litter removal	\$ 158.99	Monthly
Weed abatement	\$ 85.61	Monthly
SAN PASCUAL PARK TOTAL	\$ 244.60	

SNAKE TRAIL:

Item	Price per month	Frequency
Sweep/blow all concrete/asphalt areas cleaning up leaves, litter and debris	\$ 12.13	Monthly
Litter removal	\$ 12.13	Monthly
Trim the shrubs adjacent to the trail to maintain clearance	\$ 12.12	Monthly
Weed abatement/control	\$ 12.13	Monthly
SNAKE TRAIL TOTAL	\$ 48.51	

STONE DRIVE AND ARROYO DRIVE TRAILS:

Item	Price per month	Frequency
Weed Abatement/control	\$ 19.42	4x's/yr.
Spread mulch along the whole trail	\$ 19.40	4x's/yr.
Litter removal	\$ 19.40	4x's/yr.
A 6-foot wide minimum walkway shall be maintained. Any bushes or trees conflicting with the walkway shall be removed.	\$ 19.40	4x's/yr.
Tree skirting (tree clearance should be checked quarterly and corrected if needed)	\$ 19.40	4x's/yr.
STONE DRIVE AND ARROYO TRAILS TOTAL	\$ 97.02	

CIVIC CENTER AND PARKING LOTS:

Item	Price per month	Frequency
Trimming all ivy and shrubs	\$ 140.87	Monthly
Courtyard maintenance including: manual watering, weed control, plant detailing and trash removal	\$ 140.87	Monthly
Sweep/blow and remove debris, leaves and litter from sidewalks and approaches around the Civic Center and Parking Lots	\$ 352.17	Weekly
Detailing plants in the planter	\$ 169.04	Weekly
PM irrigation: maintain and repair	\$ 140.87	Weekly
CIVIC CENTER AND PARKING LOTS TOTAL	\$ 943.82	

SAN PASQUAL HOUSE:

Item	Price per month	Frequency
Mowing with rotary mower: including lawn area and parkway	\$ 91.81	1x/2 wks.
Edging, trimming all areas	\$ 33.39	1x/2 wks.
SAN PASCUAL HOUSE TOTAL	\$ 125.20	

MEDIANS AND EASEMENTS (except Stoney Drive Easement and South Pasadena Sign Hillside)

Item	Price per month	Frequency
Mowing with rotary mower	\$ 883.84	1x/2 wks.
Edging, trimming all areas	\$ 184.13	1x/2 wks.
Blowing and cleaning up leaves, litter and debris	\$ 515.58	Weekly
Detailing shrubs and flowering planters	\$ 220.96	Weekly
Sidewalk cleaning and trash removal	\$ 257.79	Weekly
Pest Control	\$ 184.13	4x's/yr.
Weed Control	\$ 515.58	Weekly
PM irrigation: maintain and repair	\$ 515.58	Weekly
Deep root tree fertilization	\$ 73.65	1x/yr.
Rose maintenance including fertilization and pruning	\$ 147.31	4x's/yr.
Spreading mulch	\$ 147.31	4x's/yr.
Re-planting	\$ 36.83	1x/yr.
MEDIANS AND EASEMENTS TOTAL	\$ 3,682.69	

SOUTH PASADENA SIGN HILLSIDE & SIGN TRAIL:

Item	Price per month	Frequency
Picking up and emptying trash cans T-Th	\$ 223.90	2 days/wk.
SOUTH PASADENA SIGN HILLSIDE & SIGN TRAIL TOTAL	\$ 223.90	

WATER FACILITIES:

Item	Price per month	Frequency
Garfield Reservoir	\$ 201.26	1x/2wks.
Grand Reservoir	\$ 201.26	1x/2wks.
Westside Reservoir	\$ 201.26	1x/2wks.
Kolle Pump House	\$ 59.64	1x/2wks.
Bilicke Tank	\$ 272.07	1x/2wks.
Raymond Tank	\$ 130.45	1x/2wks.
Wilson Reservoir	\$ 272.07	1x/2wks.
Wilson Well 2	\$ 130.45	1x/2wks.
Graves Reservoir	\$ 201.26	1x/2wks.
WATER FACILITY TOTAL	\$ 1,669.68	

MONTHLY TOTAL = ~~\$25,428.15~~ \$25,870.68

RATE SHEET

Item	Price per hour
Landscape Maintenance Labor	\$ 50.00
Irrigation Specialist	\$ 55.00
Certified Arborist (optional service)	\$ 75.00
Foreman	\$ 60.00
Supervisor	\$ 70.00
Walk Behind Self-Propelled Aerator	\$ 125.00
Tractor with Aerator attachment	\$ 125.00
Bobcat/Skid Steer	\$ 125.00
Utility Tractor-Hydrolic or P.T.O Driven	\$ 125.00
Dump Truck	\$ 175.00
Walk behind trencher	\$ 150.00
Turf Vacuum/Power Rake	\$ 125.00
EXTRA WORK PLANT MATERIAL (cost include material and labor to install)	Price per plant or tree
1 gallon plant or shrub	\$ 8.00
1 gallon native plant	\$ 10.00
5 gallon plant or shrub	\$ 25.00
5 gallon native plant	\$ 27.50
15 gallon plant or shrub	\$ 75.00
15 gallon native plant	\$ 85.00
15 gallon Tree w/stakes and VIT Twist Brace	\$ 125.00
24" Box Tree w/stakes and VIT Twist Brace	\$ 400.00
36" Box Tree	\$ 825.00
48" Box Tree	\$ 1,750.00
60" Box Tree	\$ 4,000.00

THIRD AMENDMENT TO MAINTENANCE AGREEMENT

THIS AMENDMENT (“Amendment”) is made on this 22nd day of December 2022, by and between the CITY OF SOUTH PASADENA (“CITY”) and LANDCARE (“CONTRACTOR”).

RECITALS

WHEREAS, on January 23, 2018, the City entered an agreement with the Contractor, to provide landscape maintenance throughout South Pasadena at parks, medians, facilities, and grounds for a total monthly maximum amount of \$25,428.15; and

WHEREAS, on August 15, 2018, the city entered a first amendment agreement with the Contractor to include maintenance at the newly constructed Arroyo Seco Bicycle and Pedestrian Trail for a total monthly maximum amount of \$25,738.15; and

WHEREAS, On March 15, 2021; the city entered a second agreement on the same terms as set forth in the Agreement and the First Amendment for an additional two years, through December 31, 2022 for a total monthly maximum amount of \$25,870.68; and

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

WHEREAS, it is recommended Contractor continue to perform landscape maintenance services for the City during an interim period in the third quarter of Fiscal Year 2022-2023; and

WHEREAS, the costs for said services, on an as-needed basis, shall be in an amount not to exceed a total monthly maximum amount of \$37,357.96.

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

1. That Section 3.3 “Maximum Amount” of the Agreement is amended to read as follows: The highest total compensation and costs payable to the Contractor by the City under this Agreement; The Maximum Amount under

this Agreement is thirty-seven thousand and three-hundred fifty-seven dollars and ninety-six cents (\$37,357.96) per month.

2. That Section 3.5 "Termination Date" of the Agreement is amended to March 31, 2023.
3. That Section 14 "Notices" is amended to read:

If to City:

H. Ted Gerber, Public Works Director
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Contractor


Nick Patterson
LandCare
4134 Temple City Blvd.
Rosemead, CA 91770
Telephone: (626) 377-4845

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

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


By: 
Signature

Printed: Arminé Chaparyan

Title: City Manager

Date: 2/10/2023

“Contractor”
Landcare


By: 
Signature

Printed: Nick Patterson

Title: Branch Manager

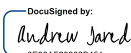
Date: 1/26/2023

Attest:

By: 
Desiree Jimenez, CMC
Chief City Clerk

Date: 2/14/2023

Approved as to form:

By: 
Andrew L. Jared, City Attorney

Date: 2/10/2023

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City Council Agenda Report

ITEM NO. 16

DATE: April 19, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Domenica K. Megerdichian, Deputy City Manager

SUBJECT: **Approve Amendment for Special Counsel for SB 381 Implementation and Caltrans Properties Disposition with Akin Gump Strauss Hauer & Feld, LLP, for a Total Not-To-Exceed Amount of \$40,000**

Recommendation

It is recommended that the City Council:

1. Approve an amendment to the agreement with Akin Gump Strauss Hauer & Feld, LLP (Akin) for a new total not-to-exceed amount of \$40,000; and
2. Direct the use and reallocation of Slater Reimbursement Reserve Funds for the work performed by Akin.

Executive Summary

On October 10, 2022, the City retained Dario J. Frommer with Akin as Special Counsel to assist with the settlement of the case City of South Pasadena v. California Department of Transportation. Akin was hired under the City Manager's authority capped at \$25,000 at the time. The work being performed now relates to informing the City in the implementation of SB 381 and the disposition of the Caltrans properties. This staff report presents an amendment to that agreement to continue that work and to augment the budget for services being provided under this agreement.

Background

The City of South Pasadena has first right of refusal for the unoccupied Caltrans properties that must be disposed of that are within our jurisdiction. The City Council has directed staff to complete inspections and financial analyses of these properties, and a number of community engagement and input sessions have taken place, ahead of City Council making policy decisions related to these properties. Dario J. Frommer with Akin was hired in October 2022 under the City Manager's authority level of the time, as special counsel to assist the City in potential legal matters related to the settlement of the case in regard to SB 381 implementation. The City desires to continue the work being performed by Akin to review, analyze and inform the City on various elements of SB 381 implementation ahead of upcoming policy decisions. In order to continue such work and provide further assistance regarding policy decisions on the disposition of the Caltrans properties, the City must amend the agreement. The City Council has authorized up to \$40,000 for the total amount of the work.

Amendment with Akin for Caltrans Special Counsel

April 19, 2023

Page 2 of 2

Fiscal Impact

To date, Special Counsel has invoiced the City \$16,848 for work performed, and funded through the City's legal services account #101-2010-2501-8160-000. The Caltrans Housing/ 626 Prospect Ave/ Litigation Reserve (Slater Reimbursement Reserve) Funds are available to be used for the work being performed by Akin. There is currently \$345,876 in the Caltrans Housing/ 626 Prospect Ave/ Litigation Reserve (Slater Reimbursement Reserve) Funds account.

Key Performance Indicators and Strategic Plan

This item aligns with Strategic Plan task 5b: SB 381/ sale of unoccupied Caltrans properties.

Commission Review and Recommendation

This item has not been reviewed by a City Commission or Board.

Attachment: October 10, 2022 executed agreement with Akin, Gump, Strauss, Hauer & Feld, LLP

ATTACHMENT

October 10, 2022, Executed Agreement with
Akin, Gump, Strauss, Hauer & Feld, LLP

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Akin Gump

STRAUSS HAUER & FELD LLP

DARIO J. FROMMER
+1 213.254.1270/fax: +1 310.229.1001
dfrommer@akingump.com

October 10, 2022

Arminé Chaparyan
City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Re: Terms of Engagement - City of South Pasadena - California Department of Transportation Settlement

Dear Arminé:

I am pleased to confirm our representation of City of South Pasadena in connection with advice on potential settlement of issues related to City of South Pasadena v. California Department of Transportation (Los Angeles County Superior Court Case No. 21STCP01779). The firm appreciates your confidence in us, and we look forward to working with you.

At the beginning of our representation of a client, the firm's policy is to describe the manner in which we will bill for legal services and disbursements. A clear understanding of those matters helps to maintain a harmonious professional relationship. I encourage you to consider the matters set forth in this letter carefully and to raise with us any question that you may have now or later about its contents.

We refer matters to those lawyers in this firm who in our judgment can perform the highest quality work, in a timely and efficient manner, and at the lowest cost. We also employ non-lawyer personnel in tasks where lawyers are not necessary, to facilitate the efficient performance of services.

The firm charges for my services at the hourly rate of USD 1,265.00. Other lawyers in the firm are charged at rates between USD 605.00 to USD 1,995.00 per hour. Hourly rates for paralegals range from USD 235.00 to USD 575.00. For this engagement, the firm agrees to charge a blended rate of USD \$780.00 for all lawyer timekeepers and establish a cap of up to \$25,000 for legal services rendered. The firm and the City may raise the \$25,000 cap on fees through a written addendum to this letter. Please be aware that the firm adjusts rates as of the beginning of each year, in which case the new rates will apply to work done after any such adjustment. In addition, expenses advanced on your behalf or internal charges for administrative

Akin Gump
STRAUSS HAUER & FELD LLP

Arminé Chaparyan
October 10, 2022
Page 2

services (which may exceed our direct costs) are added to the statement rendered for the month in which such expenses or charges are recorded in our billing system.

Our standard practice is to bill on a monthly basis. This allows our clients to monitor both current and cumulative fees and expenses. We require that payment of statements be made within 30 days of receipt, and we may suspend or terminate any work in progress if timely payment is not made. We may also withdraw from the representation in a manner consistent with applicable ethical standards.

Attached to this letter is our Statement of Firm Policies (the “**Statement**”) that will apply to our representation of you in the matter set forth above and in each matter agreed to from time to time. In the event of a conflict between the terms of the Statement and the terms of this letter, the terms of this letter shall control. Please review these policies and let me know if you have any questions concerning them.

If the terms described above and in the attached Statement are satisfactory, please sign the enclosed copy of this letter and return a signed copy. If you choose not to notify us in writing of any objection to these terms, then that will also serve as agreement to these terms, subject, of course, to your right to terminate our engagement at any time.

Very truly yours,

AKIN GUMP STRAUSS HAUER & FELD LLP



Dario J. Frommer

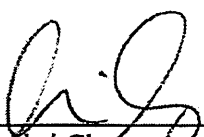
Akin Gump
STRAUSS HAUER & FELD LLP

Arminé Chaparyan
October 10, 2022
Page 3

Enclosure

AGREED:

City of South Pasadena

By:  _____
Arminé Chaparyan, City Manager

Date: 11/30/23

STATEMENT OF FIRM POLICIES

We appreciate your decision to retain Akin Gump Strauss Hauer & Feld LLP (“**Akin Gump**”) as your legal counsel and look forward to developing our relationship with you in the course of our representation. Except as may be modified by a separate written agreement, the following summarizes our billing practices and certain other terms that will apply to any engagement. If you provide us with outside counsel guidelines, billing requirements, or other similar policies, we will endeavor to abide by them to the extent reasonably practicable and consistent with our obligations to other clients and the applicable rules of professional conduct. However, the terms of our engagement letter together with this Statement cannot be modified in any material respect by the tender of such policies, without a writing signed by us.

1. Determination of Fees

When establishing fees for services that we render, we are guided primarily by the time and labor required, although we also consider other appropriate factors, such as the novelty and difficulty of the legal issues involved; the legal skill required to perform the particular assignment; time-saving use of resources (including research, analysis, data and documentation) that we have previously developed and stored electronically or otherwise in quickly retrievable form; the fee customarily charged by comparable firms for similar legal services; the amount of money involved or at risk and the results obtained; and the time constraints imposed by either the client or the circumstances. The firm generally requires a retainer in an amount which is appropriate with respect to the proposed representation. Unless otherwise agreed, the retainer will be applied to statements rendered in connection with the representation, with any unused portion being returned to the client.

In determining a reasonable fee for the time and labor required for a particular matter, we consider the ability, experience, and reputation of the professionals in our firm who perform the services. To facilitate this determination, we internally assign to each professional an hourly rate based on these factors. When selecting professionals to perform services for a client, we generally seek to assign professionals having the lowest hourly rates consistent with the skills, time demands, and other factors influencing the professional responsibility required for each matter. Of course, our internal allocation of values for professional time changes periodically (at least annually) to account for increases in our cost of delivering legal service, other economic factors, and the augmentation of a particular professional’s ability, experience and reputation. Any such changes in hourly rates are applied prospectively. We record and bill our time in one-tenth hour (six-minute) increments.

The time for which a client will be charged will include, but will not be limited to, telephone and office conferences between client and counsel, witnesses, consultants, court personnel and others; conferences among our legal personnel; factual investigation; legal research; responding to clients’ requests for us to provide information to their auditors in connection with reviews or audits of financial invoices; drafting of agreements, contracts, letters, pleadings, briefs and other documents; travel time; waiting time in court; and time in depositions

and other discovery proceedings. In an effort to reduce legal fees, we utilize paralegal personnel. Time devoted by paralegals to client matters is charged at special billing rates, which also are subject to adjustment from time to time by the firm.

2. Expenses

In addition to legal fees, our statements will include out-of-pocket expenses that we have advanced on behalf of the client and our internal charges (which may exceed direct costs) for certain support activities. Advanced costs generally will include such items as travel expenses and fees for postage, filing, recording, certification, registration, and the like. Our internal charges typically cover such items as long distance telephone calls, facsimile transmissions, messenger services, overnight courier services, terminal time for computer research and complex document production, secretarial and paralegal overtime and photocopying or printing materials sent to the client or third parties or required for our use. We may request an advance cost deposit (in addition to the advance fee deposit) when we expect that we will be required to incur substantial costs on behalf of the client.

During the course of our representation, it may be appropriate or necessary to hire third parties to provide services on your behalf. These services may include such things as consulting or testifying experts, investigators, providers of computerized litigation support, court reporters, providers of filing services and searches of governmental records and filings, and local counsel. Because of the legal "work product" protection afforded to services that an attorney requests from third parties, in certain situations, our firm may assume responsibility for retaining the appropriate service providers. If we do so, you will be responsible for paying all fees and expenses directly to the service providers or reimbursing us for these costs.

3. Billing

We bill monthly throughout the engagement for a particular matter, and our monthly statements are due within thirty days after your receipt thereof. In instances in which we represent more than one person with respect to a matter, each person that we represent is jointly and severally liable for our fees with respect to the representation. Our statements contain a concise summary of each matter for which legal services were rendered and a fee was charged.

We invite our clients to discuss freely with us any questions that they have concerning a fee charged for any matter. We want our clients to be satisfied with both the quality of our services and the reasonableness of the fees that we charge for those services. We will attempt to provide as much billing information as the client requires and in such customary form that it desires, and are willing to discuss with our clients any of the various billing formats we have available that best suits their needs.

If any monthly statement is not paid within 60 days after the original statement date, we reserve the right to discontinue services on all pending matters for you until all of your accounts with us have been brought current. Additionally, if any statement is not paid within 60 days from

the date of the original statement, we may, by written notice to you on a subsequent statement or otherwise, declare the overdue account to be delinquent. We have no obligation to declare any account delinquent. If we declare an account to be delinquent, the amount owing on that account will accrue interest at a rate equal to one percent (1%) per month (a 12% annual percentage rate) from the date of our delinquency notice to you until the balance is paid in full, but in no event shall such rate exceed the maximum rate permitted by applicable law. Any payments made on past due statements are applied first to interest, if any, and then to the account balance, beginning with the oldest outstanding statement. In addition, we are entitled to attorneys' fees and costs if collection activities are necessary.

4. Client and Scope of Engagement

Our engagement is limited to the specific party or parties and matter identified in an engagement letter or similar writing confirming our representation. As a result, our engagement with you does not create a lawyer-client relationship with any other persons or entities, including parents, subsidiaries, affiliates, joint venture entities, successors, acquirers, employees, officers, directors, shareholders, partners, members, or trustees, even if such persons or entities control, are controlled by, or are under common control with you. Nor does our engagement create a lawyer-client relationship with you for any other matter than that agreed to in the engagement letter or similar writing confirming our representation.

We will provide services of a strictly legal nature of the kind generally described in the engagement letter that accompanies this attachment. It is understood that you are not relying on us for business, investment, or accounting decisions, or to investigate the character or credit of persons with whom you may be dealing, or to advise you about changes in the law that might affect you unless otherwise specified in the letter. We will keep you advised of developments as necessary to perform our services and will consult with you as necessary to ensure the timely, effective, and efficient completion of our work. Professionals in the firm typically have several client matters pending and are required to coordinate the scheduling of activities required for each pending client matter.

5. Necessary Information

It is anticipated that you and any other entities affiliated with you will furnish us promptly with all information that we deem to be required to perform the services described in our engagement letter, including financial statements from qualified accountants and auditors, as appropriate, and documents prepared by other legal counsel employed by you in connection with prior or other matters. You will make such business or technical decisions or determinations as are appropriate to carry out our engagement.

Our engagement is premised and conditioned upon your representation that you are not aware of any material facts or current or historical problem (involving without limitation such matters as court orders, injunctions, cease and desist orders, judgments, liabilities, litigation, administrative proceedings, crimes, prosecutions, bankruptcies or securities violations) on the

part of any person to be connected with you that you have not fully disclosed to us. You understand that the accuracy and completeness of any document (including securities disclosure documents, litigation pleadings and court filings) prepared by us is dependent upon your alertness to assure that it contains all material facts relating to the subject and purpose of such document and that such document must not contain any misrepresentation of a material fact nor omit information necessary to make the statements therein not misleading. To that end, you agree to review all documents prepared by us for their factual accuracy and completeness prior to any use thereof. You also acknowledge that this responsibility continues through our engagement in the event that such document becomes deficient in this regard. You hereby represent and warrant that any material, information, reports and financial statements, whether rendered orally or in writing, furnished to us by you will be accurate, and that we may rely upon the truth or accuracy of such information.

6. Confidentiality and Conflicts

Akin Gump is a large law firm with multiple offices and a large number of clients around the world. Because of the firm's size and geographic scope, as well as the breadth and diversity of our practice, other present or future clients of the firm inevitably will have contacts with you. Accordingly, to prevent any future misunderstanding and to preserve the firm's ability to represent you and our other clients, we confirm the following understanding about certain conflicts of interest issues:

Unless we have your agreement that we may do so, we will not represent another client in a matter that is substantially related to a matter in which we represent you and in which the other client is adverse to you. We understand the term "matter" to refer to transactions, negotiations, proceedings and other representations involving specific parties.

To the extent permitted by applicable law (including rules) you agree that we may (i) continue to represent any existing client and (ii) undertake to represent any new or former client, in each case, in any matter that is not substantially related to a matter in which we represent you, even if we represent you in a matter in which the other client is adverse to you or we represent the other client in a matter in which you are adverse to the other client. By way of example, this would include assisting another client on various types of agreements, financings or restructurings and bankruptcies in which you may have an interest as a counterparty, or advancing another client's position on legislative or regulatory issues with which you may disagree. Additionally, we may be instructed to act for more than one client interested in the same objective, asset or financing target. You agree that if we are, for example, advising you in relation to an auction or bid we may also act for other bidders and/or financiers to other bidders in relation to that auction or bid, subject to implementation of reasonable safeguards to ensure that confidential information is kept within the relevant team (e.g. using separate teams of lawyers to advise each of you and any other bidders and finance providers to other bidders).

We do not view this advance consent to permit unauthorized disclosure or use of any client confidences. Under applicable rules of professional conduct, we are obligated to and shall

preserve the confidentiality of any confidential information you provide to us. In this connection, we may obtain nonpublic information about you in the course of our representation. We maintain appropriate physical, electronic, and procedural safeguards to protect your nonpublic information. We do not disclose nonpublic information about our clients or former clients to anyone, except as permitted by law and applicable rules of professional conduct.

We will not disclose to you or use on your behalf any documents or information with respect to which we owe a duty of confidentiality to another client or person.

The fact that we may have your documents and/or information that may be relevant to another matter in which we are representing another client will not prevent us from representing that other client in that matter in reliance upon the foregoing advance waiver. We will maintain appropriate measures to ensure that the confidentiality of your documents and/or information is preserved.

Our professional obligations to you and to our other clients will require us to run a conflicts check if there is any change in the parties to the matter or any material change in its nature. We must also run a conflicts check before undertaking any new matters with you.

7. Marketing Materials

To provide information about our expertise, the firm will often describe in materials prepared for marketing the firm's services (such as brochures, webpages, pitches, legal directory and industry awards submissions and the like) examples of its representative experience, including a sample of the clients it represents. Except where you notify us in writing to the contrary, you agree that the firm may, without identifying sensitive details about your affairs, recognize the fact that you are a client of the firm in such materials. You further agree that in such materials, we have your permission to use your name and logo and indicate the generic nature of our work, including non-sensitive details that have properly entered the public domain. For example, following the completion of a transaction that has been made public, the firm may share its involvement with the transaction via the issuance of a press release or other statement to trade publications, on its website or social media accounts, unless you instruct us not to do so.

8. Termination of Engagement

Upon completion of any matter, or upon earlier termination of our relationship, the lawyer-client relationship arising from such matter will end unless you and we have expressly agreed to a continuation with respect to other matters. We hope, of course, that such a continuation will be the case. You have the right at any time to terminate our services and representation upon written notice to the firm. We reserve the right to withdraw from our representation if circumstances arise that under the applicable rules of professional conduct, allow or require us to.

9. Disagreements Regarding Fees

In the event that you believe any statement for our services is erroneous for any reason, you shall notify us of the same within ten business days after receipt of such statement stating the basis for your belief. If agreement cannot be reached with respect to the amount owed, you agree to promptly pay the non-disputed portion of our statement and submit the disputed portion for resolution by the appropriate committee of the organized bar of the city where our office rendering such services is located. If no organized bar exists in that city, then you can submit to the Committee on Arbitration Relating to Fee Disputes (or similar committee) of the regulatory body governing the practice of law in the state or jurisdiction where our office rendering such services is located.

10. Governing Law

OUR ENGAGEMENT SHALL BE GOVERNED BY THE LAWS OF THE JURISDICTION WHERE OUR OFFICE RENDERING OUR SERVICES IS LOCATED AND, EXCEPT FOR DISAGREEMENTS REGARDING FEES SUBMITTED TO ARBITRATION PURSUANT TO PARAGRAPH 8 ABOVE, VENUE FOR ANY OTHER ACTION HEREUNDER SHALL BE IN THE COUNTY WHERE OUR OFFICE RENDERING SUCH SERVICES IS LOCATED.

11. Record Retention

Following termination of a matter, any otherwise nonpublic information you have supplied to us that is retained by us will be kept confidential in accordance with applicable rules of professional conduct. Upon your request, we will return to you documents and materials that you provided to us in connection with our representation. You hereby acknowledge and agree that if you do not instruct us to have your client file returned to you, we will retain it for a reasonable time period (presently ten years) pursuant to the Firm's then-current Record Retention Policy, after which, we will be free to destroy at our discretion, without further notice to you, any portion of the file left with us that we are not legally required to preserve. Clients may be charged shipping costs for the return of client files. The responsible lawyer should determine if it is appropriate depending upon the size of the matter and the extent of the likely cost to the firm. If you instruct us to return your file to you, we reserve the right to retain materials pertaining to each matter, including without limitation administrative and accounting records, conflicts and new business intake materials, internal documents, lawyer notes, firm form files, communications, and other materials intended for our internal use or that we are prohibited from providing to you by law, court order or third party agreement. By agreeing to and accepting our representation as described in this letter, you agree to keep us informed of your most current address during the stated retention period.

12. Miscellaneous

The engagement letter together with this Statement of Firm Policies constitutes our entire understanding and agreement with respect to the terms of our engagement and supersedes any prior understandings and agreements, written or oral. If any provision of our engagement letter is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect. Our engagement letter may only be amended in writing by the parties hereto.

Your agreement to this engagement constitutes your acceptance of the foregoing terms and conditions. If any of them is unacceptable to you, please advise us now so that we can resolve any differences and proceed with a clear, complete, and consistent understanding of our relationship.



City Council Agenda Report

ITEM NO. 17

DATE: April 19, 2023
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: Luis Frausto, Management Services Director
SUBJECT: **Establish Senior Community Improvement Coordinator Classification and Salary Range**

Recommendation

It is recommended that the City Council approve a resolution to establish the classification, title, and salary range for Senior Community Improvement Coordinator.

Executive Summary

On March 15, 2023, the City Council approved the reclassification of an existing Community Improvement Coordinator position to a Senior Community Improvement Coordinator as part of the Fiscal Year (FY) 2023 mid-year budget adjustments. The Senior Community Improvement Coordinator is a new classification and requires the adoption of the classification specification (job description) and establishment of a salary range for the new position. The cost for the salary adjustment was approved for a total of \$11,783.

Background

Prior to FY 2022, the Community Development Department did not have an “in-house” Community Improvement Coordinator (code enforcement officer) or a fully developed code enforcement program. The City contracted code enforcement staff through various consulting firms to fulfill the job duties, which resulted in inconsistent program management and intermittent response to code complaints. Ultimately, many cases remained unresolved for several years. In February 2022, the City hired a full-time Community Improvement Coordinator. It was quickly determined that additional staff resources were needed in the division to adequately respond to code complaints and new local ordinances, such as the ban on gas leaf blowers and state mandates. Consequently, the adopted FY 2023 Budget included a new part-time Community Improvement Coordinator position, which was recently recruited for and filled. In addition, staff also took on proactive efforts in certain parts of the City and began working closely with various community groups.

Analysis

The Senior Community Improvement Coordinator is a lead-level class, and in addition to the responsibilities of the Community Improvement Coordinator position, serves as a lead or specialist classification that handles more complex inspections or code enforcement cases and provides direction in a lead capacity to other Community

Senior Community Improvement Coordinator

April 19, 2023

Page 2 of 2

Improvement Coordinators and/or administrative support staff—an immediate need for the division. This position may be assigned to manage programs or projects related to community improvement topics.

Fiscal Impact

The City Council approved the budget adjustment for the reclassification of a Community Improvement Coordinator to a Senior Community Improvement Coordinator on March 15, 2023. The total fully burdened rate difference between a Community Improvement Coordinator and a Senior Community Improvement Coordinator is approximately \$11,783 based on current compensation (salary step) and is General Fund funded.

FY 23 through June 30, 2023

Position Title	Proposed Salary Range	Fully Burdened Rate
Senior Community Improvement Coordinator	\$5,575 - \$6,454	\$113,300

Effective July 1, 2023 (FY 24)

Position Title	Proposed Salary Range	Fully Burdened Rate
Senior Community Improvement Coordinator	\$5,743 - \$6,980	\$115,991

Council approval is required before Human Resources can move forward in processing the reclassification previously approved by the City Council. It is recommended that the classification of Senior Community Improvement Coordinator be established, with a monthly salary range of \$5,575 to \$6,777 per month and to reclassify the incumbent to Senior Community Improvement Coordinator. If approved, the proposed new classification and salary range will be established as reflected in the attached bulletin. For FY 23, this will result in an additional cost to the General Fund of approximately \$2,946.

Key Performance Indicators and Strategic Plan

This item is in line with the Community Development Department’s Key Performance Indicators and the City’s Strategic Plan, which is committed to building a more just, environmentally, and financially sustainable future.

Attachments:

1. Resolution
 - a. Exhibit A – Job Classification Specification
 - b. Exhibit B – Salary Range

ATTACHMENT
Resolution

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RESOLUTION NO. XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING APPROVING NEW POSITION CLASSIFICATION OF SENIOR COMMUNITY IMPROVEMENT COORDINATOR

WHEREAS, the City Council approves the establishment of the Senior Community Improvement Coordinator classification; and

WHEREAS, the City Council desires to add the job classification and accompanying salary/wage range.

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

SECTION 1. That the job classification specification attached hereto, as shown in Exhibit A, is hereby adopted.

SECTION 2. That the stated salary range attached hereto, as shown in Exhibit B, is hereby adopted.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED on this 19th day of April, 2023.

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

Mark Perez
Deputy City Clerk

Andrew Jared, City Attorney

I HEREBY CERTIFY Resolution No. XXX was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 19th day of April, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mark Perez
Deputy City Clerk

TITLE: SENIOR COMMUNITY IMPROVEMENT COORDINATOR

DEFINITION: Under general supervision, performs complex field inspections, skilled office work, and program management related to the investigation and enforcement of City codes, ordinances, and abatement regulations.

DISTINGUISHING CHARACTERISTICS:

The Senior Community Improvement Coordinator is a lead-level class, and in addition to the responsibilities of the Community Improvement Coordinator position, serves as a lead or specialist classification that handles more complex inspections or code enforcement cases and provides direction in a lead capacity to other Community Improvement Coordinators and/or administrative support staff. This position may be assigned to manage programs or projects related to community improvement topics.

EXAMPLES OF DUTIES:

The duties listed below are examples of the work typically performed by employees in this class. An employee may perform other related and emergency duties as required. An employee may perform various duties including, but not limited to:

- Serves as a lead and may be assigned to supervise assigned staff.
- Performs various administrative, operational, and program management duties in support of assigned programs, duties, and functions.
- May be required to administer and/or implement one or more Department/Division programs or services. May serve as project manager for assigned projects.
- Prepares and manages cases and ensures accurate case files are maintained.
- Provides training, assigns, coordinates, and monitors the work of less-experienced Community Improvement Coordinators in a lead capacity.
- Analyzes, evaluates, and interprets all City codes and proposes amendments to the municipal code as required.
- Performs inspections and interprets and enforces the municipal code and relevant county, state, and federal laws.
- Recommends updates to policies and procedures.
- Maintains a current understanding of laws, regulations, methods, and procedures affecting code enforcement activities.
- Responds to citizen complaints and inquiries from city officials in a timely manner.
- Coordinates with City Attorney staff, aiding with code enforcement case preparation and/or prosecution.
- Prepares complex and sensitive reports and other written correspondence.
- May be required to attend and represent the City and the Community Development Department at public meetings and legal proceedings.

- May be required to develop and deliver presentations before community groups and legislative and enforcement bodies.
- Assists in coordinating and developing public counter procedures.
- Ensures Department services are provided with exceptional customer service and the highest level of standards.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Drives on City business observing safe driving practices.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent AND five (5) years of progressively responsible experience in municipal code enforcement, zoning, or related field;
- Bachelor's Degree from an accredited university in planning, construction technology, or a related field may be substituted for two (2) years of the experience requirement;
- Must possess and maintain a valid Class C California Driver's License;
- California Association of Code Enforcement Officers (CACEO) or American Association of Code Enforcement (AACE/ICC) certification is required prior to the completion of the probationary period;
- Completion of a California Peace Officer Standards and Training (POST) PC 832 Arrest and Firearms Course is required prior to the completion of the probationary period;
- Ability to work evenings, weekends, and holidays as needed.

Note: An equivalent combination of experience, education, and/or training may substitute for the listed minimum requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Make sound decisions, and exercise independent judgment and initiative without close supervision.
- Knowledgeable of local, state, and federal Zoning and Health & Safety Codes and regulations, quality customer services methods, and conflict resolutions techniques;
- Work effectively and efficiently in stressful situations.
- Experience enforcing Federal, State, and local laws, codes, environmental and zoning regulations, and related ordinances, as well as investigating possible code violations, determining compliance, issuing notices of violation, and resolving cases.
- Strong time management and strong organizational skills.
- Principles, practices, methods, and techniques of code enforcement and investigation practices used in the field of code enforcement.

- Manage complex assignments independently and make decisions or recommend a course of action based on knowledge and established procedures.
- Establish and maintain effective working relationships with the City Council, public officials, staff, architects, developers, contractors, and the public, sometimes in adverse conditions.
- Skilled in writing clear and concise reports, providing and following oral and written instructions; establishing and maintaining positive and productive working relationships with both internal and external customers, working independently and as a team leader; providing technical guidance to other staff in working activities.
- Ability to perform and train other employees in essential duties and effectively communicate verbally and in writing with all levels of staff and the public.
- Proficient in the use of personal computer hardware and software required for the job.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

This position works in all weather conditions, including wet, hot, and cold, and may frequently deal with irate members of the public. The nature of the work also requires the incumbent to drive motorized vehicles and work in a variety of vehicle traffic conditions. Incumbents may be exposed to repetitive motion, vision to monitor, unsafe building and construction sites, hazardous chemicals, noise, dust, and airborne exhausts and fumes.

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, climb, balance, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles; to see in the normal visual range with or without correction; to hear in the normal audio range with or without correction; and to verbally communicate to exchange information.

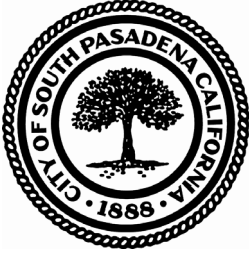
FLSA Status: Non-Exempt

HISTORY:

Established: 03/15/2023
Approval/Adoption Date: Pending

CITY OF SOUTH PASADENA SALARY SCHEDULE

POSITION TITLE	BARGAINING UNIT	STEP A	STEP B	STEP C	STEP D	STEP E
SR. COMMUNITY IMPROVEMENT COORDINATOR	PSEA	\$5,575	\$5,854	\$6,147	\$6,454	\$6,777 Monthly
		\$2,788	\$2,927	\$3,074	\$3,227	\$3,389 Bi-Monthly
		\$32.163	\$33.773	\$35.463	\$37.235	\$39.098 Hourly



City Council Agenda Report

ITEM NO. 18

DATE: April 19, 2023

FROM: Jon Primuth, Mayor

PREPARED BY: Luis Frausto, Management Services Director

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

Recommendation

It is recommended that the City Council:

1. Approve the Mayor's list of City Council Liaison and Regional Group Appointments to various commissions, boards, and committees; and
2. Adopt a Resolution, superseding Resolution No. 7808, appointing delegates, representatives, and alternates as official representatives of the City of South Pasadena.

Executive Summary

This is a list of appointments made by the Mayor for the remaining City Council Liaison and Regional Group lists, with minor changes to the names of the groups, based on information provided by organizations.

Background

At the beginning of every Mayoral term, appointments are made to various commissions, boards, committees, and regional groups for the calendar year. The majority of the appointments are recommended by the Mayor for Council approval; however, several agencies and organizations do require City Council action by resolution. In addition, some appointments are voted by the regional group and are listed on the Mayor's appointment list for informational purposes only.

This item was presented to the Council in the previous meetings held on both February 1, and March 1, 2023, where partial lists of appointments were approved with the adoption of Resolution No. 7802 and Resolution No. 7808. The remaining appointments are presented before you for approval by Resolution, with minor modifications to names of some regional groups, based on information provided by those organizations.

Analysis

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

City Council Liaison and Regional Group Appointments

April 19, 2023

Page 2 of 2

Fiscal Impact

Expenses for attending regional meetings are budgeted on an annual basis in the City Council budget.

Attachments:

1. List of Proposed City Council Liaison & Regional Group Appointments
2. Resolution





ATTACHMENT 1
City Council Liaison &
Regional Group Appointments

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
Liaison and Regional Group Appointments
Jon Primuth, Mayor
February 1, 2023 to December 2023






City Commissions, Boards, and Committees	Appointed Liaison
Cultural Heritage Commission	Zneimer
Community Services Commission	Donovan
Design Review Board	Braun
Finance Commission	Braun
Fourth of July – Festival of Balloons Committee	Primuth
Mobility and Transportation Infrastructure Commission	Donovan
Library Board of Trustees	Braun
Natural Resources and Environmental Commission	Cacciotti
Planning Commission	Primuth
Public Art Commission	Primuth
Public Safety Commission	Cacciotti
Public Works Commission	Zneimer
South Pasadena Tournament of Roses Committee	Zneimer
Ad Hoc/Committees and other assignments	Appointed Liaisons
Ad Hoc/Committee: City Council and SPUSD Subcommittee	Zneimer and Primuth
Ad Hoc/Committee: Mission-Meridian Village Subcommittee	Donovan
Ad Hoc/Committee: SB381 Caltrans Surplus Properties Implementation	Primuth and Donovan
Ad Hoc/Committee: City Leased Properties	Cacciotti and Braun
Representative: South Pasadena Chamber of Commerce - Legislative	Primuth
Representative: South Pasadena Chamber of Commerce - Economic Development	Braun
Ad Hoc/Committee: Athens Contract	Donovan and Zneimer

Regional Groups – Appointment by City		Appointed Liaison	Alternate(s)
	Arroyo Verdugo Communities Joint Powers Authority Governing Board	Primuth	Cacciotti
	California Contract Cities Legislative Committee	Primuth	Braun
	Foothill Employment and Training Consortium Policy Board	Zneimer	Donovan
	Foothill Workforce Development Board	Zneimer	Braun
	Los Angeles County City Selection Committee	Primuth	Donovan
 ★ 	Los Angeles County Sanitation Districts, Board of Directors, District 16	Primuth (always Mayor)	Donovan
	CalCities, Los Angeles Division and Annual Conference	Braun	Zneimer
 ❖ 	Metro Gold Line Phase II Joint Powers Authority Board	Cacciotti	Primuth
 ❖	Metro Gold Line Construction Authority	Mendel Thompson, Glendora Mayor Pro Tem	Paul Leon, Ontario Mayor
	Metro Gold Line Technical Advisory Committee	Cacciotti	Braun
 ❖ 	San Gabriel Valley Council of Governments Governing Board	Primuth	Cacciotti
 ❖ 	Southern California Association of Governments General Assembly	Primuth	Braun
 ❖ 	San Gabriel Valley Mosquito and Vector Control District	Robert S. Joe (Resident)	Donovan
 ❖	Clean Power Alliance	Primuth	Diana Mahmud (Resident) and Arpy Kasparian
Regional Groups –Appointment by Regional Group		Appointed Liaison	Alternate(s)
  	Arroyo Verdugo Communities Joint Powers Authority Appointed Representative to the Southern California Association of Governments (SCAG) Policy Committee (TC)	Primuth	N/A
	Santa Monica Mountains Conservancy Advisory Committee	Cacciotti	Zneimer

Liaison and Regional Group Appointments

Page 3

   	South Coast Air Quality Management District San Gabriel Valley Board Member	Cacciotti	TBD
	Metro San Gabriel Valley Service Council	John Harrington, San Gabriel Councilmember	N/A

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

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ATTACHMENT 2
Resolution

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RESOLUTION NO. XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPOINTING DELEGATES, REPRESENTATIVES, AND ALTERNATES AS OFFICIAL REPRESENTATIVES OF THE CITY OF SOUTH PASADENA, SUPERSEDING RESOLUTION NO. 7808

WHEREAS, the City Council of the City of South Pasadena (City) at its regular meeting of December 21, 2022, reorganized as follows: Jon Primuth, Mayor; Evelyn G. Zneimer, Mayor Pro Tem; Jack Donovan, Councilmember; Janet Braun, Councilmember; and Michael Cacciotti, Councilmember; and

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

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

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

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

Governing Board Representative	Alternate	Term
Mayor Primuth	Councilmember Cacciotti	2023

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

Delegate	Alternate	Term
Councilmember Braun	Mayor Pro Tem Zneimer	2023

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

Board Member	Alternate	Term
Mayor Primuth	Councilmember Donovan	2023

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

Delegate	Alternate	Term
Councilmember Cacciotti	Mayor Primuth	2023

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

Delegate	Alternate	Term
Mayor Primuth	Councilmember Cacciotti	2023

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

Delegate	Alternate	Term
Mayor Primuth	Councilmember Braun	2023

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

Delegate	Alternate	Term
Robert S. Joe (Community Member)	Councilmember Donovan	2023

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

Delegate	Alternate	Term
Mayor Primuth	Diana Mahmud (Community Member)	2023

SECTION 9. The City Council of the City of South Pasadena does hereby confirm and appoint the following person as delegate member of the **FOOTHILL EMPLOYMENT AND TRAINING CONSORTIUM POLICY BOARD** for the term indicated:

Delegate	Alternate	Term
Mayor Pro Tem Zneimer	Councilmember Donovan	2023

SECTION 10. The City Council of the City of South Pasadena does hereby confirm and appoint the following person as delegate member of the **FOOTHILL WORKFORCE DEVELOPMENT BOARD** for the term indicated:

Delegate	Alternate	Term
Mayor Pro Tem Zneimer	Councilmember Braun	2023

SECTION 10. Pursuant to the appointments made above, the City Council of the City of South Pasadena does hereby adopt the completed Form 806 of the Fair Political Practices Commission, and directs staff to take all other actions necessary to comply with the requirements of any applicable laws and regulations.

SECTION 11. The City Council declares that this resolution supersedes Resolution No.7802, which represented the previous appointment of delegates, representatives, and alternates as official representatives of the City of South Pasadena.

SECTION 12. 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 19th day of April, 2023.

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

Mark Perez, Deputy City Clerk

Andrew L. Jared, City Attorney

I HEREBY CERTIFY Resolution No. XXXX was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 19th day of April, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mark Perez, Deputy City Clerk

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City Council Agenda Report

ITEM NO. 19

DATE: April 19, 2023

FROM: Arminé Chaparyan, City Manager *DKM for AL*

PREPARED BY: Luis Frausto, Management Services Director
Mark Perez, Deputy City Clerk

SUBJECT: **Approval of City Council Meeting Minutes for April 20, 2022,
May 04, 2022, and March 15, 2023**

Recommendation

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

Executive Summary

The City Clerk's Division is diligently working on backlogged meeting minutes dating back to April 2022. Attached to this staff report are meeting minutes for April 20, 2022, May 04, 2022, and March 15, 2023. Staff is committed to submitting the most recent meeting minutes, as well as two prior meeting minutes, at each council meeting for approval moving forward until minutes are current. Staff will maintain timely minutes thereafter.

Background

The City Clerk's Division is responsible for producing meeting minutes for the City Council meetings. Meeting minutes are used as the official record of the actions taken by the City at the direction of the City Council. They are also used for confirmation of approval for purchases by the City, as approved by the City Council. Currently, the division is working towards the completion of the backlog of minutes.

Beginning in 2021, the City Clerk's Division experienced turnover with the vacancy of a Chief City Clerk and, later in 2022, Deputy City Clerk and the Management Services Director positions. During that time, the City hired a City Clerk contract employee to perform critical functions for the City Clerk's Office, including managing the agenda process, and meeting our legal obligations related to public record requests. Due to the vacancies, meeting minutes were not highly prioritized. In an attempt to maintain meeting minutes, the City engaged a consultant for this work. Current staff has developed a high quality, accurate and timely minutes process, and are working diligently to address past minutes as well as maintain timely minutes moving forward.

To increase efficiency, the Clerk's Division researched best practices and made changes to the format of the minutes, which is before you for approval. The new format is similar to the format used by many other cities and is intended to properly capture the actions taken by the City Council while increasing efficiency and minimizing opportunities for error.

Analysis

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

As of today, we have 34 outstanding minutes for our past City Council meetings, inclusive of special and joint meetings. It is expected that the City Clerk's Division will be fully caught up with minutes no later than May 2024, or sooner if capacity allows. Although the Chief City Clerk position is still vacant, the recruitment effort to fill this important position is well underway.

Key Performance Indicators and Strategic Plan

This item is in line with the Management Services Department's Key Performance Indicator to provide quick access to information and accountability, ensuring public transparency.

Fiscal Impact

To date, the City has paid approximately \$19,575 to Marc A. Donohue for the production of City Council meeting minutes over the term of the contract. There is one additional consultant fee anticipated for past work completed that staff is currently reviewing prior to payment. Moving forward, existing City Clerk Division staff is facilitating the work related to this project, and therefore no future consultant fees are anticipated.

Attachments:

1. April 20, 2022 Regular Meeting Minutes
2. May 04, 2022 Regular Meeting Minutes
3. March 15, 2023 Regular Meeting Minutes
4. March 15, 2023 Special Joint Meeting Minutes

ATTACHMENT 1

April 20, 2022, Regular Meeting Minutes

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

MINUTES

WEDNESDAY, APRIL 20, 2022, AT 7:00 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Cacciotti on Wednesday, April 20, 2022, at 7:00 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

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

ABSENT

None.

Christina Muñoz, Deputy City Clerk, announced a quorum.

CITY STAFF PRESENT:

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

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Mayor Pro Tem Primuth

CLOSED SESSION ANNOUNCEMENTS

1. Closed Session Announcements

A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

1. Californians for Homeownership, Inc. v. City of South Pasadena, (Case No. 22STCP01388)
2. Californians for Homeownership, Inc. v. City of South Pasadena, (Case No. 22STCP01161)

Two new items were added to the closed session agenda per City Attorney Jared:

B. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

1. Owen Cliff Snider v. City of South Pasadena, (UPC Case No. LA-CE-1180-M)
2. Alison Smith v. City of South Pasadena (LASC Case No. 19BBCV00118)
3. City of South Pasadena v. California Department of Transportation (LASC Case No. 21STCP01779)

C. CONFERENCE WITH LEGAL COUNSEL: POTENTIAL OF LITIGATION

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

Number of Potential Cases: 2

City Attorney Jared reported that no action was taken in closed session.

The City Council recessed closed session at 6:59 P.M.

PUBLIC COMMENT

2. Public Comment – General – General (Non-Agenda Items)

In-Person Comments:

Members of the Pasadena Showcase House spoke regarding an event at Oaklawn Manor from April 24 – May 22.

Ed Chen, Athens Services, spoke regarding a giveaway event this weekend.

Walter Quinn spoke regarding the South Pasadena Police Department.

Toby spoke regarding the work done by the City Council and a fix-it ticket he received.

Alan Ehrlich spoke regarding the City Council’s deliberative process at public meetings.

Yvonne LaRose spoke regarding dispute resolution services.

PRESENTATIONS

3. Pet Adoption: Pasadena Humane Society

Michelle Holbrook, Pasadena Humane Society, introduced Portobello.

4. South Pasadena Police Department Life Saving Awards

Police Chief Solinsky presented lifesaving awards to Officer Perch, Officer Calderon, and Detective Borrello.

5. Proclamation Declaring April 17 through April 23, 2022 as “California Mosquito Awareness Week” in the City of South Pasadena

Mayor Cacciotti presented a proclamation declaring April 17 through April 23 2022, as “California Mosquito Awareness Week”.

6. Proclamation Declaring April 22, 2022, as “Earth Day” in the City of South Pasadena

Mayor Cacciotti presented a proclamation declaring April 22, 2022, as “Earth Day”.

7. Proclamation Declaring April 27, 2022 as “Denim Day” in the City of South Pasadena

Mayor Cacciotti presented a proclamation declaring April 27, 2022 as “Denim Day”.

8. Proclamation Declaring April 24, 2022 as “Armenian Genocide Remembrance Day” in the City of South Pasadena

Mayor Cacciotti presented a proclamation declaring April 24, 2022 as “Armenian Genocide Remembrance Day”.

COMMUNICATIONS

9. Councilmembers Communications

Councilmember Zneimer spoke regarding the City’s award for its Rose Parade float, the recent Library Volunteer Recognition event, recent code enforcement cases, and a recent water education session she attended.

Councilmember Donovan spoke regarding the Arroyo Seco Golf Course and Nature Trail re-openings, and the lease for the batting cages.

Councilmember Mahmud spoke regarding a recent meeting of the Library Board of Trustees, a recent meeting of the Planning Commission and its approval of the Arbor Square Project, and the upcoming Garden Tour hosted by South Pasadena Beautiful.

Motion by Councilmember Mahmud, second by Mayor Pro Tem Primuth, to bring back a resolution condemning the actions of the Russian Government towards Ukraine.

Mayor Pro Tem Primuth spoke regarding a recent meeting of the Mobility, Infrastructure & Transportation Commission, the Arroyo Verdugo Joint Powers Authority (JPA) meeting postponement to June 9, 2022, a recent Southern California Association of Governments (SCAG) Transportation Committee meeting, a recent SB 381 Implementation Ad-Hoc Committee meeting, the final report from the Finance Ad-Hoc Committee, the 626 Golden Street event this coming weekend, the Eclectic Music Festival on April 30, and the upcoming South Pasadena Education Foundation Party Gras event in May.

Mayor Cacciotti spoke regarding electronic leaf blowers, the Library Volunteer Recognition event, the recent event of the Institute Redesign and Learning at the Arroyo, the horse trail by the Arroyo, an unhoused individual who recently obtained housing, a recent meeting at the Huntington Beach Police Department regarding mental health mobile services, a Public Works employee who fixed a broken tree branch, the Arroyo Seco Golf Course, and the recent Eggstravaganza event.

10. City Manager Communications

City Manager Chaparyan invited the community to attend the 626 Golden Streets event.

“Gabe the Sasquatch” visited the City Council meeting along with “Officer Justice”.

11. Reordering of, Additions, or Deletions to the Agenda

None.

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CONSENT CALENDAR

A motion was made by Councilmember Zneimer, seconded by Councilmember Mahmud and approved by roll call vote to approve Consent Calendar Items 12-15, as presented and with modification to item No. 13. Mayor Pro Tem Primuth requested to pull Item No. 16 for separate discussion. The motion carried 5-0, by the following vote:

- AYES:** Donovan, Mahmud, Primuth, Zneimer, Mayor Cacciotti
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

12. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$95,607.42; GENERAL CITY WARRANTS IN THE AMOUNT OF \$558,255.01; SUPPLEMENTAL AUTOMATED CLEARING HOUSE PAYMENTS IN THE AMOUNT OF \$67,943.53; VOIDS IN THE AMOUNT OF (\$6,077.50); TRANSFERS IN THE AMOUNT OF \$96,898.22; PAYROLL IN THE AMOUNT OF \$937,322.02

Recommendation

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

A motion was made to approve recommendation on the Consent Calendar

13. APPROVAL OF A FIVE-YEAR AGREEMENT WITH THE SOUTH PASADENA CHAMBER OF COMMERCE FOR THE OPERATION OF THE SOUTH PASADENA FARMERS' MARKET

Recommendation

It is recommended that the City Council approve a five (5) year agreement with the South Pasadena Chamber of Commerce for the operation of the South Pasadena Farmers' Market.

A motion was made to approve recommendation on the Consent Calendar

14. MONTHLY INVESTMENT REPORT FOR FEBRUARY 2022

Recommendation

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

A motion was made to approve recommendation on the Consent Calendar

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15. APPROVAL OF THIRD AMENDMENT TO THE ARROYO SECO GOLF COURSE OPERATIONS MANAGEMENT AGREEMENT WITH DONOVAN BROS. GOLF, LLC

Recommendation

It is recommended that the City Council approve the Third Amendment to the Arroyo Seco Golf Course (Golf Course) Operations Management Agreement (Agreement) with Donovan Bros. Golf, LLC (Donovan).

A motion was made to approve recommendation on the Consent Calendar

16. PRESENTATION OF CITY COUNCIL MEETING MINUTES

Recommendation

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

COUNCIL ACTION AND MOTION

Mayor Pro Tem Primuth pulled this item for further discussion. A motion was made by Mayor Pro Tem Primuth, seconded by Councilmember Zneimer and approved by roll call vote to approve the Item No. 16, as modified. The motion carried 5-0, by the following vote:

AYES: Donovan, Mahmud, Primuth, Zneimer, Mayor Cacciotti
NOES: None.
ABSENT: None.
ABSTAINED: None.

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PUBLIC HEARING

17. PUBLIC HEARING TO ADOPT A RESOLUTION APPROVING THE REMAINING COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS FOR FISCAL YEAR 2021/2022, IN THE AMOUNT OF \$104,170.90, WITH INCREASES OF \$6,127.70 FOR THE SENIOR NUTRITION PROGRAM AND \$98,043.20 FOR THE SIDEWALK REPLACEMENTS AND AMERICAN WITH DISABILITIES ACT RAMP UPGRADES, AND PROGRAM FUNDS FOR FISCAL YEAR 2022/2023 IN THE AMOUNT OF \$122,554, WITH \$24,510.80 FOR THE SENIOR NUTRITION PROGRAM AND \$98,043.20 FOR SIDEWALK REPLACEMENTS AND AMERICAN WITH DISABILITIES ACT RAMP UPGRADES

Recommendation

It is recommended that the City Council conduct a public hearing and adopt a resolution to approve the following:

1. Program the remaining portion of the Community Development Block Grant (CDBG) program funds for the Fiscal Year 2021/2022, in the amount of \$104,170.90, with increases of \$6,127.70 for the Senior Nutrition Program and \$98,043.20 to Sidewalk Replacements and American with Disabilities Act (ADA) ramp upgrades; and
2. Program the CDBG program funds for the Fiscal Year 2022/2023, in the amount of \$122,554, with \$24,510.80 for the Senior Nutrition Program and \$98,043.20 for Sidewalk Replacements and ADA ramp upgrades.

COUNCIL ACTION AND MOTION

A motion was made by Mayor Pro Tem Primuth, seconded by Councilmember Mahmud and approved by roll call vote to approve the Item No. 17, as presented. The motion carried 5-0, by the following vote:

- AYES:** Donovan, Mahmud, Primuth, Zneimer, Mayor Cacciotti
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

Resolution No. 7763 was adopted.

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ACTION/DISCUSSION

18. AUTHORIZE THE CITY MANAGER TO EXECUTE CONTRACT AMENDMENTS FOR THE 2021-2029 HOUSING ELEMENT AND GENERAL PLAN/ DOWNTOWN SPECIFIC PLAN

Recommendation

It is recommended that the City Council authorize the City Manager to execute the:

1. Second Amendment to the PlaceWorks Professional Services Agreement (PSA) for the 2021-2029 Housing Element to include additional analysis in the amount of \$42,715 for a total not-to-exceed amount of \$310,313; and
2. Third Amendment to the PlaceWorks PSA for the General Plan/Downtown Specific Plan (GP/DTSP) to include additional revisions in the amount of \$25,000 for a total not-to-exceed amount of \$260,312.

In-person Comments:

Alan Ehrlich spoke regarding the amendment for the Housing Element and General Plan.

Josh Albrektson spoke regarding lawsuits against the City, the April administrative draft of the Housing Element to the California Department of Housing and Community Development (HCD) and the response from HCD.

COUNCIL ACTION AND MOTION

A motion was made by Mayor Pro Tem Primuth, seconded by Councilmember Mahmud and approved by roll call vote to approve the Item No. 18, as presented, with direction that staff report back on the reconciliation of PlaceWorks' invoices and amounts paid vs contract max allowance. The motion carried 4-1, by the following vote:

- AYES:** Donovan, Mahmud, Primuth, Mayor Cacciotti
- NOES:** Zneimer
- ABSENT:** None.
- ABSTAINED:** None.

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19. APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH THE SOUTH PASADENA PRESERVATION FOUNDATION FOR INSPECTION OF VACANT CALTRANS SURPLUS HOMES; AND AUTHORIZE CITY MANAGER TO ISSUE REQUEST FOR QUALIFICATIONS FOR HOUSING RELATED ENTITIES, TO ISSUE A REQUEST FOR PROPOSAL FOR PROPERTY INSPECTION AND REPAIR ESTIMATES FOR SUCH PROPERTIES, AND TO APPROVE A FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH CIVICSTONE, LLC

Recommendation

It is recommended that the City Council review and provide direction regarding the implementation of Senate Bill 381 (SB 381):

1. Authorize the City Manager to enter into a Memorandum of Understanding (MOU) with the South Pasadena Preservation Foundation (SPPF) to inspect the vacant historic surplus Caltrans properties and identify the character defining features; and
2. Authorize the City Manager to release a Request for Qualifications (RFQ) to solicit Housing Related Entities (HREs) for potential partnership opportunities and/or consultants to assist in the formation and implementation of a Community Land Trust; and
3. Authorize the City Manager to release a Request for Proposals (RFP) to conduct property inspection and repair estimates of the properties under consideration for purchase by the City; and
4. Approve a First Amendment to the Professional Services Agreement (PSA) with CivicStone, LLC to extend the contract term to complete the existing scope of work and authorize an additional \$5,850 for the additional scope of work, for total not-to-exceed amount of \$80,850

Zoom Comments:

Mark Gallatin spoke regarding the South Pasadena Preservation Foundation and CalTrans.

Steven Lawrence spoke regarding the renters of South Pasadena and the CalTrans properties.

COUNCIL ACTION AND MOTION

Recommendation No. 1 of this item was removed at the request of the South Pasadena Preservation Foundation. The item will be brought back at a future meeting date.

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A motion was made by Mayor Pro Tem Primuth, seconded by Councilmember Mahmud and approved by roll call vote to approve recommendation No. 2 of this item, as presented. The motion carried 5-0, by the following vote:

AYES: Donovan, Mahmud, Primuth, Zneimer, Mayor Cacciotti
NOES: None.
ABSENT: None.
ABSTAINED: None.

A motion was made by Councilmember Donovan, seconded by Councilmember Mahmud and approved by roll call vote to approve recommendation No. 3 of this item, as presented with the letter to Caltrans pertaining to access to the properties. The motion carried 5-0, by the following vote:

AYES: Donovan, Mahmud, Primuth, Zneimer, Mayor Cacciotti
NOES: None.
ABSENT: None.
ABSTAINED: None.

A motion was made by Councilmember Mahmud, seconded by Mayor Cacciotti and approved by roll call vote to approve recommendation No. 4 of this item, as presented. The motion carried 5-0, by the following vote:

AYES: Donovan, Mahmud, Primuth, Zneimer, Mayor Cacciotti
NOES: None.
ABSENT: None.
ABSTAINED: None.

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ADJOURNMENT

There being no further matters, Mayor Cacciotti adjourned the meeting of the City Council at 11:10 P.M., to the next Special City Council meeting scheduled on Wednesday, April 27, 2022.

Respectfully submitted:

Mark Perez
Deputy City Clerk

APPROVED:

Jon Primuth
Mayor

ATTEST:

Mark Perez
Deputy City Clerk

Approved at City Council Meeting:

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ATTACHMENT 2

May 04, 2022, Regular Meeting Minutes

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

MINUTES

WEDNESDAY, MAY 4, 2022, AT 7:00 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Cacciotti on Wednesday, May 4, 2022, at 7:21 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

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

ABSENT

None.

Christina Muñoz, Deputy City Clerk, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Andrew Jared, City Attorney (participated via zoom); Christina Muñoz, Deputy City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Councilmember Diana Mahmud

CLOSED SESSION ANNOUNCEMENTS

1. Closed Session Announcements

A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

- 1. Owen Cliff Snider v. City of South Pasadena, (UPC Case No. LA-CE-1180-M)
- 2. Californians for Homeownership, Inc. v. City of South Pasadena, (Case No. 22STCP01161)

B. CONFERENCE WITH LABOR NEGOTIATORS

(Government Code Section 54957.6)

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

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

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

C. CONFERENCE WITH LABOR NEGOTIATOR: INITIATION OF LITIGATION

Government Code Section 54956.9(d)(4))

Number of Potential Cases: 1

City Attorney Jared announced City Council recessed into Closed Session at 5:30 P.M. with all members present. Item No. A - 1, was not discussed and will be brought back to May 18 meeting. Item Nos. A - 2 and B, no reportable action taken. Item No. C, direction provided under unanimous consent to initiate that litigation.

The City Council recessed closed session at 7:10 P.M.

PUBLIC COMMENT

2. Public Comment – General – General (Non-Agenda Items)

In-Person Comments:

Walter Quinn spoke regarding the South Pasadena Police Department.

Josh Albrekson spoke regarding the Housing Element.

Mike Chelsovian spoke regarding incident involving Police Officers.

Alan Ehrlich spoke regarding time limits for public comments and City Council.

Zoom Comment:

Laurie Wheeler spoke on the Eclectic Music Festival and Arts Crawl event.

PRESENTATIONS

3. Proclamation: Declaring May As “Asian American And Pacific Islander Heritage Month” In the City of South Pasadena

Mayor Cacciotti, Councilmember Zneimer, and President of the South Pasadena Chinese American Club Yuki Cutcheon presented a proclamation declaring May as “Asian American And Pacific Islander Heritage Month” in the City of South Pasadena.

Congresswoman Judy Chu, David Kim with State Senator’s Portantino joined via zoom to present and recognize the City during “Asian American And Pacific Islander Heritage Month”.

Performance from Kim’s Hapkido.

4. Proclamation: Declaring the Week Of May 1–7, 2022, As “Municipal Clerks Week” In The City Of South Pasadena

Deputy City Clerk Muñoz presented proclamation declaring the week of May 1-7, 2022, as “Municipal Clerk’s Week” in the City of South Pasadena.

COMMUNICATIONS

5. Councilmembers Communications

Councilmember Zneimer spoke regarding attending the Finance Commission meeting and the new Finance Policies discussed, the South Pasadena Tournament of Roses meeting, and the 626 Golden Streets event.

Councilmember Mahmud spoke regarding the State Water Board Workshop, being a panelist for the Colorado River Water Conference, and partaking in the South Pasadena Water Garden Tour.

Motion by Councilmember Mahmud, second by Mayor Pro Tem Primuth, to direct staff to develop a Grey Water Ordinance requiring new construction and remodels of bathrooms and laundry areas be outfitted with the redundant plumbing that is required for grey water.

Councilmember Donovan spoke regarding the Lease Properties Ad Hoc Committee meeting and the batting cages.

Mayor Pro Tem Primuth spoke regarding his attendance and the Eclectic Music Festival and the 626 Golden Streets event.

Mayor Cacciotti spoke regarding the internal social services committee, electrification efforts, Public Works, Fire, and Police, Commission meetings, and events attended.

6. City Manager Communications

City Manager Chaparyan spoke on being thrilled to be in attendance.

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

None.

CONSENT CALENDAR

A motion was made by Councilmember Mahmud, seconded by Councilmember Donovan and approved by roll call vote to approve Consent Calendar Items No. 9, 10, 12, as presented and with modification to Items No. 9 and 12. Councilmember Zneimer requested to pull Item No. 8 for separate discussion. A member of the community pulled Item No. 11 for public comment. The motion carried 5-0, by the following vote:

- AYES:** Donovan, Mahmud, Primuth, Zneimer, Mayor Cacciotti
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

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8. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$92,820.69; GENERAL CITY WARRANTS IN THE AMOUNT OF \$412,417.98; SUPPLEMENTAL AUTOMATED CLEARING HOUSE PAYMENTS IN THE AMOUNT OF \$26,277.71; VOIDS IN THE AMOUNT OF (\$1,794.00); PAYROLL IN THE AMOUNT OF \$739,606.90

Recommendation

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

In-Person Comment:

Alan Ehrlich spoke regarding City Attorney bills.

COUNCIL ACTION AND MOTION

Councilmember Zneimer requested to pull this item for separate discussion. A motion was made by Councilmember Zneimer, seconded by Councilmember Mahmud and approved by roll call vote to approve Item No. 8, as presented. The motion carried 5-0, by the following vote:

- AYES:** Donovan, Mahmud, Primuth, Zneimer, Mayor Cacciotti
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

9. PRESENTATION OF CITY COUNCIL MEETING MINUTES

Recommendation

It is recommended that the City Council approve the December 15, 2021 minutes as listed on the agenda and as presented.

A motion was made to approve recommendation on the Consent Calendar

10. AUTHORIZE ACCEPTANCE OF FUNDING FROM THE 2021 URBAN AREA SECURITY INITIATIVE GRANT FUNDS IN THE AMOUNT OF \$44,369 FOR A VIRTUAL REALITY TRAINING SIMULATOR

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager or designee to accept a grant award of \$44,369 from the 2021 Urban Area Security Initiative (UASI) to reflect in the Homeland Security Grant revenue account 274-0000-0000-5036-000; and
2. Authorize the City Manager or designee to execute the UASI 2021 Subaward Agreement and related documents to purchase equipment that supports regional homeland security goals; and
3. Appropriate \$44,369 to account 274-4010-4019-8520-000 for the Virtual Reality Training Simulator.

A motion was made to approve recommendation on the Consent Calendar

11. AWARD OF CONTRACT TO R.E. PATTERSON AND ASSOCIATES FOR THE DEVELOPMENT OF AN UPDATED LOCAL HAZARD MITIGATION PLAN FOR THE CITY OF SOUTH PASADENA FOR SUBMISSION TO AND APPROVAL BY CALIFORNIA STATE OFFICE OF EMERGENCY SERVICES AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY

Recommendation

It is recommended that the City Council:

1. Accept a proposal from R. E. Patterson and Associates for the five-year update to the City of South Pasadena’s Local Hazard Mitigation Plan (LHMP); and
2. Authorize the City Manager to execute the agreement and any amendments with R. E. Patterson and Associates for a total not-to-exceed amount of \$34,000.

In-Person Comment:

Alan Ehrlich spoke regarding previous consultants and reports.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Mahmud, seconded by Councilmember Zneimer and approved by roll call vote to approve the Item No. 11, as presented. The motion carried 5-0, by the following vote:

- AYES:** Donovan, Mahmud, Primuth, Zneimer, Mayor Cacciotti
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

12. REVISED BUDGET CALENDAR

Recommendation:

Staff recommends City Council review and accept the attached revised Budget Calendar.

A motion was made to approve recommendation on the Consent Calendar

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PUBLIC HEARING

13. FIRST READING AND INTRODUCTION OF AN ORDINANCE ADOPTING A POLICY FOR THE APPROVAL, ACQUISITION, AND REPORTING OF MILITARY EQUIPMENT BY THE SOUTH PASADENA POLICE DEPARTMENT

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A POLICY FOR THE USE OF MILITARY EQUIPMENT BY THE SOUTH PASADENA POLICE DEPARTMENT

Recommendation

Staff recommends City Council open the Public Hearing and continue the item onto the May 18, 2022 City Council Meeting.

Mayor opened Public Hearing for the purpose of continuing the item at the May 18, City Council meeting, and thus, no public comment was taken.

ACTION/DISCUSSION

14. APPROVAL OF FUNDS FOR JULY 4TH THEATRICAL PRESENTATION BY JIM AND LISSA REYNOLDS AT THE SOUTH PASADENA HIGH SCHOOL

Recommendation

It is recommended that the City Council approve the funding request for the proposed July 4th Theatrical Presentation by Jim and Lissa Reynolds (Reynolds) at South Pasadena High School. This request does not include any City staff expenditures and city-related resources.

Zoom Comments:

Yvonne LaRose spoke requesting for Lissa Reynolds to speak on the presentation.

Lissa Reynolds spoke on the proposed July 4th theatrical presentation.

Jim Reynolds spoke on the proposed July 4th theatrical presentation.

Mark Gallatin spoke regarding the approval of the funding for the July 4th theatrical presentation.

Joseph Payne spoke regarding the proposed presentation.

Yvonne La Rose spoke regarding the approval of funding for the July 4th theatrical presentation by the request of the Mayor.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Mahmud, seconded by Councilmember Zneimer, and approved by roll call vote to approve the Item No. 14, as presented with direction for staff to fund presentation using \$3,000 of Mayor Cacciotti discretionary funds, \$588 of Mayor Pro Tem Primuth’s discretionary funds, \$500 of Councilmember Mahmud’s discretionary funds, \$500 of Councilmember Donovan’s discretionary funds, and \$1,000 of Councilmember Zneimer’s discretionary funds. The motion carried 5-0, by the following vote:

- AYES:** Donovan, Mahmud, Primuth, Zneimer, Mayor Cacciotti
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

ADJOURNMENT

There being no further matters, Mayor Cacciotti adjourned the meeting of the City Council at 9:19 P.M., to the next City Council meeting scheduled on Wednesday, May 18, 2022.

Respectfully submitted:

 Mark Perez
 Deputy City Clerk

APPROVED:

 Jon Primuth
 Mayor

ATTEST:

 Mark Perez
 Deputy City Clerk

Approved at City Council Meeting:

ATTACHMENT 3

March 15, 2023, Regular Meeting Minutes

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

MINUTES

WEDNESDAY, MARCH 15, 2023, AT 7:00 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Primuth on Wednesday, March 15, 2023, at 10:27 P.M. in the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Mayor	Jon Primuth
Mayor Pro Tem	Evelyn G. Zneimer
Councilmember	Janet Braun
Councilmember	Michael A. Cacciotti

ABSENT

Councilmember	Jack Donovan
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Tiara Solorzano, Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Andrew Jared, City Attorney; Tiara Solorzano, Administrative Secretary; Yolanda Chavez, Interim City Clerk/Records Specialist were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Councilmember Cacciotti.

CLOSED SESSION ANNOUNCEMENTS

1. Closed Session Announcements

City Attorney Jared announced there were two items to be added to the Closed Session Special Meeting Agenda that require action prior to the next regularly scheduled City Council Meeting. Both items are pursuant to Government Code Section 54956.9(d)(2) the first item, potential employment litigation against the City; and the second item, potential litigation regarding a development issue.

A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to add two items to the Closed Session Special Meeting Agenda pursuant to Government Code Section 54956.9(d)(2). The motion carried 5-0, by the following vote:

- AYES:** Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

City Attorney Jared referenced the two closed session agenda items from the March 1, 2023, City Council Meeting and reported as follows:

B. REAL PROPERTY NEGOTIATIONS
(Government Code Section 54956.8)

1. Property Address: 660 Stoney Drive
Agency Negotiator: Arminé Chaparyan, City Manager
Negotiating Party: Arthur Becerra, South Pasadena Batting Cages, LLC
Under Negotiation: Price and Terms
2. Property Address: 308 San Pascual Avenue
Agency Negotiator: Arminé Chaparyan, City Manager
Negotiating Party: Anthony Vargas and Daisy Maldonado
Under Negotiation: Lease Terms

City Attorney Jared stated no reportable action was taken regarding the March 1 items.

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A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

1. James Cheung v. So. Pasadena (LASC Case No. 22STCP01432)
2. James Cheung v. So. Pasadena (CDCA Case No. 2:22 cv-01756-SVW-GJS)
3. City of South Pasadena, et al. vs California Department of Transportation, et al. (LASC Case No. 21STCP01779)
4. Fahren James and Victoria Patterson v. City of South Pasadena (CDCA Case No. 2:21-cv-08256-DSF-KK)

B. CONFERENCE WITH LEGAL COUNSEL: POTENTIAL LITIGATION (CITY INITIATING)

Government Code Section 54956.9(d)(4)

Number of Potential Cases: 1

City Attorney Jared stated no reportable action taken on Items No. 1, 2, 3 and 4. City Attorney Jared noted closed session Item No. B and the two items added to the closed session agenda will be heard at the conclusion of the open session.

The City Council recessed closed session at 10:31 P.M.

PUBLIC COMMENT

2. Public Comment – General – General (Non-Agenda Items)

Zoom Comments:

Gail Maltun commented regarding the City’s Housing Element submission and the Golf Course.

Alan Maltun spoke regarding the Housing Element process, community engagement and diversity.

Yvonne LaRose spoke regarding Women’s History Month.

In-Person Comments:

Alan Ehrlich spoke regarding the Finance Policy and Sunshine Week’s purpose.

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RECOGNITION / INTRODUCTION

3. STAFF INTRODUCTION

Community Services Department:
Gabriel Tallon, Management Analyst

CHANGES TO THE AGENDA

4. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

Hearing no opposition, Mayor Primuth moved Item No. 11 to be heard prior to Item No. 3.

CONSENT CALENDAR

A motion was made by Councilmember Cacciotti, seconded by Councilmember Braun and approved by roll call vote to approve Consent Calendar Items No. 6 and 7, as presented. Mayor Pro Tem Zneimer requested to pull Items No. 5, 8, 9, and 10, for separate discussion. The motion carried 4-0-1, by the following vote:

- AYES:** Braun, Cacciotti, Zneimer, Mayor Primuth
- NOES:** None.
- ABSENT:** Donovan
- ABSTAINED:** None.

5. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$116,671.15; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,169,409.96; VOIDS IN THE AMOUNT OF (\$1,800.00); ONLINE PAYMENTS IN THE AMOUNT OF \$74,348.86; PAYROLL IN THE AMOUNT OF \$671,405.35

Recommendation

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

In-Person Comments:

Alan Ehrlich commented regarding the City’s cost recovery associated with expedited services accrued by the Planning Department.

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COUNCIL ACTION AND MOTION

Mayor Pro Tem Zneimer requested to pull this item for separate discussion. A motion was made by Mayor Pro Tem Zneimer, seconded by Councilmember Cacciotti and approved by roll call vote to approve Item No. 5, as presented. The motion carried 4-0-1, by the following vote:

- AYES:** Braun, Cacciotti, Zneimer, Mayor Primuth
- NOES:** None.
- ABSENT:** Donovan
- ABSTAINED:** None.

6. APPROVAL OF A THIRD AMENDMENT TO THE ARROYO SECO RACQUET CLUB LEASE AGREEMENT WITH I-TENNIS, INC.

Recommendation

It is recommended that the City Council approve a third amendment to the Arroyo Seco Racquet Club (Racquet Club) Lease Agreement (Lease Agreement) with I-Tennis, Inc. (I-Tennis) extending the current term though June 30, 2023.

A motion was made to approve recommendation on the Consent Calendar

7. APPROVAL OF A FACILITY LICENSE AND OPERATIONS AGREEMENT WITH SOUTH PASADENA BATTING CAGES, LLC FOR THE OPERATION OF THE BATTING CAGE FACILITY AND ADOPT THE FINDING OF EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Recommendation

It is recommended that the City Council:

1. Approve a Facility License and Operations Agreement between South Pasadena Batting Cages, LLC (SPBC), and the City of South Pasadena (City) for the Operations of the South Pasadena Batting Cages (Facility); and
2. Adopt finding of exemption from the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15301 Existing Facilities.

A motion was made to approve recommendation on the Consent Calendar

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8. AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH ROBERT HALF INTERNATIONAL INC., FOR TEMPORARY STAFFING SERVICES IN AN AMOUNT NOT-TO-EXCEED \$150,000

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager, or designee, to execute all documents necessary to amend the Professional Services Agreement with Robert Half International Inc. for temporary staffing services, to increase the contract amount by \$150,000, and extend the contract term through June 30, 2024;
2. Appropriate \$150,000 to Professional Services – Permanent Account 101-2030-2034-8170-000 from General Fund Reserves to fund the amendment.

COUNCIL ACTION AND MOTION

Mayor Pro Tem Zneimer requested to pull this item for separate discussion. A motion was made by Mayor Pro Tem Zneimer, seconded by Councilmember Cacciotti and approved by roll call vote to approve Item No. 8, as presented. The motion carried 4-0-1, by the following vote:

AYES: Braun, Cacciotti, Zneimer, Mayor Primuth

NOES: None.

ABSENT: Donovan

ABSTAINED: None.

9. AUTHORIZATION TO ENTER INTO AGREEMENTS WITH MICROSOFT, CDW GOVERNMENT, AND ACORN TECHNOLOGY SERVICES FOR THE SUBSCRIPTION PURCHASE OF MICROSOFT OFFICE 365 LICENSES

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager, or designee, to enter into agreements with Acorn Technology Services, Microsoft, and CDW Government, LLC, in an amount not to exceed \$87,402, for the licensing, implementation, and migration support of Microsoft Office 365, inclusive of a ten percent contingency in the amount of \$7,946; and,
2. Transfer \$87,402 in State and Local Fiscal Recovery Funds from Account No. 101-3010-3041-8020 (Finance- Special Department Expense) to Account No. 206-2030-2032-8170-000 (Management Services Information Technology- Professional Services) to fully fund the licensing, implementation, and migration support to Office 365.

In-Person Comments:

Alan Ehrlich spoke regarding the funding source.

COUNCIL ACTION AND MOTION

Mayor Pro Tem Zneimer requested staff consider the hiring of a dedicated staff person to assist with the Public Records Requests.

Mayor Pro Tem Zneimer requested to pull this item for separate discussion. A motion was made by Mayor Pro Tem Zneimer, seconded by Councilmember Cacciotti and approved by roll call vote to approve Item No. 9, as presented. The motion carried 4-0-1, by the following vote:

AYES: Braun, Cacciotti, Zneimer, Mayor Primuth
NOES: None.
ABSENT: Donovan
ABSTAINED: None.

10. APPROVAL OF THIRD QUARTER 2021-2026 STRATEGIC PLAN UPDATE

Recommendation

It is recommended that the City Council approve the Third Quarter 2021-2026 Strategic Plan update.

COUNCIL ACTION AND MOTION

Mayor Pro Tem Zneimer requested to pull this item for separate discussion. A motion was made by Mayor Pro Tem Zneimer, seconded by Mayor Primuth and approved by roll call vote to approve Item No. 10, as presented. The motion carried 4-0-1, by the following vote:

AYES: Braun, Cacciotti, Zneimer, Mayor Primuth
NOES: None.
ABSENT: Donovan
ABSTAINED: None.

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PUBLIC HEARING

Item No. 11 was taken out of order.

11. APPROVE A RESOLUTION DESIGNATING 534 ARROYO DRIVE AS A HISTORIC LANDMARK PURSUANT TO SPMC 2.63(B); FINDING PROJECT EXEMPT UNDER CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES SECTION 15308.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DESIGNATING 534 ARROYO DRIVE AS A HISTORIC LANDMARK (LANDMARK NO. 59) PURSUANT TO SPMC 2.63(b)

Recommendation

It is recommended that the City Council adopt a Resolution taking the following actions:

1. Find the project exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15308, Class 8, Actions for Protection of the Environment.
2. Find that the property known at 534 Arroyo Drive qualifies under criteria (4), (5), (6), and (7) of the South Pasadena Municipal Code Section 2.63(b), for designation of a Historic Landmark; and,
3. Designate the property at 534 Arroyo Drive as a Historic Landmark (Historic Landmark No. 59) pursuant to South Pasadena Municipal Code Section 2.63(c)(9).

COUNCIL ACTION AND MOTION

Mayor Primuth opened the Public Hearing.

In-Person Comments:

Alan Ehrlich spoke regarding the Cultural Heritage Commission and Item No. 11.

With no other requests to speak, the Public Hearing was closed.

A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to approve Item No. 11, as presented. The motion carried 4-0-1, by the following vote:

AYES: Braun, Cacciotti, Zneimer, Mayor Primuth

NOES: None.

ABSENT: Donovan

ABSTAINED: None.

Resolution No. 7809 was adopted.

PUBLIC COMMENT – CONTINUED

12. CONTINUED PUBLIC COMMENT – GENERAL

None.

COMMUNICATIONS

13. COUNCILMEMBER COMMUNICATIONS

Mayor Pro Tem Zneimer spoke on her attendance to Congresswomen Judy Chu’s certificate presentation and the candidate from the City of South Pasadena.

Councilmember Braun requested staff research a Special City Council Meeting process to consider the impact on resident’s time and public participation.

Councilmember Cacciotti spoke on attending the Air Quality Management District (AQMD) Board Meeting and the Gold Line Joint Powers Authority Board Meeting. He also spoke on Public Works and their quick response times to service requests, the City’s electrification efforts, the Institute of Redesign of Learning event, and the Senior Center’s St. Patrick’s Day event.

14. CITY MANAGER COMMUNICATIONS

None.

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ADJOURNMENT

There being no further matters, Mayor Primuth adjourned the meeting of the City Council at 11:40 P.M., to the next Regular City Council meeting scheduled on Wednesday, April 19, 2023.

Respectfully submitted:

Mark Perez
Deputy City Clerk

APPROVED:

Jon Primuth
Mayor

ATTEST:

Mark Perez
Deputy City Clerk

Approved at City Council Meeting:

ATTACHMENT 4

March 15, 2023, Special Joint Meeting Minutes

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**CITY OF SOUTH PASADENA
CITY COUNCIL AND FINANCE COMMISSION - SPECIAL JOINT MEETING**

**MINUTES
WEDNESDAY, MARCH 15, 2023, AT 6:30 P.M.**

CALL TO ORDER:

The Special Joint Meeting of the South Pasadena City Council and Finance Commission was called to order by Mayor Primuth on Wednesday, March 15, 2023, at 6:45 P.M. in the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Mayor	Jon Primuth
Mayor Pro Tem	Evelyn G. Zneimer
Councilmember	Janet Braun
Councilmember	Michael A. Cacciotti
Councilmember	Jack Donovan
Chair	Ed Elsner
Commissioner	Frederick A Findley (via Zoom)
Commissioner	Cynthia Quade
Commissioner	Peter Giulioni Jr (via Zoom)
Commissioner	Sheila Rossi

ABSENT

None.

Tiara Solorzano, Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Andrew Jared, City Attorney; Tiara Solorzano, Administrative Secretary; Yolanda Chavez, Interim City Clerk/Records Specialist were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PUBLIC COMMENT

1. Public Comment – General – General (Non-Agenda Items)

In-Person Comments:

Josh Betta spoke regarding City Manager Chaparyan and the Finance Commission.

Alan Ehrlich spoke regarding the hiring of additional Finance staff and the item.

ACTION/DISCUSSION

2. APPROVAL OF FY 2022-23 MID-YEAR BUDGET REPORT AND ADJUSTMENTS, CAPITAL IMPROVEMENT PROGRAM CARRYOVERS, CITY COUNCIL BUDGET POLICIES, CREATION OF THREE FUNDS, AND RESOLUTION

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA APPROVING FISCAL YEAR 2022-2023 MID-YEAR BUDGET AMENDMENTS AND ADJUSTMENTS, CAPITAL IMPROVEMENT PROGRAM CARRYOVERS, CITY COUNCIL BUDGET POLICIES, AND CREATION OF THREE FUNDS

Recommendation

Staff recommends that the City Council:

1. Approve the Fiscal Year 2022-23 Mid-Year Budget Report and Adjustments;
2. Approve of Fiscal Year 2021-22 Capital Improvement Program (CIP) Carryovers;
3. Approve of FY 22-23 Budget Policies;
4. Approve the creation of three new funds: State and Local Fiscal Recovery Fund (SLFRF) -206, Other Post-Employment Benefits (OPEB) 115 Trust Fund – 110, and Fund 209- Carlyle Library Bequest; and
5. Adopt A Resolution of The City Council of The City Of South Pasadena Approving Fiscal Year 2022-2023 Mid-Year Budget Amendments And Adjustments, Capital Improvement Program Carryovers, City Council Budget Policies, And Creation Of Three Funds.

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A motion was made by Councilmember Cacciotti, seconded by Councilmember Zneimer, and approved by roll call vote to approve Recommendation No. 1, the Fiscal Year 2022-23 Mid-Year Budget Report and Adjustments. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth
NOES: None.
ABSENT: None.
ABSTAINED: None.

A motion was made by Councilmember Cacciotti, seconded by Councilmember Donovan, and approved by roll call vote to approve Recommendation No. 2, Fiscal Year 2021-22 Capital Improvement Program (CIP) Carryovers. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth
NOES: None.
ABSENT: None.
ABSTAINED: None.

A motion was made by Councilmember Cacciotti, seconded by Mayor Primuth, and approved by roll call vote to approve Recommendation No. 3, FY 22-23 Budget Policies with modification to remove staff's commentary. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth
NOES: None.
ABSENT: None.
ABSTAINED: None.

A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Zneimer, and approved by roll call vote to approve Recommendation No. 4, the creation of three new funds: State and Local Fiscal Recovery Fund (SLFRF) - 206, Other Post-Employment Benefits (OPEB) 115 Trust Fund – 110, and Fund 209 - Carlyle Library Bequest. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth
NOES: None.
ABSENT: None.
ABSTAINED: None.

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A motion was made by Councilmember Braun, seconded by Councilmember Donovan, and approved by roll call vote to adopt Recommendation No. 5, a Resolution of the City Council of the City of South Pasadena approving Fiscal Year 2022-2023 Mid-Year Budget Amendments and Adjustments, Capital Improvement Program Carryovers, City Council Budget Policies, and Creation of Three Funds with modifications to the Resolution: Section 2, strike “increase” and insert “include”; and Section 3, strike “Fiscal Year 2022-2023 Budget is hereby amended to incorporate the” and “(Attachment C)” to insert “Fiscal Year 2022-2023 are forwarded to the Finance Commission for further review”. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth
NOES: None.
ABSENT: None.
ABSTAINED: None.

Resolution No. 7810 was adopted.

ADJOURNMENT

There being no further matters, Mayor Primuth adjourned the meeting of the City Council and Finance Commission at 10:12 P.M.

Respectfully submitted:

Mark Perez
Deputy City Clerk

APPROVED:

Jon Primuth
Mayor

ATTEST:

Mark Perez
Deputy City Clerk

Approved at City Council Meeting:



City Council Agenda Report

ITEM NO. 20

DATE: April 19, 2023

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

PREPARED BY: John Downs, Interim Finance Director

SUBJECT: **Amendment to Professional Services Agreement with Roth Staffing Companies, L.P. for Temporary Staffing Services in a New Not-to-Exceed Amount of \$45,000**

Recommendation

It is recommended that the City Council authorize the City Manager, or designee, to execute all documents necessary to amend the Professional Services Agreement with Roth Staffing Companies, L.P. for temporary staffing services, to increase the contract amount by \$15,000.

Executive Summary

The Finance Department continues utilizing temporary staffing for capacity building during the recruitment process for a Management Assistant position that was approved at the midyear budget. An existing agreement with a temporary staffing agency is being amended to provide additional funding to bridge the gap until permanent staff is onboarded. This engagement is expected to last two months.

Background

City Council approval is requested to amend the Professional Services Agreement (PSA) with Roth Staffing Companies, L.P. (Roth Staffing) to continue temporary staffing services within the Finance department. In October 2022, the City Manager approved a PSA with Roth Staffing to provide temporary staffing services for the Finance department under the City Manager's purchasing/contracting authority. The need for temporary staffing services by Roth Staffing continues to be critical in support of the current workload while the Management Assistant position is still vacant. The City's Human Resources Division is actively working to recruit for and fill the position before the end of the fiscal year.

The current agreement provided up to 714 hours of staffing assistance for \$30,000, which is now exhausted. The approval of this amendment will allow the City to continue receiving temporary staffing services for the department while the recruitment process is under way.

Analysis

As of March 2023, the City has incurred approximately \$30,000 for services rendered by Roth Staffing for temporary staffing. The need to continue the temporary staff assignment is anticipated to be needed for several more months until the recruitment for the Management Assistant is completed.

The temporary Management Assistant will assist the Finance department in Administrative tasks such as processing of department invoices, purchase orders, payroll time entry, water billing and business license payments; journal entry input, data processing, PRA requests, respond to departmental and residents' inquiries and may manage small to intermediate projects.

Fiscal Impact

The requested amendment will increase the total contract by \$15,000 for a total contract amount not to exceed \$45,000. This contract amount will be offset by salary savings from vacant positions within the department.

Attachments:

1. Professional Services Agreement with Roth Staffing Companies, L.P. from October 10, 2022
2. Amendment to PSA

ATTACHMENT 1

Professional Services Agreement with Roth Staffing
Companies, L.P. from October 10, 2022

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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

Roth Staffing Services, L.P. dba Ultimate Staffing Services (“Consultant”)
450 N. State College Blvd Orange, CA 92868

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: Finance Clerk. The City and the Consultant have agreed upon assigning Katrina Aquino as the designated Finance Clerk for this agreement.
- 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 assist Finance Department with clerical functions such as data entry, filing, copy, scanning, and organizing.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Albert Trinh, Finance 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 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 (Thirty Thousand Dollars (\$30,000.00)).
- 3.5. “Commencement Date”: October 10, 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: data entry, filing copying, scanning, and organizing.
- 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. May Mullen/Business Solution 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 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 \$42 per hour not exceed the total Maximum Amount of \$30,000.00 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 weekly basis for services performed pursuant to this Agreement and invoice are due within 30 days from the original date of invoice. 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. Intentionally Omitted.

8. PREVAILING WAGES

Consultant and City understand and agree that Consultant does not place positions that require prevailing wages.

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 may convert Consultant’s associates/sub-contractors to its payroll for a conversion fee according to the below schedule:

Number of Hours on Consultant’s Payroll	Percent (%) of Employee’s Initial Salary
1-250 hours	30%
251-500 hours	25%
501-713 hours	15%
714+ hours	No Fee

City agrees not to directly or indirectly cause or permit any of Consultant's associates/sub-contractors assigned to City by Consultant to transfer to another entity's payroll to perform services for City, or to perform services for City while on the payroll of any person or firm other than Consultant, or perform services for City as an independent contractor during the term of this Agreement and for a period of 12 months after such associate/sub-contractors' assignment ends. If City violates this paragraph, then City shall pay to Consultant a fee in the amount of 30% of the associate/sub-contractor's annualized compensation.

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 to the extent 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 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.

Professional Services Agreement – Consultant Services

Page 7 of 13

Approved For Use 11/15/16

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

Roth Staffing Companies, L.P. 450 N State
College Blvd
Orange, CA 92868
With a copy to: legalhelp@rothstaffing.com

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 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 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: 3/8/23

"Consultant"

Roth Staffing Companies,
L.P. dba Ultimate Staffing
Services

By: _____

Signature

Printed: Jennifer Simonson

Title: General Counsel & SVP

Date: 3/8/2023

Attest:

By: _____

Mark Perez, Deputy City Clerk

Date: 3/8/23

EXHIBIT "A"

APPROVED FEE SCHEDULE

Consultant shall be compensated at a rate of \$42 per hour with a total contract not to exceed \$30,000.00 (Thirty Thousand Dollars even).

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ATTACHMENT 2
Amendment to PSA

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**AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT FOR TEMPORARY STAFFING
SERVICES**

THIS AMENDMENT ("Amendment") is made on this 19th day of April 2023, by and between the CITY OF SOUTH PASADENA ("CITY") and ROTH STAFFING COMPANIES, LP. ("CONSULTANT").

RECITALS

WHEREAS, on October 10, 2022, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform TEMPORARY STAFFING services for the City; and

WHEREAS, the original Agreement was in the amount of \$30,000, for the Scope of Services; and

WHEREAS, the CITY desires to execute an Amendment to increase the amount of the Agreement, in an amount not to exceed \$15,000. The aggregate total of Agreement and this Amendments is a sum total of \$45,000; and

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

1. That Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:
"Maximum Amount": The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is Fourty Five Thousand Dollars (\$45,000).
2. 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”
Roth Staffing Companies, L.P. dba
Ultimate Staffing Services

By: _____
Signature

By: _____
Signature

Printed: Arminé Chaparyan
Title: City Manager

Printed: Jennifer Simonson
Title: General Counsel & SVP

Date: _____

Date: _____

Attest:

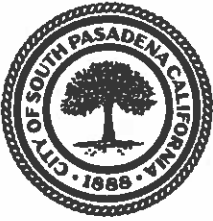
By: _____
Mark Perez , Deputy City Clerk

Date: _____

Approved as to form:

By: _____
Andrew L. Jared, City Attorney

Date: _____



City Council Agenda Report

ITEM NO. 21

DATE: April 19, 2023
FROM: Arminé Chaparyan, City Manager *DVM for AC*
PREPARED BY: Sheila Pautsch, Community Services Director
SUBJECT: Review and Discuss the City of South Pasadena Special Event and Co-Sponsorship Program

Recommendation

It is recommended that the City Council:

1. Review the Special Event and Co-Sponsorship Program (Program);
2. Provide direction on staffing costs for Co-Sponsored events; and
3. Provide direction regarding business license requirements for vendors and sub-vendors of all events.

Executive Summary

The City of South Pasadena (City) is in the process of improving the application, processing, and facilitation of the City's Special Events and Co-Sponsorship Programs, as well as establishing a new policy. The Programs' new application and routing process for Street Use Permits, Street Closures, Street Banner permits, Use of Facility and Open Space, Field Usage, Block Parties, and Public Safety permits. The City has made improvements as a way to centralize the process for Special Events and Co-Sponsorship opportunities. The Program ensures all applicants for Special Events and Co-Sponsorships understand and follow requirements of participation, use, cost, and insurance requirements for such events. Staff is seeking direction from City Council (Council) on a few elements including staffing costs, business license requirements, and partnerships.

Background

The City receives multiple requests each year for special events by local businesses or organizations in South Pasadena. The City has an approved Co-Sponsorship Program but has found that many events are permitted and handled differently, and there is a need to improve upon internal processes, set policy, and improve upon applicant experience. This Program will centralize the application process to one department that will coordinate with various departments for review and approval. Applicants will have one point of contact in the City for the event providing clarity and ensuring permits are processed.

Review and Discuss Special Event and Co-Sponsorship Program

April 19, 2023

Page 2 of 4

Analysis

The staff researched local organizations to better understand the process of Special Event Permits versus Co-Sponsorship Policy to see what the industry standards are. Some cities have a Special Event Policy and Application, some cities offer a limited number of Co-Sponsorship Policies, and some offered Temporary Use Permits (TUP) only.

City	Special Event Policy	Co-Sponsorship Policy	Other	Department
Alhambra	X		TUP*	Finance *Community Development
Corona	X*	X		Community Services *Police Department
Duarte	X			Community Development
Fontana	X	X		Community Services
Hermosa Beach	X			Community Resources
Monterey Park	X			Community Services
Palo Alto		X		Based on the resources needed
Pasadena	X	X		Based on the resources needed
San Gabriel			TUP	Community Development
Temple City			TUP	Community Development

Staff met with all Departments to consider a holistic approach to this policy and provided feedback to create a comprehensive policy, fee schedule, and application. Below describes the difference between Special Event and a Co-Sponsorship Program.

Special Event	Co-Sponsored Program
A Special Event is defined as an activity, open to the public or private in nature, taking place on City streets, public right-of-way, or at City facilities. Events taking place wholly on private property that impacts the surrounding area need a special permit from the City. Examples include concerts, fundraising events, bicycle races, car shows, and community-oriented events.	A Co-Sponsorship Program is defined as an event that is planned and conducted by a South Pasadena non-profit organization, with limited reliance on City resources, facility use, fee waiver consideration, community outreach, and communications. The City may provide in-kind services in facilitating, reserving, and utilizing City-owned facilities, and fee considerations. Examples include South Pasadena Chinese American Lunar New Year, South Pasadena Educational Foundation Parti Gras, and SPHS Booster Club Tiger Run.

Review and Discuss Special Event and Co-Sponsorship Program

April 19, 2023

Page 3 of 4

The two areas staff is seeking direction include staffing costs and business license requirements. Historically, staff resources have been identified in assisting leading up to and on the day of the event which includes Public Works, Community Services, Police, and Fire Departments. The duties may range from posting no parking signs, closing streets, traffic control, event set-up, and clean-up. At this time, the current Co-Sponsorship Policy requires the applicant to pay all staff fees, and the proposed Policy and Program will remain the same. Historically, some applicants have not paid staffing costs, so this new process will re-engage applicants and clarify their fiscal responsibilities with hosting events.

Personnel Costs from Previous Co-Sponsored Events:

Event	Department	Cost
Marengo PTA-Lunar New Year	Community Services (2 Recreation Leaders)	\$540
South Pasadena High School Booster Club-Tiger Run	Public Works (7 Staff) Police Department (6 staff)	\$3,500 \$2,500
South Pasadena Chinese American Club (SPCC)-Asian American Pacific Islander Event	Community Services (2-Unpaid) Public Works (4 staff)	\$2,500
Vecinos De South Pasadena- Dia de Los Muertos	Community Services (2 Recreation Leaders)	\$300
Dads Uniting Dads in Education & Service-Poker Event	Community Services (2 Recreation Leaders)	\$270
South Pasadena Educational Foundation-Parti Gras	Golf Course Staff (2 staff)	\$1,200
Institute for Redesign Leaning- 5K Run	Public Works (2 staff)	\$1,500
South Pasadena Chamber (Chamber)- Eclectic Music Festival & Arts Crawl (Festival)	Public Works (1 staff) and Police Department	\$15,000

Currently, many special event vendors or sub-vendors at special events or co-sponsored events do not seek a business license. At some events, vendors are charged by the applicant to participate. It is a requirement that all South Pasadena businesses or businesses doing business in South Pasadena. Staff seeks Council's direction on requiring one-day business licenses for special event vendors.

Certain events such as the AAPI has changed from Co-Sponsored event to a partnership. The partnership entails the organizer not having to pay fees, including staff

time, as it is a partnership with the City. This is a unique opportunity for both the City and SPCC to offer a cultural event, and without a huge impact on city staff or resources. SPCC provides all activities, programs, and entertainment, and the organization does not charge or generate revenue from the event. An event such as the Chamber's Festival, City Council may consider facilitating this event differently by creating a partnership with the Chamber. The event enhances the City's art and cultural experiences through music, art, crafts and artisans.

Fiscal Impact

The fiscal impact varies with each Co-Sponsorship event approval. The fees are waived, and there is a loss of revenue. Per the Program, all staff costs and insurance fee are paid by the applicant (Refer to attached Fee schedule).

Key Performance Indicators and Strategic Plan

This item does not align with the Community Services Department Key Performance Indicators identified in the Fiscal Year 2022-2023 Budget or the Adopted 2021-2026 Strategic Plan.

Commission Review and Recommendation

On January 24, 2023, a community meeting was held with community groups and stakeholders to apprise our partners of improvements being made to the Special Event Policy. The staff engaged with the stakeholders and garnered input and feedback on the process which was included in this revised Program, such as simplifying the document and application. Following Council's consideration and direction tonight, staff will re-engage the groups and applicants to transition to the new process and Program.

Attachment:

1. Proposed Special Event and Co-Sponsorship Policy and Application
2. Fee Schedule

ATTACHMENT 1
Proposed Special Event Policy

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CITY OF SOUTH PASADENA
**SPECIAL EVENT AND
CO-SPONSORSHIP
PROGRAM**



TABLE OF CONTENTS

Special Event Program.....3

Co-Sponsorship Program.....4

Special Events Program Conditions Of Approval6

Glossary7

Special Events Program Terms and Conditions.....8

Special Event Fee Schedule.....9

Special Event Application.....10

DRAFT

CITY OF SOUTH PASADENA - SPECIAL EVENT PROGRAM

The City of South Pasadena (City) strives to provide businesses, organizations and groups to bring the community together. The Community Services Department processes special events applications for permit through relevant City departments, as many events take place on City streets, facilities, parks and private property, and to ensure organizers are informed of requirements and elements to plan for safe and successful events in our community.

A special event is an activity, open to the public or private in nature, taking place on City streets, public right-of-way or at City facilities. Events taking place wholly on private property that impact the surrounding area need a special permit from the City.

Examples of Special Events

Examples of special events include, but are not limited to: concerts, fundraising events, parades, bicycle races, car shows, fairs, promotional events, community-oriented events, festivals, block parties and ceremonial programs. Parades, marches, assemblies, and demonstrations of 25 or more people that take place within City limits may be considered by the City of South Pasadena. (Please refer to the Procedures section).

All special events on City streets, public right-of-way and at City facilities require permits, and applications must be complete at submittal, submitted at least six (6) months prior to the event, and are reviewed on a case-by-case basis. Approvals of permit must be obtained prior to any publicizing or marketing of any event, and failure to do so may result in cancellation of event.

A complete special events application includes:

- Completed application form
- Site map/plan (if applicable)
- If street closures are planned: A street closure or traffic control plan may be required. The applicant will work with the Public Works Department to receive an approved traffic control plan, prepared and stamped by a licensed engineer. Any and all street closures related to events must be preapproved, via traffic control plans, by the Public Works Department.
- Proper insurance documentation

City-Owned Facility Usage

Special events may include community meetings or events that take place at the following City-owned facilities: [War Memorial Building](#) and [Oak Lawn Park](#), [Senior Center](#), [Eddie Park](#) and [House](#), [Garfield Park](#) and [Youth House](#), [Orange Grove Park](#) and [Recreation Center](#), [Arroyo Park](#), [Arroyo Seco Golf Course](#), [Library Community Room](#), [Library Park](#), and [Skate Park](#).

Certain uses of City facilities by elected officials, other municipalities or governmental agencies, and professional organizations with which staff members are affiliated as part of their work responsibilities are not considered co-sponsored or special events and are not covered by this Program, and can be processed through a facility reservation by contacting Community Services Department at 626-403-7380.

For Private and Co-sponsored events for the use of the Library Community Room, please contact Library Administration at 626-403-7330.

Special Event Fee Schedule

The special event fee schedule can be found on page 9 in this document.

CITY OF SOUTH PASADENA CO-SPONSORSHIP PROGRAM

Recognizing the value of collaborating with local organizations and the benefits of such programming to the community, the City's Co-sponsorship opportunities provide nonprofit organizations, service clubs, and others a potential fee waiver for the use of City facilities and other relevant permits while still upholding fiscal responsibilities.

A City Co-Sponsorship Event is defined as an event that is planned and conducted by a South Pasadena non-profit organization, with limited reliance on City resources, and in partnership with the City on facility use, fee consideration, community outreach and communications. While the City does not provide monetary funds for these co-sponsored events, there are in-kind services in facilitation, reserving and utilizing City-owned facilities, fee considerations and staffing. Cultural or educational events presented by the Library in partnership with other organizations or entities are not considered co-sponsored events as defined in this Program.

Activities specifically prohibited from City co-sponsorship include those that:

- 1) advocate, promote, or enhance private business;
- 2) are held on behalf of, in support of, or in opposition to any political candidate or ballot measure or advocate a political position; or
- 3) solicit criminal activity.

Religious organizations, companies, or groups may obtain fee waivers or co-sponsorship if the proposed program, event, or project neither promotes religious messages nor advocates for or promotes religious beliefs and provides an expressed community benefit.

Examples of City Co-Sponsorship Events

Examples of City Co-Sponsored events and activities include public music performances, art exhibitions, cultural, service club, sporting, and school events such as South Pasadena Chinese American Club Lunar New Year, South Pasadena Educational Foundation (SPEF) Parti Gras, South Pasadena High School Booster Club Tiger Run, Vecinos de South Pasadena Day of the Dead.

City co-sponsorship may reduce or subsidize fees, if the program or event is deemed to be of significant value to the community or to a significant portion of its residents; and is within the scope of services normally provided by the City. Before recommending approval, the City Manager or his/her designee, will also consider factors including, but not limited to benefit to the City, proposed event location and time of day, impact on the surrounding neighborhood or area, and availability of City staffing and resources.

Qualifications for those seeking fee waivers or co-sponsorship:

1. Must be a valid non-profit or community service organization based within the City of South Pasadena (Proof of non-profit status-IRS letter confirming 501c3 status with EIN) is required, if applicable).
2. All of the following criteria shall be demonstrated by the applicant:
 - a. Consistent with the City's economic, social, or recreational goals;
 - b. Open to the public, unless otherwise authorized by the City Council (or its designee);
 - c. Demonstrate community pride and involvement; and
 - d. Not have a religious or political purpose or advocate a political position.

Co-sponsorship may include a fee waiver or reduction for permits/application fees use of a City facility including use of tables, chairs, and related City equipment on-site at the respective facility.

Co-sponsorship fee waivers or reduction does not include the following, and is the responsibility of the Applicant:

1. Staff Costs;
2. Refundable security deposit;
3. Outdoor use of any City equipment such as tables, chairs, stage, Public Address Systems, canopies;
4. Insurance; and
5. Implementation of Street Closure and Traffic Control plan.

All other costs will be the responsibility of the event organizers. Any hours designated for the set-up of approved nonprofit organization events, during regular business hours, will be at the expense of the nonprofit. Any hours designated outside of regular business hours may incur overtime-staffing fees. City staff hourly rates are based on approved salary schedule (Special Event Fee Schedule)

While individuals, organizations, agencies, and/or community groups within South Pasadena may qualify for reduced or subsidized fees through co-sponsorship based on meeting this Program's criteria, the City does not guarantee all requests will be accommodated. The City will consider approval of co-sponsorship based on adequate staffing, availability, and resources. The City will also consider any possible conflicts of interest in making final determinations.

CITY MUNICIPAL CODE

All events should follow South Pasadena Municipal Code. Please refer to <https://www.codepublishing.com/CA/SouthPasadena/>

CITY OF SOUTH PASADENA- SPECIAL EVENTS PERMIT CONDITIONS OF APPROVAL

The following conditions apply once an Application is approved:

1. Approvals of Permit must be obtained prior to any publications or marketing of any event. Failure to do so may result in cancellation of an event, or any future events.
2. For City Co-Sponsored Events: Appropriate recognition of the City as co-sponsor of or contributor to the event or program will be included on all promotional materials and announced at all events and programs. The City Manager or his/her designee must approve promotional materials, the event/program schedule, and activities. If the City is not recognized for its contributions to the event/program, the organization could potentially lose future co-sponsorship opportunities with the City. For further clarification see the SPMC Chapter 2 Administration, Article I In General, Section 2.6-5 (Adoption of City Seal).
3. No fliers, posters, banners, or signage can be placed, posted, or distributed on City parks, City facilities, on street poles, or on sandwich boards throughout the City without the approval of the City Manager or his/her designee. Street Banner fees are waived but must be obtained through the City. Street banner specifications must be adhered to. For further clarification see the SPMC Chapter 3 (Advertising).
4. Conditions may be placed on the use to minimize impacts to facilities or costs to the City, or to restore facilities to pre-event conditions.
5. A refundable security deposit is required. Deposit amounts are set to ensure proper clean up and cover the City's costs for remediation of any damage or loss. If the full deposit is not accompanied with the Application for Use of Facilities by the specified date, the facility request shall be cancelled and approval withdrawn. Security Deposits will be refunded within six (6) to eight (8) weeks of the event or activity, if standards have been met. Security Deposits will not be waived.
6. Applicants are responsible for payment of the full cost of materials, labor, replacement, repairs, or damages related to the event, project or program, regardless of the amount. If damage occurs and the complete remediation costs the City less than the amount of the deposit, the difference shall be refunded.
7. Secure necessary additional permits (vendor business license, County Health Department permits for food sales, Alcoholic Beverage Control event permit, and other applicable permits).
8. The non-City use of City vehicles is strictly prohibited.

The City reserves the right to assess all activities at any time to ensure all rules, regulations, conditions of use, City laws, and health and safety laws are not violated. Special events permits, City co-sponsorships and fee waivers can be revoked at any time effective immediately if the recipient agency or organization fails to comply with this Program or any other local, state, or federal regulations. All resources to be provided by the City in co-sponsorship of an event or program shall be within current funding allocations, and expenditures shall not result in a reduction of other City services. The City Council periodically approves the City Fee Schedule. Fee waivers may be reflected in reduced revenue totals at fiscal year-end.

Glossary

Proof of Nonprofit Status

If applicable, Applicant must provide 501(c)(3) status from the Department of Treasury Internal Revenue Services (IRS) with an EIN.

Certificate of Insurance

Applicant must provide proof of General Liability Insurance and Endorsements with the City named as additionally insured as well as sign a Hold Harmless Agreement will be required for each event. The insurance coverage required will be determined on a case-by-case basis between the City, nonprofit organization, and Insurance Advisor and will depend largely on the requirement of street closures, serving of alcohol, event duration, type of event, size, and necessary permits. City staff will coordinate with the applicant on obtaining proper insurance requirements and premiums, and may purchase through the City's insurance carrier.

Alcohol Beverage Control Permit

The South Pasadena Municipal Code (SPMC) allows liquor on the premises (wine, beer, whiskey, etc.) under special conditions. In order to obtain an Alcohol Beverage Control (ABC) Permit call the California Department of Alcohol Beverage Control directly at (626) 927-1060. See City Staff for additional info on ABC requirements. Alcohol may not be sold or served to minors. Failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting all deposits, fees, and co-sponsorship. Injuries caused to any person or damage to City premises, shall be the sole responsibility of the organization, its sponsor, or the adult representative. Alcohol may not be served or sold during set-up time. Service for any alcoholic beverage must end one hour before the time stated on the contract for the event to end. Alcohol is only permitted in certain rented facilities (Senior Center, War Memorial Building and Library Community Room). Alcohol may not be served or consumed in parking lots, public patio areas, or outside grounds adjacent to the rented facility.

Los Angeles County Health Department Food Permit

Approval from the Los Angeles County Health Department is required for food sales. Applicant must contact the Health Department in advance for required permits and guidelines; please contact the Health Department at (323) 362-1295 or visit www.publichealth.lacounty.gov. The event organizer shall obtain copies of temporary food services licenses from food vendors prior to the event. In addition, all vendors selling food or products must have a South Pasadena business license <https://southpasadena.hdlgov.com/>.

SPECIAL EVENT TERMS AND CONDITIONS

Permittee must supply proof of public liability insurance from an insurance company licensed to do business in the state of California and having a financial rating in Best's Insurance Guide of not less than A: VII. Such insurance must provide "occurrence" coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the event. Such insurance must be in the minimum amount of \$2,000,000.00 combined single limit, and must name the City of South Pasadena, the City's officers, and employees as additional insured under the coverage afforded. Such insurance must be primary and noncontributing with respect to any other insurance available to the city and must include a severability of interest (cross-liability) clause. If alcoholic beverages are sold or served at the event, the Program must also include an endorsement for liquor liability in an amount not less than \$2,000,000. A copy of the Program or a certificate of insurance along with an endorsement page must be filed with City at least thirty (30) business days before the scheduled event. Based on the event type, the City may request a higher limit amount, and should be furnished as such.

Permittee indemnifies, will defend (at City's request and with counsel satisfactory to City), and holds City harmless from and against any claim, action, damages, costs (including without limitation, attorney's fees), injuries, or liability, arising out of Permittee's acts, errors or omissions, negligence, or wrongful conduct (regardless of City's passive negligence, if any) in connection with this Permit. For purposes of this section "City" includes the City of South Pasadena elected and appointed officials, officers, and employees.

The permittee will attempt to notify all affected persons, by any reasonable means, regarding the event's nature, date, and time as specified by the director. Failure of the permittee to give such notice will not invalidate a permit.

It is prohibited to physically obstruct, impede, hamper or otherwise interfere with any event authorized by a permit or with any person, animal or vehicle participating or used in such event.

It is prohibited to drive a vehicle between vehicles or persons traversing the route of a parade or athletic event authorized by a permit when such vehicles or persons are in motion.

It is prohibited to park along or within any portion of the route or site of an event authorized by a permit, when the route or site had been posted as a no-parking zone by the director in the manner authorized by this chapter.

In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant is required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved unless the City should otherwise agree with the applicant to waive said fees or any part thereof. The foregoing must not apply if the Permittee prevails on every issue in the enforcement proceeding.

I, the undersigned, do hereby certify that all information supplied here is true and correct to the best of my knowledge and belief; that I have read and understand the agreements, rules, and regulations governing the proposed activity on this application, and that this application is made subject to the terms and conditions established by the City Council, the City Manager or his/her designee.

Signature of Authorized Representative: X Date: _____

Printed Name: _____ Title: _____



Community Services Department
 815 Mission St., South Pasadena, CA 91030
 Phone: (626) 403-7380
 Email: events@southpasadenaca.gov

SPECIAL EVENT APPLICATION

This application must be submitted for any special event held within the City. All co-sponsorships and special events are subject to approval by the City of South Pasadena and/or City Council. The action to approve an event will state conditions which must be met for the event to be held. Application must be submitted at least 3 months prior to event date.

SPECIAL EVENT CRITERIA CHECKLIST

Please check if you are seeking a Co-Sponsored or Special Event:

- Co-Sponsorship (may include fee reduction/waiver)
- Special Event

Proposed Co-Sponsorship applications must meet the following criteria:

- Applicant must show proof of 501(c)3 non-profit status from the IRS with an EIN.
- Applicant/organization must be based in the City of South Pasadena and hold a current business license. All vendors must hold
- Applicant's event must be open to all South Pasadena residents.
- Applicant's event must be a benefit to the South Pasadena community.
- Applicant must complete a Special Events Application and submit all supporting documentation.
- Special Events Application must be submitted to the Community Services Department.

Please fill in the information below and answer all areas as thoroughly as possible. If the information does not pertain to your event, indicate *not applicable (N/A)*.

EVENT INFORMATION

Name of Event:			
Type of Event:			
Date of Event:	<input type="checkbox"/> New Event	<input type="checkbox"/> Returning Event; # of years offered:	
Proposed Set-Up Time:		Proposed Break-Down Time:	
Proposed Start Time:		Proposed End Time:	
Requested Location(s):			

ORGANIZATION CONTACT INFORMATION

Organization Name:					
Contact Person Name:					
Street Address:		City:		Zip Code:	
Day Phone:		Evening Phone:		Cell Phone:	
Email:					
Alt. Contact Name:		Phone:			

ADDITIONAL INFORMATION

Who is the target audience for the activity?					
Estimated Attendance:					
Will any fees be associated with the event?	<input type="checkbox"/> Yes	If so, what fees will be charged?			<input type="checkbox"/> No
Will fees be collected at the event?	<input type="checkbox"/> Yes	Who will the proceeds benefit?			<input type="checkbox"/> No
Will alcohol be served at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will alcohol be sold at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ALCOHOL: City Ordinance allows liquor on premises under special conditions. If selling alcohol, the organization is required to obtain an ABC license by calling the Department of Alcoholic Beverage Control, and must provide a copy.

FACILITY & PARK USE

If requesting to use a park site or facility, please indicate the location:

Park:	<input type="checkbox"/> Arroyo Park	<input type="checkbox"/> Eddie Park	<input type="checkbox"/> Garfield Park	<input type="checkbox"/> Orange Grove Park
	<input type="checkbox"/> Library Park	<input type="checkbox"/> Oak Lawn Park	<input type="checkbox"/> Skate Park	<input type="checkbox"/> Arroyo Seco Golf Course
Facility:	<input type="checkbox"/> Eddie Park House	<input type="checkbox"/> Garfield Youth House	<input type="checkbox"/> Senior Center	<input type="checkbox"/> War Memorial Building
	<input type="checkbox"/> Community Room* Note: For use of the Community Room, contact Library Administration at 626-403-7330			

If not using any park or facility listed, please indicate the specific area of use:

VEHICLES ON PARK GROUNDS

Vehicles, including catering vehicles, are not permitted to drive or park on public park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across control boxes and sprinkler heads.

Are you requesting that vehicles be permitted to drive or park on public park grounds? Yes No

If yes, please attach a copy of valid CA Driver License and proof of Auto Insurance.

If yes, please indicate the type(s) of vehicles and the locations and times they would be driven or parked:

PORTABLE RESTROOMS

Vehicles, including catering vehicles, are not permitted to drive or park on public park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across control boxes and sprinkler heads. Additional insurance may be required.

Will additional portable restrooms be brought to the event site? Yes No

If yes, please indicate the Company Name and information below:

Company Name:		Phone Number:	
# of Restrooms:		# of ADA Restrooms:	

ASSEMBLIES, DEMONSTRATIONS, MARCHES, AND/OR PARADES

Will your event feature an assembly, demonstration, march, and/or parade? Yes No

Will the assembly, demonstration, march, and/or parade be mobile or stationary? Mobile Stationary

If mobile, please indicate the route:

Please identify the cause for the assembly, demonstration, march, and/or parade:

Will the event feature music and/or sound amplification? Yes No

EVENT SITE

A map of the event site is **REQUIRED** and should indicate event layout with recommended street closures, parade or run/walk routes, etc. Please draw your map in the space provided below or attach your map to the application.

STREET USE PERMIT / BLOCK PARTY

Are you requesting any public streets to be closed for the event? Yes No

If yes, identify the streets/blocks and indicate the times the closure is requested:

Start Time:		End Time:	
-------------	--	-----------	--

Location:	
Description:	
Will your event require bins and roll-off containers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
NOTE: <i>The City of South Pasadena has an exclusive agreement with Athens Services for refuse removal, as such if your event requires the use of a container you <u>MUST</u> use Athens Services. Applicant is required to rent or purchase all street closure materials and execute pre-approved street closure and traffic plan.</i>	

STREET BANNERS	
Are you requesting the use of a street banner for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Event:	
Site Priority: Prioritize sites 1-4 with 1 being the first location	
Fair Oaks @ Grevelia _____	Mission @ Fremont _____
Fair Oaks @ El Centro _____	Mission @ Meridian _____
NOTE: <i>The City of South Pasadena <u>MUST</u> review street banners prior to printing to ensure compliance with City branding guidelines.</i>	

TENT PERMIT	
Will your event use canopies, EZ-ups, or any large tents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the number of canopies/EZ-ups (10'x10' or smaller):	
If yes, please indicate the number of large tents (larger than 10'x10'):	

FOOD & OTHER VENDORS	
Applicant is required to contact Los Angeles County Public Health Department in advance of their event for required permits and guidelines. The applicant shall obtain copies of temporary food service licenses from food vendors prior to the event. In addition, all vendors selling food or other products must have a City of South Pasadena Business License. Additional Insurance will be required.	
Will food be served at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, the food is:	<input type="checkbox"/> Provided Free <input type="checkbox"/> Cooked or Prepared On-Site <input type="checkbox"/> Cooked on an Open Flame* (Barbeque) <input type="checkbox"/> Available for Purchase
Please provide a menu of the food your event will be serving:	
Are you requesting approval to offer other items for sale at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the items for sale:	

BUSINESS LICENSE	
Do you possess a City of South Pasadena Business License?	<input type="checkbox"/> Yes <input type="checkbox"/> No

NOTE: All persons or companies conducting business within the City limits of South Pasadena are required to obtain a City business license. This includes but is not limited to retailers, wholesalers, manufacturers, service providers, professionals, non-profit organizations, independent contractors, home businesses, food vendors, etc.

PROOF OF NON-PROFIT STATUS

Do you possess proof of non-profit status? Yes No

Employer ID Number (EIN):

NOTE: All organizations must present a letter from the Internal Revenue Service indicating exemption from Federal Income Tax as described in Internal Revenue Code Section 501(c)(3).

BOUNCE HOUSE / INFLATABLES

Will your event require a bounce house or an inflatable Yes No

Please provide the name of the company you are renting the bounce house or inflatable from?

Address:

Phone:

NOTE: All additional vendors or subcontractors must present the organization a certificate of insurance naming the City of South Pasadena addition Insured with a minimum amount of \$2 million per occurrence and \$4 million aggregate along with Automobile liability and endorsements. Additional limits may be required.

PLEASE NOTE: All applicants will be notified by the Community Services Department regarding the status of the application upon the conclusion or the review period by City Departments.

Applicant Signature: **X**

Date:

Applicant's Name: _____

Title: _____

SPECIAL EVENT FEE SCHEDULE

The following fees are applicable towards the City Special Event Program and are approved in the City Master Fee Schedule. *Fees waived per Co-sponsorship Program

COMMUNITY DEVELOPMENT	
Traffic Control Plan Review *	\$126 per review
Temporary Use Permit (non-profit)*	\$258
Temporary Use Permit*	\$517
Temporary Banners*	\$56 per banner per permit
COMMUNITY SERVICES	
Additional Staff (Clean up and Supervision)	\$45 per hour
Additional Staff (Alcohol)	\$45 per hour
See Fee Schedule for all Facility and Park fees	
FINANCE	
Business License Fee	Cost is determined by the size of business
FIRE	
Fire (Eight-Hour Minimum)	\$95 per hour
Event Tent*	\$182
Other permits as required by the Fire Chief	\$307
LIBRARY	
Staff (Clean up and Supervision)	\$45 per hour
Staff (Alcohol)	\$45 per hour
Audio/Visual Equipment Rental*	\$67
Piano Fee*	\$40
See Fee Schedule for all Community Room Fees	
POLICE	
Police (Eight-Hour Minimum)	\$95 per hour
PUBLIC WORKS	
Block Party Street Closure – Initial	\$299
Block Party Street Closure – Renewal	\$112
Banner Installation and Removal*	\$214
Banner Installation – Initial*	\$354
Special Event Staffing*	Hourly Rate
No Parking Signs (temporary)	\$42

ATTACHMENT 2
Fee Schedule

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Fee No.	Fee Title	Adopted Fee
Community Services Department		
Garfield / Arroyo Park:		
15	Sport Fields -- Non-Profit (Less than 50% contributor) (per hr)	\$57.00
16	Sports Fields -- Non-Profit (Contributor) (per hr)	\$0.00
17	Sport Fields - Resident (per hr.)	\$45.00
18	Sports Field - Non-Resident (per hr)	\$57.00
19	Gazebo Rental - Resident (4 hr block)	\$90.00
20	Gazebo Rental - Non-Resident (4 hr block)	\$134.00
21	Picnic Areas -- Deposit for Groups > 50 Persons resident	\$50.00
22	Picnic Areas -- Deposit for Groups > 50 Persons non-resident	\$61.00
23	Tennis Courts -- Sports Teams -- OG & Garfield Parks	\$56.00
24	Tennis Courts -- Instructions -- OG & Garfield Parks	\$56.00
OG Rec Center Rental Fees:		
25	Security Deposit	\$280.00
26	Non-Profit (per hr)	\$33.00
27	Resident (per hr)	\$33.00
28	Non-Resident (per hr)	\$45.00
29	Youth Groups - local (up to 2 hrs)	\$11.00
Eddie Park House Rental Fees:		
30	Security Deposit	\$280.00
31	Non-Profit (per hr)	\$101.00
32	Resident (per hr)	\$90.00
33	Non-Resident (per hr)	\$112.00
34	Event (4 hr block) Resident Only	\$169.00
35	Youth Groups - local (up to 2 hrs)	\$11.00
Garfield Youth House Rental Fees:		
36	Security Deposit	\$280.00
37	Non-Profit (per hr)	\$78.00
38	Resident (per hr)	\$68.00
39	Non-Resident (per hr)	\$112.00
40	Event (4 hr block) Resident Only	\$169.00
41	Youth Groups - local (up to 2 hrs)	\$11.00
War Memorial Rental Fees:		
42	Security Deposit	\$561.00
43	War Memorial -- Non-Profits (per hr)	\$124.00
44	War Memorial -- Resident (per hr)	\$112.00
45	War Memorial -- Non-Resident (per hr)	\$146.00
46	War Memorial -- Non-Profits -- Prime Time	\$197.00

47	War Memorial -- Resident / Local Business (per hr) -- Prime Time	\$185.00
48	War Memorial -- Non-Resident (per hr) -- Prime Time	\$219.00
49	War Memorial -- Lower Floor -- Non-Profits (per hr)	\$96.00
50	War Memorial -- Lower Floor -- Resident (per hr)	\$84.00
51	War Memorial -- Lower Floor -- Non-Resident (per hr)	\$112.00
52	War Memorial - Use of Kitchen (per event / use)	\$56.00
53	War Memorial - Use of Kitchen - Prime Time	\$169.00
Senior Center Rental Fees:		
54	Security Deposit	\$280.00
55	Main Room - Non-Profits (per hr)	\$101.00
56	Main Room - Resident (per hr)	\$90.00
57	Main Room - Non-Resident (per hr)	\$112.00
58	Conference Room -- Non- Profits (per hr)	\$33.00
59	Conference Room -- Resident / Local Business (per hr)	\$33.00
60	Conference Room -- Non-Resident (per hr)	\$45.00
61	Kitchen Use (per event / use)	\$56.00
Miscellaneous Fees:		
82	Additional Staff (Cleanup and Supervision)	\$45.00
83	Additional Staff (Alcohol)	\$45.00
Community Development		
98	Traffic Control Plan Review - per review	\$126.00
101	Temporary Use Permit (non-profit)	\$258.00
102	Temporary Use Permit	\$517.00
161	Temporary Banners - Per Banner, Per Permit	\$56.00
Fire Department		
232	Permits - Event Tent	\$182.00
97	Fire (Eight Hour Minimum) - per hour	\$95.00
234	Permits - Any Other Required by Chief	\$307.00
Library		
256	Community Room - Non-Profit Groups - Per Hr. (Min. 2 Hrs.)	\$112.00
257	Community Room - Resident / Local Business - Per Hr. (Min. 2 Hrs.)	\$101.00
258	Community Room -Non-Resident - Per Hr. (Min 2 Hrs.)	\$134.00
259	Community Room - Non-Profit Groups - Primetime (Min. 2 Hrs.)	\$185.00
260	Community Room - Resident / Local Business - Primetime (Min. 2 Hrs.)	\$174.00
261	Community Room -Non-Resident - Primetime (Min 2 Hrs.)	\$207.00
262	Library Park Event (add on to Community Room Rental) - per hr (Min. 2 hrs)	\$169.00
263	Community Room - Staff (Cleanup and Supervision)	\$45.00
264	Community Room - Staff (Alcohol)	\$45.00
265	Community Room - Security Deposit	\$280.00

Equipment Rental Fees:		
266	Audio/Visual Equipment Rental	\$67.00
267	Equipment Rental - Baldwin Piano	\$40.00
Public Works		
378	Block Party Street Closure - Initial	\$299.00
379	Block Party Street Closure - Renewal	\$112.00
381	Banner Installation & Removal	\$214.00
382	Banner Installation - Initial	\$354.00
383	Parade/ Special Event Staffing	Hourly Rate
384	No Parking Signs (temporary)	\$42.00
Police Department		
95	Police (Eight Hour Minimum) – per hour	\$95.00

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City Council Agenda Report

ITEM NO. 22

DATE: April 19, 2023
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: Sheila Pautsch, Community Services Director
SUBJECT: **Establish Credit Card Processing Fees for Community Services Department for CivicPlus Registration Software**

Recommendation

It is recommended that the City Council:

1. Establish the service fee model in which the customer pays the 3% Credit Card Processing Fee (CCPF) to Forte; and
2. Eliminate the current 0.25% CCPF for the Community Services Department (Department).

Executive Summary

The City currently absorbs all CCPF except for 0.25% of the transaction fee which is paid for by the customer. The Department is transitioning to a new software system and the CCPF is 3%. The Department has two options for how to process payments. The first option is to continue to charge the 0.25% CCPF and the City absorbs the remaining 3%. The second option is to eliminate the 0.25% CCPF and pass along 3% to the customer through a third-party payment processing vendor. This payment processor is an intermediary (third-party) between the credit card issuer and the City. Contracting with a third-party payment processor will allow staff to facilitate digital payments which are over 70% of the Department's transactions. Staff is recommending the second option, as it creates an effective mechanism for allowing credit card payment processing while this option also alleviates the General Fund from paying excessive CCPF.

Background

Since 2008, the Department has been utilizing Peak Software Systems, Inc. (Peak), software called Sportsman for online registration needs. Sportsman is used to support membership management, program registration, facility reservations, and reporting. In recent years, Sportsman has not been able to adequately support the Department's needs and goal of expanding programming and events. Through the current Departments' registration software program, customers have limited access to pay with a credit card. With Sportsman, the Department currently utilizes a financial system called Merchant Gateway to collect online payments and Converge for in-house credit card payments. When the system was originally set up, credit cards were a small

Establish a Credit Card Processing Fees for Community Services Department

April 19, 2023

Page 2 of 4

percentage of the City's overall payment type volume, and the City viewed credit card acceptance as a method of encouraging prompt and guaranteed form of payment. However, in recent years, credit card usage has become so widely used with 70% of customers using credit cards as a more convenient payment system. Currently, a customer paying via credit card pays 0.25% CCPF.

To improve overall efficiencies, and to provide an ability to expand programming and services, the Department has upgraded the registration software program from Peak to CivicPlus, to allow for additional and improved online transactions including facility rentals, park reservations, membership management, after-school/summer camps, and reporting capabilities.

With CivicPlus, in addition to the existing City's CCPF of 0.25%, there is a 3% processing fee per credit card transaction. In addition to credit card payments, the City currently offers customers the option of making a payment with a personal check, cashier's check, or cash without being assessed any additional fees.

With Peak, when a participant registers and pays for a program with a credit card, there is a 0.25% CCPF incurred.

Example 1: Peak Software Systems, Inc. or Sportsman

Program Fee	\$40.00
Credit Card Processing Fee of 0.25%	\$0.10
Participant Pays	\$40.10
City Retains	\$40.10
Merchant Gateway Retains	Based on the type of credit card used the range is between 2% - 4.8%
City Pays Credit Card Company	\$.80 to \$1.92

With CivicPlus, retaining the 0.25% CCPF and the 3% will go back to Forte.

Example 2: CivicPlus with 0.25% CCPF

Program Fee	\$40.00
Current Credit Card Processing Fee 0.25% *	\$0.10
Participant Pays *	\$40.10
City Retains	\$40.10
Forte Retains	\$1.20

With this service model, there is no CCPF of 0.25% and the 3% will go back to Forte.

Establish a Credit Card Processing Fees for Community Services Department

April 19, 2023

Page 3 of 4

Example 3: CivicPlus only 3%

Program Fee	\$40.00
Participant Pays	\$41.20
City Retains	\$40.00
Forte Retains	\$1.20

In researching other cities, the following are applicable convenience/service fees for their Departments and in some cases, citywide:

Surrounding Cities CCPF

Other Cities	Fees
City of San Marino	\$2.00
City of San Dimas	2.45%
City of Glendale	2.5%
City of Diamond Bar	2.5%
City of San Gabriel	2.9%

Analysis

With Peak, there are two credit card processing vendors, Converge and Merchant Gateway. Converge manages all in-house transactions while Merchant Gateway manages online transactions. Payment processors may charge a transaction fee directly to the card user, or to the City. Additionally, third-party processors typically remit payments collected within 24 hours. As such, the Finance Department will receive the daily payments collected and will have access to run reports as deemed necessary.

During this process, staff reviewed alternative options for third-party credit card processing vendors. The table below is a list of vendors and what they offer. As we transition to CivicPlus, the recommended third-party processor is Forte. Forte's financial system is a gateway between the City and CivicPlus and will provide the most beneficial features. To provide a much more efficient and centralized financial system, Forte will manage both online and in-house payments. It provides a web interface or gateway to support receipt of these forms of electronic payments and integrate into the City's financial software system, Springbrook.

Gateway	Integrated	Online	ACH	In-Person	Cards on File	ACH on File	Supports Contactless Payments (Apple Pay/Wallet)	Can Act as Both Gateway and Processor
CSG Forte	X	X	X	X	X	X		X
Braintree	X	X			X			
Heartland	X	X		X				X
NCR/JetPay	X	X		X				
PayPal Payflow	X	X			X			
Tempus	X	X		X			X	X

Establish a Credit Card Processing Fees for Community Services Department

April 19, 2023

Page 4 of 4

In FY 2021/2022, the City paid a total of \$74,306 in credit card fees citywide ranging in fees from 3-5%. The table below provides the Department's credit card fees which range from 3-5% based on annual revenue.

Fiscal Year	Approximate Credit Card Sales	Additional 3-5% Credit Card Fee
FY 2019-2020	\$500,000	\$15,000-\$25,000
FY 2020-2021	\$220,000	\$6,600-\$11,000
FY 2021-2022	\$515,000	\$15,450-\$25,750

Key Performance Indicators and Strategic Plan

This item is not part of the Community Services Department Key Performance Indicators identified in the Fiscal Year 2022-2023 Budget or the Adopted 2021-2026 Strategic Plan.

Fiscal Impact

This project will not require a one-time cost or additional monthly or annual fees as long as the fees are passed along to the customer. If the 3% processing fee is not approved, there is an approximately \$18,000-\$30,000 in fees based on the annual revenue of \$600,000 that will be impacted to the General Fund, at the current levels of credit card payment use. Implementation of the new CivicPlus software may translate to additional credit card uses and fees allocated.

Alternatives Considered

1. Continue to charge the 0.25% CCPF and City to absorb the 3% charges from Forte.
2. Continue to charge the 0.25% CCPF and the 3% CCPF to the customer increasing the total CCPF to 3.25%.

Commission Review and Recommendation

This matter was not reviewed by the Community Services Commission.



City Council Agenda Report

ITEM NO. 23

DATE: April 19, 2023

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Angelica Frausto-Lupo, Community Development Director
Alison Becker, AICP, Deputy Community Development Director

SUBJECT: **Approve Fund Allocation and Authorize the City Manager to Execute a Contract Amendment to complete the Environmental Review documents for the 2021-2029 Housing Element and General Plan/ Downtown Specific Plan for a total not to exceed amount of \$291,974**

Recommendation

It is recommended that the City Council:

1. Allocate and appropriate \$62,715 from General Fund Fund balance reserves, Account 101-0000-0000-3200-000 to fund the Community Development Department Professional Services appropriations in Account Number 101-7010-7011-8170-000; and
2. Authorize the City Manager to execute the Fourth Amendment to the Psomas Professional Services Agreement (PSA) for the Program Environmental Impact Report for the 2021-2029 Housing Element and General Plan/Downtown Specific Plan to include additional analysis and finalize related documents in the amount of \$62,715 for a total not-to-exceed amount of \$291,974.

Executive Summary

The City entered into a PSA with Psomas for a Program Environmental Impact Report in 2019 for the General Plan (Land Use Element) Update and Downtown Specific Plan (GP/DTSP). Over the years, various factors such as new state housing laws and the Housing Element Environmental Analysis, have required a change in scope to the Psomas PSA. Moreover, changes in the 6th Cycle Housing Element (5th Draft) have resulted in the need for additional revisions to the draft GP/DTSP for internal general plan consistency. Therefore, a Psomas contract amendment is required at this time to finalize the Program Environmental Impact Report (PEIR) and Environmental Analysis (EA) for the three documents.

Background

Housing Element, General Plan and Downtown Specific Plan

The Housing Element Update and General Plan (Land Use Element) and the Downtown Specific Plan (GP/DTSP) were initiated as separate projects, but have been developed along parallel paths since 2019, when it became clear that State law requirements for housing would necessitate a review of the direction in which the GP/DTSP were developing in respect to providing opportunities for housing and particularly affordable housing. While the parallel approach was prudent in ensuring good planning principles, the reset has resulted in delays and scope changes, requiring the proposed contract amendment.

Program Environmental Impact Report

On April 17, 2019, the City Council authorized the City manager to execute a contract with Psomas to complete the PEIR in the amount of \$98,480. On November 6, 2019, the City Council authorized the first contract amendment to adopt a Vehicle Miles Traveled (VMT) threshold in accordance with state law for an additional \$41,982. The revised contract amount was increased to a total not-to-exceed amount of \$140,462. On March 4, 2020 the City Council authorized the second amendment to Psomas to include the environmental analysis for the Housing Element. The amendment increased the contract amount by \$88,797, for a total not-to-exceed amount of \$229,259 and a contract termination date of December 31, 2021. On December 15, 2021, the City Council authorized the City manager to extend the termination date until the completion of the project with no other changes to scope or budget.

Analysis

2021-2029 6th Cycle Housing Element Update

On January 27, 2023, the California Department of Housing and Community Development (HCD) provided a response letter with comments on the 4th Draft Housing Element. The letter and all documents related to the City's 6th Cycle Housing Element development, including all drafts and HCD letters received, are posted on the Community Development Department's project web page

(<https://www.southpasadenaca.gov/government/departments/planning-and-building/housing-element-update-2021-2029>).

On February 1, 2023, the City Council held a special meeting to discuss the comment letter received from HCD on January 27, 2023. Staff presented responses to comments received and asked for direction in two specific areas: 1) Affirmatively Furthering Fair Housing; and 2) the Regional Housing Needs Assessment allocation (RHNA). On February 9, 2023, staff conducted a Community Meeting with over 30 persons in attendance. The community received a presentation on the Housing Element and provided public comment. The community meeting included an open discussion. The 5th

Draft 2021-2029 South Pasadena General Plan Housing Element was submitted to HCD for review and approval on March 24, 2023.

General Plan/Downtown Specific Plan

The GP/DTSP was placed on hold in order to incorporate the programs and policies from the Housing Element and to ensure internal consistency between the plan documents. Consequently, the changes in the Housing Element schedule have resulted in changes to the GP/DTSP as well. Additional revisions to the draft GP/DTSP are required to reflect changes associated with the 6th Cycle Housing Element, which require internal general plan consistency. The continuing evolution of requirements for the housing element imposed by HCD have necessitated additional analysis for the land use element to ensure that new districts and subsequent zoning are compatible.

Program Environmental Impact Report

With the revision to key strategies in the draft Housing Element, and the timing constraints presented by the Stipulated Order and Judgement (Californians for Homeownership v. City of South Pasadena, LASC Case No. 22STCP01388) the City team has initiated efforts to finalize the environmental disclosure documents that will be needed to certify the Housing Element, General Plan and Downtown Specific Plan. In order to incorporate the additional revisions needed to finalize the environmental documents, staff is requesting a fourth contract amendment to the Psomas PSA and budget increase of \$62,715.00 for a total not-to-exceed amount of \$291,974.00.

Key Performance Indicators and Strategic Plan

This item is in line with the Community Development Department's Key Performance Indicators listed under the Housing Division to obtain certification from HCD on the 6th Cycle Housing Element 2021-2029.

Commission Review and Recommendation

This matter was not reviewed by a City Commission.

Fiscal Impact

The amendment to the Psomas PSA includes a request for an additional \$62,715, for a total not-to-exceed amount of \$291,974. The recommendation requests an allocation and appropriation of \$62,715 from the General Fund Fund balance reserves, Account 101-0000-0000-3200-000 to fund the Community Development Department Professional Services appropriations in Account Number 101-7010-7011-8170-000 for this use.

Attachments:

1. Psomas PSA with Amendments 1-3
2. Proposed Psomas PSA 4th Amendment

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ATTACHMENT 1

Psomas PSA with Amendments 1-3

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**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES
(City of South Pasadena / Psomas)**

1. IDENTIFICATION

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

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: Provide an updated administrative draft and final draft of the General Plan and Downtown Specific Plan Program Environmental Impact Report, as more particularly described in the Scope of Work attached and incorporated by reference as Exhibit A.
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s January 10, 2019, proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is David Bergman, Planning and Building Director. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim

milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Ninety Eight Thousand Four Hundred Eighty Dollars (\$98,480.00).
- 3.5. "Commencement Date": April 17, 2019.
- 3.6. "Termination Date": December 31, 2019

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. Jillian Neary, 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 Manager 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.
- 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.
- 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. 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.
- 11.3 **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 **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.
- 11.5 **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.
- 11.6 **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: General Plan and Downtown Specific Plan Revisions and Public Review and Hearings
 - 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.
 - Coverage limits may be met with a combination of primary and excess policies.
- 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: Planning and Building Department, South Pasadena, CA 95945.

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

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

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

13. MUTUAL COOPERATION

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

14. NOTICES

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

If to City

Margaret Lin
City of South Pasadena
Planning and Building Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Consultant

Jillian Neary
225 South Lake Avenue, Suite 1000
Pasadena, CA 91101
Telephone: (626) 351-2000

With courtesy copy to:

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

15. SURVIVING COVENANTS

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

16. TERMINATION

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

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

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 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 reasonable 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: 4/17/19
Signature

Printed: Stephanie DeWolfe

Title: South Pasadena City Manager

Date: S. DeWolfe

“Consultant”

Psomas

By: Jim Hunter
Signature

Printed: Jim Hunter

Title: Vice President, Environmental Planning

Date: 05/30/19

Attest:

By: Evelyn G. Zneimer
Evelyn G. Zneimer, City Clerk

Date: 4/17/19

Approved as to form:

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

Date: 4/17/19

Exhibit A
Scope of Services

PSOMAS

Balancing the Natural and Built Environment

May 28, 2019

David Bergman
Interim Director of Planning and Building
City of South Pasadena
1414 Mission Street
South Pasadena, California 91030

VIA EMAIL
dbergman@southpasadenaca.gov

Subject: Proposal to Complete the California Environmental Quality Act Process for the South Pasadena General Plan and Downtown Specific Plan Update Project, City of South Pasadena, California

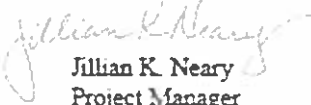
Dear Mr. Bergman:

Psomas is looking forward to working with the City on this important Project for the City of South Pasadena and helping to see it to fruition. Per our meeting of April 8, 2019, the following Scope of Work and Fee Estimate include all tasks needed to complete the California Environmental Quality Act (CEQA) process, starting with preparation of a Revised Administrative Draft Program Environmental Impact Report (PEIR) for the South Pasadena General Plan and Downtown Specific Plan (DTSP) Update Project (Project). Our proposed Scope of Work is provided in Attachment A, a Fee Estimate is provided in Attachment B, and subconsultant scopes of work are provided in Attachments C and D. All tasks are presented as a not-to-exceed budget to be billed on a time-and-materials basis.

Please feel free to contact Mr. Hunter or Ms. Neary if you have any questions regarding the contents of this Scope of Work, or should you require additional information.

Sincerely,
PSOMAS


Jim Hunter, ENV SP
Vice President, Environmental Planning


Jillian K. Neary
Project Manager

Attachments: A - Scope of Work
B - Fee Estimate
C - Nelson Nygaard Scope of Work
D - Urban Crossroads Scopes of Work

R:\Projects\RAMSOW\GP Update_Psomas Final SOW\CEQA\2019.docx

225 South Lake Avenue
Suite 1000
Pasadena, CA 91101

Tel 626 351 2000
Fax 626 351 2030
www.Psomas.com

Professional Services Agreement – Consultant Services

Page 16 of 29

Approved For Use 11/15/16

ATTACHMENT A
SCOPE OF WORK

SOUTH PASADENA GENERAL PLAN AND
DOWNTOWN SPECIFIC PLAN UPDATE
PROGRAM ENVIRONMENTAL IMPACT REPORT

May 28, 2019

Psomas has developed the following Scope of Work to prepare a PEIR for the proposed Project in accordance with CEQA and the State CEQA Guidelines, beginning with preparation of a Revised Administrative Draft PEIR, consistent with the previously authorized tasks for this Project, as a subconsultant to Rangwala Associates. The PEIR Scope of Work includes the following tasks:

- Task 1 Draft Program Environmental Impact Report
- Task 2 Final Program Environmental Impact Report
- Task 3 Project Management and Meetings
- Task 4 Climate Change Adaptation Policy Assistance

In addition to the above tasks, the Scope of Work includes a not-to-exceed task (i.e., Task 5, Contingency), for work efforts requested by the City that may exceed the anticipated level of effort in Tasks 1 through 4, including but not limited to, quantitative changes in the General Plan parameters, additional rounds of document review, and additional meeting attendance.

Assumptions

This Scope of Work includes the tasks required to provide a legally defensible CEQA document and to realize time and cost efficiencies, where feasible. The following assumptions are included as the basis of this Scope of Work and associated Fee Estimate:

- Psomas has prepared an Administrative Draft PEIR that was submitted to the City in July 2018.
- Psomas will begin preparing the Revised Administrative Draft PEIR upon receipt from City Staff of the revised administrative draft version (provided by Placeworks) of the General Plan, DTSP Update, related data such as breakdown in land use designations (i.e., Lot 111), and description of the No Project Existing General Plan Alternative for analysis in the PEIR.
- Changes to revised administrative draft of the GP and DTSP Update will be based on City Council input; additional public outreach; review by the City Manager, Interim Planning Director, and other new staff, etc. and should be focused and minimal. It is assumed that the demographic parameters, boundaries, and development breakdown within focus areas will be unchanged from the previous administrative draft versions of the GP and DTSP Update. If upon receipt of the revised administrative draft GP and DTSP Update, and related data that will be provided by City staff, we feel the attached estimate does not accurately reflect the efforts, the City will be contacted immediately, prior to initiating our work.
- It is assumed that the revised administrative draft of the General Plan, DTSP Update, and any other documentation to be used as the basis of the PEIR, beginning with Task 1.1 below:
 - Will be in compliance with the General Plan requirements set forth by the Office of Planning and Research and will not require substantive review or comment by Psomas.
 - The revised administrative draft of the GP and DTSP Update prepared by Placeworks will be determined complete by City staff and provided to Psomas in both clean .PDF and

Word formats, and a redline compare Word file to facilitate understanding of text changes to be reflected in the PEIR.

- Will include all graphics available as clean .PDF or .JPEG files for ready use in PEIR production;
- Preparation of additional Administrative Drafts or other deliverables not explicitly included in Tasks 1 through 4, below, would necessitate a scope and budget augment.

TASK 1 DRAFT PROGRAM ENVIRONMENTAL IMPACT REPORT

Task 1.1 Revised Administrative Draft Program Environmental Impact Report

Upon receipt of the revised administrative draft of the GP and DTSP Update documents, and related data, Psomas will revise the Administrative Draft PEIR document accordingly. In addition to the revised administrative draft General Plan and DTSP Update, revised/updated documentation to be provided is anticipated to include:

- Distribution of land use designations (i.e., Lot 111);
- Description of adopted or planned routes to accommodate affordable housing/inclusionary zoning;
- Summary of policy and other revisions to the General Plan and DTSP documents, dated November 2017, based on City Council meetings and additional public outreach; and
- Details of the No Project Existing General Plan buildout.

Nelson Nygaard, as a subconsultant to Psomas, will finalize pending revisions to the Traffic Impact Analysis (TIA), limited to: (1) description of how the ambient growth in traffic relates to the possible ambient land development without a General Plan Update (i.e., 89 dwelling units) and (2) prepare comparative trip generation and qualitative discussion for the No Project/Existing General Plan Buildout alternative. Nelson Nygaard's complete Scope of Work is provided in Attachment C.

A Revised Administrative Draft PEIR will be electronically submitted to the City for review and comment within five weeks following Psomas receipt of the revised administrative draft of the GP and DTSP Update and related documents. This will include a clean .PDF of the PEIR sections and all technical reports, and clean and redline Word files to facilitate review of the revised document.

Task 1.2 Approval Draft Environmental Impact Report and Public Review

Upon receipt of one set of compiled comments on the Revised Administrative Draft PEIR from the City, Psomas will revise the document accordingly. Two weeks following our receipt of the compiled comments, an Approval Draft of the PEIR will be electronically submitted to the City for final review to confirm that all comments have been appropriately incorporated based on prior coordination. This task assumes that any necessary revisions will be minimal and editorial in nature, and no new substantive revisions to the document will be required.

Psomas will be responsible for providing the City with a camera-ready, electronic copy of the Draft PEIR and for preparing the Notice of Availability (NOA) and the Notice of Completion (NOC). These items will be provided to the City for reproduction and for distribution to the mailing list (assumed to be the same as the NOP mailing list, with the addition of attendees of the Scoping Meeting, commenters on the NOP, and any other persons having requested notice of the Draft PEIR) for the public review period of at least 45 days.

TASK 2 FINAL PROGRAM ENVIRONMENTAL IMPACT REPORT

Task 2.1 Draft Response to Comments and Mitigation Monitoring and Reporting Program

Upon completion of the public review period for the Draft PEIR, Psomas will review all written comments received on the Draft EIR and will organize the comments and coordinate with the City on the approach to preparing responses to comments. Psomas will prepare the draft Response to Comments and Mitigation Monitoring and Reporting Program (MMRP) document. If necessary, a Clarifications/Errata section will be included to list the changes to the Draft PEIR in response to the comments received.

In compliance with Section 21081.6 of the *California Public Resources Code*, Psomas will prepare an MMRP as part of the Response to Comments document, which will ensure compliance with adopted mitigation requirements during Project implementation. The MMRP will be prepared in a matrix format, provide the timing and entity responsible for each mitigation measure, and include the City department or individual responsible for verifying that the mitigation measure has been implemented.

For the purpose of estimating the work effort for responding to comments, a total of 60 hours of professional staff time has been assumed for this task. If extensive comments are received and it appears that additional effort will be necessary to prepare adequate responses, Psomas will notify the City for consideration of a budget augment. Four weeks following our receipt of all comment letters received on the Draft PEIR, Psomas will submit the draft Response to Comments and MMRP document electronically to the City for review and comment. This task schedule assumes no comments are received that require new technical studies or extensive coordination with the City or Counsel to resolve.

Task 2.2 Final Response to Comments and Mitigation Monitoring and Reporting Program

Two weeks following our receipt of compiled comments from the City, Psomas will revise the Response to Comments and MMRP accordingly, and the final document will be electronically submitted for City use during PEIR certification. A total of 16 hours of professional staff time has been assumed for this task. It is assumed that the City will mail out the responses to each agency that provided comments on the PEIR at least ten calendar days prior to any public hearings on the Project.

Task 2.3 Draft Findings of Fact and Statement of Overriding Considerations

Psomas will prepare written findings of fact for each significant effect identified in the PEIR, pursuant to Section 15091 of the State CEQA Guidelines and Section 21081 of CEQA. If the draft or final PEIR identifies any significant impacts that cannot be avoided, even with implementation of all reasonable and feasible mitigation measures, the City must adopt a Statement of Overriding Considerations prior to Project approval, pursuant to Section 15093 of the State CEQA Guidelines. This Scope of Work assumes the City will make a determination of the overriding condition(s) for each significant and unavoidable impact identified, for use in the draft document. For the purpose of estimating the work effort for preparation of findings, a total of 46 hours of professional staff time has been assumed for this task. Three weeks following our submittal of the final Response to Comments document and MMRP, Psomas will electronically submit the draft Findings of Fact and Statement of Overriding Considerations to the City for review and comment.

Task 2.4 Final Findings of Fact and Statement of Overriding Considerations

One week following our receipt of compiled comments from the City, Psomas will revise the Findings of Fact and Statement of Overriding Considerations accordingly, and the final document will be electronically submitted for City use during PEIR certification. A total of 16 hours of professional staff time has been assumed for this task.

TASK 3 PROJECT MANAGEMENT AND MEETINGS

Task 3.1 Project Management and Quality Control

Throughout the CEQA process, Psomas will maintain regular telephone email communications and attend meetings with the City and other members of the Project Team, as requested, to discuss the status of the Project and/or to resolve issues as they arise. Psomas will be responsible for managing the CEQA process, ensuring compliance with the Scope of Work and schedule, coordinating with our subconsultant(s), and ensuring that Project information is disseminated in a timely manner.

As part of this task, we would coordinate and attend a Project kick-off meeting with City staff and Placeworks representatives. This meeting will address, among other topics, roles, responsibilities, communication protocols, outstanding data needs for all parties, and expected periods of performance for the various work efforts that will inform our schedule. Psomas will provide the City a schedule containing the PEIR delivery milestones within one week following the kick-off meeting. This task also includes internal administrative coordination and invoicing tasks. This Scope of Work includes a total of 38 hours of professional staff time for Project management activities.

Task 3.2 Attendance at Public Meetings/Hearings

This task includes attendance at public meetings and hearings before the City's Planning Commission and/or City Council. Staff will be available to attend meetings and/or hearings. This task assumes up to 20 hours of public meeting/hearing attendance is assumed for Ms. Neary. This Scope of Work also includes a contingency (Task 5) that can be used to fund attendance at additional meetings at the City's request. At this time the City anticipates Psomas' attendance at all public hearings related to adoption of the General Plan and DTSP Update and certification of the PEIR. Attendance at additional public hearings will be billed on a time and materials basis against the contingency budget (Task 5) based on Psomas' 2019 fee schedule, which has been submitted to City staff.

TASK 4 CLIMATE CHANGE ADAPTATION POLICY ASSISTANCE

This task includes a not-to-exceed budget for Senior Project Manager, Project Manager, and Environmental Planner/Air Quality Specialist professional labor hours to assist the City and/or Placeworks in developing climate change adaptation policies. This effort would involve research to more fully understand the City's climate change-related constraints (understood to be primarily drought/water supply and heat), review of the 2011 Hazard Mitigation Plan (HMP), and help draft actionable policies to be included in the updated HMP and as a basis for the City to subsequently prepare a Climate Action Plan. This task does not involve a vulnerability analysis pursuant to SB 379 or updates by Psomas to the City's HMP.

TASK 5 CONTINGENCY

Consistent with City request, this task includes a not-to-exceed budget for work efforts to be requested by the City that may exceed the anticipated level of effort in Tasks 1 through 4, including but not limited to, quantitative changes in the General Plan parameters; additional rounds of document review; and additional meeting attendance. Funds in this contingency task will not be used without prior written authorization from the City, including written understanding between the City and Psomas of the work product/activity and anticipated level of effort.

If the revised administrative draft General Plan and DTSP Update includes an increase in demographic parameters (i.e., dwelling units or square footage) or Project Description is substantively changed from

the Administrative Draft PEIR submitted in July 2018, this would necessitate the revision of several technical reports and quantitative analyses within the body of the PEIR.

Urban Crossroads, as a subconsultant to Psomas, would revise the air quality/greenhouse gas (GHG) emissions and noise technical reports; and Nelson Nygaard would revise the TIA accordingly. The scope of work for these technical report updates are summarized below and provided in full in Attachments C and D to this Scope of Work. Psomas would revise all other technical analyses within the PEIR with the exception of the Water Supply Assessment (WSA). This Scope of Work assumes that the City Department of Public Works would coordinate with Stetson Engineers to update the WSA.

Air Quality/Greenhouse Gas Emissions Analysis Revision

Urban Crossroads, as a subconsultant to Psomas, will update the California Emissions Estimator Model (CalEEMod) air quality runs to reflect changes to the dwelling unit count or other quantitative changes; update the CalEEMod greenhouse gas runs to reflect the changes; update tables, text, and exhibits as needed; make minor report text revisions as provided by Psomas/City staff; and summarize the findings in a revised South Pasadena General Plan Update Technical Air Quality and Greenhouse Gas Analysis Report. Urban Crossroads' complete Scope of Work is provided in Attachment C.

Noise Analysis Revision

Urban Crossroads, as a subconsultant to Psomas, will update the off-site traffic noise analysis based on revised average daily traffic (ADT) volumes from the revised TIA based on the changed dwelling unit count or other quantitative change; recalculate the traffic noise level contour boundaries for off-site roadway segments under Existing and Horizon Year conditions based on the revised ADT volumes; update the on-site transportation noise analysis at the Project Growth Areas based on the revised traffic noise level contours under Horizon Year conditions; update Exhibits 8-A, 8-B, and 8-C based on the revised traffic noise level contour boundaries; make minor report text revisions as provided by Psomas/City staff; and summarize the findings in a revised South Pasadena General Plan Update Technical Noise Study. Urban Crossroads' complete Scope of Work is provided in Attachment C.

Traffic Impact Analysis Revision

Nelson Nygaard will make an update to the travel demand model chapter of the TIA with updated calculations for project trip generation, project trip assignment, traffic modeling, and subsequent output tables and figures for affected scenarios. It is assumed that the updated land use mix will be provided in the format necessary to update the travel demand model in the manner previously submitted to Nelson Nygaard.

Nelson Nygaard will update written portions of the TIA to reflect changes to the analysis outputs. It is anticipated that no major changes to traffic impacts and mitigations will be made. Nelson Nygaard will make one set of revisions from a single set of non-conflicting comments to the TIA. Nelson Nygaard will also be available for follow-up discussions with City staff via phone calls, as budget permits.

Exhibit B Fee Schedule

*South Pasadena General Plan and
Downtown Specific Plan Update Project PEIR*

ATTACHMENT B FEE ESTIMATE

SOUTH PASADENA GENERAL PLAN AND DOWNTOWN SPECIFIC PLAN UPDATE PROGRAM ENVIRONMENTAL IMPACT REPORT

May 28, 2019

TASK	LABOR FEE	DIRECT COSTS ¹	TOTAL FEES
Task 1 – Draft Program Environmental Impact Report			
Task 1.1 – Revised Administrative Draft PEIR	\$16,130.00	\$5,830.00	\$21,960.00
Task 1.2 – Approval Draft PEIR and Public Review	\$7,100.00	\$0.00	\$7,100.00
Task 2 – Final Program Environmental Impact Report			
Task 2.1 – Draft Response to Comments and MMRP	\$8,410.00	\$0.00	\$8,410.00
Task 2.2 – Final Response to Comments and MMRP	\$2,840.00	\$0.00	\$2,840.00
Task 2.3 – Draft Findings of Fact and Statement of Overriding Considerations	\$6,600.00	\$0.00	\$6,600.00
Task 2.4 – Final Findings of Fact and Statement of Overriding Considerations	\$2,630.00	\$0.00	\$2,630.00
Task 3 – Project Management and Meetings			
Task 3.1 – Project Management and Quality Control	\$5,540.00	\$0.00	\$5,540.00
Task 3.2 – Attendance at Public Meetings/Hearings	\$2,700.00	\$0.00	\$2,700.00
Task 4 – Climate Change Adaptation Policy Assistance	<u>\$4,180.00</u>	<u>\$ 0.00</u>	<u>\$4,180.00</u>
Subtotal PEIR Fees	\$56,130.00	\$5,830.00	\$61,960.00
Task 5 – Contingency	\$8,030.00	\$28,490.00	\$36,520.00
TOTAL FEE ESTIMATE	\$64,160.00	\$34,320.00	\$98,480.00

¹ Direct costs fees include subconsultant fees, with 10% markup.

ATTACHMENT C
NELSON NYGAARD SCOPE OF WORK

South Pasadena General Plan Update
Additional TIA Support (Psomas and Nelson\Nygaard)

Both tasks would be billed on a time and materials basis with not-to-exceed amounts. DRAFT scope is below:

- **Task 1: TIA Support**
 - Nelson\Nygaard will be available for requested revisions to the Traffic Impact Analysis (TIA) portion of the EIR as the document proceeds through necessary agency approvals beyond the Screencheck #1 Draft.
 - This task may consist of including additional text in the TIA references a "lower density" land use plan, in which Nelson\Nygaard will conduct a trip generation calculation for an alternative land use program in order to compare to the General Plan's land use program trip generation in the TIA.
 - No additional steps in the travel demand model will be conducted beyond trip generation, such as trip distribution, assignment, or traffic modeling.
- **Task 2: Update to Travel Demand Model and TIA**
 - This task would not become active unless direction is given to Nelson\Nygaard to begin work by Psomas
 - The City of South Pasadena may desire a land use program with higher densities than the one in the already submitted Screencheck Draft EIR and accompanying Traffic Impact Analysis (TIA).
 - Nelson\Nygaard will make an update to the travel demand model chapter of the TIA with updated calculations for project trip generation, project trip assignment, traffic modeling, and subsequent output tables and figures for affected scenarios. It is assumed that the updated land use mix will be provided in the format necessary to update the travel demand model in the manner previously submitted to Nelson\Nygaard.
 - Nelson\Nygaard will update written portions of the report to reflect changes to the analysis outputs. It is anticipated that no major changes to traffic impacts and mitigations will be made. Nelson\Nygaard will make one set of revisions to a single set of non-conflicting comments to the TIA. The team will also be available for follow-up discussions with City staff via phone calls, as budget permits.
 - In the event that the land use mix is altered substantially enough in either intensity or location beyond the already modeled sub-areas, efforts to update the travel demand model may be higher than the not-to-exceed amount in this task. Renegotiation may be required to complete this task, and will be discussed at the onset of beginning work when more detail is known about the amount of changes requested.

		Nelson/Nygaard Labor Costs			NN Labor Hours Cost	
		Michael Riede Senior Associate Engineer 2	Jason Novak Associate 2	Briana Weisgerber Associate Engineer 1		
Total Billing Rate		\$180.00	\$130.00	\$115.00		
Task	Description					
1	TIA Support (incl. project management)	16	8	12	36	\$6,300
2	CONTINGENCY - Update to Travel Demand Model and TIA	20	40	40	100	\$18,400
TOTAL HOURS		36	48	52	136	
TOTAL LABOR COST		\$6,480	\$6,240	\$5,980		\$18,700

ATTACHMENT D
URBAN CROSSROADS SCOPES OF WORK



WORK AUTHORIZATION

April 10, 2019

Ms. Jillian K. Neary
Psomas
225 South Lake Avenue, Suite 1000
Pasadena, CA 91101

SUBJECT: SOUTH PASADENA GENERAL PLAN UPDATE TECHNICAL AIR QUALITY AND GREENHOUSE GAS ANALYSIS CONTRACT AMENDMENT #1

Dear Ms. Jillian K. Neary:

Urban Crossroads, Inc. is pleased to submit this work authorization to Psomas ("Client") to update the Technical Air Quality and Greenhouse Gas Analysis for the South Pasadena General Plan Update ("Project"), which is located in the City of South Pasadena.

SCOPE OF WORK

The following scope of work and represent the services necessary to update the Technical Air Quality and Greenhouse Gas Analysis:

1. Update the CalEEMod air quality runs to reflect changes to the dwelling unit count.
2. Update the CalEEMod greenhouse gas runs to reflect changes to the dwelling unit count.
3. Update tables, text, and exhibits as needed.
4. Make minor report text revisions as provided by Psomas/City staff.
5. Summarize the findings in a revised South Pasadena General Plan Update Technical Air Quality and Greenhouse Gas Analysis.

10513-06 AQ & GHG CA#1

Ms. Jillian K. Neary
Psomas
April 10, 2019
Page 2 of 3

TERMS

The not to exceed fee to accomplish the above Scope of Work is \$6,200 (*billed T&M, see Exhibit A*). If you have any questions, please contact me directly at (949) 336-5987.

Respectfully submitted,

URBAN CROSSROADS, INC.



Haseeb Qureshi
Senior Associate

CONTRACT APPROVAL:	
Approved by:	
Title:	
Firm: Psomas	
Date:	

EXHIBIT A
BILLING RATES FOR URBAN CROSSROADS, INC.

<u>Position</u>	<u>Hourly Rates</u>
Principal	\$180 – 250
Senior Associate	\$130 – 200
Associate	\$100 – 150
Senior Analyst	\$80 – 120
Analyst	\$70 – 110
Assistant Analyst	\$50 – 90
Administrative Support	\$60 – 100

General

- (1) Reimbursable direct costs, such as reproduction, supplies, and messenger service will be billed at cost.
- (2) Hourly rates apply to work time, travel time, and time spent at public hearings and meetings. For overtime work, the above rates may be increased 50 percent.
- (3) Monthly billing statements are due within thirty (30) days of receipt.

FIRST AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT ("Amendment") is made and entered into on the 6th day of November, 2019 by and between the CITY OF SOUTH PASADENA ("City") and Psomas.

RECITALS

WHEREAS, on August 17, 2019, the City Council approved a Professional Services Agreement with Psomas to provide a second administrative draft for the General Plan and Downtown Specific Plan Program Environmental Impact Report; and

WHEREAS, the Term of the Agreement is through December 31, 2019, with the option to extend upon written agreement of the parties; and

WHEREAS, the Payment for Services in the Agreement shall not exceed the original authorized amount of \$98,480 unless the City has given specific advance approval in writing; and

WHEREAS, the City and Consultant desire to amend the scope of services to include Iteris as a subconsultant to analyze and develop a Vehicle Miles Traveled (VMT) threshold.

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

1. PARAGRAPH 3.1 "Scope of Services" is amended by adding an additional Scope of Services as set forth in Exhibit 1, attached and incorporated by this Amendment.
2. PARAGRAPH 3.4 "Maximum Amount" is amended to read as follows: The highest total compensation and costs payable to Consultant by the City under this Agreement. The Maximum Amount under this Agreement is One Hundred and Forty Thousand, Four Hundred and Twenty-Two Dollars (\$140,422), which is comprised of Ninety-Eight Thousand, Four Hundred Eighty Dollars (\$98,480) for Exhibit A Scope of Services and Forty-One Thousand, Nine Hundred and Forty-Two Dollars (\$41,982) for Exhibit 1 Scope of Services.
3. PARAGRAPH 3.6 "Termination Date" is amended to read: June 30, 2020, or when the work is satisfactory completed, whichever occurs first, or unless extended by a supplemental amendment.
4. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

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

"CITY"
City of South Pasadena

"Consultant"
Psomas

By: [Signature]
Signature

By: [Signature]
Signature

Printed: Stephanie DeWolfe

Printed: Jim Hunter

Title: City Manager

Title: Vice President

Date: 11/13/2019

Date: 11/11/19

Attest:

By: [Signature] Maria E. Ayala
for: Evelyn G. Zneimer, City Clerk Chief City Clerk.

Date: 11/13/2019

Approved as to form:

By: [Signature]
Teresa L. Highsmith, City Attorney

Date: 11/13/2019

**EXHIBIT I
VEHICLE MILES TRAVELED THRESHOLD
SCOPE OF WORK**

This Scope of Work includes a task for a subconsultant, Iteris, to assist in the development of a Vehicle Miles Traveled (VMT) methodology and threshold appropriate for the City that will be incorporated into the Program Environmental Impact Report (EIR) for the General Plan Update and Downtown Specific Plan. With preparation of a Transportation Analysis based on VMT parameters, the air quality, greenhouse gas (GHG) emissions, and noise analyses will also be updated to be consistent.

TASK 3 PROJECT MANAGEMENT AND MEETINGS (AUGMENT)

Task 3.1 Project Management and Quality Control

As of September 30, 2019, the existing budget for Task 3.1 has been exhausted and exceeded due to unplanned team coordination and efforts to resolve the question of VMT compliance. This task includes up to 48 hours of additional project management time, to provide coordination among the Project team during preparation of proposed technical studies, resolve issues as they arise, and ensure compliance with the expanded Scope of Work and schedule, among other efforts.

Task 3.2 Attendance at Public Meetings/Hearings

This task includes up to 16 hours of attendance at additional meetings and/or participation in conference calls by Ms. Neary to coordinate with the City and other team members on the development of VMT thresholds and other factors of SB 743 compliance, parameters for the updated traffic analysis (new Task 6.3), consistency in assumptions among the three new technical studies, and any other consultation requested up to the fee estimate.

TASK 6 TECHNICAL STUDIES (NEW)

Task 6.1 Air Quality and Greenhouse Emissions Analysis Update

Psomas will update the air quality and GHG emissions sections of the Administrative Draft PEIR, submitted to the City in July 2018 to reflect quantitative air quality and GHG analyses based on a VMT approach, vehicle fleet mix, and other transportation-related inputs to be revised. Criteria air pollutant and GHG emissions will be quantified using the California Emissions Estimator Model (CalEEMod) in accordance with South Coast Air Quality Management District (SCAQMD) guidelines. A review of the air quality and GHG emissions sections will also include updates to any language and/or information that is now outdated, such as the local air quality monitoring data and regulatory setting. Mitigation measures will be reviewed and revised as needed in light of the updated air quality and GHG impact analyses. Supporting data will be included as an appendix to the PEIR.

Task 6.2 Noise Analysis Update

Psomas will update the noise section of the Administrative Draft PEIR to reflect quantitative noise analyses based on a VMT approach, vehicle fleet mix, and

other transportation-related inputs to be revised. The noise level measurements taken in 2018 by Urban Crossroads, Inc. are still representative of existing conditions within the City and will be used in the updated section. Traffic noise contours for existing and future Without/With Project conditions will be reanalyzed with the latest traffic data. Traffic noise analyses will be conducted based on quantification methods developed by the Federal Highway Administration. Noise and vibration exposure from the Metro Gold Line to sensitive land uses within the City will be evaluated based on published noise and vibration studies for the Metro Gold Line, which are assumed to be adequate for this purpose. Changes in traffic noise and traffic noise exposure related to the proposed General Plan and DTSP Update will be based on the standards and impact criteria adopted by the City. Mitigation measures will be reviewed and revised as needed in light of the updated noise and vibration impact assessment. Supporting data will be included as an appendix to the PEIR.

Task 6.3 VMT Methodology and Transportation Analysis

Iteris, as a subconsultant to Psomas, will perform the following tasks and prepare the associated deliverables, as listed below, to bring the City into compliance with the SB 743 requirement to transition from an LOS-based methodology to a VMT-based methodology to assess potential transportation impacts resulting from development projects. Iteris' complete scope of work is provided in Attachment B.

1. Project Management, Coordination, and Outreach
 - Kick-off meeting, informational meeting, monthly progress reports, hearing attendance
 - Preparation for and attendance at three public meetings (Optional)
2. Development of VMT Methodology
 - Technical memorandum of recommended project screening criteria
 - Technical memorandum of recommended VMT estimation methodology
 - Technical memorandum of thresholds of significance
3. Mitigation of VMT Impacts
 - Technical memorandum of recommended changes to City's transportation demand management (TDM) ordinance
4. Documentation and Process
 - Technical memorandum with Draft Transportation Study Guidelines
 - Technical memorandum with transportation analysis of the General Plan Update consistent with SB 743 in support of EIR

TASK 7 OPTIONAL (NEW)

Task 7.1 Additional Transportation Analysis Meetings (New)

Iteris will, at the City's request, prepare for and attend up to two additional public outreach meetings.

**ATTACHMENT A:
FEE ESTIMATE**

Task	Labor Fee	Direct Costs	Total Fees
Task 3 – Project Management and Meetings (Augment)			
Task 3.1 – Project Management and Quality Control	\$6,960	\$0	\$6,960
Task 3.2 – Attendance at Public meetings/hearings	\$2,160	\$0	\$2,160
Task 6 – Technical Studies (New)			
Task 6.1 – Air Quality and Greenhouse Gas Emissions Analysis Update	\$7,035	\$0	\$7,035
Task 6.2 – Noise Analysis Update	\$5,190	\$0	\$5,190
Task 6.3 – VMT Thresholds Assistance and Traffic Impact Analysis Update	\$1,375	\$50,506	\$51,881
Subtotal Fees	\$22,720	\$50,506	\$73,226
Approved Contingency Budget Applied	\$0	(\$34,320)	(\$34,320)
Total Fee Estimate	\$22,720	\$16,186	\$38,906
Task 7 – Optional (New)			
Task 7.1 – Additional Transportation Analysis Meetings	\$0	\$3,036	\$3,036
Total Fee Estimate with Optional Meetings	\$22,720	\$19,222	\$41,942

**SECOND AMENDMENT TO
AGREEMENT FOR SERVICES**

THIS AMENDMENT (“Amendment”) is made and entered into on the 4th day of March, 2020 by and between the CITY OF SOUTH PASADENA (“City”) and PSOMAS (“Consultant”).

RECITALS

WHEREAS, on August 17, 2019, the City Council approved a Professional Services Agreement (PSA) with Psomas to provide a second administrative draft for the General Plan and Downtown Specific Plan Program Environmental Impact Report; and

WHEREAS, the Term of the Agreement is through December 31, 2019, with the option to extend upon written agreement of the parties; and

WHEREAS, the Payment for Services in the Agreement shall not exceed the original authorized amount of \$98,480 unless the City has given specific advance approval in writing; and

WHEREAS, on November 6, 2019, the City Council approved the first amendment to the PSA to include a subconsultant to analyze and develop a Vehicle Miles Traveled threshold; and

WHEREAS, the Payment for Services in the Agreement was increased by Forty-One Thousand, Nine Hundred and Forty-Two Dollars (\$41,982) for a total not-to-exceed amount of One Hundred and Forty Thousand, Four Hundred and Twenty-Two Dollars (\$140,422); and

WHEREAS, the City and Consultant desire to expand the scope of services to include the environmental analysis associated with the 2021 Housing Element Update and extend the contract term by 24 months.

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

- 1. PARAGRAPH 3.1 “Scope of Services” is amended by adding an additional Scope of Services as set forth in Exhibit 1, attached and incorporated by this Amendment.**
- 2. PARAGRAPH 3.4 “Maximum Amount” is amended to read as follows: The highest total compensation and costs payable to Consultant by the City under this Agreement. The Maximum Amount under this Agreement is Two Hundred Twenty-Nine Thousand Two Hundred Fifty-Nine Dollars (\$229,259), which is comprised of Ninety-Eight Thousand, Four Hundred Eighty Dollars (\$98,480) for the original Scope of Services; Forty-One Thousand, Nine Hundred and Forty-Two Dollars (\$41,982) for the VMT Scope of Services; and Eighty-Eight Thousand Seven Hundred Ninety Seven Dollars (\$88,797) for the additional environmental analysis associated with the 2021 Housing Element Update and extension of the contract term**

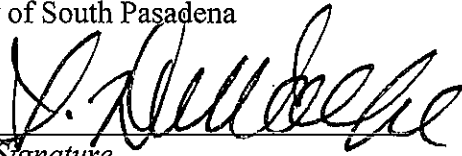
by 24 months.

3. PARAGRAPH 3.6 "Termination Date" is amended to read: December 31, 2021, or when the work is satisfactory completed, whichever occurs first, or unless extended by a supplemental amendment.

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

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

"CITY"
City of South Pasadena

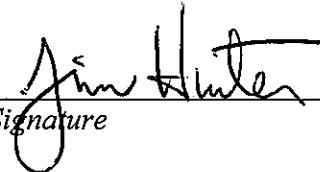
By: 
Signature

Printed: Stephanie DeWolfe

Title: City Manager

Date: 03/17/2020

"Consultant"
Psomas


By: 
Signature

Printed: Jim Hunter

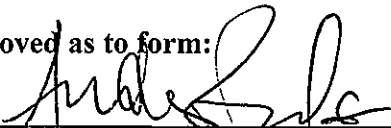
Title: Vice President

Date: March 5, 2020

Attest:

for: 
Evelyn G. Zneimer, City Clerk

Date: 3/19/2020

Approved as to form:
By: 
Teresa L. Highsmith, City Attorney

Date: 3/17/2020

Exhibit 1 Scope of Services/Budget

TASK 1 DRAFT PROGRAM ENVIRONMENTAL IMPACT REPORT

Task 1.1 Revised Administrative Draft Program Environmental Impact Report (Augment)

Consultant will revise the in-progress PEIR to address the Housing Element to be prepared by PlaceWorks. The total number of dwelling units to accommodate the Regional Housing Needs Analysis (RHNA) allocation is anticipated to be approximately 2,200, which includes the 589 units as currently proposed in the General Plan Update and Downtown Specific Plan, accessory dwelling units (ADU) as allowed under the current ADU ordinance, and units in other locations. The parcel location of all dwelling units is to be determined. Consultant will also revise the in progress PEIR to reflect the environmental checklist questions (thresholds) that were substantively revised in the 2019 State CEQA Guidelines. An additional alternative will be included in the PEIR, reflecting analysis of the currently proposed 589 dwelling units and 430,000 square feet of non-residential. Consultant will begin incorporation of the Housing Element into the Revised Administrative Draft PEIR upon receipt of parcel/location and total housing unit data from the City that is not expected to change.

A Revised Administrative Draft PEIR will be electronically submitted to the City for review and comment within eight weeks following Consultant's receipt of the Housing Element data. This will include a clean .PDF of the PEIR sections and all technical reports, and clean and redline Word files to facilitate review of the revised document. The previously approved Task 1.2, Approval Draft EIR and Public Review, is not proposed to be augmented.

Deliverables: Revised Administrative Draft PEIR

Task 1.3 Reproduction and Distribution of PEIR (New)

Consultant will produce 50 CDs of the Draft PEIR for distribution to the mailing list, 10 hardcopies of the Draft PEIR (6 with electronic copies of Technical Appendices; 4 with hard copies of the Technical Appendices) for City staff and library/public review. All hard copies will include a CD copy of the Draft PEIR and Technical Appendices inside the front cover. A Notice of Completion (NOC) and a Notice of Availability (NOA) will also be prepared by Consultant, submitted to the City for one round of review and revision. The City-approved NOA will be submitted to the County Clerk and the State Clearinghouse (SCH). The SCH submittal will also include 15 CDs of the Draft EIR, and 15 hard copies of the Executive Summary. Fees anticipate using overnight delivery for packages going to the City, the SCH, and all Responsible Agencies (a maximum of 24, including SCH and libraries), except for those going to a P.O. Box, which will be delivered using Certified Mail via the U.S. Postal Service (USPS). All other packages (up to 500) will include a copy of the NOA and will be delivered using USPS First-Class Mail.

Consultant will assist in finalizing the Draft PEIR mailing list used for Notice of Preparation (NOP) distribution, and will coordinate the reproduction and distribution of the NOA, CDs, and hard copies to the mailing list for the 60-day public review period. Consultant will hand deliver the NOA to the County of Los Angeles Clerk-Recorder and collect a stamped copy and filing fee receipt; the filing fee for the NOA (\$75.00) is included in the direct costs. Consultant will prepare the draft legal notice (NOA Ad) for publication in a newspaper of general circulation in the South Pasadena area for one day and will coordinate the posting of the NOA Ad in the paper, including the fees for posting. This task includes one round of review and comment of the NOA Ad by the

City. The total newspaper publishing fee is included in the Consultant fee estimate for an amount not to exceed \$2,500.

Deliverable: Draft PEIR distribution (50 CDs, 10 hard copies); Notice of Availability (including filing); Notice of Completion; Notice of Preparation distribution; legal notice; and newspaper publication

TASK 2 FINAL PROGRAM ENVIRONMENTAL IMPACT REPORT

Task 2.1 Draft Response to Comments and Mitigation Monitoring and Reporting Program (Augment)

Based on the anticipated high level of controversy regarding accommodation of the RHNA allocation as part of the City's Housing Element, an increased level of effort to respond to public comments on the Draft PEIR is proposed. Consistent with the approved Scope of Work, upon completion of the public review period for the Draft PEIR, Consultant will review all written comments received on the Draft PEIR and will organize the comments and coordinate with the City on the approach to preparing responses to comments. Consultant will prepare the draft Response to Comments (RTC) and Mitigation Monitoring and list the changes to the Draft PEIR in response to the comments received. Also, this task includes Iteris' assistance in transportation-related responses to comments. If more extensive comments are received and it appears that additional effort will be necessary to prepare adequate responses, Consultant will notify the City for consideration of a budget augment. Six weeks following our receipt of all comment letters, Consultant will submit the draft Response to Comments and MMRP document electronically to the City for review and comment.

Deliverable: Draft Response to Comments and Mitigation Monitoring and Reporting Program

Task 2.2 Final Response to Comments and Mitigation Monitoring and Reporting Program (Augment)

Based on the greater number of comments, and therefore responses, on the Draft EIR, an increased level of effort to incorporate City comments on the Draft RTC/MMRP document is proposed. Task includes additional professional staff time necessary to prepare the Final RTC/MMRP. Three weeks following our receipt of compiled comments from the City, Consultant will revise the RTC/MMRP accordingly, and the final document will be electronically submitted for City use during PEIR certification. Consultant will coordinate mailing out the responses to each agency that provided comments on the PEIR at least ten calendar days prior to any public hearings on the Project. Fees anticipate using overnight delivery of the responses to each responsible agency.

Deliverable: Final Response to Comments and Mitigation Monitoring and Reporting Program

TASK 3 PROJECT MANAGEMENT AND MEETINGS

Task 3.1 Project Management and Quality Control (Augment)

This task includes additional project management and QA/QC time, to provide coordination among the Project team during preparation of proposed technical studies, resolve issues as they arise, and ensure compliance with the expanded Scope of Work and schedule, among other efforts.

Deliverable: Expanded project management

Task 3.2 Attendance at Public Meetings/Hearings (Augment)

This task includes attendance at additional meetings and/or participation in conference calls by Ms. Neary to coordinate with the City and other team members on the CEQA process, preparation for and participation in the Scoping Meeting associated with the Recirculated NOP, and any other consultation requested up to the fee estimate. As part of the Scoping Meeting, Consultant will assist in preparing a PowerPoint slide presentation, provide sign-in sheet and comment cards, and co-facilitate the meeting with the City.

Deliverable: PowerPoint slide presentations; meeting materials; and meeting facilitation

TASK 6 TECHNICAL STUDIES

Task 6.1 Transportation and Circulation Analyses (Augment)

Iteris, as a subconsultant to Consultant, will perform the following tasks and prepare the associated deliverables, as listed below.

- Iteris will work with the City and Consultant to provide transportation analysis of the implementation of the RHNA housing allocation in the City of South Pasadena in its Housing Element Update. The estimated location of RHNA housing units within the City and resulting population growth will be assigned to traffic analysis zones in the SCAG travel demand model and a new model scenario will be created and compared to the approved General Plan land use scenario. Changes in vehicle miles traveled characteristics will be produced for CEQA analysis of the Housing Element and will be summarized in a technical memorandum.
- The analysis of the RHNA housing units' effect on vehicle and non-vehicle transportation will be summarized in tables, graphics, and text in a separate technical memorandum to assist the City in presenting the implications of the South Pasadena RHNA allocation. These will be presented in a discussion of the location of the new housing units; their relation to transit and active transportation facilities, estimated needs for overnight parking, and the forecasted change in roadway usage. These conditions will be shown with analysis of:
 - Growth in traffic on arterial streets (total and percent)
 - Increased Gold Line ridership
 - Gold Line and bus line Last Mile Access
 - Bicycle access
 - Estimated parking needs
- The scope assumes participation in four team coordination meetings and attendance; presentation at three public meetings;

Deliverable: Expanded transportation analysis; four (4) team coordination meetings; and three (3) public meetings

Task 6.4 Cultural Resources Records Search and Analysis Update (New)

The cultural and tribal cultural resources PEIR section will be updated based on data from the California Historical Resources Information System (CHRIS), the previous historic/built environment analyses provided by the City, and the South Pasadena Historic Resource Inventory. This task includes a review of recent research conducted for the City, a 2020 records and literature review for archaeological resources conducted through the CHRIS by Consultant, an updated Native American Heritage Commission (NAHC) Sacred Lands File (SFL) search, a 2020 paleontological records search through the Vertebrate Paleontology Section of the Natural History Museum of Los Angeles County (NHMLAC), and preparation of the cultural resources

and paleontology analyses of the PEIR, as described in more detail below. This task does not include field surveys, including a pedestrian archaeological survey, a pedestrian paleontological survey, or architectural assessment/windshield studies.

Cultural Record Searches and Literature Reviews

Consultant will conduct an archaeological records search through the CHRIS at the South-Central Coastal Information Center (SCCIC) to conduct a records search for the area of potential effect (APE). For purposes of this project, this search will encompass a ½-mile search radius around the APE. This task assumes the SCCIC records search can be completed in one business day. Copies of all previously recorded cultural resources records and relevant cultural resources reports within the search radius will be obtained. Consultant will also inspect any historical maps and aerials, U.S. Geologic Survey plats, and Government Land Office (GLO) plats that depict the project APE. Additionally, Consultant will request the NAHC conduct a search of the SLF database for the project APE. Since the City has completed a historic resource analysis (in the PEIR) for the built environment, Consultant will only consult the Built Environment Resource Directory (BERD) for historic resources added to the directory between 2002-2020 (not to exceed 200 listings). This scope assumes that all other historic data stored on the HRI or BERD will be provided by the City. This task does not include California Register of Historical Resources evaluations or re-evaluations of any structures and or districts omitted in the past analyses. Consultant will synthesize the EIR.

Paleontological Record Searches and Literature Reviews

Additionally, Consultant will request a paleontological resources records search and literature review for the Project APE, including a ½-mile search radius, from the NHMLAC. The NHMLAC provides a letter summarizing information on geological formations and known paleontological localities (if any) near the Project APE, and a determination of the paleontological sensitivity of the geologic units underlying the APE. This information will be used to update the analysis in the in-progress PEIR.

Cultural Resource and Paleontological Analyses

The cultural resources and paleontology analyses of the PEIR will be updated based on data collected from the record searches and literature reviews (described above). The analyses will include a prehistoric, historic, and geological background, methods, archival results, and recommendations for additional resource management/mitigation measures, if appropriate.

Deliverable: Historic Resource Inventory review/records search; and updated paleontological and cultural resource analysis (as needed)

Task 6.5 Energy Analysis (New)

Consultant will provide a qualitative discussion of existing and anticipated energy consumption from the construction and operations phases for future implementation of the General Plan Update and Housing Element. A qualitative approach is recommended for this analysis due to the speculative nature of assessing energy consumption related to existing buildings, which had been developed based on numerous energy efficiency standards adopted over decades as well as projecting the energy consumption for future buildings for which energy efficiency standards have yet to be developed. In addition, the composition of the existing fleet of roadway vehicles travelling within the City are also changing annually in terms of the corporate average fuel economy and the increasing adoption of alternative fueled vehicles. Consequently, qualitative

discussions of existing and future energy efficiency standards and energy consumption will be developed. Potential impacts will also be assessed relative to the Project's consistency with the applicable regional, State, and City plans and policies. The results of the energy study analysis will be presented in the energy section of the PEIR. If potential significant impacts are identified, Consultant will recommend mitigation measures to address those impacts.

Deliverable: Energy analysis and mitigation measures

TASK 7 RECIRCULATED NOTICE OF PREPARATION (NEW)

Consultant will prepare a draft Recirculated Notice of Preparation of an EIR (NOP), which will also include information about the Scoping Meeting. Consultant will submit the Recirculated NOP in electronic format to the City for review and comment. Once comments have been received, Consultant will revise the Recirculated NOP accordingly and prepare it for final review and approval to circulate. It is assumed the mailing list used for the 2018 NOP will be updated, as needed, by the City for distribution of the Recirculated NOP. This task includes some time to assist in mailing list preparation. Consultant will reproduce and distribute the NOP to all parties on the mailing list for the 30-day NOP comment period. Consultant will hand deliver the Recirculated NOP to the County of Los Angeles Clerk-Recorder and collect a stamped copy and filing fee receipt; the filing fee for the NOP is included in the direct costs. Consultant will prepare a NOC, which will be submitted to the SCH along with the Recirculated NOP. Fees anticipate using overnight delivery of the Recirculated NOP to the City, SCH, and all Responsible Agencies (a maximum of 24, including SCH and libraries), except for those going to a P.O. Box, which will be delivered using Certified Mail via the U.S. Postal Service (USPS). All other packages (up to 500) will be delivered using USPS First-Class Mail. Participation in the Scoping Meeting is included in the proposed augment to Task 3.2, Attendance at Public Meetings/Hearings.

Deliverable: Recirculated Notice of Preparation; Scoping Meetings

TASK 8 CONTINGENCY (AUGMENT)

Consistent with City request, this task includes a not-to-exceed budget equivalent to 10 percent of the fees for the above-listed tasks for work efforts requested by the City that may exceed the anticipated level of effort, such as, but not limited to, to more intense public involvement/written responses, additional rounds of document review or revision, additional meeting attendance or project management activities, and substantive changes to the General Plan Update and/or Housing Element. Funds in this contingency task will not be used without prior written authorization from the City, including written understanding between the City and Consultant of the work product/activity and anticipated level of effort.

Deliverable: Contingency

TASK 9 TRIBAL CONSULTATION ASSISTANCE (as authorized by City Staff)

If needed, Consultant will provide support to the City to fulfill the agency-to-agency consultation requirements under Assembly Bill (AB) 52 and Senate Bill (SB) 18, which will be required. This includes assisting in consultation with California Native American Tribes, identification of tribal cultural resources, and developing appropriate mitigation measures. This task assumes the preparation of up to six letters on City letterhead; one round of review by the City; and telephone consultation in concert with the City, as needed to consult with Tribes. Consultant can provide further support related to AB 52/SB 18 consultation, such as additional meetings,

minutes, development of non-standard mitigation measures, or additional site visits, subject to a scope and budget augment. The information provided by the City will be synthesized in the Tribal Cultural Resources analysis of the PEIR.

Deliverable: Tribal consultation analysis

BUDGET

<u>Task</u>	<u>Labor Fee</u>	<u>Direct Costs</u>	<u>Total</u>
Task 1 Draft Program Environmental Report			
1.1 Revised Administrative Draft PEIR (Augment)	\$17,479	\$0	\$17,479
1.3 Reproduction and Distribution of PEIR (New)	\$3,690	\$5,250	\$8,940
Task 2 Final Program Environmental Report			
2.1 Draft RTC and MMRP (Augment)	\$7,330	\$1,980	\$9,310
2.2 Final RTC and MMRP (Augment)	\$2,250	\$1,000	\$3,250
Task 3 Project Management and Meetings			
3.1 Project Management and Quality Control (Augment)	\$4,640	\$0	\$4,640
3.2 Attendance at Public Meetings/Hearings (Augment)	\$3,480	\$0	\$3,480
Task 6 Technical Studies			
6.1 Transportation and Circulation Analyses (Augment)	\$1,040	\$17,417	\$18,457
6.4 Cultural Resources Records Search and Analysis Update (New)	\$3,621	\$700	\$4,321
6.5 Energy Analysis (New)	\$4,640	\$0	\$4,640
Task 7 Recirculated Notice of Preparation (New)	\$5,050	\$550	\$5,600
Task 8 Contingency (Augment)	\$7,452	\$0	\$7,452
Task 9 Tribal Consultation Assistance	\$1,228	\$0	\$1,228
		Total	\$88,797

THIRD AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT (“Amendment”) is made and entered into on the 15th day of December, 2021 by and between the CITY OF SOUTH PASADENA (“City”) and Psomas. (“Consultant”).

RECITALS

WHEREAS, on April 17, 2019, the City Council authorized the City Manager to execute a contract with Psomas to finalize the Program Environmental Impact Report for the General Plan Update and Downtown Specific Plan;

WHEREAS, on November 6, 2019, the City Council authorized the City Manager to execute the First Amendment with Psomas to adopt a Vehicle Miles Traveled threshold;

WHEREAS, on March 4, 2020, the City Council authorized the City Manager to execute the Second Amendment with Psomas to integrate the environmental analysis for the 2021-2029 Housing Element into the PEIR;

WHEREAS, the Term of the Agreement is through December 31, 2021, with the option to extend upon written agreement of the parties;

WHEREAS, the City and Consultant desire to extend the contract until the project has been completed.


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

1. PARAGRAPH 3.7 “Termination Date” is amended to read: Completion of the project or upon cancellation by the City.
2. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

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

“CITY”

City of South Pasadena

By: 
Signature
DocuSigned by:
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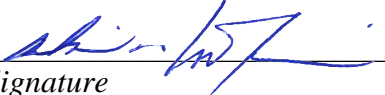
Printed: Arminé Chaparyan

Title: City Manager

Date: 2/3/2022

“Consultant”

Psomas

By: 
Signature

Printed: Alia Hokuki

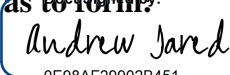
Title: Vice President

Date: 1/12/2022

Attest: 
By: _____
DocuSigned by:
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2/14/2022

Date: _____
Tameka Cook, City Clerk

Approved as to form: 
By: _____
DocuSigned by:
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Andrew Jared, City Attorney

1/25/2022

Date: _____

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ATTACHMENT 2

Proposed Psomas PSA 4th Amendment

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FOURTH AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT (“Amendment”) is made and entered into on the 19th day of April, 2023 by and between the CITY OF SOUTH PASADENA (“City”) and Psomas (“Consultant”).

RECITALS

WHEREAS, on April 17, 2019, the City Council authorized the City Manager to execute a contract with Psomas to finalize the Program Environmental Impact Report for the General Plan Update and Downtown Specific Plan;

WHEREAS, on November 6, 2019, the City Council authorized the City Manager to execute the First Amendment with Psomas to adopt a Vehicle Miles Traveled threshold;

WHEREAS, on March 4, 2020, the City Council authorized the City Manager to execute the Second Amendment with Psomas to integrate the environmental analysis for the 2021-2029 Housing Element into the PEIR;

WHEREAS, on December 15, 2021, the City Council authorized the City Manager to extend the Term of the Agreement from December 31, 2021 to “through the completion of the project or cancellation by the City”;

WHEREAS, the City and Consultant desire to amend the scope of the contract to account for changes in the Plans that are analyzed through the Program Environmental Impact Report.

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

1. PARAGRAPH 3.1 “Scope of Services” is amended by adding an additional Scope of Services as set forth in Exhibit 1, attached and incorporated by this Amendment.

2. PARAGRAPH 3.4 “Maximum Amount” is amended to read as follows: The highest total compensation and costs payable to Consultant by the City under this Agreement. The Maximum Amount under this agreement is Two Hundred Ninety-One Thousand Nine Hundred Seventy-Four Dollars (\$291,974), which is comprised of Ninety-Eight Thousand, Four Hundred Eighty Dollars (\$98,480) for the original Scope of Services; Forty-One Thousand, Nine Hundred and Forty-Two Dollars (\$41,982) for the VMT Scope of Services; Eight-Eight Thousand Seven Hundred Ninety Seven Dollars (\$88,797) for additional environmental analysis associated with the 2021 Housing Element Update; and Sixty-Two Thousand Seven Hundred Fifteen Dollars (\$62,715) to support additional analysis and activities necessary to finalize the Program Environmental Impact Report.

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

“CITY”
City of South Pasadena

“Consultant”
Psomas

By: _____
Signature

By: _____
Signature

Printed: Arminé Chaparyan

Printed: _____

Title: City Manager

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Mark Perez, Deputy City Clerk

Date: _____

Approved as to form:

By: _____
Andrew Jared, City Attorney

Date: _____

Exhibit 1

Amended Scope of Services

TASK 1 DRAFT PROGRAM ENVIRONMENTAL IMPACT REPORT

Task 1.1 Revised Administrative Draft Program Environmental Impact Report (Augment)

Upon receipt of the proposed updates to the Housing Element, including expansion of growth focus areas and targeted rezoning of density to address comments received by the California Department of Housing and Community Development, Consultant will revise the Administrative Draft PEIR document accordingly. Additionally, the list of goals, policies, and actions from the three plan documents and the regulatory setting presented in each topical section of the PEIR will be updated as appropriate. This Scope of Work assumes the number and description of Project alternatives will not change.

The City is separately contracting with others to prepare an updated vehicle-miles-travelled (VMT) compliant analysis. Consultant will provide the City with the current draft Section 3.14, Transportation, for revision. The trip generation and distribution data based on the updated land use plan is necessary for Consultant to complete Tasks 6.1 and 6.2 further below, and to update the existing and future traffic noise contour exhibits for the City's use which will be completed as part of this task.

A Revised Administrative Draft PEIR will be electronically submitted to the City for review and comment. This will include a clean .PDF of the PEIR sections and all technical reports, and clean and redline Word files to facilitate review of the revised document.

Task 1.2 Approval Draft Environmental Impact Report and Public Review (Augment)

Upon receipt of one set of compiled comments on the Revised Administrative Draft PEIR from the City and City Counsel, Consultant will revise the document accordingly. An Approval Draft of the PEIR will be electronically submitted to the City for final review to confirm that all comments have been appropriately incorporated. This task assumes that any necessary revisions will be minimal and editorial in nature, and no new substantive revisions to the document will be required.

Task 1.3 Reproduction and Distribution of PEIR (Augment)

This task includes additional staff time to replenish budget expended in September and October 2021 to prepare the Draft PEIR for public review prior to placing the Project on hold.

TASK 3 PROJECT MANAGEMENT AND MEETINGS (AUGMENT)

Task 3.1 Project Management and Quality Control (Augment)

Consultant will continue to maintain regular telephone and email communications with the City, as appropriate, to discuss the status of Project implementation and/or to resolve issues in collaboration with City staff. This task also includes internal administrative coordination and invoicing tasks.

Task 3.2 Attendance at Public Meetings/Hearings (Augment)

This task includes an additional staff time for attendance at additional meetings and/or participation in conference calls to coordinate with the City and other team members as needed to manage completion of the Scope of Work, not to exceed the fee estimate for this task.

TASK 6 TECHNICAL STUDIES

Task 6.1 Air Quality and Greenhouse Emissions Analysis Update (Augment)

Consultant will update the air quality and GHG emissions sections of the Administrative Draft PEIR, prepared in 2021, based on the updated VMT analysis and related data to be provided by Iteris. Criteria air pollutant and GHG emissions will be quantified using the current California Emissions Estimator Model (CalEEMod) in accordance with South Coast Air Quality Management District (SCAQMD) guidelines. A review of the air quality and GHG emissions sections will also include updates to any language and/or information that is now outdated, such as the local air quality monitoring data and regulatory setting. Mitigation measures will be reviewed and revised as needed considering the updated impact analyses. Supporting data will be included as an appendix to the PEIR.

Task 6.2 Noise Analysis Update (Augment)

Consultant will update the noise section of the Administrative Draft PEIR, prepared in 2021, based on the updated VMT analysis and related data. The noise level measurements taken in 2018 remain adequately representative of existing conditions within the City, especially considering reduced traffic noise from 2020 through 2022, and will be used in the updated section. Traffic noise contours for existing and future Without/With Project conditions will be reanalyzed with the latest traffic data. Traffic noise analyses will be conducted based on quantification methods developed by the Federal Highway Administration. Noise and vibration exposure from the Metro Gold Line to sensitive land uses within the City will be evaluated based on published noise and vibration studies for the Metro Gold Line, which are assumed to be adequate for this purpose. Changes in traffic noise and traffic noise exposure related to the updated Housing Element standards will be based on and impact criteria adopted by the City. Mitigation measures will be reviewed and revised as needed considering the updated noise and vibration impact assessment. Supporting data will be included as an appendix to the PEIR.

TASK 10 SETTLEMENT AGREEMENT DOCUMENTATION (NEW)

Consultant will update the Environmental Assessment prepared by Consultant and dated August 2022 as appropriate based on the updated Project and repackage in Draft PEIR to provide the documentation necessary under Section 65759 et. seq. of the Government Code related to the requirements of the Summer 2022 settlement agreement stemming from the Housing Element-related lawsuit. The existing versions of these documents were prepared using contingency funds. The updated Environmental Assessment will be electronically submitted to the City for review and comment. This will include a clean .PDF file and all technical reports, as appropriate, and clean and redline Word files to facilitate review of the revised document. Upon receipt of one set of compiled comments on the updated Environmental Assessment from the City and City Counsel, Consultant will revise the document accordingly and electronically submit the final Environmental Assessment in .PDF.

TASK 11 CONTINGENCY (NEW)

This task includes a not-to-exceed budget equivalent to 10 percent of the fees for the above-listed augmented tasks for work efforts requested by the City that may exceed the anticipated level of effort, such as, but not limited to, to more intense public involvement/written responses, additional meeting attendance or project management activities, and substantive changes to the General Plan and DTSP Update and/or Housing Element. Funds in this contingency task will not be used without prior written authorization from the City, including written understanding between the City and Consultant of the work product/activity and anticipated level of effort.

**EXHIBIT 2
FEE ESTIMATE**

**SOUTH PASADENA GENERAL PLAN & DOWNTOWN SPECIFIC PLAN UPDATE
AND 2021-2029 HOUSING ELEMENT
PROGRAM ENVIRONMENTAL IMPACT REPORT**

TASK	LABOR FEE	DIRECT COSTS	TOTAL FEES
Task 1 – Draft Program Environmental Impact Report			
Task 1.1 – Revised Administrative Draft PEIR	\$20,036.00	\$0.00	\$20,036.00
Task 1.2 – Approval Draft PEIR and Public Review	\$9,060.00	\$0.00	\$9,060.00
Task 1.3 – Reproduction and Distribution of PEIR	\$3,288.00	\$0.00	\$3,288.00
Task 3 – Project Management and Meetings			
Task 3.1 – Project Management and Quality Control	\$7,080.00	\$0.00	\$7,080.00
Task 3.2 – Attendance at Public Meetings/Hearings	\$2,832.00	\$0.00	\$2,832.00
Task 6 – Technical Studies			
Task 6.1 – Air Quality and GHG Emissions Analysis Update	\$4,180.00	\$0.00	\$4,180.00
Task 6.4 – Noise Analysis Update	\$4,600.00	\$0.00	\$4,600.00
Task 10 – Settlement Agreement Documentation	\$5,938.00	\$0.00	\$5,938.00
Task 10 – Contingency	<u>\$5,701.00</u>	<u>\$0.00</u>	<u>\$5,701.00</u>
	<i>TOTAL FEE ESTIMATE</i>	<i>\$0.00</i>	<i>\$62,715.00</i>

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City Council Agenda Report

ITEM NO. 24

DATE: April 19, 2023

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Sheila Pautsch, Community Services Director
Lucy Hakobian, Community Services Deputy Director
Melissa Snyder, Community Services Supervisor
Ted Gerber, Public Works Director

SUBJECT: **Public Hearing to Adopt a Resolution Approving the Community Development Block Grant (CDBG) Funds for Fiscal Year 2023/2024 in the amount of \$130,658, with \$19,599 for the Senior Nutrition Program and \$111,059 for Sidewalk Replacements and American with Disabilities (ADA) Act Ramp Upgrades**

Recommendation

It is recommended that the City Council conduct a public hearing and adopt a resolution to approve an allocation of the Community Development Block Grant (CDBG) funds for the Fiscal Year 2023/2024, in the total amount of \$130,658 with \$19,599 for the Senior Nutrition Program (Program) and \$111,059 for Sidewalk Replacements and ADA ramp upgrades.

Executive Summary

This report is to conduct a public hearing and adopt a resolution for an annual allocation of CDBG funds. The City receives funding from CDBG, where 15% of the amount is allocated for the Program, with the remaining funds for sidewalk replacement and ADA ramp upgrades.

Background

The CDBG Program is an annual entitlement grant that is federally funded and administered by the United States Department of Housing and Urban Development (HUD). The City is a non-entitlement community, meaning the funds do not come directly from HUD to the City. Instead, the City receives an annual formula-based allocation from the Los Angeles County Board of Supervisors administered through the Los Angeles County Development Authority (LACDA) for limited programs including the Senior Nutrition Program and sidewalk replacements and improvements. Within the eligible activities for the City, the funds are restricted to benefit persons of low and moderate income in compliance with other Federal regulations.

The Census map data is used to define low and moderate-income areas, and in many cases, the City exceeds the criteria. Due to limited and restricted funding, in past years, the City has used the funding to support the Senior Nutrition Program and sidewalk replacements and improvements.

Analysis

The total estimated allocation to be awarded to the City for Fiscal Year 2023/2024 is \$130,658. The proposed programming for the CDBG funds for Fiscal Year 2023/2024 is \$19,599 to be allocated to the Senior Nutrition Program and \$111,059 to be allocated to sidewalk replacements and Americans with Disabilities Act (ADA) ramp upgrades.

- The Senior Nutrition Program provides over 14,000 nutritious hot meals between the South Pasadena Senior Center on-site program and home delivery for homebound seniors year-round. The proposed Senior Nutrition Program is a Public Service Program subject to a federal funding cap of 15% of the CDBG annual allocation per Fiscal Year. Staff is recommending 15% of CDBG funds be programmed to the Senior Nutrition Program for the 2024 funding years or \$19,599.
- There are multiple sidewalk improvements and repairs needed throughout the City. The City has developed a 5-Year Capital Improvement Program (CIP). These funds will be essential to the street and sidewalk improvement programming. In an effort to further fund the CIP, staff is recommending to program \$111,059 in 2024 CDBG funding for sidewalk replacements and ADA ramp upgrades.

Key Performance Indicators and Strategic Plan

This item is in line with the Community Services Departments' Key Performance Indicators, as identified in the Fiscal Year (FY) 2022-2023 Budget, to increase meals served on-site and to homebound seniors by 5%. In FY 2021/2022, 12,480 meals were served, and in this current FY 2022/2023 to date, 10,259 meals were served. With three months remaining in the FY, we will meet and exceed the increase of 5%.

Fiscal Impact

There will be no impact to the General Fund through the proposed recommended action. Staff recommends appropriating the City's total CDBG allocation of \$130,658 for FY 2023/2024 with \$19,599 to the Senior Nutrition Program in Account No. 260-8030-8023-8180 and \$11,059 for sidewalk replacement and ADA ramp upgrades in Account No. 260-5075-049.

Community Outreach

The City is required to provide the public an opportunity to comment on the proposed use of these funds, per HUD regulations as they relate to citizen participation (24 CFR§91.105(c)(2), Citizen Participation Plan: Local Governments). The public hearing held tonight will satisfy this requirement.

Approval of CDBG Funds for FY 2023/2024
April 19, 2023
Page 3 of 3

Public Notification of Agenda Item

A public notice was published in the *South Pasadena Review* on March 31, 2023.

Attachments:

1. Proposed Resolution: Approving the City of South Pasadena's Community Development Block Grant (CDBG) program for Fiscal Years 2023/2024
2. List of CDBG Categories of Eligible Activities

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ATTACHMENT 1
Proposed Resolution

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**CITY OF SOUTH PASADENA
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AUTHORIZING THE ALLOCATION OF THE COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE
SENIOR NUTRITION PROGRAM AND SIDEWALK
REPLACEMENTS AND AMERICAN WITH DISABILITIES ACT
(ADA) RAMP UPGRADES FOR
FISCAL YEARS 2023/2024**

WHEREAS, the Community Development Block Grant (CDBG) Program has operated since 1974 to provide local governments the resources to meet the needs of persons of low-and moderate-income; and

WHEREAS, the City of South Pasadena contracts with the Los Angeles County Development Authority for the disbursement of Community Development Block Grant Funds, through the Small Cities Program; and

WHEREAS, the City of South Pasadena will receive an estimated total of \$130,658.00 in Fiscal Year 2023/2024 in CDBG funds, and proposes allocation of \$19,599 for the Senior Nutrition Program and \$111,059 for Sidewalk Replacements and ADA Ramp Upgrades; and

WHEREAS, the City Council has conducted a public hearing, with the required prior noticing to provide the public and opportunity to comment on the program proposed for the Fiscal Years 2023/2024 CDBG Funds Program.

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 approves the CDBG Program Budget for Fiscal Year 2023/2024 for the Senior Nutrition Program and Sidewalk Replacements and ADA Ramp Upgrades and instructs staff to submit the necessary document and a copy of this Declaration to the Los Angeles County Development Authority. The proposed project is:

- | | |
|--|-----------|
| 1) Senior Nutrition Program: | \$19,599 |
| 2) Sidewalk Replacements and ADA Ramp Upgrades | \$111,059 |

SECTION 2. The City Council authorizes City staff to adjust the Program

budget as necessary throughout the Fiscal Year. This includes, but is not limited to, allocating amounts on a per project basis, adjusting project budgets, implementing a new or cancelling existing activities, to allow for the timely expenditure of CDBG funds.

SECTION 3. This resolution shall take effect from and after the date of its passage and adoption.

SECTION 4. 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 19th day of April, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

Mark Perez, Deputy City Clerk

Andrew L. Jared, City Attorney

ATTACHMENT 2
List of CDBG Categories of Eligible Activities

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CDBG Categories of Eligible Activities

- 1) Acquisition of Real Property
- 2) Disposition
- 3) Public Facilities and Improvements
- 4) Clearance
- 5) Public Services
- 6) Interim Assistance
- 7) Relocation
- 8) Loss of Rental Income
- 9) Privately-Owner Utilities
- 10) Rehabilitation
- 11) Construction of Housing
- 12) Code Enforcement
- 13) Special Economic Development Activities
- 14) Microenterprise Assistance
- 15) Special Activities by CBDOs
- 16) Homeownership Assistance
- 17) Planning and Capacity Building
- 18) Program Administration Costs
- 19) Miscellaneous Other Activities (e.g. completing an urban renewal project, technical assistance to increase capacity of public or nonprofit entities, assistance to higher education institutions, property reconstruction, and handicapped accessibility)

NOTE: *All of the eligible activities listed above, when implemented with CDBG funds, must benefit low-moderate income persons, meaning that at least 51% of households that do benefit from the project have an annual income that is at or below 80% of the Area Median Income.*

Ineligible Activities

- 1) Buildings used for the general conduct of government
- 2) General government expenses
- 3) Political activities
- 4) Purchase of equipment
 - a. Construction equipment
 - b. Fire protection equipment
 - c. Furnishings and personal property
 - d. Operating and maintenance expenses
 - e. New housing construction
 - f. Income payments to individuals or families

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City Council Agenda Report

ITEM NO. 25

DATE: April 19, 2023

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

PREPARED BY: Sheila Pautsch, Community Services Director

SUBJECT: **Receive and File the Community Services Department Organizational and Operational Assessment**

Recommendation

It is recommended that the City Council receive and file a report and presentation on the Community Services Department (Department) Organizational and Operational Assessment (Assessment).

Executive Summary

The Assessment reviewed the Department's operations within all divisions including Senior, Recreation, and Administration. This study was designed to provide an assessment of the Department's organizational structure and the efficiency and effectiveness of the overall operations specifically in areas that impact staffing. This process involved park site observations, interviewing and conducting surveys of Department Management and staff, City Management, Commission, and City Councilmembers. Additionally, this review included undertaking an analysis of strengths, weaknesses, opportunities, and threats/challenges of the department, all of which would guide the 'Best Management Practices' recommendations from Catalyst Consulting (Catalyst).

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 learn of recommendations to improve upon the operations and incorporate industry best practices. The assessments are poised to identify specific and actionable priority management, resource allocation, staffing needs, and improvements in service to the community. The City Manager's Office is working directly with each department to plan for and complete assessments across the board.

The City Manager and the City Council have provided staff direction that final reports incorporate an assessment of staffing, resources, a review of policies and procedures, and general recommendations based on industry changes and best practices. Such reports are provided to the City Manager and presented to City Council. The reports will allow the City Manager to work with each department to strategically plan and

implement recommendations based on the assessments, and create a basis for general oversight and operational management of the agency.

Analysis

The City contracted with (Catalyst) to conduct an Organizational and Operational Assessment of the Department. The Assessment by Catalyst was completed by its President, John Jones. Mr. Jones' career was with the City of Torrance Community Services Department where he served in various positions and retired after thirteen years as Director. Upon retirement, Mr. Jones began his next career as a consultant. He started his own consulting firm, Catalyst Consulting in 2020 where he has worked with organizations such as Hermosa Beach and El Segundo. As part of the assessment effort, Mr. Jones examined the organizational structure and major management processes used by the department, conducted individual interviews, and reviewed department material, job descriptions, and related department policies.

The assessment found the Department to have a solid foundation, however, there are modifications to the Department's organization and operations that are recommended in order to facilitate a higher level of service to the community, improve internal communications, clearly define roles and duties, and realize greater internal efficiencies. Of the suggested recommendations for the improvement of the Department, staff recommends the following:

Areas for Improvement:

- Establish a cross-training program for all full-time job classifications within the department to enhance the ability to move staff freely between Divisions and for succession planning of the Department.
- Establish and maintain a bi-annual Department meeting encompassing training and furthering the professional growth of all department staff as well as continue bi-weekly Department Management Meetings.
- Create formal agreements with the South Pasadena Little League American Youth Soccer Association, South Pasadena Unified School District, and South Pasadena Tournament of Roses.
- Implement a Customer Satisfaction Survey for Special Events, Classes, and Programs to evaluate the level of customer service and satisfaction of events and programs. Results can be used to train staff, improve in places that are needed and listen to the needs of the community.
- Conduct a Community-Wide Programming Needs Assessment to ensure the Department is fulfilling the needs of the community and engaging with all age groups.

Staffing

- Completion of a Transit Assessment and possible re-organization of the Division. An assessment will analyze the current operations to ensure the program funds are

being utilized in the most efficient and effective way to meet the needs of the community.

- Re-define the duties of the Deputy Community Services Director to be more of an Operational Manager of the Department.
- Conduct a Compensation and Compaction Study for the Recreation and Senior Supervisor positions.
- Upgrade the existing part-time Community Services Coordinator position to a full-time Community Services Coordinator position at the Senior Center to assist with daily operations of the senior center as well as take on an expanded role within the Senior Division.
- Combine the two (2) part-time Management Aide positions within the Recreation Division to create one (1) full-time Program Specialist / Management Aide. This will allow for consistency, continuity, and efficiency within the Recreation Division front office, payment processing, and cash handling, and bolster customer services.

Future Goals to Accomplish

- Develop a Department Mission, Vision, and Values Statement
- Implement a "Park Attendant" Program for weekend and night rentals of building facilities and park gazebos
- Upgrade the existing full-time Program Specialist position to a full-time Recreation Coordinator position to spread the Department programs, events, activities, and duties equally among staff and capacity building.

Catalyst reviewed the Senior Citizens' Center Policies and Procedures, Guidelines for Community Services Department Program and Management, and Guidelines for Community Services Department Facilities Reservation Handbook and Part-Time Employee handbook, with minimal errors and or corrections. Staff believe with the implementation of the staffing needs and work on the area of improvements, the Department will be trending in the right direction with the industry's best practices and standards within the profession and continuing to provide a safe, engaging, and active programs and classes with clean and well-manicured parks. The future goals can be implemented upon completion of the current goals to further advance the Department.

Fiscal Impact

The Department Assessment cost \$30,150 and there were sufficient funds in the Community Services Account No. 101-8030-8031-8180 to complete the Assessment.

Key Performance Indicators and Strategic Plan

This item does not align with any Community Services Department KPI and/or strategic plan priority.

Commission Review and Recommendation

The Community Services Commission reviewed the Department Assessment Report on April 10, 2023. The Commission was highly supportive of the recommendations from

the Assessment and look forward to a future Commission Meeting to receive City Council recommendations on how they choose to proceed.

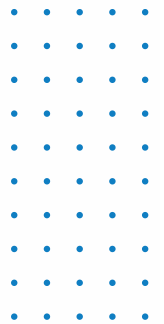
Attachment: Community Services Organizational and Operational Assessment

ATTACHMENT 1
Organizational and Operational Assessment of the
Community Services Department

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**ORGANIZATIONAL AND OPERATIONAL
ASSESSMENT REPORT
OF THE
SOUTH PASADENA COMMUNITY SERVICES
DEPARTMENT**



Prepared by
**Catalyst
Consulting**
Recreation
Services



March 28, 2023

Armine Chaprayan, City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA. 91030

Dear City Manager Chaprayan,

Catalyst Consulting is pleased to submit this fact-based Community Services Department Assessment Report. During my analysis I found that you have a dedicated and very capable core of existing staff members in the department; however, I also identified several areas for consideration of potential improvements in the delivery of services to your residents of South Pasadena.

The objective of this review was to evaluate and analyze the organizational and operational systems and functions of the Community Services Department for change and provide you with suggested recommendations for consideration and implementation. The recommendations are set forth in the body of the report as well as summarized in the table at the end of the report.

Thank you for the opportunity to assist the City of South Pasadena on this very important project for the residents of South Pasadena!

Respectfully Submitted,

John Jones

John Jones, Catalyst Consulting
President

TABLE OF CONTENTS

INTRODUCTION AND OVERVIEW..... 3

ASSESSMENT SCOPE AND OBJECTIVES 3

EXECUTIVE SUMMARY 4

ORGANIZATIONAL & OPERATIONAL ASSESSMENT OVERVIEW 6

EVALUATION OF ORGANIZATIONAL STRUCTURE & FUNCTIONS .. 7

CULTURE/MISSION, VISION AND VALUES7

ORGANIZATIONAL STAFFING & STRUCTURE..... 8

SUCCESSION PLAN & CROSS TRAINING 14

EFFICIENCIES, GAPS OR DUPLICATOIN OF SERVICES 15

STRATEGIC PARTNERSHIPS 16

LEADERSHIP SYSTEM 18

PERFORMANCE MANAGEMENT/GOALS AND OBJECTIVES..... 19

EVALUATION OF OPERATIONAL FUNCTIONS 20

FUNCTIONS AND WORKFLOW 20

FACILITIES REVIEW 21

PARKS AND OPEN SPACE REVIEW 23

RECREATION PROGRAM REVIEW WITH BENCHMARKING 26

CUSTOMER SERVICE MODEL REVIEW 34

TRANSPORTATION SERVICES REVIEW..... 35

ENGAGEMENT SURVEYS AND SWOT ANALYSIS 36

POLICIES AND PROCEDURES REVIEW 39

PRIORITIZED RECOMMENDATIONS 41

APPENDIX A: CSD Employee Survey Results 43

APPENDIX B: CSD Administration Survey Results..... 56

APPENDIX C: Council, Commission & City Adm. Survey Results 59

APPENDIX D: Gen. Maintenance Standards for Parks & Open Spaces 65

APPENDIX E: Summary of CSD Staff SWOT Analysis..... 68

APPENDIX F: Summary of City Council, Comm, Mgt. SWOT Analysis..... 70

APPENDIX G: Reviewed Policies and Procedures 72

INTRODUCTION AND OVERVIEW

The City of South Pasadena – Community Services Department requested an Organizational and Operational Assessment review to be performed. This study was designed to provide an assessment of the Department’s organizational structure and the efficiency and effectiveness of the overall operations specifically in areas that impact staffing. This process involved park site observations, interviewing and conducting surveys of Department Management and staff, City Management, Commission and City Councilmembers. Additionally, this review included undertaking an analysis of strengths, weaknesses, opportunities, and threats/challenges of the department, all of which would guide the ‘Best Management Practices’ recommendations from Catalyst Consulting.

This following section introduces the analysis – outlining principal objectives and how the analysis was conducted – and presents an Executive Summary.

ASSESSMENT SCOPE AND OBJECTIVES

The primary intent and goal of the project is to conduct a management and operations study to consider the following:

- Identify the strengths and opportunities of the organization;
- Assess the allocation of personnel, programs and equipment resources;
- Develop recommendations that will improve the organizational effectiveness and efficiency of City services;
- Review and examine the City’s organizational structure and operational practices including:
 - Services provided;
 - Staffing levels;
 - Workload;
 - Reporting requirements (span of control); and,
 - Assess the efficiency of Department operations as it relates to staffing, methods of scheduling and productivity and identify potential opportunities for operational efficiencies.

Catalyst Consulting conducted a comprehensive Organizational and Operational Assessment analysis of the Department’s existing operations, service levels, programming, infrastructure management, organizational and operational structures and staffing levels to obtain input on programmatic services. The goal of the analysis was to be fact-based and include all aspects of service provision by the Department. The analysis focused on:

- Organizational and Operational structure, including an analysis of the appropriate grouping of functions and activities related to the provision of recreational services;
- Assess the Efficiency and Effectiveness of the departments operations as it relates to staffing levels including, but not be limited to, staff assignments, culture of the organization, workload, reporting requirements (span of control) and cost-effectiveness of service levels and service delivery;
- Identify opportunities for operational efficiencies; and
- Benchmarks and other objective indicators of recreation program effectiveness.

EXECUTIVE SUMMARY

The following information outlines the actions taken for this report in an Executive Summary:

- ⇒ Developed an understanding of the key issues impacting the Community Services Department. This required staff introductions and site observations of all the parks and facilities under the direction of the Community Services Department. This initial step assisted in a smooth transition into the gathering of more definitive information to better assess the department.
- ⇒ Developed a general profile of the Community Services Department. Catalyst Consulting conducted surveys with Department Management and staff, City Management, and the City Council. A Focus Group session was conducted with the Community Services Commission to gain their perspective.
- ⇒ Conducted interviews with Department Management and staff focused on the general overview of the departments organizational and operational structure; employee culture; employee functions to evaluate potential gaps and/or duplication of services; management systems; the use of technology; the levels of service provided by the Department; the resources available to provide those services to document the current organization of services, the structure and functions of the department, budgets, workload data, management systems, inventory of the infrastructure, etc. These interviews concluded with a high-level SWOT Analysis of the Community Services Department from their perspective.
- ⇒ Conducted interviews with City Management, City Council and a Focus Group session with the Commission to identify what they believe the department is doing well; should do more of; should do less; as well as identifying what they believe are the top three (3) priorities for the department. Additionally, these interviews also consisted of a high-level SWOT Analysis of the Community Services Department from their perspective.
- ⇒ Benchmarked the recreational programming of neighboring municipalities such as Alhambra, Arcadia, Pasadena, Monterey Park, San Gabriel, and San Marino to the South Pasadena Community Services Department recreational programs.
- ⇒ Evaluated the staffing, organization structure, and service levels in the Community Services Department. This included discussions with staff members to develop an understanding of the current service delivery model, evaluation of the adequacy of current service levels, work practices, work planning and scheduling systems, productivity and staffing levels, the plan of organization, and asset management.

The following information provides an overview of the suggested recommendations for the improvement of the South Pasadena Community Services Department: **(Prioritized Recommendations on page 41)**

- **Recommendation #1 – Develop a Departmental Vision, Mission and Values Statement.**
- **Recommendation #2 – Establish and Maintain Bi-annual All-hands Department Meetings. Establish and Maintain Bi-weekly 1 on 1 Meetings for Director level through Supervisor/Coordinator level full-time positions.**

- **Recommendation #3 – Staffing**
 - **Priority #1: Re-define the duties of the Deputy Community Services Director to become the Operational Manager of the Department; Combine the Two (2) part-time Management Aide positions within Recreation to create One (1) full-time Program Specialist position; and Conduct a Compensation and Compaction Study for the Recreation and Seniors Supervisor positions.**
 - **Priority #2: This staffing recommendation is a suggestion for the future after the completion of recommendation #12 Transit Division Assessment, and possible re-organization of the entire department. NOTE: Implementation of this staffing recommendation should take place with additional program growth within both the Senior and Recreation Divisions - Upgrade the Existing part-time Community Services Coordinator position to a full-time Community Services Coordinator position; and Upgrade the Existing full-time Recreation Specialist position to a full-time Recreation Coordinator position.**
- **Recommendation #4 – Establish a Strong and Sustainable Cross-Training Program for all full-time job classifications within the Department.**
- **Recommendation #5 – Continue with the new format for the Bi-Weekly Departmental Management Meetings.**
- **Recommendation #6 – Create and Implement a “Park Attendant” Program for the weekend rentals of park picnic/gazebo and building facilities.**
- **Recommendation #7 – Develop Formal Agreements with all Strategic Partnerships for consistency and continuity.**
- **Recommendation #8 – Implement a “No Surprises” Communication Process within the Department and throughout the City Agency.**
- **Recommendation #9 – Develop a Community Services Section or Focus Area within the City’s Strategic Plan that will align with the City’s General Plan for Recreational and Open Space Use to Assist in Guiding the Community Services Department in the future.**
- **Recommendation #10 – Conduct a Community-Wide Programming Needs Assessment; and include a Program Fee Analysis Study within the Finance Departments 3 - 5 Year Fee Study.**
- **Recommendation #11 – The Department should implement an On-going Customer Satisfaction Survey Program.**
- **Recommendation #12 – Issue a Request for Proposal (RFP) to hire a Transportation Consultant Industry Expert to evaluate the Transit Division.**

ORGANIZATIONAL AND OPERATIONAL ASSESSMENT OVERVIEW

The objective of this assessment was to identify opportunities for improvement in the organizational and operational efficiency of the Department, and practicable opportunities for enhancing the quality of its product and services. Catalyst Consulting has found the following statements are strengths of the Community Services Department.

1. The Community Services Department displays a number of strengths.

An organizational and management analysis by its nature focuses on opportunities for improvement. However, there are a number of strengths in the Community Services Department, perceived by staff as well as from city stakeholders that supports the Department. Examples of these strengths are portrayed below:

- The department enjoys a strong sense of citizen engagement and support for the parks and the recreational services provided by the Community Services Department;
- The staff from the Community Services Department solicit input and feedback regarding participants' desires for new programs, and satisfaction with others;
- The Department attempts to work with multiple community groups to accommodate their recreational needs in an equitable fashion. Staff continue to work with unique Specialty Operators in the areas of tennis, golf, museum, stables, community garden and batting cage facilities in order to identify solutions for revenue enhancement of these city facilities as well as provide a balance of recreational opportunities for the South Pasadena Community's use;
- The Department solicits sponsorships from local businesses to support many of its annual events; and,
- The Department provides many popular events, such as Summer Concert and Movie Series, Shakespeare in the Park, Halloween Spooktacular Event, Spring Eggstravaganza, Breakfast with Santa, and many others.

These strengths provide a sound basis for further enhancements.

2. There are significant improvement opportunities for the Department going forward.

The Community Services Department is typical of many small parks and recreational service providers across the country, in that it has provided services in the same way, with similar numbers of staff, for many years. Parks and facilities are opened, cleaned and maintained in accordance with plans, procedures and schedules that are largely undocumented, but well known to the staff. Similarly, recreational services are provided with relatively little variation, although they may be altered and enhanced based on informal comments received by participants. When faced with new challenges, these organizations tend to confront them within the context of historical operations.

In short, community facing departments that offer important, quality of life and enrichment services to their residents are expected to engage their community members in order to demonstrate efficient and effective use of the taxpayers funding. In addition, due to the recent pandemic, all municipal services were taxed beyond their capacity and were required to reposition themselves in order to continue to provide high quality services to their residents. In relationship to programs provided by Community Services Departments throughout Southern California, the new norm and expectation of residents are to see a resurgence of municipally offered programs and services to not only experience recreational programs, events and services that what were provided prior to the

pandemic, but actually to see an increase in these offerings to improve upon the quality of life for their communities. Given this new norm, the South Pasadena Community Services Department, like many others, can no longer plan its future service provision based on a linear projection of what has happened in the past, but must change and adapt to changes in residents needs post pandemic.

Catalyst Consulting received excellent input from many sources during the course of this project, and has related the results within the following pages. However, the provision of the optimum menu of recreational services cannot solely be a product of a consulting report. It must be a collaborative effort by the residents of the town, in concert with the staff who provide them. One of the singularly fortunate attributes for the City of South Pasadena is that there is a knowledgeable and engaged populace with no lack of excellent ideas to share, and a willingness to participate.

With these considerations in mind, Catalyst Consulting has, in the following categories, made recommendations to enhance the **ORGANIZATIONAL STRUCTURE** of the Community Services Department. The over-arching themes for enhanced organizational structure fall into the following categories:

- Culture/Mission, Vision and Values;
- Organizational Staffing and Structure;
- Efficiencies, Gaps or Duplication of Services;
- Strategic Partnerships;
- Leadership System; and
- Performance Management.

CULTURE/MISSION, VISION AND VALUES

The Community Services Department does not have its own Mission, Vision and Values Statement therefore Catalyst Consulting conducted this analysis within the framework of the City’s Mission Statement and Core Values which are as follows:

MISSION STATEMENT

The City of South Pasadena is committed to providing effective and efficient municipal services for the community while preserving our small-town character.

***CORE VALUES
(not in priority order)***

- *Honesty and Integrity*
- *Teamwork*
- *Outstanding customer service*
- *Responsiveness*
- *Open and accessible government*
- *Community participation*
- *Fiscal responsibility*

In review of the staff surveys and internal interviews during the engagement process, it appears that the Department does not have a well-defined organizational culture. Due to the lack of a well-defined organizational culture, this has also created a potential morale issue within the department. This is important, as the ability to execute plans and work projects can be strengthened by the development of a strong organizational culture. It provides a sense of focus in recruiting and hiring staff in order to ensure a good organizational fit, it provides direction for all department employees and serves as a focus for the organization to meet the needs of the community. As a result, defining the ideal organizational culture is an important endeavor for the Department. Efforts should be made to operationalize the mission, vision, and values to ensure these come to life and become meaningful for all employees

In reviewing neighboring Community Services Departments to South Pasadena, it was found that the cities of Pasadena, San Gabriel and Monterey Park had developed a Mission, Vision and Values for their Community Services Departments with the City of San Marino creating their mission through their Programming Needs Assessment. These finding supports the benefit of developing a Mission, Vision and Values Statement for the South Pasadena Community Services Department.

Seeing that the City has developed an overarching Mission and Core Values for all city operations, Catalyst Consulting believes that the Community Services Department should use this information to develop their own departments Mission, Vision and Values Statement which would assist in defining the organizational culture of the Community Services Department. Catalyst Consulting recommends that the Community Services Department develop a Mission, Vision and Values Statement for the Department.

Recommendation #1 – Develop a Departmental Mission, Vision and Values Statement.

ORGANIZATIONAL STAFFING & STRUCTURE

The Community Services Department is comprised of four divisions: Administration, Recreation, Seniors and the Transit Divisions.

Administration Division

- Responsible for the oversight of all the City leased and managed properties
- Responsible for all liaisons with Commissions, Committees and Subcommittees
- Responsible for the Department’s Budget, Personnel and Operations.
- Responsible for administrating grants and audits.

Recreation & Youth Services Division

- Responsible for providing programming and services for Recreation Classes; After School Care; Day Camps; and Community Special Events.
- Responsible for facilitating reservations for Indoor Facilities, Park Gazebos and Field Spaces.
- Responsible for oversight of the departments website and social media information.
- Responsible for the Divisions Budget, Personnel and Operations.

Senior Services Division

- Responsible for the oversight of programming and operations of the South Pasadena Senior Center.
- Serves as liaison to the Senior Citizen Foundation – See Reference in the **INEFFECIENCIES SECTION**
- Responsible for the Divisions Budget, Personnel and Operations.

Transit Division (Dial-A-Ride)

- Responsible for the oversight and operation of the Dial-A-Ride Services provided for seniors and residents with disabilities.
- The Dial-A-Ride Services provides transportation services for South Pasadena residents who are over 55 years of age, and/or residents with a disability within city limits. Some transportation to surrounding medical offices in Pasadena, San Marino, Arcadia, San Gabriel and Alhambra is also provided.
- Supports Excursions for the Senior population.
- Responsible for the Divisions Budget, Personnel and Operations.

At present, the Community Services Department has two significant areas of responsibility that are inherently different. This is the provision of Recreational/Senior Services and Special Events and the operation of Transit Services. In many communities as they seek to be cost effective with operations, they look for organizational alignment that can also improve the quality of services. In the case of South Pasadena, Catalyst Consulting supports the pairing the Recreation/Seniors Services and Transit Services within the same department. This relationship benefits the participants within the Recreation and Senior Services programs, as Transit Services provides much needed transportation for the youth after school programs as well as the Senior Center programs.

Staffing

The Community Services Department is led by the Community Services Director and a Deputy Community Services Director. The Deputy is responsible for some of the operations of the Recreation/Youth, Senior and Transportation Divisions. At the time of the preparation of this report, there are nine (9) authorized full-time positions, and approximately (45) authorized part time positions.

Community Services Director	1
Deputy Community Services Director	1
Supervisor-Senior Services	1
Supervisor-Youth Services	1
Management Analyst	1
Program Specialist	1
Management Assistant	1
Transit Driver	2
Total	9

A department of this small size which has a great deal of community engagement and presence, requires a strong, hands-on leader who is able to communicate with the residents, City Manager and City Council about issues and priorities and take responsibility for communicating information from the City Manager and City Council to staff. As such, this individual should ensure that the departments Mission, Vision, Values and priorities are set, schedules are monitored and that the quality of work remains high.

I learned that all-hands department meetings do not take place, due to the difficulty in scheduling a time for all staff both part-time and full-time to be available to attend. I also learned even though there are bi-weekly department management meetings with the supervisors, there are no 1-on-1 meetings between the Deputy Director and the Supervisors to address the operational details for each of the divisions. Due to these important communication meetings not taking place or being consistent, there often can be miscommunication or no communication taking place throughout the organization, which often times leads to low morale and even confusion within all the employee ranks.

With regard to the all-hands department meetings, it is suggested that the Director and Deputy Director work with the Supervisors to find two (2) appropriate times of the year that the entire department both part-time and full-time can be together for an organized event to use as employee training or event holiday luncheon and staff appreciation event. Many recreational agencies prefer a pre-summer or “Summer Kick-Off” event held in June and then a “Holiday Luncheon Staff Awards or Appreciation” event held in early December. These events will serve as an opportunity to develop good strong communication down into the part-time ranks and embed consistent communication throughout the entire organization. As basic as these ideas may sound, they are pivotable in developing and creating “Team” within a very customer facing organization and helps the employees feel cared for and empowered to produce good results for the organization and city.

Recommendation #2 – Establish and Maintain Bi-annual All-hands Department Meetings. Establish and Maintain Bi-weekly 1-on-1 Meetings for Director level through Supervisor/Coordinator level full-time positions.

In review of the department as it relates to staffing, I have separated this issue into two (2) priorities, with the first priority to be accomplished immediately, and the second priority to be followed after there is an increase in programming and user participation.

Within Priority #1, as I reviewed the administrative organizational structure of the department, I observed that both the Director and Deputy Director were very busy managing the abundant administrative and programmatic assignments for the department. Often times, these assignments seemed to consume most of their attention and didn't appear to be strategic in how these assignments were addressed. Using this approach can lead to some confusion and could appear to staff to be a bit disjointed as to who they are supposed to report to within various assignments.

A more strategic approach as to how these assignments were focused would benefit the department, and recommend that all assignments were broken into program operational assignments and administrative assignments. The program operational assignments would typically consist of all programming that the department offers as well as all personnel that oversee those assignments. The administrative assignments would typically consist of management of the department overall budget, final personnel issues, accomplishment of the city-wide and department strategic goals and objectives, oversight of capital projects, and visioning and serving as the direct conduit with City Management and City Council.

The implementation of this approach would not be exact, as some times assignments could meet both criteria of being a program operational and administrative assignment. In these cases, I would suggest that both the Director and Deputy Director review this assignment and develop a “Divide and Conquer” approach as to how to address this assignment.

The benefit of implementing this approach within the Community Services Department is that it creates a very clear and sustainable pathway and succession plan for the Director's position. This approach will prepare the Deputy Director to be well versed in all program operations for the department and be able to observe how the Director has managed the administrative assignments allowing them to be appropriately prepared to assume the Director's role as the leader of the department. Given the aforementioned reasons, I recommend that all administrative and programmatic assignments be identified and that the duties of the Deputy Director be re-defined to assume the role of the Program Operational Manager for the Department.

As I reviewed the programmatic organizational structure of the department, I observed the Management Aide positions within the Recreation and Youth Services Division are being filled by two (2) part-time employees to manage the Registration and Facility Reservation Software system. I was informed that these part-time positions have had high employee turnover within these positions. This turnover is requiring the full-time staff member who oversees this vital department function to continually recruit staff members and re-train on a very frequent basis. Unfortunately, this is consuming more and more of this full-time staff member time in order to make sure that the class registration and facility reservation system continues to be available for the community to register and make reservations for all classes and facilities used by the community. It would be more cost effective to combine these two (2) part-time positions and create a full-time Program Specialist position to ensure continuity within the organization as well as a clear and clean succession path for this position. The Class Registration and Facility Reservations System is a critical element for the department, and this function desperately needs consistency for operational efficiency for the department and the engagement with the community.

In addition to the aforementioned staffing recommendations, I also recommend that the City conduct a Compensation and Compaction Study for the Supervisor positions who oversee the Recreation and Youth Services and Senior Services Divisions. It has come to my attention that these Supervisor positions are out of alignment in relation to the Management Analyst position responsible for the Transit Division. These two Supervisor positions should be considered equal in scope and amount of responsibility when compared to the Management Analyst position.

Within Priority #2 and in the future, after the Transit Division Assessment and possibly after a department re-organization, the following two (2) staffing recommendations for the senior and recreation program areas be implemented after a Community-wide Needs Assessment is conducted to engage the community as to what programs and events they would like to have for the future. This assessment may identify the need for increased programming, which will result in a growth in user participation and require additional staffing to support this growth.

In my review of the Senior Citizen Program staffing, I observed that the Community Services Coordinator position within the Senior Services Division is being filled by one (1) part-time employee and needs to be reviewed when programming and participation increases. Given the assessment results, it is imperative to increase programming for the Older Adults in the area of wellness, fitness and health in order to meet the current demands of "today's" senior population. With the growth of programming and participation, this part-time position becomes an important element in the success of the daily operations of the Senior Center. This position is currently responsible for all of the fee-based and volunteer classes, special events, lectures, excursions, and the Nutrition Program, and with increased programming, this position will need to be upgraded to a full-time Senior Citizen Coordinator position. It is very typical of municipal organizations to have this new position serve as the on-site full-time Senior Citizen Coordinator responsible for the daily operations of the Senior Center.

Lastly, in my review of the Recreation Program staffing, it is imperative that when programming and participation increases within this division, the full-time Recreation Specialist position needs to be upgraded to a full-time Recreation Coordinator position. The reason for this upgrade is not only to support the growth of programming and participation, but also to create more job responsibility and define a clear succession plan within the Recreation Division.

In most municipal recreational agencies, the path for succession typically starts as a Recreation Specialist as the highest-level part-time position or as the entry level full-time position, then graduating to a Recreation Coordinator position then to a Recreation Supervisors position. Currently, the next full-time opportunity for the Recreation Specialist position is to become a Recreation Supervisor which is considered a management position in South Pasadena. It is my belief that the experience and scope of responsibility within the Recreation Specialist position does not adequately prepare this staff member to become a Recreation Supervisor serving in a management position. If this entry level position were upgraded to a Recreation Coordinator position, this would support the need to handle the growth of programming and increased participation and assume more job responsibility in order to develop appropriate skill sets, as well as to create a sustainable succession plan for the Recreation Division.

Recommendation #3 – Staffing

- **Priority #1: Re-define the duties of the Deputy Community Services Director to become the Program Operational Manager of the Department; Combine the Two (2) part-time Management Aide positions within Recreation to create One (1) full-time Program Specialist position; and Conduct a Compensation and Compaction Study for the Recreation and Seniors Supervisor positions.**
- **Priority #2: This staffing recommendation is a suggestion for the future after the completion of Transit Division Assessment, and possible re-organization of the entire department. NOTE: Implementation of this staffing recommendation should take place with additional program growth within both the Senior and Recreation Divisions - Upgrade the Existing part-time Community Services Coordinator position to a full-time Community Services Coordinator position; and Upgrade the Existing full-time Recreation Specialist position to a full-time Recreation Coordinator position.**

Recommended Priority #1 Position Actions	Costs
Re-define duties of Deputy Community Services Director	\$0
Combine (2) PT and Upgrade to (1) FT Program Specialist	\$22,418.49
TOTAL FULLY BURDEN RATE COST	\$22,418.49

Recommended Priority #2 Position Actions	Costs
Upgrade (1) PT Coordinator to (1) FT Coordinator	\$7,442.36
Upgrade (1) FT Program Specialist to (1) FT Coordinator	\$6,450.36
TOTAL FULLY BURDEN RATE COST	\$13,892.72

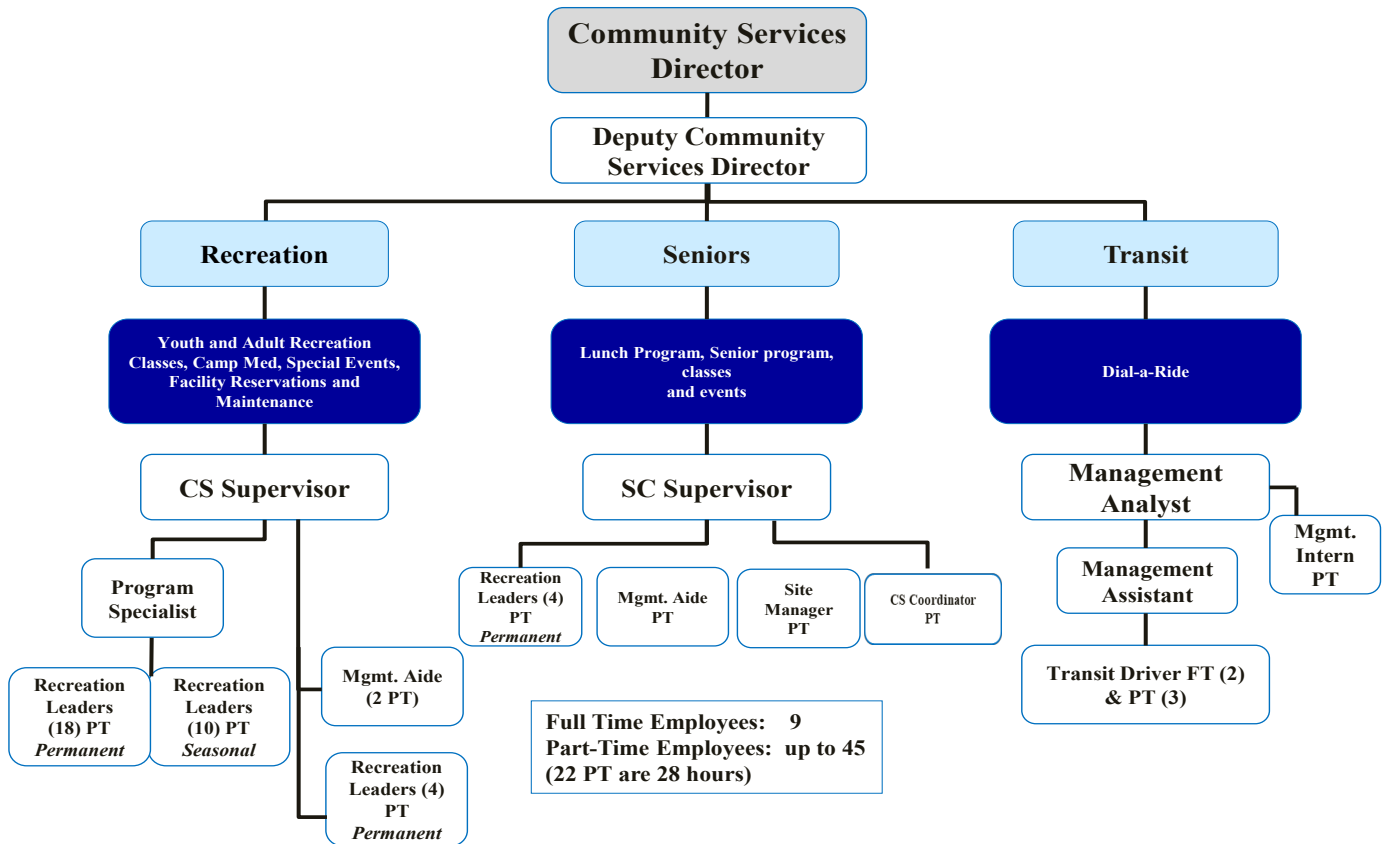
Structure

An organization that is balanced and well-structured provides the basis for organizational efficiency and effectiveness. Structural coordination is important in any organization’s ability to effectively carry out its desired mission and promote a harmonic and healthy work environment. If employee workload is appropriately balanced, then you will achieve a harmonious and healthy work environment. Often times, when the employee workload is overwhelming and creating a stressful work environment, employee morale suffers and productivity declines in that work environment. Within a professional business organization, coordination is defined as the process of organizing people or groups so that they work together properly and well together and having a balanced workload so that every team member feels they are collectively accomplishing the goals for the department.

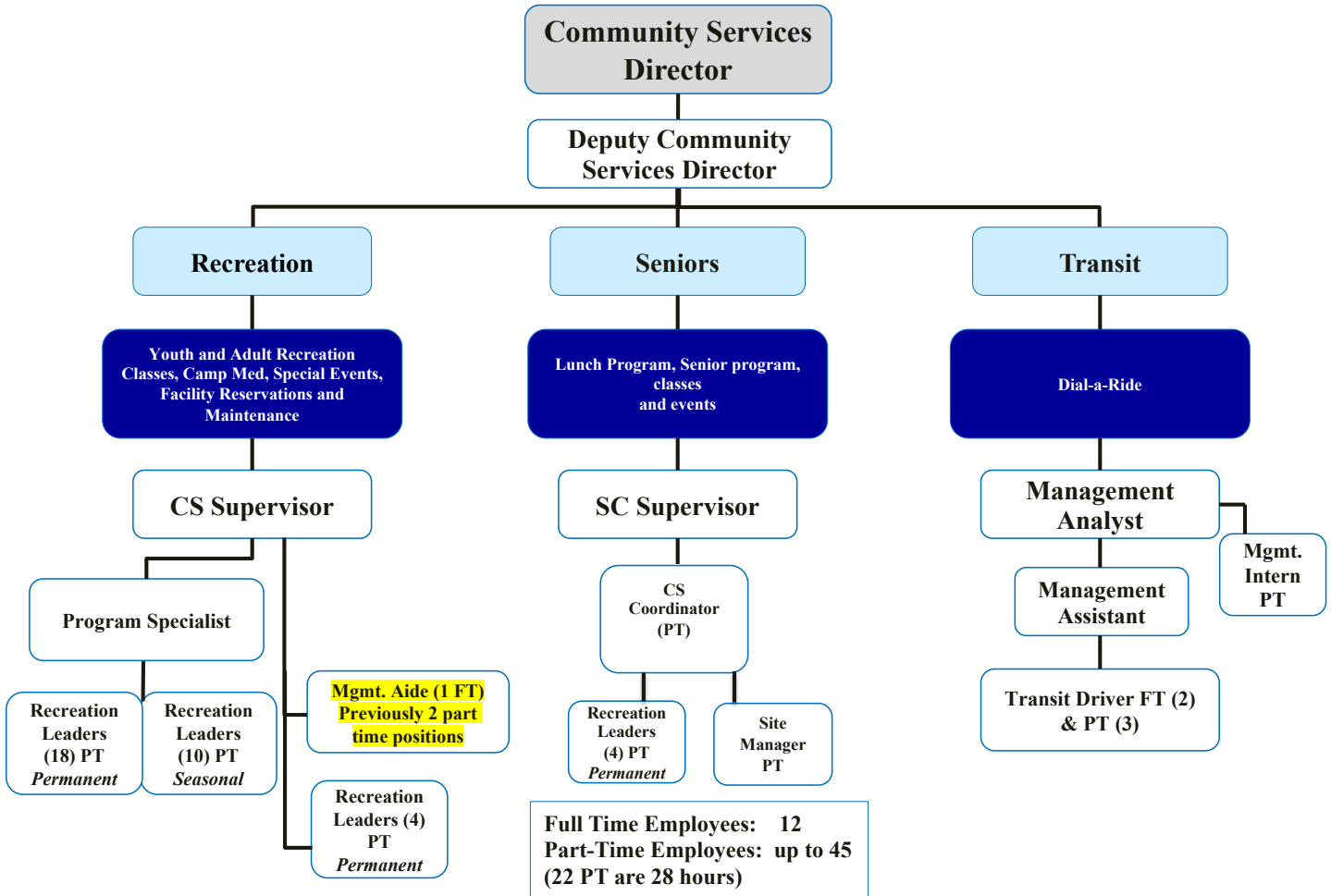
Implementing the Priority #1 staff recommendations will provide a balanced and well-structured organization. I further support that once a Community-wide Needs Assessment is conducted that fully engages the South Pasadena community, they will provide clear direction as to what types of programs and events they would like to have to meet their quality and enrichment of life needs. With the implementation of these programs and events that they would like to have for the future, will result in the need for increased programming and resulting in a growth in user participation. Once achieved, I recommend that Priority #2 staff recommendations be implemented.

CURRENT

Community Services Department



PROPOSED Community Services Department



SUCCESSION PLAN AND CROSS TRAINING

With re-defining the Deputy Directors role and the addition of a full-time Program Specialist position, and the potential of upgrading two (2) Coordinators positions, the development of a sustainable Succession Plan is essential in order to maintain high quality programming and organizational effectiveness for the residents of South Pasadena. Succession planning is the process organizations use to ensure every critical position is occupied by an employee with the right skills and experience. It aims to ensure workforce continuity by identifying and preparing suitable candidates, so that positions aren't left vacant. Many years ago, organizations would only focus on the senior leadership positions, but recently mainly due to the "Great Resignation" and the "Pandemic" succession planning has taken a much broader organizational 'root and branch' approach that promotes candidates through the ranks, rather than rely on recruitment. This is particularly important today because many of the positions within the recreation profession are experiencing a very high turn-over rate causing many challenges for community services department throughout California.

Large or small, every organization needs succession planning. In smaller organizations, much like the South Pasadena Community Services Department, it may be less complex, but the impact of losing a highly valued employee is no less disruptive. In fact, you could argue it's more disruptive based on the ratio of leavers to employees. In addition, it is common for all part-time and full-time employees within a Community Services Department interface with many members of the South Pasadena community, so the loss of any of these employees creates a very challenging gap in knowledge and resources that will affect the continuity of services to the residents.

In order to mitigate the loss of valuable recreation employees is to establish a strong and sustainable cross-training program for all levels of the department. This system can be developed by working collectively with all of the full-time employee classifications and requesting them to create an “**Cross Training Notebook**” for one (1) year of programming for that position that contains detailed lists of assignments with task to follow for each of the assignments throughout the year. This notebook is a living document that will need to be updated after each assignment is completed with a formal debriefing report. It is suggested that the Deputy Director review and sign these debriefing reports to ensure that all issues and needs have been addressed for closure of this assignment.

With the completion of all the Cross Training Notebooks within all job classifications, then development of a sustainable cross-training program can be established. This Cross Training Model should consist of requiring each employee to observe/audit the recreational program of a teammate, preferable in a program that they had no interaction in organizing. This observation or audit serves as an additional set of eyes to review this program from a 3rd party perspective and provide open and honest suggestions for improvement or change. Typically, a fillable form report can be used to document these observations/audits and should then be reviewed by the entire Recreational Professional Team lead by the Deputy Director to ensure that everyone develops a knowledge base for each of the programs that were observed/audited.

This system has proven to enhance quality of each recreational program; serves to educate the recreational professionals on other programs that they have not been involved with in their assignment; and lastly it provides an excellent cross-training plan for all of the employees and relieves the anxiety and stress if for some reason they needed to fill another assignment within the organization due to a temporary vacancy.

Recommendation #4 – Establish a Strong and Sustainable Cross-Training Program for all full-time job classifications within the department.

EFFICIENCIES, GAPS OR DUPLICATION OF SERVICES

During site observations, it was observed that within the bi-weekly departmental management meetings, each division had their own agenda detailing all updates, activities and issues pertinent to their division. Within this meeting, each divisions agenda was reviewed and commented on causing this meeting to last for approximately 2 hours which does not appear to be operationally efficient. This issue was brought to the attention of the Community Services Director who in turn modified their bi-weekly meetings to focus on the major issues and topics for the department, and upcoming issues or events. They now are using a single Community Services Department agenda for these meetings that highlights a section for each division, and allows for the operational details for each division be addressed during their 1-on-1 meetings with the Deputy Director. This newly implemented meeting system maintains good communication and is much more time effective.

Recommendation #5 – Continue with the new format for the Bi-Weekly Departmental Management Meetings.

Within my interviews with staff, I was informed about the constant complaints from the community who are renting the park picnic/gazebo and building spaces within the parks. It had come to my attention, that this is a gap in services as there are no staff working the weekends, and that there is not a formal Park Attendant Program in place to meet and greet the rental community at the park site to serve as a “Ambassador” for the city. Rental of park open spaces and facilities are a very important service provided by the Community Services Department, in which members of the community want to use these park facilities for birthday parties, family get-togethers, wedding receptions, etc. Often times, the look and ease of use of these rental facilities as the rental customer interacts with the City will leave a long-lasting either positive or negative impression on the customers mind as to how important they are to the city.

Most municipal agencies have a dedicated crew of part-time staff members who serve as the “**Park Attendant**” to welcome these rental guests to the city park facility; make sure their needs and rental expectations are met; leave a phone contact number if there are any issues; and then come back after the event to verify nothing was damaged and everything is put away correctly. These Park Attendants become the very important “eyes and ears” for the Public Works Maintenance Crew and in some occasions the Police Department, especially if there are issues with the un-housed taking over the rental space.

The use of Park Attendants will assist the city maintain and improve upon their ability to address the complainant immediately and in most occasions stop any type of complaint follow up the following Monday. I recommend that the Community Services Department dedicate four (4) part-time 28-hour staff members as “Park Attendants” whose job duties are to serve as the “eyes and ears” of the City on the weekends and have the ability to contact maintenance and Police if needed to empty trash cans that may be overflowing or to inform if there is a need for Police service on the city parks. These staff members should work within the Recreation & Youth Services Division, be funded through the Facility Reservation Fees, and become interlinked with the staff member who is responsible for the Facility Reservation System.

Recommendation #6 – Create and Implement a “Park Attendant” Program for the weekend rentals of park picnic/gazebo and building facilities.

Lastly, an additional inefficiency I was informed about was with regard to the Supervisor’s liaison oversight responsibility for the Senior Citizen Foundation. Typically, foundations should be self -sufficient and staff should only attend their meetings to provide an update or represent the City. It had come to my attention, that the Supervisor is responsible for clerical support for the Senior Citizen Foundation. Apparently, the Supervisor is developing the Senior Citizen Foundations agendas, taking minutes, developing fundraising letters and postage of these letters creating a loss of productivity for this Supervisor. These extra functions should be the responsibility of the foundation and not the city staff member. I propose that this function be reviewed and re-assigned back to the Senior Citizen Foundation.

STRATEGIC PARTNERSHIPS

The Community Services Department maintains many Strategic Partnerships in order to provide a full assortment of services to the South Pasadena community. These partnerships serve as an extension of the Community Services Department and often times require additional staff support in order to maintain a healthy and productive relationship that ultimately provides high quality of life experiences for the residents of South Pasadena.

The following Strategic Partnerships with **Formal Agreements** are as follows:

- Arroyo Seco Golf Facility – Staff working on Market Support and Financial Analysis Report.

- Arroyo Seco Batting Cages – Agreement in place.
- iTennis South Pasadena – Agreement in place.
- San Pascual Stables - Agreement in place.
- South Pasadena Community Services Commission – newly formed, meets 2nd Mon. @ 6:30 pm.
- South Pasadena Festival of Balloons Committee – Meets 4th Wed. @ 7 pm.
- South Pasadena Historical Museum – Agreement in place.
- South Pasadena Tournament of Roses Committee – Meets 1st Tues. @ 7 pm.
- South Pasadena Unified School District – Joint Use Agreement (JUA) from May 18, 2009 being revised.

The following Strategic Partnerships with **Informal Agreements** are as follows:

- AYSO Region 214 – Staff working on Agreement.
- Little League District 18 – Staff working on Agreement.

The following areas do not have any formal agreements and primarily are supported by the city or volunteers:

- Arroyo Woodland & Wildlife Park – Natural Open Space on City Property supported by volunteers.
- South Pasadena Community Gardens and Demonstration Garden – City leases the property for the Community Gardens from Caltrans, then sub-leases to the Los Angeles Garden Council, Non- Profit Organization. The City manages the demonstration garden which serves as a city pocket park.

All of these Strategic Partnerships require staff time and energy to manage and oversee for the benefit of the City of South Pasadena. I was very impressed that the majority of these Strategic Partnerships have formal agreements either in place or about to be in place.

There is one (1) use on City Owned Property, that being the Arroyo Woodland & Wildlife Park. This area is important for the community and essential to maintain in place. I might suggest that staff develop a formal agreement that would embrace the volunteer effort provided by the Friends of the South Pasadena Nature Park for the Woodland and Wildlife Park as this is an emerging environmental area for community members to engage in and support the city's efforts for upkeep and education. In time, this volunteer group may become a 501c3 Non-Profit and be able to fundraise to support this area. These efforts have taken place in many other municipalities throughout Southern California.

It is very important to have formal agreements in place with all of the Strategic Partnerships, as on many occasions the leadership of these organizations can turnover annually, and much of the relationship history is not well documented. Formal Agreements capture all of the very important details regarding the relationship between their organization and the city, and assists in helping these organizations stay focused to their organizations vision and mission. In recent review of other municipal organizations, I have found that it is very beneficial to the City to have all of their Strategic Partnerships codified in a Formal Agreement. I am happy to see that the Community Services Department staff are currently working with the AYSO Region 214 and Little League District 18 to develop a Formal Agreement that at a minimum consists of the following:

- General overview of the vision and mission of the organization with an explanation of how the City supports this vision and mission for the South Pasadena Community;
- Locations of City Owned properties that support these organizations, to include field allocation and usage standards in order to protect and manage the turf, as well as rules and regulations that protect them from outside use and abuse;

- Rules and Regulations on how improvements can take place on the City Owned property and the use of Sponsorship and Donations and how they must be formally approved by the Community Services Commission and City Council before any improvements take place on City property;
- Identification of the City Liaison to include important contact information even on the weekends;
- And the Inclusion of Terms and Conditions so as to allow the City to check-in on the organization and tune-up agreements as needed, most Youth Sports Agreements contain 5-year terms allowing them to be reviewed by the Community Services Commission before coming to the City Council for final approval.

It is important to note that there is very little city owned field resources within the City of South Pasadena, so there really needs to be some opportunity for the Community Services Department to capture some of these field spaces to offer events and sporting activities for the benefit of the entire community.

Recommendation #7 – Develop Formal Agreements with ALL Strategic Partnerships for consistency and continuity.

LEADERSHIP SYSTEM

There were many examples of good leadership throughout the Community Services Department. Employees feel a sense of care from the organization and generally enjoy working for the South Pasadena Community Services Department. The Department is highly regarded for its responsiveness both internally and externally. Leadership is committed to providing the best possible service to the community. Even within any strong leadership model, there still can be an employee morale issue as reference within the employee survey responses that need to be addressed when brought up to the attention of management. It is my opinion that this concern was never brought up to the full-time staff level, and never formally reported. This issue could have been addressed with appropriate staff interaction, training and communication by the full-time staff members.

As you know, leadership just doesn't happen without effort and time in developing a strong staff education and training model. It is important that even in difficult financial times, training and education continues to be on the forefront for the organization. One excellent way of gaining this training to make sure the staff within Community Services Department is fully engaged with the professional organization, California Parks and Recreation Society (CPRS). This organization provides training for both the full-time and part-time staff members throughout the year, and is often educating their members on the "Best Management Procedures" within the industry.

The quality of leadership needs to be consistent throughout all levels of the Department, and is essential in order to create teamwork, empowerment, and trust. One important way to demonstrate leadership consistency is through a formally structured and scheduled Employee Appraisal Process. In my review, I was informed that Employee Appraisals for the full-time and part-time staff members take place annually. I was also informed that within these Employee Appraisals, Supervisors use this opportunity to coach, mentor and guide the employee for growth and development. Both of these practices are considered "Best Management Practices" for the organization.

In review of the employee surveys feedback, it was noted from some part-time staff members that their comments or suggestions for growth and promotion opportunities fell on deaf ears when mentioned to the full-time staff members. It is imperative that all issues from employees be taken seriously for review and qualify if this is a valid employee concern or not. Sometimes these issues are upset employees and their concern has been addressed, but perhaps not to the degree they feel was appropriate. In any case, I would suggest you consider implementing an

anonymous staff suggestion box or electronic form process encouraging all part-time and full-time staff members for their feedback allowing them the freedom to express their ideas directly to the Deputy Director. This is not a formal recommendation, but more of a suggestion in order to ensure all employees concerns are being reviewed by Management.

Lastly, given the importance of clear and effective communication from frontline through to the City Council, I recommend that a **“No Surprises” Communication Process** be implemented. This simple communication or update process has been developed and used in many municipal organizations in order to avoid “surprises” to the City Manager and City Council. This simple process requires that if any Community Services Department staff sense or have a gut feeling that any interaction with the community may be taken up to a higher level, that staff member will develop a simple email with the subject titled “No Surprises” to their Supervisor informing them of this conversation and actions taken to address this issue or concern.

I have found that in smaller communities this email needs to be transmitted up the ladder to either the Deputy Director or Director no later than one (1) hour in time. Once the Deputy Director or Director receive this email notice they should review and then add some context as necessary and forward send a similar email with the subject titled “No Surprises” to both the Deputy City Manager and City Manager for their information and it would then be their purview to decide to elevate this information to the City Council or not. When this process is followed as described, it serves to provide an early notice of customer issues or concerns and allows the City Management or City Council to already be prepared with an appropriate response when that customer contacts the City Manager or City Council, thus calling this the **“NO SURPRISES”** Process.

Recommendation #8 – Implement a “No Surprises” Communication Process within the Community Services Department and throughout the Agency.

PERFORMANCE MANAGEMENT/GOALS AND OBJECTIVES

The City currently has no guiding structure in place to enable it to analyze, anticipate, audit, plan or manage its work for important open space and facilities used by the community. I have come to understand that the Public Works Department is responsible for maintenance of all city facilities and open spaces. I was also informed that the Public Works Department will soon be developing a Facility Master Plan, which is extremely important for the city to fully understand the current condition of these public facilities as well as their life and expectation for facility maintenance and improvements. I would hope that this Facility Master Plan will identify all the city’s facilities infrastructure, it’s worth, its maintenance requirements, its safety requirements, and the service levels and staffing resources required to maintain these facilities. Developing a Facility Master will be extremely beneficial for the oversight and management of city facilities. I propose that the Public Works Department who is responsible for maintenance of these city facilities and open spaces work with the Community Services Department to create this **Facility Master Plan.**

A performance management system involves management and improvement. Performance management is defined as an ongoing, systematic approach to improving results through evidence- based decision making, continuous organizational learning and a focus on accountability for performance. Accountability is driven, in part, through the development of goals and objectives in alignment with an organization’s strategic plan.

Currently, the Community Services Department does not have a system-wide approach to establishing, monitoring, and measuring goals and objectives. They do have some Key Performance Indicators (KPI's) that are mostly associated with their budget documentation, but I recommend that the Community Services Department should consider developing a section within the City's Strategic Plan that will align with the City's General Plan for Recreational and Open Space Use and guide the Community Services Department in the future. I have already recommended the department create a Mission, Vision and Values Statement; this information can be used for the section within the Community Services Department portion of the City's Strategic Plan. As it will provide staff, City Management and the Community Services Commission with a common understanding of where the Department is headed.

Accountability can be strengthened through a system wide process in the development of goals and objectives and Key Performance Indicators (KPI) that are aligned with the Strategic Plan and the soon to be developed Facility Master Plan. The Department as a whole, each Division and individual employees should have a set of goals and objectives. The objectives for the Divisions should be developed in alignment with the overall organizational strategic direction. All of these efforts will create a strategy focused organization that will result in purposeful direction toward the achievement of organizational goals. The implementation of goals and objectives and KPI's will help guide the Department's future actions and responses to changing needs, and will ensure that programming is a reflection of community desires.

In addition, with the KPI's that are identified within this section of the City's Strategic Plan, the Community Services Department could then issue an annual report to reflect certain workload metrics such as the numbers of broad numbers of participants in programs and activities for Management, City Council and the Community.

Recommendation #9 – Develop a Community Services Section or Focus Area within the City's Strategic Plan that will align with the City's General Plan for Recreational and Open Space Use to Assist in Guiding the Community Services Department in the future.

With these **ORGANIZATIONAL STRUCTURE** recommendations being considered, Catalyst Consulting has, in the following pages, made recommendations to enhance the **OPERATIONAL STRUCTURE** of the Community Services Department. The over-arching themes for enhanced operational structure fall into the following categories:

- Functions and Workflow;
- Facilities Review;
- Park Review
- Recreation Program Review; and
- Customer Service Model.

FUNCTIONS AND WORKFLOW

The Community Services Department, like many small departments, tends to focus its efforts primarily on the direct provision of services to its participants. With limited staff and budgets, this is understandable to a certain degree. However, the incorporation of information systems and other technologies can, once implemented, act as workforce multipliers by minimizing efforts related to repetitive and duplicate data entry, and facilitating the analysis of metrics such as cost of programs and services, accounting for fees, trends in participation – both on a demographic and programmatic basis, trends participant interests, as well as many others.

Interviews and observations by Catalyst Consulting during on-site activities indicated that the Community Services Department utilizes technology on a very limited scale. The existing Facility Reservation and Class Registration system “**Sportsman**” is outdated, very complicated to use and limited as to its functionality. Staff have informed me that a new Facility Reservation and Class Registration “**CivicRec**” is currently being purchased which will definitely benefit the management and forecasting of facilities and classes in the future. This upgrade will significantly improve customer experience and assist staff as this technology becomes a workforce multiplier for the department. I was also informed that staff are currently using a very effective timesaving type of technology that enhances the workflow for the department called “**WhenToWork**” (W2W). This application is used to schedule the part-time staff members for assignments. They are cloud-based systems that are very intuitive, affordable and efficient. They allow the full-time staff member to schedule the part-time staff member for work shifts and it also allows the part-time staff member to engage the system taking some of the pressure off of the full-time staff member that is trying to assign assignments for their facilities or programs. I have been informed that the City of Torrance is using it for their Benstead Plunge staffing schedules, and the City of Manhattan Beach is also using it to schedule part-time staff for many of their programs and facilities. This is an excellent example of how staff have evaluated and found technology that can create additional efficiencies within the organization while achieving higher functioning systems and workflow.

FACILITIES REVIEW

Indoor recreational space in South Pasadena are not sufficient for the types of programs that are currently ongoing, in addition to those desired by the community in the future. I realize that a Facilities Master Plan is in the works by the city, so my observations below are meant only for a reference to assist in the review within the Facilities Master Planning Process.

In my review of the recreational facilities, I observed a few areas that if renovated would produce more recreational space to be used for the South Pasadena community.

- With a minimal investment in the renovation of the basement in the War Memorial facility, the Community Services Department can expand recreational programming opportunities to the community. In addition, these programs can also provide additional revenue for the department and the city. I would suggest that staff develop an operational plan for the proposed programming they recommend for this area, and then discuss their needs with a Licensed Architect to gain a better understanding of the cost for the renovation of this basement. The additional revenue from these new programs could assist in repayment of this renovation and ultimately provide additional revenue for the department and the city into the future.
- With regard to the Eddie Park House, this facility is currently listed within the Facility Rental Section of the Recreation Guide. In my review of this facility, it has some wonderful historical elements to this facility, but is in dismal condition. I consider this facility a “Diamond in the Rough” and with enough resources can become an iconic facility within Eddie Park. The insignificant rental income for that facility compared to the cost to just keep the doors open I am sure are quite overwhelming for the city. In order to help this facility back to its original time of glory, there needs to be some consideration for the City to partner with a local historical organization or the South Pasadena Preservation Foundation who currently oversees the Meridian Iron Works Museum. This concept is not unique to other municipalities with these types of historical facilities on city parks, where partnerships have been formed to benefit both organizations. I propose that the city investigate potential partners for this relationship, and then explore how this partnership

can formed to allow this new partner to take over management and maintenance of this facility for a much-reduced usage cost, and in turn allow this new partner to re-invest their historic knowledge and potential grant resources to re-novate this old historic home back to its original glory over time. Realizing that this restoration will take many years, but in the end, this relationship becomes a win-win for both the City and the Historic Organization, as the City reduces the maintenance costs for this facility and keeps it on the park, and the Historic Organization is about to restore this facility back to its original glory in Eddie Park.

- Another enhancement that is sorely needed for the City of South Pasadena is the renovation of the existing Senior Center to meet the needs of today's aging adults. It is very common for municipalities to provide senior facilities and programming to their communities. Unfortunately, most of these senior centers are old and outdated, no longer meeting the needs of the current older adult. The pandemic impacted this population the most, and now that residents are venturing out of their homes to enjoy the city's facilities and programming, it has become more apparent that this new generation of older adults needs are not being provided for in these older city facilities. There is a great deal of research and information on the need for city government to provide Senior Centers that are more focused on health and wellness. I would suggest that staff research other more modern Senior Centers within other municipalities and provide programming ideas that would enhance health and wellness programming within the use of a renovated Senior Center. With these programming ideas, then it would be appropriate to discuss these options with a Licensed Architect to better understand what potential renovation options would be available in order to meet the objectives and goals of this facility and community.
- With regard to enhancing the life experience for your older adults, I have found that some municipalities are moving toward developing "Blue Zones" within their communities to enhance the lives of their aging population thus allowing these individuals to live healthier and longer within their communities. Establishing a "Blue Zone" within various areas of South Pasadena would enhance the quality and enrichment of life for your older populations.
- Additionally, within my observations, I noticed that the staff facilities at Orange Grove Park and the Senior Center office are extremely cramped and operationally inefficient. These facilities house all the full-time staff for the Senior, Recreation and Youth, and Transit Services, and in all cases, they present very little privacy creating a great deal of operational inefficiency and no room for growth of the department. Both of these facilities need to be evaluated within the Facilities Master Planning Process.
- Orange Grove Park – This facility is a former house/Pool facility that was donated to the city and is considered a Historic Building on the Local Historic Registry. It serves as the staff offices for the Community Services Director and Deputy Director, Recreation & Youth Division staff and as the public engagement operations for the Class Registration and Facility Reservations section. Unfortunately, there has not been any interior modifications or improvements done to create appropriate staffing offices to allow for high performance from the staff members. Currently with the Class Registration and Facility Reservation operation is taking place on the second floor of this facility, and if a counter operation is still required for registering for the numerous recreational class offerings, access for the community is challenged as it does not allow for ADA Access. This facility should be considered for a full facility renovation following appropriate Historical Preservation Methodology or at least consider renovating the interior space to appropriately lay out staff offices for improved operational efficiencies.

- If a facility renovation does take place, it would be beneficial for the Community Services Department to consider re-locating the public engagement operations such as the Class Registration and Facility Reservation functions and the Community Services Directors Office to a centrally located retail store front. This would then allow for the community to still engage the in-person functions of the department, and allow for appropriate ADA access to these functions. Understanding that other departments may be having some staff office space challenges, this concept could serve as a One-Stop location for many city services that require public engagement that are all easily accessible for the community.
- Senior Center – This facility is also in need of a review in order to appropriately lay out staff offices for both the Transit and Senior Center staff members. As I have already suggested that the Senior Center be renovated to enhance the services offered to the Older Adult population, if the higher priority that comes out of the Facility Master Plan is that programming space is more valuable than staff offices, consideration could be given to relocating the Transit function to another city facility in order to allow this operation appropriate space and growth.
- Overall, the Facility Master Plan is essential for the City of South Pasadena to prepare a long-term plan for facility development that is based on a vision of the types of services it wishes to offer presently and in the future.

PARKS AND OPEN SPACE REVIEW

In my site visitations of the parks and open spaces, I observed the South Pasadena Community takes full advantage of these spaces, and uses them to enrich the quality of their life's in the city. I observed the play equipment being used extensively and the open spaces being used by families and children enjoying the peaceful outdoor space by picnicking and playing on the open space areas. As I walked the parks and open spaces, I reviewed the park amenities as well as the turf and landscaping maintenance for the open spaces. I found that overall, the city parks and open spaces are well maintained and managed.

With that being said, and from my experience, the highest area of liability exposure on city parks are typically concerning Play Equipment and Trees. Within this section, I am not providing any recommendations for improvement, but am providing some suggestions that should be considered for future management, maintenance and improvements for the city's parks and open space areas and for the benefit of the South Pasadena Community. My suggestions that are as follows:

- The City should consider having all Play Equipment be reviewed by a Certified Playground Safety Inspector (CPSI) to establish a compliance baseline and ensure that all the play equipment meets the appropriate standards for head and body entrapments and material for fall standards for the safety of all users.
- The City should consider having the City Arborist review all the park trees to verify there are no major diseased or dying trees or any hangers or liability concerns with regard to these trees. Pay special attention to Eucalyptus Trees as they have a tendency to drop large heavy limbs when they are suffering from insufficient water amounts, and with the conservation efforts in effect now, they may need to be thinned or crotch trimmed to ensure their safety.
- With regard to day-to-day maintenance of the city parks, I was not tasked with reviewing the management

of these areas, but I propose the City consider establishing **QUALITY STANDARDS FOR MAINTENANCE OF CITY PARKS**, if the Public Works Department does not already have this document in place. This document establishing standards for maintenance is essential for every municipal park maintenance operation, as it creates a baseline of maintenance expectations that are to be followed to continue to have high quality maintenance for your public park and open spaces. Below, I am providing a sample Quality Standards for Maintenance of City Parks and Open Spaces for your staff's review. In addition, I have provided in Appendix D some General Maintenance Standards for City Parks and Open Spaces.

In my observations and taking into consideration the importance and level of interaction needed between Community Services and Public Works with regard to the parks, that better planning, coordination, communication and reporting of park and open space maintenance will be required to make this relationship work. As the Public Works Department is responsible for all park and open space maintenance, it would be in the best interest of the City that they create a **Maintenance Management Plan** for City Open Spaces and Parks that includes quality service level standards for maintenance. These standards can then be tracked by developing key performance indicators (KPI's) to track performance of maintenance.

Quality standards are designed to express the results expected in the maintenance of the City's park system. The standards are stated as "end products" (e.g., turf to be mowed to a height of two inches). This standard is intended to generate a consistent level of service and quality in all of the facilities, focusing on why, when, and how well a task is to be accomplished. Possible quality standards for parks are presented in the table below.

SAMPLE QUALITY STANDARDS FOR MAINTENANCE OF CITY PARKS	
Mowing	Turf area to be mowed weekly during the growing season – grass height 2".
Trimming & Edging	<p>All driveways, sidewalks and edging strips shall be edged every two weeks during the "on" season.</p> <p>Grass and weeds around trees, tree wells, header boards, fences, backstops, etc., shall be trimmed monthly or more frequently to maintain appearance. In no case shall grass or weeds exceed 6".</p> <p>Grass clippings and trimmings in walkways shall be swept or blown off walks and removed if required.</p>
Fertilization	<p>Fertilization of the turf area should be completed with a balanced fertilizer such as 16-6-8 annually once during the summer.</p> <p>Turf should be tested if the recommended fertilizer does not produce desired results.</p>
Insecticides, Herbicides, Pre-Emergent, Insect Control, Disease Control, and Rodent Control	A seasonal spray chart will be developed and maintained in the Recreation and Parks Department. Herbicides and pre-emergent shall be applied according to the approved spray program year-round, weather permitting, with the primary objective being the prevention of weed growth.

Aeration	Turf aeration should be completed during the spring while the grounds are still soft from winter moisture.
Irrigation System	The irrigation system should be set to apply enough water to wet the soil to a depth of 4" to 6". The automatic timing system should be set to avoid interference with sports and other uses. Automatic controllers and sprinkler systems should be checked at least once a week for any abnormalities; failure to do so could result in loss of turf area, the waste of water or the interference with usage.
Litter Control	Park areas shall be maintained constantly and kept in a litter-free condition. Trash pick-up shall be on a regular and frequent schedule to prevent over-accumulation of trash and development of unsanitary conditions. Trash pick-up schedules shall be developed to meet the changing conditions of park usage.
General Site Inspection	The Recreation and Parks Department staff shall inspect the areas in which they are assigned to work on a daily basis, and report any hazards or correct them immediately. All acts of vandalism shall be reported at once and a report written.
Play Area	Swings and play equipment shall be inspected on a weekly basis and serviced if required.
Tennis Courts	Shall be blown weekly to clear dirt and other debris from surface. Surface should be washed weekly, if possible. Nets should be inspected and adjusted weekly.

In addition, I would suggest that the Public Works Department consider developing if one is not already in place, an **Online Maintenance Management System that includes a Formal Inspection Protocol and a Regular Service Assessment Program to Assess Maintenance Services.**

While I am sure the Public Works Department conducts routine parks, grounds and playground equipment inspections, I am uncertain if the Department has developed and implemented a formal inspection protocol whereby issues identified are used to generate work orders for maintenance crews. A Condition Inspection Function is necessary for planning cost-effective preventive and corrective maintenance. Scheduled visual inspection of all components of parks, landscaped areas and open spaces provides data that can be used for assigning priorities and estimating costs for maintenance, and evaluating the performance of the staff of the Public Works – Parks Maintenance and or the City Contracted Service. This type of program formalizes ad hoc efforts to ensure that unmet maintenance needs are documented and provides data for setting priorities and evaluating the performance of maintenance activities.

Work orders must be issued to correct problems identified during the assessment of parks. This should be done on a formal basis through the issuance of the work orders within an online maintenance management system that

should produce a monthly report identifying maintenance and quality issues as well as the resolution and status. The monthly report should include the problem, the location of the problem, the date the work order was issued to correct the problem, the resolution or current status of the problem, and any necessary follow-up as needed. In addition, there needs to be some sort of emailed response sent back to the work order initiator to inform them that this issue has been corrected and resolved.

RECREATION PROGRAM REVIEW WITH BENCHMARKING

In my review, I have noticed that some of the recreational programs offered by the Department tend to be those that have been offered in the past, with the exception that if an instructor or staff member has an idea for a new program, the Department will explore it and, if successful, will continue the program. This is no small task as each program needs to be scheduled, instructors identified, participants registered, and any challenges that arise during the program addressed. However, due to the current day-to-day approach, there is no articulated overarching vision or philosophy related to the provision of recreational services.

From the staff input it became clear that there is not enough open space or facility space to meet the many demands from the community for recreational programming. Most of the existing spaces are claimed by the variety of local non-profit organizations minimizing the growth opportunity that the community is requesting. In the Facilities Review Section, I referenced that with some facility improvements specifically in the War Memorial and Senior Citizen facilities, additional and relevant programming can be added and expanded to meet the demands of the community. In addition, in order to better understand the recreational needs of the community, research is needed to determine the potential customer base and what services they might desire. This can be accomplished by reviewing data sources, such as census and public health data, and by surveying or conducting a **Community-Wide Programming Needs Assessment** of the South Pasadena residents and program participants in order to better understand the needs and desires of the community.

Recreation Program Assessment

In order to conduct a Recreation Program Assessment, I reviewed four (4) South Pasadena Community Services Recreation Guides: Winter 2022, Spring 2022, Summer 2022, and Fall 2022. The following sections provide more detail as to my findings within the Community Services Department recreational program offerings, enrollment, and marketing. In order to better assess the cost of services for these recreational programs, a **Program Fee Analysis Study** should be conducted within the Fee Study conducted by the Finance Department on its 3–5-year schedule. Within this study, there should be additional emphasis to not include the increase of program fees as a typical CPI increase, but should be separately reviewed by the Community Services Department Director to allow fee increases based on the **average market value** review that the department should annually update.

Program Categories

The following is a listing of major program categories that Parks and Recreation and Community Services Departments throughout the State of California commonly provide. This list helps to identify if there are any common program areas not offered by an agency. Most agencies offer a majority of these programs. In matching South Pasadena’s inventory of programs listed in the Recreation Guide against this master list, approximately 59% are represented. In the columns below, black text represents programs that are currently offered (25), **red** text represents programs that are not offered (17) by the Community Services Department and listed in the Recreation Guide.

Active Adult	General Interest	Pre-school
*Aquatics – JUA	Golf	Running/Walking
Arts	Gymnastics/Tumbling	Seniors
Before/After School	Historical	Special Events
Baking	Homeschool	City-wide Events
Birthday Party Services	Horseback Riding	Sports
Childcare	Language Arts	STEM
Cooking	Lifelong Learning	Sustainable/Green
Dance	Martial Arts	Teen
Day Camps/School Break Camps	Music	Tennis
Early Childhood	*Open Gym – JUA	Theatre/Acting
Environmental/Nature	Outdoor Adventure	Therapeutic Recreation
Extreme Sports	Pets	Trips/Excursions
Fitness	Pickleball	Wellness

***It should be noted that due to the restrictive availability and cost of use for South Pasadena School District facilities within the Joint Use Agreement, Aquatic and Gymnasium programming is not available. It is suggested that the City explore a new partnership with SPUSD and consider re-negotiating and amending the current JUA with South Pasadena Unified School District to provide additional recreational opportunities to the South Pasadena community.**

The listings above can be used as a tool to consider the extent to which the South Pasadena program menu is balanced as well as offer ideas into new potential program areas. That said, programming should always be based upon community need, and not necessarily based on the program categories “missing” from the above list. Therefore, a **Community-Wide Needs Assessment** process is recommended to determine how well the program offerings match community need.

Recommendation #10 – Conduct a Community-Wide Programming Needs Assessment; and include a Program Fee Analysis Study within the Finance Departments 3 - 5 Year Fee Study.

During engagement meetings, it was mentioned that there may be gaps or duplication of youth programs and services throughout the City of South Pasadena. Therefore, it may be helpful to organize an annual summit of other providers of youth programs within the city to talk about how the agencies can best work together to identify ways in which services may be duplicated. Additionally, it is a good idea to review the youth programs offered by neighboring municipal agencies to assess if new programming should be provided. However, there are times in which duplication is warranted if the demand for an activity exceeds the supply of providers and facility space.

In review of the core category list, I have highlighted three program areas below that are current and relevant to today’s community programming needs that were lacking as programs offered by the Community Services Department:

Biking and Walking

The City of South Pasadena adopted their Updated Bicycle Master Plan in August 2011. This plan is a

comprehensive plan is intended to make bicycling a viable transportation option. It complements the small-town atmosphere of South Pasadena and reinforces the City and regions commitment to multi-modal transportation solutions. In addition, South Pasadena boast some very popular walking/hiking trails in Lower Arroyo Park, South Pasadena Nature Park and the Arroyo Seco Bike Path. As noted in a recent national study, walking is the number one activity within the United States. Given this information, what seems to be missing is the corresponding programming to support bike path use and walking/hiking programming.

Adult and Continuing Education

There is a good variety of club and special event programming for Older Adults and Seniors 55 and older; however, general interest programming for adults, especially for ages 18-54 years, is sporadic. Typical programs that can be offered for the Adult age segment include dance, wellness/fitness, and martial arts. In addition, program ideas to support this age demographic that include lifelong learning opportunities are programs ideas such as Money Management, Life Coaching, and Vacation Planning, just as an example.

Nature and Environmental

The “Parks Make Life Better” slogan is touted by our professional organization California Parks and Recreation Society (CPRS) who is a driving influence to get all community members engaged in use of municipal parks and open spaces. However, the supporting structured, scheduled opportunities to encourage the use of park, trails and open spaces was not evident in the Recreation Guide offerings. With this past pandemic that impacted all community members, recreational professionals noticed a spike of usage of all of the parks and open spaces by community members. With this growth of the use of park amenities as well as the increased interest in environmental and sustainable programming, it makes sense to take full advantage of the Arroyo Woodland and Wildlife Park. Suggested programming activities for this park could include Tyke Hykes, Bird Watching, Go Green Education Courses, and Astronomy to be added to the program menu. Environmental sustainability is a key factor in why parks and recreation (and open space) Departments and Districts exist.

The core program areas that have specific facilities for which the programming takes place such as the Senior Center will have a greater variety of programs offered. Program areas such as general interest, lifelong learning, outdoor adventure, and early childhood – could occur at other recreation facilities throughout the community. Since the pandemic, many park and recreation agencies now offer outdoor programming in parks, such as yoga, which is another area for consideration for South Pasadena.

When planning for future program menu expansion, it is suggested that staff consider widening the program scope to include more of the program category listing (above), further develop the three program areas and support the three pillars of the National Recreation and Parks Association’s Pillars: Conservation, Health and Wellness, and Social Equity as well as the CPRS focus of engaging our communities to use our parks and open spaces.

Enrollment

Community Services Department staff have divided its program menu into 4 general class areas. All registration-based programs offered are categorized within one of the 4 areas. Below, please find the enrollment numbers within each of these areas, over the three fiscal years that would not be impacted due to the pandemic:

South Pasadena Program Enrollments

Core Program Area	2018	2021	2022	Average
Tot Classes	515	605	499	539
Youth Classes	944	1079	1066	1029
Adult Classes	197	112	423	244
Older Adult Classes	1418	112	1828	1140
Total Registrations	3137	1908	3816	2953

Program Specific Review

I reviewed the Summer 2022 program class offerings that were advertised within the Recreation Guide, as summer programming is usually the busiest programming for communities and typically includes the largest amount of class offering for Community Services Departments. I broke them down into major program categories referenced above, as these are what most Parks and Recreation and Community Services Departments offer for their communities. In my review, I have listed the classes that the South Pasadena Community Services Department offered within these major program categories, they are as follows:

- **Dance:** There are 9 different modes of dance available, with multiple levels offered in all ages in ballet, tap, line, rumba, cha-cha, salsa, swing, line, and ballroom dance. There is a good balance for these offering from tot – older adults. Staff may want to consider expanding dance opportunities in the areas of jazz, hip-hop, and other class offering that are popular within neighboring communities.
- **Fitness:** There are 3 modes of fitness classes available, and were generally only for the Older Adult participants ages 55+. Some opportunities for older adult fitness (e.g., Senior Yoga, FUN-ctional Fitness, and Meditation) were listed in the Older Adult section within the Recreation Guide. The variety of fitness class offerings for all demographics in the areas of yoga, Pilates, circuit training, HIIT, Bootcamp and Zumba classes with a progression of intensity levels should be considered.
- **Music:** There is 1 mode of music class available, and were generally only offered within the Tot class section. An additional opportunity to learn how to play a variety of instruments is available through private lessons.
- **Recreational Sports:** There are 8 modes of sport classes available, with multiple levels offered in all ages, in soccer, horse riding, skateboard, basketball, fencing, martial arts, pickleball, and tennis. There is a good balance for these offering from tot – older adults. Consider expanding classes within golf, batting, flag football, kickball, adult softball and other class offering that are popular within neighboring communities.
- **Seniors:** It appears as though a good variety of club, drop-in and event opportunities are available to those 55 and older. Day excursions are typically quite popular with this age segment and serve as another way to encourage increased participation. Additionally, it is suggested to focus on providing Wellness and Fitness class programming within the Senior Center.
- **Teens:** The teen age programming primarily focuses on a drop-in teen room within the Orange Grove Park Building, that was recently re-located to the Senior Center. In addition to the drop-in program, they offer several recreational sport class and camp offerings at the Skate Park offering for individuals 13+ years of age. This demographic is traditionally the most difficult to provide recreation programming for and with the focus for the city’s teen population being housed in a very small space at Orange Grove Park Building increasing programming for this age segment was very unlikely. The recent re-location to the Senior Center

makes a great deal of sense in order to re-unite and grow the teen population within a larger space. Once this teen programming takes root, it will need to be re-located again back to a dedicated Teen Center within Orange Grove Park Building in order to allow for growth of senior programming. It is imperative that the addition of a formal Teen Center become a vital component for continuing to develop and grow a successful teen programming for the teen population in South Pasadena. This assessment should be accomplished through the Facility Master Plan that was approved by the City Council. With the addition of a Teen Center, an assessment regarding levels of programming for this age segment could be a future opportunity.

- **Visual Arts:** There appears to be no municipal programming offerings for Visual Arts. A variety of these art forms that could be considered include ceramics, pottery, quilting, sewing, drawing, stained glass, and printmaking. The provision of visual arts classes for the residents provides a cultural balance for the community, and could be accomplished with strategic partnerships or collaborations with other non-profit or private entities within the city.
- **Therapeutic Recreation:** There appears to be no municipal programmatic offerings for the population segment with special needs. The importance of offering a balanced and equitable offering of recreational program activities is vital to the health of a growing community. Realizing that recreational programming can be expensive for this population, consideration may be to form a membership club supported by parent volunteers of the participants allowing for athletic and recreational activities which may allow this population to participate in the regional Special Olympic events.
- **Camps:** A plethora of summer and break camps were described throughout the Recreation Guide offerings. The variety of camps offered included STEM programs focusing on engineering, science, technology and math offerings, as well as soccer, horse, skateboard, animation camps. The only area for suggested development is the expansion of camp offerings for teens 13+, such as STEM, computer programming and technology camps and other camp offering that are popular within neighboring communities.

One overarching theme that was consistently observed through this portion of the review was the lack of structured, registration-based programming for youth ages 18 months through elementary age. Early childhood programming was non-existent. This could be due to the lack of facility space to offer this programming, but if there is available space, I would suggest staff explore offering classes to this age demographic.

Marketing

Facebook:

The Facebook audience was 29 as of March 28, 2023 with no ratings at this time. Ratings could easily be increased by enlisting satisfied participants to post positive comments. There were several posts and 1 video on the page, with no ratings. Videos and content can also be posted to the City's YouTube, Twitter, and Facebook pages.

Instagram:

Instagram had 465 followers as of March 28, 2023. Posts included many of the department special events, Camp Med, and Senior Services.

You Tube & Twitter:

There are no Community Services Department You Tube or Twitter accounts.

Using all formats of social media can be very time consuming, but in today’s climate, they are essential in order to drive community members to the services that are provided. With the re-alignment of the staffing position that was mentioned above, the area of social media can be a focus for one of these positions and assist in engaging the community to the services they are providing. I would suggest that Social Media become a top priority of the marketing for the Community Services Department and be assigned to a staff member who has the acumen for social media.

Registration Method

The percentage of participants utilizing online registration has increased between 2018 and 2022 by 5 percentage points still using the old antiquated Sportsman Registration System. This percentage is much lower than what is typically found in other agencies, according to general statistical information provided by other municipal agencies. The average agency’s online registration percentage in the database is between 60-65%. When the new CivicRec Registration System is up and running, the online registration numbers will increase and most likely double very quickly, due to the customer engagement options that are available within the CivicRec system. The chart below reflects the fiscal year’s registration breakdowns based on in person versus online registrations.

Program Registration Method				
	In Person		Online	
<i>Year</i>	<i>Quantity</i>	<i>Percent</i>	<i>Quantity</i>	<i>Percent</i>
2018	10,312	83%	2,038	17%
2021	4,660	57%	3,464	43%
2022	10,899	78%	3,075	22%

The more frequently registrations occur online, the more front-line staff can service customers in other ways. Customers expect convenient, easy registration processes; so the addition of adding staff to the Class Registration and Facility Reservation area will promote consistency and continuity for the department.

Program Guide: Recreation Guide

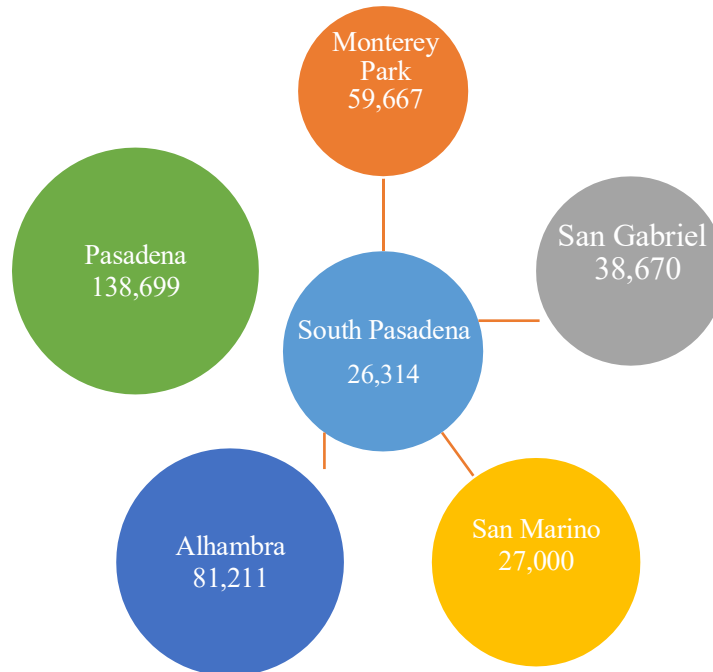
The four issues of the Recreation Guide reviewed were well organized and consistent in their layout. Program descriptions were short, succinct, and efficient in their space usage. The quantity of text per page was high. Photos of actual participants created a more personal feel; which made the classes to be very appealing, personal and will compel the community to want to participate in the program or event.

Market Segment Opportunity

In review of the 2020 Census Report, it shows that the City of South Pasadena has increased renters within the city to over 50% of the population. These renters are still paying for Utility and Sales Tax that supports the City’s revenue base, so it makes sense that they too have a vested interest in expecting high quality recreation programs and well-maintained parks. Given this information, one would expect that renters significantly benefit from the excellent South Pasadena Unified School District and Public Safety Services that the City provides. But we also need to remember that renters have very little open space available so that they will place a greater amount of demand on the City’s Parks and Open Spaces. Perhaps by considering this market segment as an opportunity and creating a service package with a corresponding marketing plan could increase the Department’s reach. This group is looking for ways to connect to their community and meet new people and the Community Services Department programming could be that conduit.

Benchmarking Recreational Programs

In review of benchmarking recreational programs, neighboring municipalities who border South Pasadena were identified to provide a valid comparison. It is very typical that recreational customers will cross city boundaries to take advantage of neighboring city's recreational programs and services. These customers are referred to as Non-Residents and will typically pay an increased fee for participating in the classes and programs. This increased fee is often no more than \$10 higher than the resident fee, as it is vital to continue to allow for non-residents to participate in order to maintain appropriate number of participants in classes and programs so as not to have to cancel this class or program due to low participation levels. The neighboring municipalities identified are Pasadena, San Marino, Alhambra, San Gabriel, and Monterey Park. The populations of these benchmarking communities range from 27,000 to 138,699, but all are close enough for individuals to drive a short distance from wherever area they live in South Pasadena to participate in recreational services and visa-versa.



In my benchmarking review of these agencies recreational services, I found the following:

City of Pasadena Parks, Recreation and Community Services Department:

- Message from the Community Services Director within their Recreation Guide.
- Very robust core program class offerings and nicely balanced within all core program areas.
- Provides Aquatic programming with School District.
- Variety of Teen programs offered within an independent Teen Center.
- Community Services that included legal, housing, and Medicare/Medical support services.
- City run Farmers Market – 40+ years.
- Dedicated Senior Center.

City of Alhambra Parks & Recreation Department:

- Robust core program class offerings and nicely balanced within all core program areas.
- Provides Aquatic programming at City Pools.
- Limited Teen programs offered probably due to no independent Teen Center.

- Offered Family Excursions
- City run Farmers Market – 38 years.
- Dedicated Joslyn Senior Center.

City of Monterey Park Recreation and Community Services:

- Publicized their recreational programming monthly in their “Cascades Newspaper” which included city and community news, and advertisements from local businesses.
- Limited core program class offerings.
- Provides Aquatic programming at City Pool.
- Newly opened Teen Center in collaboration with the ‘Boys and Girls Club’ which will have a variety of Teen programs.
- Dedicated Langley Senior Center.

City of San Gabriel Community Services Department:

- Message from the Community Services Director within their Grapevine Guide.
- Very robust core program class offerings and nicely balanced within all core program areas.
- Provides Aquatic programming at City Pool.
- Dedicated Adult Recreation Center for senior programs.
- No dedicated Teen Center, and offers limited Teen programs probably due to no Teen Center.
- Included a Survey opportunity at the end of their guide.

City of San Marino Community Services Department:

- Message from the Community Services Director within their Community Services Guide.
- Limited core program offerings that were very balanced, but also very limited facilities.
- No dedicated Senior Center, but offered senior excursions.
- No Aquatic programming.

In review of the recreational core programming offerings and the Recreation Guide provided by the **South Pasadena Community Services Department**, and comparing them to other neighboring agencies, I propose the following:

- Include a Message from the Community Services Director within the Recreation Guide.
- Include a reference to the City’s Resolution of Diversity & Inclusivity within the Recreation Guide.
- Referring back to the Recreation Program Review under Program Categories, suggest adding classes within the core program areas identified in red. (I.e. Early Childhood, Golf, Historical Programs, Homeschool, etc.)
- Explore initiating discussions with South Pasadena Unified School District to explore services that both agencies can do together to develop a partnership for services provided to the South Pasadena Community. This new partnership may create opportunities to re-negotiating the JUA in order to gain additional facility resources in order to offer Aquatic Programming and explore gym usage time.
- Publicize the Chamber of Commerce Farmer’s Market within the Recreation Guide.
- Include a Survey opportunity within the Recreation Guide, and through the new class registration program, “CivicRec”.

CUSTOMER SERVICE MODEL REVIEW

In my observation of the Community Services Department current customer service model, I noticed that staff work diligently to engage the customer at each event and program they offer to the community. I have seen several positive and complimentary comments sent from community members to staff informing them of how much they appreciated the event and staff's willingness to make this event or program special to them. I have found that the only way a quality customer service model exists within organizations, is because the leadership and management truly have passion for their services and believe that these high-quality services are enhancing and benefiting their community. With this passion from the leadership and management, staff in the lower ranks fully understand that this is the mission and objective of each program and event and assist in providing high-quality recreational services to the community.

That being stated, there has been a change in communities trust and perspective over the past 3-4 years, creating a different dynamic in the offering of services to communities. This shift in perspective is classified as a customer centric focus on municipal government, causing these municipal entities to pivot as to how they now are required to engage their community.

Customer Centric Organizations.

Communities in all municipalities are increasingly looking over the shoulder of local government and requiring justification for the actions of elected and appointed officials. There is increasing conflict within communities regarding the funding priorities of local government. This requires local entities to increasingly spend more time considering how to reach residents and be more proactive in getting their constituents involved. As the Community Services Departments within municipal government typically serves as a connecting department from the City to the community, it would be beneficial for the department to engage the community with ongoing evaluation of Customer Service Satisfaction for all Community Services Departments Programs and Events.

It is important for the Community Services Department to implement a combination of customer satisfaction survey via comment cards, electronic surveys, QR codes and or random staff engagement surveys taken at City-wide events. Realizing that too many survey requests from city staff could cause the customer to feel overly imposed upon, I propose that staff identify the best and most successful survey methods to implement. The suggested type of information to gather from the community on these surveys would be to assist in evaluating the level of customer service about the event and staff such as:

- Quality of the Event, Program or Class;
- Accessibility of staff;
- Thoroughness of staff planning for this Event, Program or Class;
- Satisfaction of the Event, Program or Class;
- Staff that provided exceptional service;
- Area of the Event, Program or Class that were a problem or concern;
- An opportunity for the applicant to make general comments regarding the Event, Program or Class.

These customer satisfaction surveys should be returned directly to the Deputy Community Services Director for compilation and review. A semi-annual report should be developed outlining the level of satisfaction provided to applicants. Information gathered from this evaluation tool should be utilized for on-going evaluation and improvement of the process as a best practice to enable decision-making to fully evaluate staff efforts.

Recommendation #11 – The Community Services Department should Implement an On-going Customer Satisfaction Survey Program.

TRANSPORTATION SERVICES REVIEW

The Transportation Services provided within the Community Services Department are focused on the seniors and the disabled and is called **Dial-A-Ride**. This type of transportation service is offered by most all municipal agencies throughout California, funded through State Propositions A & C. The Dial-A-Ride program is recognized as an essential service to the South Pasadena senior community, and is available for seniors and residents with disabilities. In addition, the Dial-A-Ride program provides transportation services for (2) two excursions per month to various locations, and to opened facilities (as per LA County Guidelines). This service is available for South Pasadena residents who are over 55 years of age, and/or residents with a disability. Transportation is provided to and from any location within the South Pasadena City limits, and also to some surrounding medial offices in Pasadena, San Marino, Arcadia, San Gabriel and Alhambra.

In my review of this transportation service, I was informed that this Dial-A-Ride program is a critical service for the South Pasadena senior and disabled populations and has been in existence for many years. In 2018-19, prior to the Pandemic, annual ridership was 11,860, and was being used quite extensively by the seniors and disabled who were not able drive on own to doctor’s appointments and other locations that they needed to visit to maintain their quality of life. In 2019-20 annual ridership within this very important program diminished due to the Pandemic to 7,783, and continued to diminish in 2020-21 to 3,683. Last year in 2021-22, ridership started to increase to 4,852. I am confident that ridership will slowly continue to increase as this is a very needed and valuable service for the senior population. I also believe that ridership growth will be slow as many seniors are still very skeptical about riding in a shuttle bus with other riders due to the fear that has been instilled in them because they have been identified as the **“Highest Risk Population”** to get COVID. This concern by the senior population may open the door for a new type of individual transportation service, such as “microtransit”.

Even though ridership is still lower than it was in 2018, the staffing efforts to manage this program remain very high. Staff have communicated to me that the customer calls for questions and service have increased, and in order to continue to provide excellent customer service they have found that they are challenged in keeping up with the additional customer interaction and workload. In addition, staff have informed me that they are struggling in hiring part-time shuttle drivers to support the Dial-A-Ride program, which is putting additional workload challenges on the team. Fortunately, the City of South Pasadena had the foresight to create (2) two full-time driving positions, as other municipalities did not move in that direction and are extremely challenged in even offering a Dial-A-Ride program to their communities. In fact, in my research with other municipal agencies, I have found that the only way for municipal agencies to maintain a quality Dial-A-Ride program is to have full-time drivers or contract out this service. That being said, the City of South Pasadena has successfully pivoted in this environment and is in good shape to continue to offer a high-quality city run Dial-A-Ride program for the senior residents of South Pasadena.

The newest trend in the area of municipally offered Transportation Services is **“microtransit”**, and has come to light primarily due to the Pandemic which caused the fear of the seniors and disabled populations traveling with other individuals in an enclosed shuttle environment. As you are aware, the County of Los Angeles Public Health Department enacted significant restrictions on municipal agencies, that most all Dial-A-Ride programs were closed until these health restrictions were lifted.

The term “microtransit” is fairly novel but describes what can be thought of more generally as “flexible transit”. This type of transportation service allows agencies to offer riders an on-demand option that is more flexible than designated appointment-like Dial-A-Ride services. The option typically uses vehicles operated by Uber, Lyft or Taxi and is an individual service as compared to shuttle services provided by Dial-A-Ride. Municipalities are viewing this type of service as a supplement to their existing Dial-A-Ride programs as the senior population has become very accustomed to using these types of on-demand services due to the restrictive health orders cancelling all of the Dial-A-Ride programs because of the proximately of ridership within the shuttles.

In order to explore this option, I contacted a Director of a large municipality to better understand the future of transportation services for municipalities. In my conversation, I was informed that the large Los Angeles County Transportation Agency such as Metro have already launched “Metro Micro” services for some city’s within Los Angeles County, but these services are not available for South Pasadena at this time.

Given this information, I recommend that the Community Services Department issue an RFP to hire a Transportation Consultant Industry Expert to provide a deep dive into the Transit Division. My expertise is not in the field of Transportation, so I would need to defer this matter to an industry expert to conduct this assessment.

Recommendation #12 – Issue a Request for Proposal (RFP) to hire a Transportation Consultant Industry Expert to evaluate the Transit Division.

ENGAGEMENT SUREYS & SWOT ANALYSIS

Engagement Surveys and Meetings

Engagement surveys and meetings were conducted and included City Council, Community Services Commission, City Manager and Deputy City Manager, Community Services Director, Deputy Director, Supervisors and general employees from the department.

Many of the positive comments related to the passion and dedication of Community Services Department employees. The Department is viewed as highly responsive to the needs of both internal and external customers. Other strengths include the variety of programs offered, as well as many program areas having a long history of excellence and a great reputation.

Some of the opportunities for improvement include the need to enhance the strategic approach of the Department, expanding marketing, review and re-invent programming, developing the Community Services Department brand, aligning the organization for operational efficiency, and strengthening the organizational culture.

An **Employee Survey** that was distributed to the 7 full-time and approximately 20 part-time employees receiving twenty-four responses. The survey asked employees to identify their level of satisfaction toward 25 different attributes. Responses of this survey are provided within Appendix A. The highest rated responses included:

- I enjoy what I do.
- I achieve a good balance between my work life and private life.
- My supervisor keeps me informed about the issues affecting my work.
- I receive the training needed to be an effective and efficient employee.

- My supervisor helps me to understand how I contribute to my organization's Strategic Plan goals.

The areas that need the most improvement included:

- Maintenance of equipment and technology.
- The department lacking in the number of personnel to provide high level of services.
- Teamwork between City Departments.
- Business processes between other departments is not effective or efficient.
- Lack of a Succession Plan for the department
- Department budget is not adequate to provide quality services to residents.

A **Community Services Administration Survey** was distributed to the Director and Deputy Director. The survey asked what one thing they would change about the department; are staffing allocations in-line with services expectations; is the department reactive to customer demands; what is the department doing right; what can the department do more of and less of; what are areas of improvement; and what do you see the department changing in next five years. Summaries of this analysis are provided within Appendix B. Consolidated comments included:

- One thing they would change about the department would be to be able to house all divisions in one facility to allow for cross training and mentorship.
- The current staffing allocation is very challenging for staff to meet service expectations, and equally difficult is the limitation on the number of hours the part-time staff are allowed to work.
- Staff within the Community Services Department are very responsive to customer demands.
- The department provides quality services to the community, and is constantly looking for ways to improve those services for the community.
- One key area of improvement will be the Implementation of a new Registration System – CivicRec is in the process of being purchased.
- In the next five years – re-alignment of all professional positions in order to continue to build a strong team, develop cross-training modules for staff, re-define and increase programming and services offered to our community, and development of a succession plan.

A **Community Services City Mtg., Commission and Council Administration Survey** was distributed to the City Manager, Deputy City Manager, Community Services Commission and City Councilmembers to provide input specifically to the Community Services Department. The survey asked what the top three (3) priorities; what is the department doing right; what can the department do more of; what can the department do less of; and areas of improvement. Responses of this survey are provided within Appendix C. Consolidated comments within questions included:

Top Priorities:

- Continue to offer high quality programs to the community.
- Provide adequate staffing levels for a succession plan.
- Improve the park and facilities maintenance.
- Execute City Council initiated events with excellence.

Doing Right?

- Offering many fun park and city-wide events and classes for all ages.
- Providing quality programming and events with a lean staff.
- Working and listening to the citizens.

Do More of?

- Better communication to community as to what to do when there are issues at the parks, with facilities not being clean, more trash pick-ups.
- Offer more classes for adults between 18-55.
- Do more strategic planning, look at re-inventing what is being done to make more timely with what is happening in today's world.
- Increase Social Marketing
- Focus on more teen programming.
- Maximize usage and revenue from city park facilities.
- Explore outsourcing opportunities for Dial-A-Ride Microtransit.
- Re-evaluate how to offer Senior programs to the 55-70 age demographic.
- Make sure the park picnic and building rental spaces are cleaned up before and after usage.

Do Less of?

- Shed limited impact services and outsource others.
- Less activities/programming because that's what we've always done. Need to evaluate and provide the level of service and programming the community needs and wants. Need to be organized, strategic and cater to the needs of the community.

Additional Areas of Improvement?

- More marketing and social media exposure for community programs and activities.
- Quicker responses to issues in the parks, better partnership with social services and police to respond to the un-housed people in the parks.
- Provide the department more staffing and material resources in order to be successful in providing high quality services to the community.
- Teen Center is okay for now in the Senior Center, but need to find their own facility for the Teen population.

SWOT Analysis

A Strengths, Weaknesses, Opportunity and Threats/Challenges Analysis was also conducted with the Community Services Department full-time staff members, as well as the City Manager, Deputy City Manager, Community Services Commission and the City Council. Summaries of this analysis are provided within Appendices E & F.

POLICIES AND PROCEDURES REVIEW

Within the section, I am providing a summary of the various policies and procedures that were reviewed and revised in order to compare to other benchmarked municipalities and meet ‘Best Management’ practices. Revised policies are provided within Appendix G. All yellow highlighted areas within these Policies are calling out city documents that need to be attached and included within that specific Policy.

1. EMPLOYEE HANDBOOK

Catalyst Consulting reviewed and revised the employee handbook utilizing the Cities of San Gabriel, Arcadia, Santa Fe Springs and Bellflower as benchmark cities for comparison. The following edits and revisions were made:

- Renamed sections for clarity and understanding.
- Listed all sections in the table of contents.
- Rearranged topics to the correct sections.
- Addition of City Council information.
- Addition of timecard, payday and PERS section.
- Addition of Section 5 was added to display all policies referenced throughout the handbook.

Recommendation:

⇒ It is recommended the department add a section pertaining to COVID policies and procedures. In addition, all policies referenced through the handbook should be provided to employees as part of the handbook.

2. CO-SPONSORSHIP POLICY

The Co-Sponsorship Policy is unique to the City of South Pasadena, as I was not able to find any other city that had this type of Policy as a stand-alone document. It is more typical of municipal agencies to have a Special Event Fee Waiver Policy that addresses how these waivers are provided to the local entities. In order to make this as consistent as possible, revisions focused more on consistency within this Policy.

The following edits and revisions were made:

- Addition of cover page.
- Addition of Table of Contents.
- Reformatted to be consistent with all policies.

Recommendation:

⇒ It is recommended that the department rename the Co-Sponsorship Policy to Special Event Fee Waiver Policy.

3. SENIOR CENTER POLICIES & PROCEDURES

The following edits and revisions were made:

- Addition of cover page.

- Addition of Table of Contents.
- Addition of Excursion and Nutrition Program section.
- Reformatted to be consistent with all policies.

Recommendation:

⇒ It is recommended the department add a section pertaining to COVID restrictions.

4. GUIDELINES FOR COMMUNITY SERVICES DEPARTMENT PROGRAMS AND MANAGEMENT

After further research, Catalyst Consulting was unsuccessful finding other agencies that had a similar document. In order to preserve the intention of this policy, it was best to separate the original Guidelines for Community Services Department Events, Facilities and Programs Management into their own individual policies for clarity and consistency.

The following edits and revisions were made:

- Title modification
- Separate into two policies for clarity.

Recommendation:

⇒ It is recommended the department separate these documents as suggested.

5. GUIDELINES FOR COMMUNITY SERVICES DEPARTMENT FACILITIES RESERVATION HANDBOOK

The following edits and revisions were made:

- Title modification
- Addition of California Responsible Beverage Service Training language.
- Addition of procedure to confirm Non-profit status.
- Renamed sections.

Recommendation:

⇒ It is recommended the department add referenced attachments such as fee schedule.

PRIORITIZED RECOMMENDATIONS

Within the section, I am providing the listing of recommendations in prioritized grouping to create immediate successes within the Community Services Department.

- **High Priority** - Those that need to be addressed immediately to provide urgent support to the department for success.
- **Medium Priority** – Those that may take some research and time to review but still essential to implement to support the department.
- **Low Priority** – Those that will need to be integrated into policies and procedures and move through formal approvals within the city process as important priorities that require process.

In all cases, these recommendations and considerations are extremely important to be implemented in order to build a highly successful, sustainable, well-balanced, operationally efficient Community Services Department for now and into the future.

Overall, in each of my conversations with staff members of Community Services and City Management Departments, as well as Appointed and Elected Members of the Community Services Commissioners and City Council, everyone supported the importance of the services provided by the Community Services Department for the health and well-being of the South Pasadena Community. They all wanted the Community Services Department to have the tools to be successful, and with implementation of these recommendations and suggested areas for consideration within this Organizational and Operational Assessment Report, they will have the tools to thrive and continue providing high quality services for the residents of South Pasadena. The prioritized groups are as follows:

HIGH PRIORITY

- **Develop a Departmental Vision, Mission and Values Statement.**
- **Conduct a Community-Wide Programming Needs Assessment.**
- **Issue a Request for Proposal (RFP) to hire a Transportation Consultant Industry Expert to evaluate the Transit Division.**
- **Implement the following Staffing Recommendation:**
 - **Priority #1: Re-define the duties of the Deputy Community Services Director to become the Operational Manager of the Department; Combine the Two (2) part-time Management Aide positions within Recreation to create One (1) full-time Program Specialist position; and Conduct a Compensation and Compaction Study for the Recreation and Seniors Supervisor positions.**
- **Establish and Maintain Bi-annual All-hands Department Meetings. Establish and Maintain Bi-weekly 1 on 1 Meetings for Director level through Supervisor/Coordinator level full-time positions.**

- **Continue with the Bi-Weekly Departmental Management Meeting, but Re-focus them to address the major issues and topics and upcoming issues or events.**
- **Implement a “No Surprises” Communication Process within the Department and throughout the Agency.**

MEDIUM PRIORITY

- **Establish a Strong and Sustainable Cross-Training Program for all full-time job classifications within the Department.**
- **Create and Implement a “Park Attendant” Program for the weekend rentals of park picnic/gazebo and building facilities.**
- **The Department should implement an On-going Customer Satisfaction Survey Program.**
- **Implement the following Staffing Recommendation:**
 - **Priority #2: This staffing recommendation is a suggestion for the future after the completion of the Transit Division Assessment, and possible re-organization of the entire department. NOTE: Implementation of this staffing recommendation should take place with additional program growth within both the Senior and Recreation Divisions - Upgrade the Existing part-time Community Services Coordinator position to a full-time Community Services Coordinator position; and Upgrade the Existing full-time Recreation Specialist position to a full-time Recreation Coordinator position.**

LOW PRIORITY

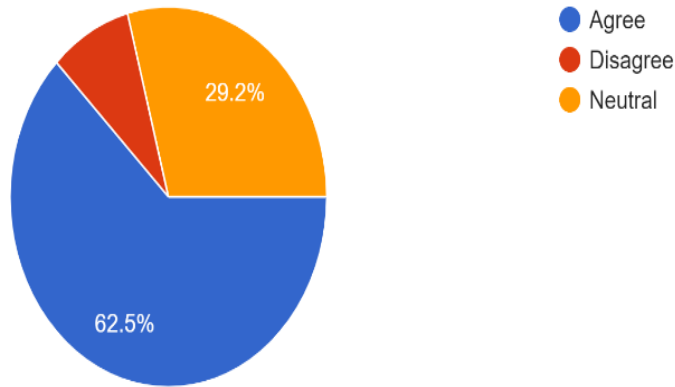
- **Develop Formal Agreements with all Strategic Partnerships for consistency and continuity.**
- **Include a Program Fee Analysis Study within the Finance Departments 3 - 5 Year Fee Study.**
- **Develop a Community Services Section or Focus Area within the City’s Strategic Plan that will align with the City’s General Plan for Recreational and Open Space Use to Assist in Guiding the Community Services Department in the future.**

APPENDIX A

**COMMUNITY SERVICES DEPARTMENT
EMPLOYEE SURVEY RESULTS**

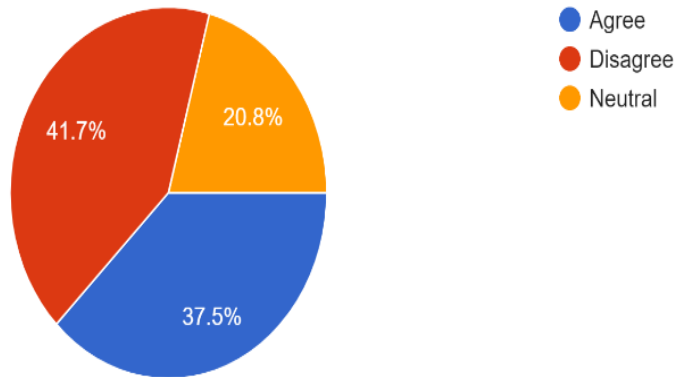
1. My workload is reasonable

24 responses



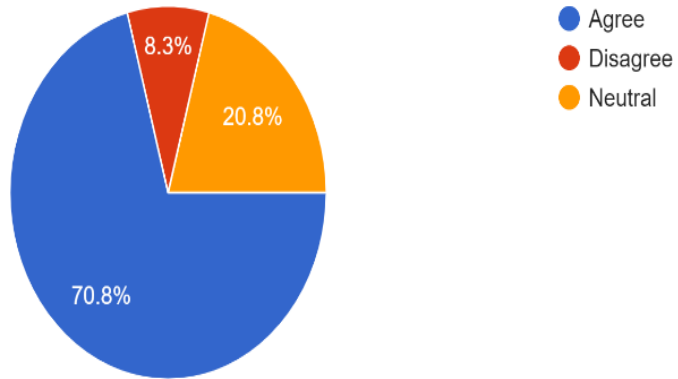
2. My department has an appropriate number of personnel to provide high level of services.

24 responses



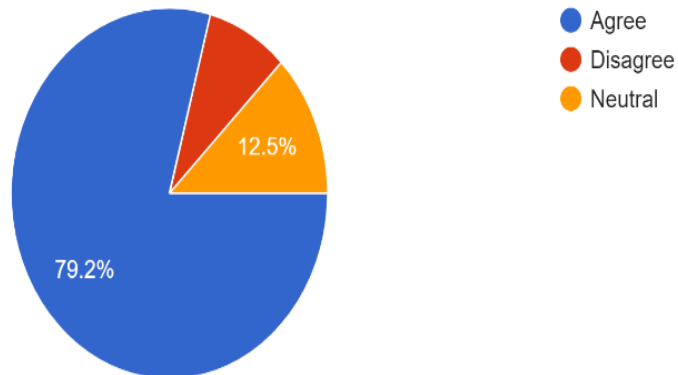
3. I can tolerate the pressure of my work very well.

24 responses



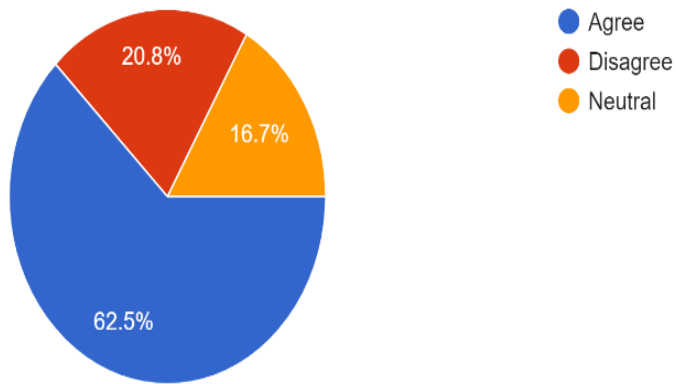
4. I achieve a good balance between my work life and private life.

24 responses



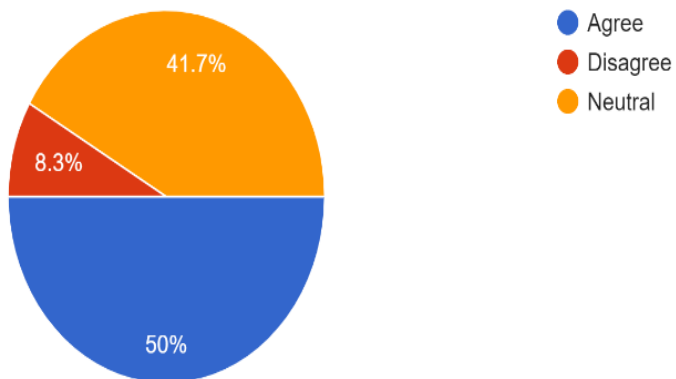
5. I have access to the necessary software and technology needed to perform my duties.

24 responses

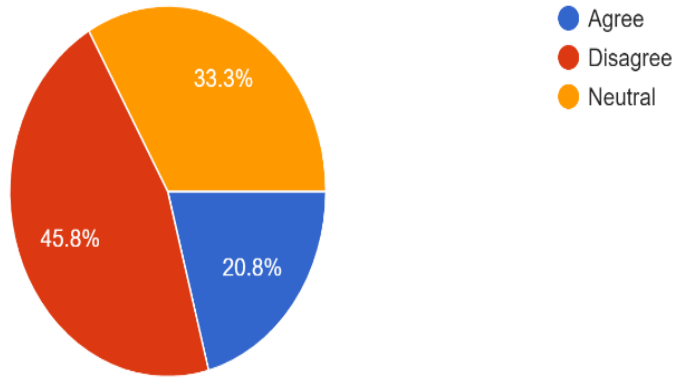


6. My department has well established policies and procedures to guide my work.

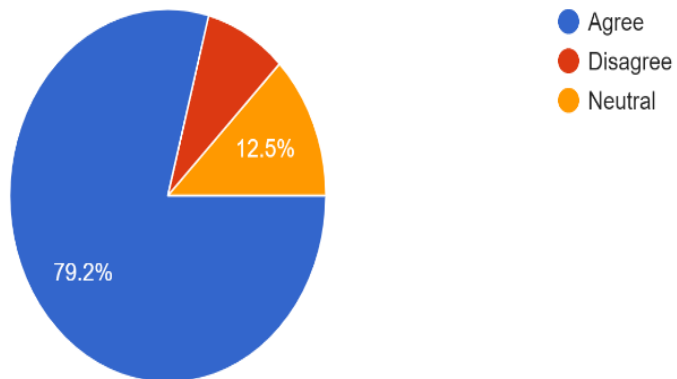
24 responses



7. Our equipment/technology is well maintained.
24 responses

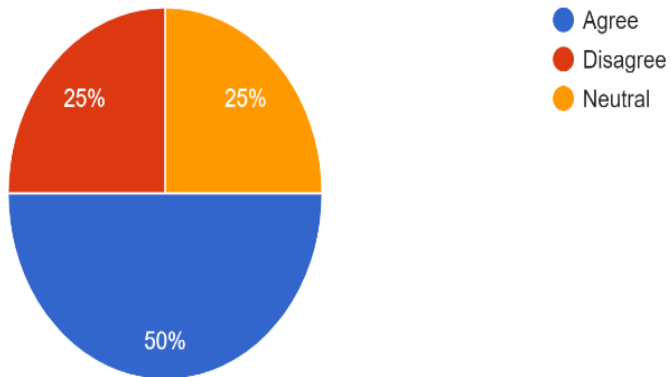


8. My supervisor keeps me informed about the issues affecting my work.
24 responses



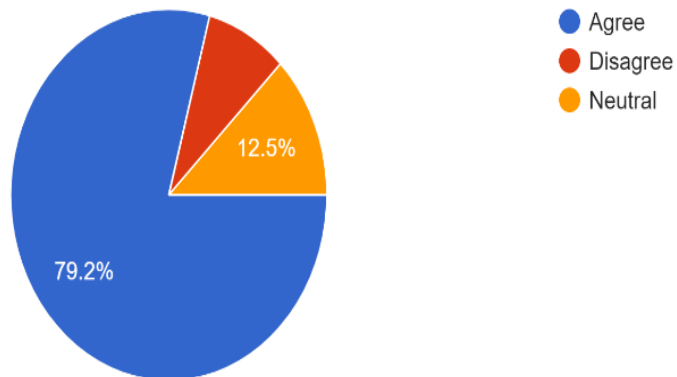
9. Our department budget is adequate to provide quality services to residents.

24 responses



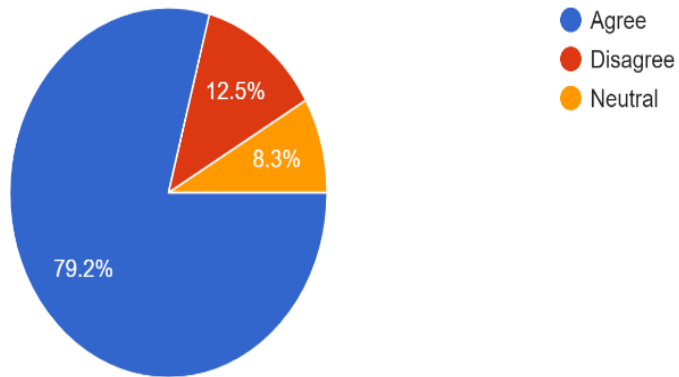
10. My supervisor keeps me informed about the issues affecting my work.

24 responses



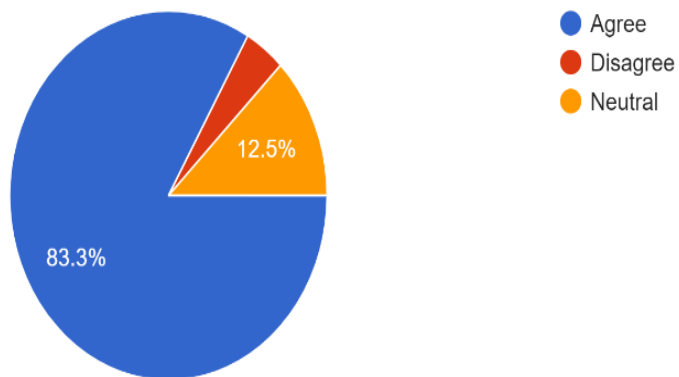
11. My supervisor helps me to understand how I contribute to my organization's Strategic Plan goals.

24 responses



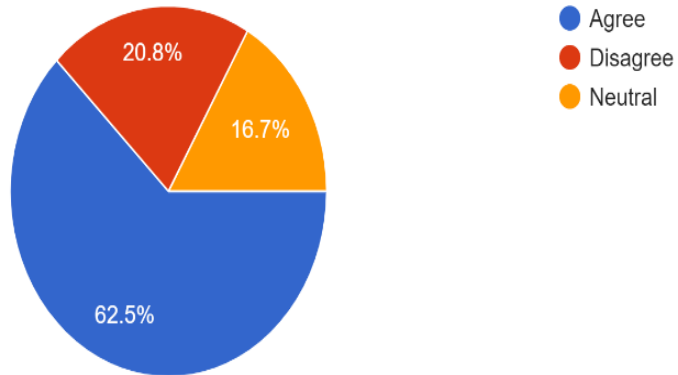
12. My supervisor provides constructive feedback on my job performance.

24 responses



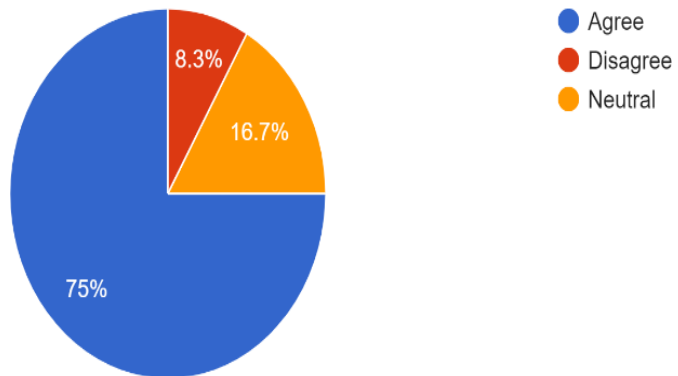
13. I feel that I am growing professionally.

24 responses



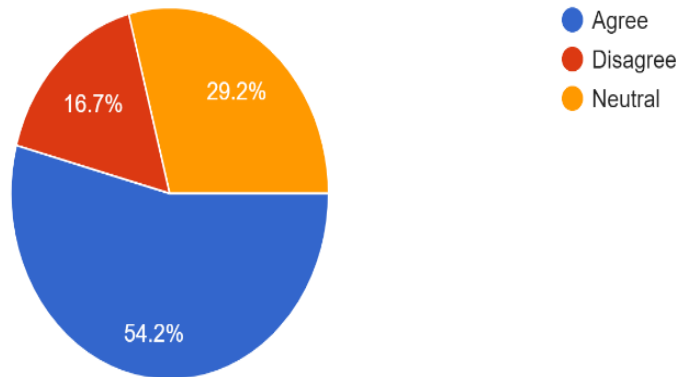
14. I receive the training needed to be an effective and efficient employee.

24 responses



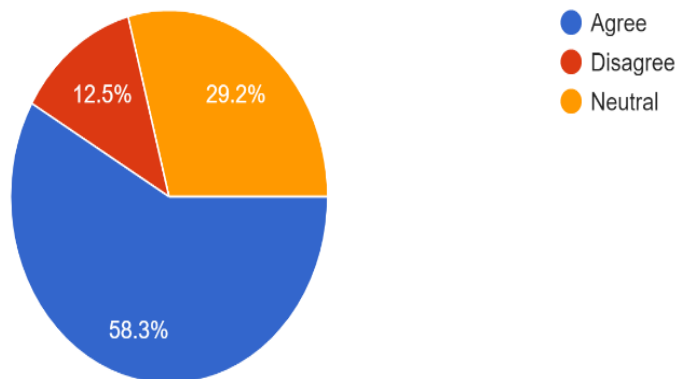
15. My skills are being utilized to the fullest capacity.

24 responses



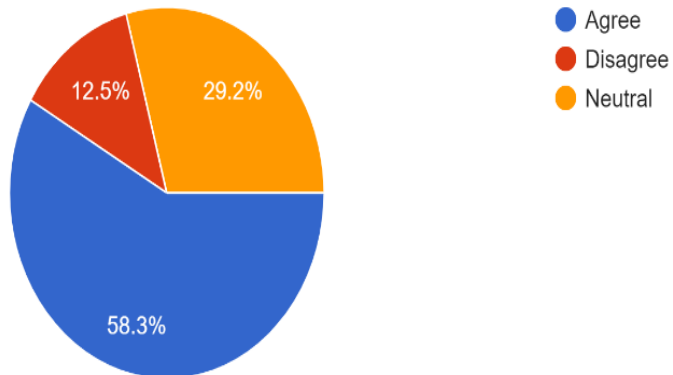
16. I have a clear understanding of my organization's Strategic Plan goals.

24 responses



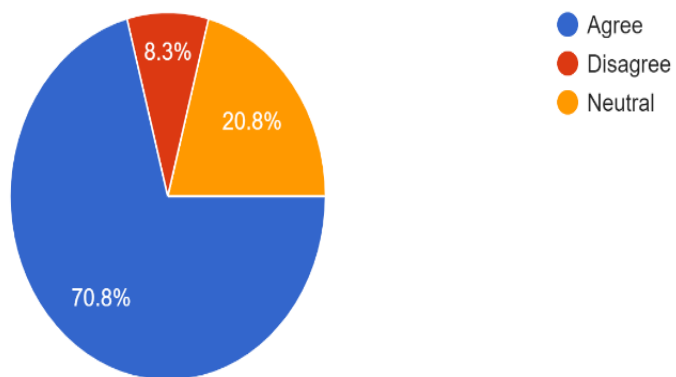
17. I know how my work supports my organization's Strategic Plan goals.

24 responses



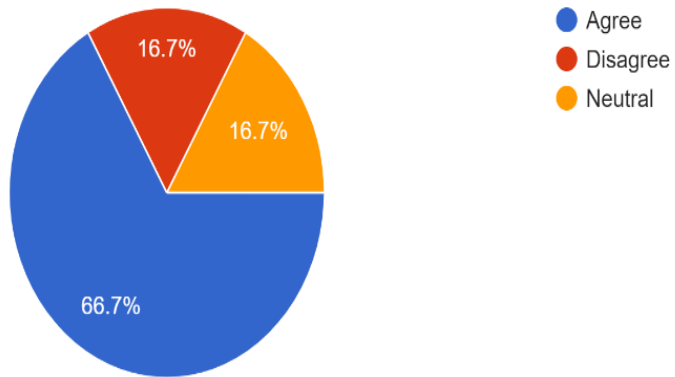
18. I feel encouraged to come up with new and better ways of doing things.

24 responses



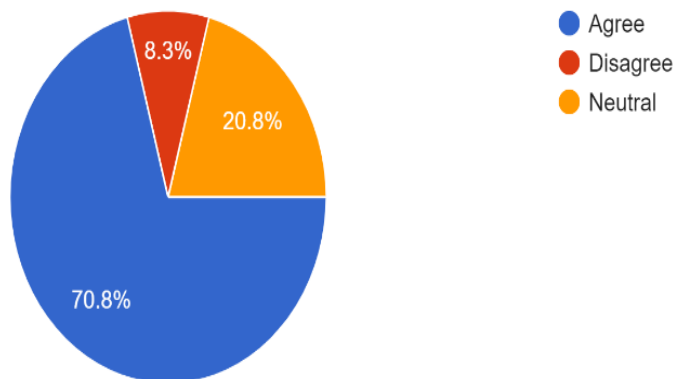
19. I feel valued for the work I do.

24 responses



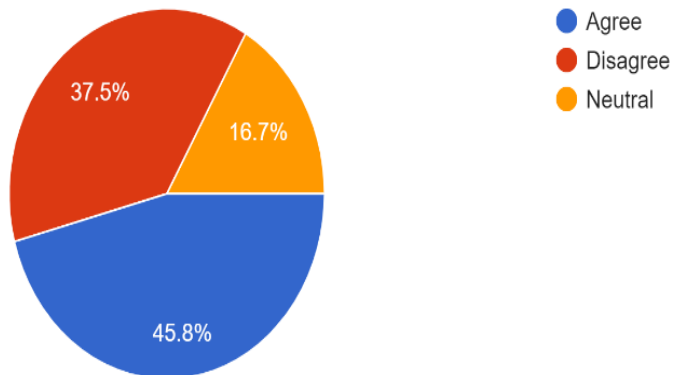
20. There is a strong sense of team work within my department.

24 responses



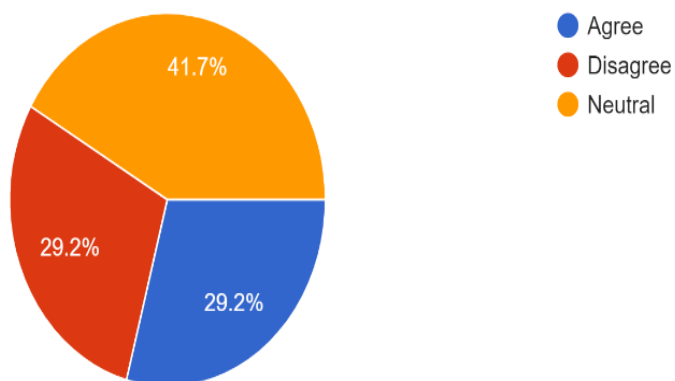
21. There is a strong sense of teamwork between City Departments.

24 responses



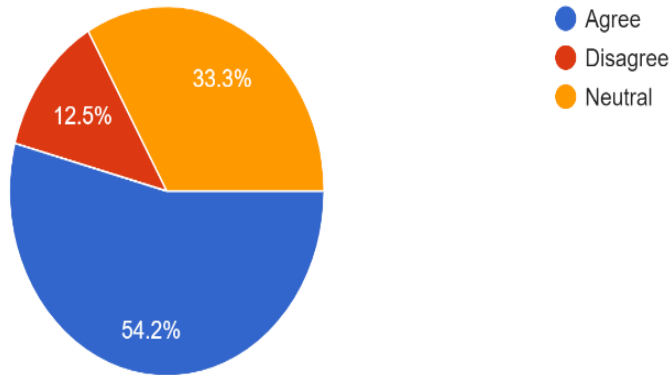
22. The business process involving other departments is effective and efficient.

24 responses



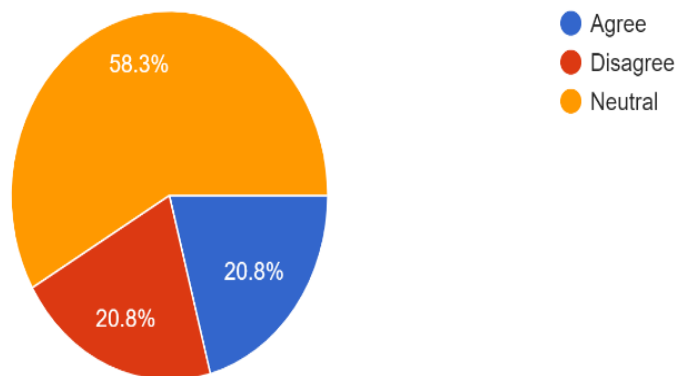
23. The business process involving my department is effective and efficient. .

24 responses

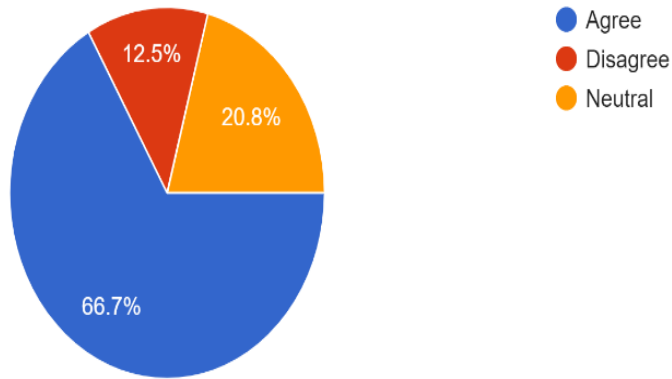


24. My department has a Succession Plan.

24 responses



25. As we plan for the future, my department asks for my ideas
24 responses



COMMENTS FROM STAFF

Working for the City of South Pasadena has been a great pleasure. I enjoy teamwork and an environment that is welcoming to all. Everyone at my job site are awesome.

As much as I do love working here I feel that the people that work in Camp Med never have a chance to move up to any higher positions. Anytime a job opens up it is always an outsider instead of in-house. Not only talking for myself but talking for a lot of staff that been here for years.

I don't see growth in my department and opportunities. I see that there's favoritism.

Sometimes I think we need more structure or planning when it comes to taking on new tasks. I feel like sometimes we aren't prepared enough or not given enough time and it can feel like we're rushing or not doing the best we could.

There is a clear division between the value for FTE and PTE both within the department and across all city departments. There is no room for growth. If an employee does grow, it is not awarded and thus it is imperative to look for work outside the city that values employee proactivity. When employees are creative, concise, clear, they are told they are doing work outside their JD that is no or little need for their efforts. Everyone is kind, but the ability to create more meaning in one's daily work is limited and unencouraged, causing poor staff morale.

APPENDIX B

COMMUNITY SERVICES DEPARTMENT ADMINISTRATION SURVEY RESULTS

What is the one thing you would change about the department?

It would be ideal to have all divisions in one facility. This allows for opportunities to cross train, and mentor others. The current software we are utilizing is outdated and not meeting the needs of the staff and the community. We are making progress in this area and hope to have a new software registration in place by the end of this calendar year.

Department housed in one place

Are your staffing allocations in line with service expectations?

No, the expectations and workload continue to grow, but staffing has remained the same. In the last 8-10 months, the Department lost a full time Coordinator position in order to justify the need for a Deputy Director. As the new Deputy Director, I believe I have been essential in assisting our Director with large-scale projects and contracts; being there for all staff to remedy issues rather than having them go directly to the Director; as well as being there to assist with the day-to-day components of our department. This position is also a key communicator for project completion with other departments. However, our succession plan is incomplete as we lost the Coordinator position. This eliminated position was key in handling the role of facility rentals/maintenance, contract classes, and special events. While staff are able to manage, the workload demands continue to increase (i.e. new events, expanded programming). Without a Coordinator, the department loses another position in the succession planning (i.e. Specialist to Coordinator). As we were preparing the budget for FY 22/23, a full time Senior Management position was eliminated in the Transit Division. The responsibilities of this position now relies on the Deputy Director and Management Analyst.

The cap of 18/28 hours for part time staff has been challenging. It has been difficult to recruit and retain staff, as they find other employment that offer more hours.

No, I believe I need one more full-time person to handle all classes. I can only increase classes and revenue if I have one person concentrating on classes and not being pulled in different directions. Also, a person to handle all grants. This is added workload on Director We have Deputy but we last a coordinator.

Do you feel your department is reactive to demands?

Yes, our department strives to respond to all inquiries related to the City as best as possible. It would be helpful to have a full-time front office/staff in both divisions who can maintain continuity with patrons. Currently we have a Management Aide at 28 hours a week doing all the Recreation Office front desk operations, handling all registrations, customer contact, deposits, warrants (this process is very lengthy and time consuming), and so

much. At the Senior Center, we have a part time Coordinator doing senior related programs, classes, deposits, warrants and so much more working 28 hours. It's a team effort to keep things afloat.

Yes, at times we react to demands because of the division of duties between Public Works and CSD. This is with parks and facilities mostly. With more another full-time staff, areas can be concentrated on instead of given a percentage of time to during a week.

What is the department doing right?

Our department continues to provide exceptional services to our community. The department is constantly looking for ways to improve whether by reimagining existing programs, or possibly adding new programs. We are also headed in the right direction in getting a new software program, this will make the process more efficient and meet the needs of the community.

CSD has great events and always does more than is expected or given to us. Such as events. The Director is putting up canopies, tables chairs, and staging as we do not have enough staff to handle this. PW is not always willing to step up as it is weekend work

What can your department do more of?

I think our department needs to be more outspoken. We need to ask for more. We truly go above and beyond, and we are doing more with less. It feels unfair to see other departments getting new positions and existing staff getting promotions, I feel we need to be treated fairly. Yes, we did get the Deputy position by losing the Coordinator, but that position is just as important. We also lost a full-time position in Transit.

Classes and Facility reservations. If staff was assigned to each area, more time can be put into these two areas

What can your department do less of?

We are the department with the "Can Do" Attitude. We are highly involved with city co-sponsored events. I don't think we need to have too much of a role in these events.

Park and Facility maintenance as well as Co-sponsored and Special events.

Areas of improvement? 2 responses

Upgrade registration software; Attract and retain staff; Hold other departments accountable

Now that we have a playground inspector, we plan to begin an inspection process on a monthly basis along with reporting and maintenance issues.

How do you see the department changing in the next five years?

We have a great team who works well together, who collaborates, who understands each other strengths, and compliments each other's weaknesses. We also bring in our previous experiences to make this department excel. In the next five years, I would envision myself as the Director, and have one of the Supervisors mentored and ready to step in as Deputy. We are missing some important components, such as staff, in the divisions, and it

would be great to have these situated. Once those are established, start cross training and build on the existing staff for a succession plan.

Less of a senior community and more of a Community center that offers classes and programs all day for all ages.

APPENDIX C

CITY COUNCIL, COMMISSION & CITY MANAGEMENT SURVEY RESULTS

What are your top three priorities for the Community Services Department?

Expanding the services the city offers the community; increasing city revenue by leveraging city resources; identify areas that are adding less value and can be outsourced, and creating departmental focus on other high impact areas.

Programs for the community

Adequate staffing levels for a succession plan and having dedicated staff per area to enhance programming, creating and building revenue through facilities and classes, park and facility improvements (updated playgrounds and clean facilities)

Improving park facilities-field maintenance, clean parks, drought response, providing quality and sufficient recreational opportunities, building pocket parks.

Catching up on workload (updating documents), adopting policies/procedures, having a plan for the department

- 1) Accessible and multi-generational event, programs, and activities that build community
- 2) Attract, develop and retain quality part- and full-time staff to support the first priority
- 3) Increase visibility of and participation in events and programs, especially through an online presence (advertising the events in a timely manner online)

Better lighting on the grounds of our library

Better security at the arroyo golf course

More computers in our library

To refresh programming, establish better community outreach, and to look at highest and best use of facilities and maximize opportunities

1. Maintain the level of quality that has been upheld in the past
2. Provide adequate resources for the teenagers in the community
3. Keep the revenue of the department stable for the next years.

Golf course/restaurant, San Pascual Stables and Senior Citizens Center

Senior services, management of parks and city facilities for rent, and city holiday events

Working with Youth, Soccer and Little Leagues After School Programs Senior Programs

Provide popular, engaged, and assessable programming to the entire community (i.e. seniors, adults, teens, youth, adolescents, etc.) Parks and Recreation Facility Operations and Maintenance managed at high levels with identifiable KPI's Execute City Council initiated events with excellence

Provide individual services for the residents (i.e. flu shots, Halloween event, etc.) Providing programming services for the residents for all demographics within the city

Meeting the needs of the community; offering programs to senior and teen populations.

What is the Community Services Department doing right?

Providing a level of services that meets a minimum threshold. Trying to do a lot, with the limited resources at their disposal.

Sheila seems very organized

Offering many events and classes for all ages,

Lots of fun park and city-wide events, senior services and transport

The department is engaged in all aspects of community services (events/activities, programming, senior services, dial-a-ride) and facilities management.

Provides quality programming and events with a lean staff. This department was so critical in keeping the community connected during the height of the COVID pandemic. I also think the Commission is well run.

Working and listening to the citizens. Keeping our parks clean.

Heart behind the organization, all staff are very much in their element

I like how the department is investing in the youth of the community through different programs.

Managing golf course, senior citizens and community gardens

Providing good programs for the senior clients and offering the After School Programming

Providing Senior and Youth Programs Providing Special Events

Covering City Events very well Melissa is excellent with the Senior demographic

They are doing a lot right. Tremendous improvement over past couple of years, demonstrated by a positive attitude, and adequate help, and believe if they don't have adequate help they will communicate this to the City Manager. Art Crawl Event

What can the Community Services Department do more of?

Need a Facility Master Plan for their spaces and re-evaluate their programs to meet the needs of our community

Explore outsourcing opportunities for certain services (Metro + Dial-a-Ride; YMCA + Camp Med; etc...), Explore more community events and activities, identify under-utilized resources (golf course & restaurant, parks) ...

Incorporate more decision making from the commission

Offer more classes for adults between 18 - 55 and boomers (if there was a dedicated staff person)

Communicate to the public what to do when there are issues at the parks, more trash pickup, better drought response, improve field quality

Do more strategic programming, look at reinventing what we do to make it more timely in today's world. expand the programming that needs to be expanded. Also, we need to look at all our facilities and identify ways to increase revenue while also maintaining them.

Increased timely digital marketing of programs/events would be appreciated. I'm not even sure when the rec guide comes out because I don't receive it at my apartment (not sure if it's mass mailed) and it's not advertised on social media when it's out.

Treat animals as a part of our community would be nice. Continue educating the public about wildlife too.

Look to improve upon events and programming, welcome change

Focus more on the teenage aspect of the community.

Summer activities for kids and teens; afterschool programs and review rental fee schedules for different city-owned facilities

Maximize utility and revenue from city facilities.

Re-evaluate how to offer Senior Programs to the 55-70 age demographic

Review their programs and maybe update these programs to make sure they are still relevant to the community. Need to make sure facilities are cleaned up before and after usage by the community.

What can the Community Services Department do less of?

Find a way to shed limited impact services and outsource others.

Cell towers - this should be in Community Development. Grants - this should be with the Senior Management Analyst in Management Services

Less of activities/programming because that's what we've always done. We need to evaluate and provide the level of service and programming that the community needs and wants. Don't just do something because that's what we've always done. Those days are over. We need to be organized, strategic, and cater to the needs of our community.

Less meetings and more action.

I think we need to think about things strategically and not reactive; maximize efficiency and output by being smart with staff and time and resources.

Consider eliminating those programs that are duplicative of those offered by the private sector, unless there is a clear benefit to residents from the city's program.

With regard to City Events, they seem to be over reliant on some of the staff members who seem to be doing all the work, so it doesn't seem like a full team effort. Could be over-stretched or over extended within the organization and for the organizational health they may need to pull back.

Do not cut any programs, and surprised at how many programs they offer.

Areas of improvement?

Make marketing and social media exposure for community programs and activities.

Promoting facility rentals, changing the senior center to a community center, updating all facilities, such as playground and facilities to offer more rentals and classes and programs

Quicker responses to issues in the parks, better partnership with social services to respond appropriately to unhoused people in the parks, improve conditions of playing fields

Get organized.. have all of the Department's policies and procedures in place. Have new staff trained, utilize the software we need, and provide regular updates to Council. Also, start thinking about ways to better utilize/maximize City facilities.

I feel the Department is performing well. Perhaps the need for more people with the energy and initiative to get things done.

Facility oversight and management

Rental fee schedules of all city-owned facilities

Administration of contracts for use of city facilities; some contracts expired without Council's knowledge which left the City potentially liable.

Need more resources, need to have the staff tools to be successful in providing services to our community.

Dial-A-Ride

Facilities Management

Pocket Parks are taking too long

Teen Center is in the Senior Center, it is okay for now, but need to find their own facility for the Teen population. Explore bringing back the Sunrise Club

Additional comments

So much opportunity for our amazing city!

CSD is called upon often to set up and handle events that are not our departments. This takes staff away from their duties and can cause morale problems as they cannot enjoy the events and have to set up, serve and clean up the event. Hour part-time staff hours limits events. more programming can be offered but not enough full-time or part-time staff to be able to, such as before-school care

We have a great new team! Want to see the team be successful!

I am proud to be a part of this community. I am also proud of what our Department has done and continues to do for our city to make it so great.

The world around us has changed since Covid as have peoples habits and behaviors. I want to use this opportunity to identify our successes and challenges and see how we can revamp and refresh this beloved department and provide a fulfilling experience to community and to staff.

Keep up the great work.

Sheila Pautsch, Community Services Director, is doing an excellent for more than 10 years considering that she was understaffed for more than 8 years.

I believe our pocket parks should have been designed and constructed several years ago, I believe they were authorized by Council 5 years ago. Also, we have LONG discussed renovating the Arroyo Golf Course facilities to provide a banquet venue but this never seems to get any traction.

Protect the fields and open spaces, as the soccer fields seem to be overused, so need to get the police department on board to drive the fields to make sure they are protected. The fields need rest so need to make sure the Public Works Department has a sustainable Turf Management Plan in place.

APPENDIX D

GENERAL MAINTENANCE STANDARDS FOR CITY OPEN SPACE AND PARKS

What should a well-maintained park look like? Most people would prefer a park with lush green turf, healthy and attractive plants, shrubs, flowers, and trees, safe and clean recreational facilities in good condition and an attractive area free from debris and litter. However, while there are standards for the appearance of a park in terms of the condition of vegetation in park facilities, as well as standards on the labor required to achieve this condition, wide latitude is possible on the level of service for different types of parks and facilities.

Levels of park maintenance will vary depending on the type of facility, intensity of use, and on local standards. For example, parks that are widely used for a variety of leisure activities generally will require a higher level of maintenance than passive neighborhood parks. This means that different levels of service will prevail throughout the City's park system. Service levels are not fixed levels of maintenance for all facilities, but rather variable levels to be applied to individual facilities.

The Public Works Department should define the level of service to be provided in the maintenance of its park, landscape, and open space system. Important issues to note about the alternatives are presented below:

Mode A is state-of-the-art maintenance applied to a high quality; diverse landscape usually associated with City-owned buildings. Mode A facilities have the following characteristics.

- The turf is lush, dark green in appearance, of high quality and free from weeds, insects, fungus, or any foreign grasses.
- Turf is cut to a precise level, and groomed weekly during growing season.
- Plants and trees are pruned, trimmed, and shaped to ornamental beauty and are free from insects or fungus.
- Planter beds are well raked and cultivated weekly and are free of weeds, grass, or any foreign matter.
- Irrigation systems are constantly maintained and tested weekly.
- Litter and/or other debris are removed daily.
- Reseeding and sodding are done whenever bare spots are present.

Mode B is a high level of maintenance associated with well-developed park areas with reasonably high visitation. Mode B level of service is similar to Mode A level of service, with a major difference being the degree of plant and turf grooming. The turf has a lush green appearance and is free from weeds and foreign grasses. Precise cutting and mowing, however, is not practiced. Plants and trees are trimmed, pruned, and shaped to ornamental beauty, but not with the same frequency. Planter beds are free from weeds, debris, or grasses, but flowerbeds are not as extensive.

Mode C is a moderate level of maintenance associated with locations of moderate to low levels of development and moderate to low levels of visitation. Mode C facilities have the following characteristics.

- Turf management such as mowing, reseeded and sodding, weed control and fertilization are practiced to ensure lush, green and healthy grass. However, it is applied less frequently than higher maintenance levels

since turf area is generally not used for a variety of organized sports and leisure activities (e.g., soccer).

- Weeds and mixed grasses are tolerated in the turf but do not become major problems since turf conditioning is practiced on a scheduled basis.
- Turf edging is performed monthly conducive to a generally neat appearance most of the time.
- Litter and/or other debris are removed weekly or bi-weekly.
- Plants and trees are trimmed and pruned annually to ensure proper growth and a generally attractive appearance.
- Planter bed areas are weeded and cultivated at four-month intervals so wild weeds or grasses may be present for short periods of time prior to scheduled maintenance. They are tolerated at this level as long as they are small in size and the area covered is minimal.

Mode D level of service is for areas in which maintenance is reduced to a minimum. Such areas do not have developed turf or irrigation systems. These areas are maintained only to the extent necessary to control growth to reduce fire hazards, and keep native vegetation alive and healthy during the growing season and to eliminate unsafe facilities. However, open space will need variations in the level of service defined based upon the type of open space (e.g., farmland versus open space that is actively maintained).

The text below suggests how City grounds should be allocated by the mode or level of service.

- City owned and operated buildings would be the only facilities allocated to Mode A. However, segments of other facilities could also be allocated to this mode.
- Facilities with high visitation and usage would be allocated to Mode B.
- The bulk of neighborhood parks would be allocated to Mode C. These represent parks that are developed, but receive moderate to low levels of visitation.
- Those facilities which are largely natural are allocated to Mode D.

To assist in this area, the City should adopt formal condition and maintenance standards appropriate for each of its parks. Possible levels of service for parks are presented in the table, which follows.

ALTERNATIVE LEVELS OF SERVICE				
Task	Mode A	Mode B	Mode C	Mode D
Turf Care				
Mowing	Weekly	Weekly	Weekly	Demand
Aeration	3 Mo. Inter.	6 Mo. Inter.	Annually	N/A
Vacuumping	3 Mo. Inter.	6 Mo. Inter.	Annually Monthly	N/A
Fertilization	3 Mo. Inter.	6 Mo. Inter.	Monthly	N/A
Edging	6 Wk. Inter.	3 Mo. Inter.	Monthly Demand	N/A
Sprinklers - Test	Weekly	Monthly		N/A
Weed Control	Weekly Constant	Monthly		Demand
		Monthly		
Litter Control	Daily	Daily	Daily	Weekly
Pruning Trees Shrubs	6 Mo. Inter.	Annually	Annually	Annually

Floral Plantings	At least two blooming cycles a year.	Perennials or flowering trees or shrubs only.	Perennials or flowering trees or shrubs only.	None. Maybe plantings or wildflowers at special locations.
Restrooms Cleaned	Daily	Daily	Daily	N/A
Disease and Insect Control	Constant	Constant	Demand	Demand
Play Equipment Paint & Overhaul Inspect	N/A	Annually Weekly	Annually Weekly	N/A
Picnic Tables Stain & Refinish	N/A	Annually	Annually	N/A
Athletic Facilities Re-line tennis/basketball courts Line athletic fields Edge turf of ball diamonds Drag infields Level infields	N/A N/A N/A N/A N/A	Annually 4 Mo. Inter. Bi-weekly Daily 4 Mo. Inter.	Annually 6 Mo. Inter. Demand Daily Annually	N/A N/A N/A N/A N/A
Trash Receptacles Empty Receptacles	Daily	Weekly	Weekly	N/A
Sweep Walkways Sweep walkways	Daily	Weekly	Weekly	N/A
Groundcover/Shrub Areas Weeding Edging Pruning Litter Control	Monthly Monthly Quarterly Daily	Quarterly Quarterly SemiAnnually Daily	Quarterly Quarterly SemiAnnually Daily	Semi-Annually Semi-Annually Annually Daily

APPENDIX E

SUMMARY OF COMMUNITY SERVICES DEPARTMENT STAFF SWOT ANALYSIS

- Interviews were conducted with the following:
 - ⇒ Community Services Director
 - ⇒ Deputy Community Services Director
 - ⇒ Recreation & Youth Services Supervisor
 - ⇒ Recreation & Youth Services Specialist
 - ⇒ Senior Services Supervisor
 - ⇒ Senior Services PT Coordinator
 - ⇒ Transit Services Supervisor
 - ⇒ Critical PT Office Staff

The SWOT Analysis is used to identify internal and external factors influencing and affecting performance. SWOT may be used as an analysis tool to help explore areas for change and growth, which can help with goal setting and/or strategic planning. I have provided some thoughts and concepts as to how to envision and answer this SWOT Analysis. Below, please find the summary from the aforementioned CSD Staff for the SWOT Analysis:

STRENGTHS – Identify what does the organization do best; What do other people say the organization does well; What resources do we have available; and What is our greatest achievement?

- Connection to the Community
- High quality staff members both FT and PT
- Can do attitude and responsive
- Passion and commitment to the Community

WEAKNESSES – What can the organization improve on; What knowledge, talent, skills and/or resource are we lacking; What do other people say the organization doesn't do well; and What customer complaints have we had about our service?

- Lack of staff
- Added workloads causing staff morale issues
- Lack of support and commitment from external departments
- Technology to improve work efficiency (i.e. TCP, Adobe, Color printer, Comcate)
- Social Media
- Purchasing spending limits and process for Accounts Payable
- Lack of PT staffing levels for PT staff retention and recruitment

OPPORTUNITIES – How can we turn our strengths or weaknesses into opportunities; What can we do today that isn't being done; How is the profession changing and how can we take advantage of it?

- Add FT staff positions to improve operational efficiency
- Develop “Park Attendant” Program for weekend management and maintenance of rental facilities
- Microtransit service for seniors
- Renovation of Senior Center to engage new generation of seniors and improved office spaces for staff
- Renovate Orange Grove Building for new Teen Center, efficient staff offices and public service engagement operation
- Evaluate and Renovate park rental facilities to increase revenue
- Identify more field sport space for recreational community use
- Develop Preschool Programs for revenue
- Increase professional growth to maintain good staff

THREATS/CHALLENGES – What types of situations or obstacles would prevent the department from providing high quality services to the community?

- Lack of FT staff and lack of incentive to recruit PT staff for demand by community
- Staff turn-over
- Lack of facility space for new and relevant programming
- Another pandemic and financial challenges
- Lack of office space
- Lack of PT Dial-a-Ride drivers

APPENDIX F

SUMMARY OF CITY COUNCIL, COMMISSION AND CITY MANGEMENT SWOT ANALYSIS

- Interviews were conducted with the following prior to 12/21/22:
 - ⇒ Mayor Michael Cacciotti
 - ⇒ Mayor Pro Tem Jon Primuth
 - ⇒ Councilmember Evelyn Zneimer
 - ⇒ Councilmember Diana Mahmud
 - ⇒ Councilmember Jack Donovan
 - ⇒ Community Services Commission Focus Group
 - ⇒ City Manager
 - ⇒ Deputy City Manager
 - ⇒ Interviewed Councilmember Janet Braun – 1/10/2023

The SWOT Analysis is used to identify internal and external factors influencing and affecting performance. SWOT may be used as an analysis tool to help explore areas for change and growth, which can help with goal setting and/or strategic planning. I have provided some thoughts and concepts as to how to envision and answer this SWOT Analysis. Below, please find the summary from the aforementioned City Management, Commission and City Councilmembers for the SWOT Analysis:

STRENGTHS – Identify what does the organization do best; What do other people say the organization does well; What resources do we have available; and What is our greatest achievement?

- Connection and Services to the Community
- High impact popular programs offered to the Community
- Long term Director with knowledge with good leadership skills
- Great staff who engage the Community
- Staff Energy and Enthusiasm
- Community Culture and Tradition
- Dedication of the staff to provide good recreation opportunities to the community
- Diversity of facilities and programming
- Strong dedicated and committed staff members

WEAKNESSES – What can the organization improve on; What knowledge, talent, skills and/or resource are we lacking; What do other people say the organization doesn't do well; and What customer complaints have we had about our service?

- Lack of staff
- Lack of resources including buildings and open spaces for community
- Communication both Internal and External
- Lack of Teen aged programming
- Lack of Social Media and marketing

- Lack of self-promotion
- Condition and aging of facilities and overuse of facilities
- Facility management expertise and contract administration
- Automated workload workflow

OPPORTUNITIES – How can we turn our strengths or weaknesses into opportunities; What can we do today that isn't being done; How is the profession changing and how can we take advantage of it?

- Additional staff support
- Increase revenue in programs, facilities, etc. but keep prices affordable for residents
- Renovate park open space and building facilities to increase usage and revenue
- Explore Partnership with South Pasadena Unified School District to improve opportunities for the residents
- Re-engage and re-connect with the Community
- Professionalize the operations
- Transition senior programming to the new generation of seniors
- Use technology to better communicate as teams
- Increase year-round special events
- Create and strengthen relationships with community

THREATS/CHALLENGES – What types of situations or obstacles would prevent the department from providing high quality services to the community?

- Staff morale and workload
- Mis-communication
- Public Health
- Liability issues
- Funding/Economic
- Challenges with the un-housed in parks and rental areas
- Change in leadership and staff turn-over
- Loss of open space and encroachment of public spaces
- Loss of facilities
- Loss of staff

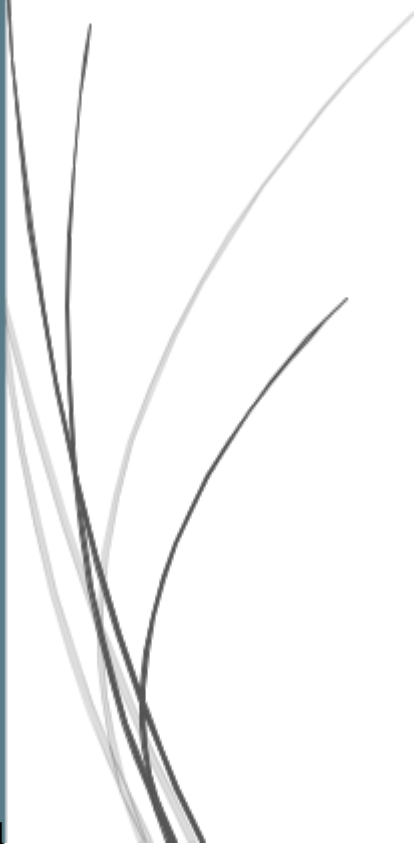
APPENDIX G

REVIEWED POLICIES AND PROCEDURES

- 1. EMPLOYEE HANDBOOK**
- 2. CO-SPONSORSHIP/SPECIAL EVENT POLICY**
- 3. SENIOR CENTER POLICIES & PROCEDURES**
- 4. GUIDELINES FOR COMMUNITY SERVICES DEPARTMENT PROGRAMS AND MANAGEMENT**
- 5. GUIDELINES FOR COMMUNITY SERVICES DEPARTMENT FACILITIES RESERVATION HANDBOOK**



PART-TIME EMPLOYEE HANDBOOK **2022**



WELCOME

Dear Employee,

The City of South Pasadena warmly welcomes you to our quaint community. We take great pride in our city and hope that as you begin your employment here that you will soon feel a sense of pride and belonging as well.

We have created this handbook as a tool for you to utilize in order to be an effective and successful employee. This handbook outlines your responsibilities, roles and expectations as an employee. Please keep it handy should you have any questions or concerns in the future.

As your Community Services Director, I am excited to have you on board and look forward to working with you. Our residents have high expectations and we aim to please. As a result, our department maintains high standards and you have been hired because we believe that your talents will only make us stronger. Each one of you are a critical part of what brings magic to our community. We believe in you and know that your leadership in our programs will positively impact the lives of our residents. We hope you enjoy your time with us in South Pasadena.



Thank you for choosing us! South Pasadena is where PARKS MAKE LIFE BETTER!

A handwritten signature in black ink that reads "Sheila Pautsch". The signature is written in a cursive, flowing style.

Sheila Pautsch
Community Services Director

TABLE OF CONTENTS

WELCOME	2
TABLE OF CONTENTS	3
CITY COUNCIL	4
COMMUNITY SERVICES COMMISSION	4
COMMUNITY SERVICES STAFF	5
SECTION 1: GENERAL STATEMENT	7
SECTION 2: PURPOSE	7
SECTION 3: GENERAL EMPLOYEE SAFETY PROVISIONS	7
SECTION 4: GENERAL CONDITIONS OF EMPLOYMENT	8
SECTION 5: WORK RULE VIOLATIONS & DISCIPLINE	13
SECTION 6: HARASSMENT/DIVERSITY POLICY	17
EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGEMENT FORM	21

CITY COUNCIL



**Michael A.
Cacciotti**
Mayor



**Evelyn G.
Zneimer**
Councilmember



Jon Primuth
Mayor Pro Tem



Diana Mahmud
Councilmember



Jack Donovan
Councilmember

MISSION STATEMENT

The City of South Pasadena is committed to providing effective and efficient municipal services for the community while preserving our quality of life and small-town character in a 21st Century environment.

COMMUNITY SERVICES COMMISSION

The Community Services Commission is a seven member body that act in advisory capacity to the City Council in all matters pertaining to activities promoting the health, interests and well-being of the City's senior citizen and youth populations, and all matters pertaining to parks and public recreation; recommends policies for the control, management, and use of Community Services facilities; recommends the acquisition, use, and relinquishment of Community Services facilities; advise the City Council on development of recreation areas, facilities, programs, and improved recreation services; recommends the adoption of standards on organizations, personnel, areas and facilities, program and financial support; and takes periodic inventories of recreation services that exist or may be needed and interprets the need of the public to the City Council and Community Services Director. Qualification for serving on the commission consist of being a resident elector (registered voter) of the city. Members are appointed to a three-year term, with a maximum length of service of two full consecutive terms, plus one partial term (if applicable).

Kristine Kwong, Commissioner (Term ends 12/31/2024)

Victoria Rocha, Commissioner (Term ends 12/31/2023)

Alberto Ocon, Commissioner (Term ends 12/31/2023)

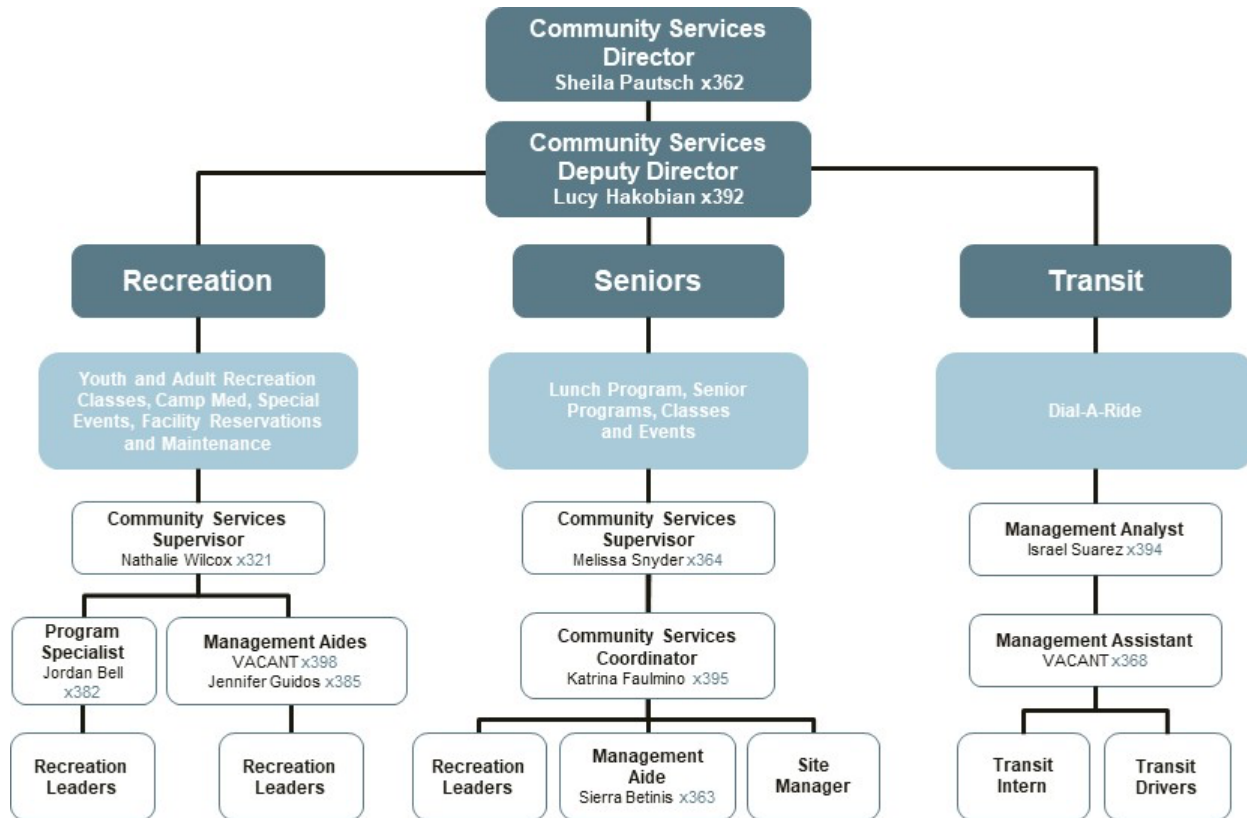
Karen Tamis, Commissioner (Term ends 12/31/2023)

City Council Liaison: **Jack Donovan**, Councilmember

Staff Liaison: **Sheila Pautsch**, Community Services Director

COMMUNITY SERVICES STAFF

Community Services Office: (626) 403-7380



The Recreation Division office, along with our other departments, have been tremendously helpful and informative when it comes to any and all questions. I am appreciative of the fact that I can call another staff member and not be afraid to ask questions because we are collectively working together to figure things out.

In addition to this, something that's stuck out is the availability of my supervisors for input and feedback. This is something I appreciate because it makes me genuinely happy to be heard in the workplace. I love the fact that I am considered into making decisions for the office and being able to voice my opinion.

This has been a fantastic group of people to work with and I hope that this culture of supportiveness and understanding continues for years to come!

ANTHONY BERUMEN

IMPORTANT TELEPHONE NUMBERS

South Pasadena City Hall

1414 Mission Street | (626) 403-7200

South Pasadena Fire Department

817 Mound Avenue | (626) 403-7300

South Pasadena Police Department

1422 Mission Street | (626) 403-7270

COMMUNITY SERVICES DEPARTMENT PARKS AND FACILITY INFORMATION

Arroyo Park

614 Stoney Drive (Gazebo)

Arroyo Seco Golf Course

1055 Lohman Lane

Arroyo Seco Raquet Club

920 Lohman Lane

Arroyo Woodland & Wildlife Nature Park

100 Pasadena Avenue

Community Garden & Demonstration

1028 Magnolia Street

Eddie Park & House

2017 Edgewood Drive

Garfield Park

1000 Park Avenue

Garfield Park Youth House

625 ½ Stratford Avenue

Library Park

1100 Oxley Street

Orange Grove Park

815 Mission Street (Gazebo)

Recreation & Youth Services

Orange Grove Recreation Center
815 Mission Street | (626) 403-7380

Camp Med

(626) 403-7386

Teen Center

(626) 403-7391

San Pascual Stables

221 San Pascual Avenue

South Pasadena Public Library

1100 Oxley Street | (626) 403-7330

South Pasadena Senior Center

1102 Oxley Street | (626) 403-7360

Dial-A-Ride

(626) 403-7368

South Pasadena Batting Cages & South Pasadena Skate Park

660 Stoney Drive

South Paws-adena Dog Park

650 Stoney Drive

War Memorial Building & Oak Lawn Park

435 Fair Oaks Avenue

SECTION 1: GENERAL STATEMENT

The City of South Pasadena is an Equal Opportunity Employer, and it is the equal opportunity employment policy of the City to make all recruitment, hiring, and placement decisions, as well as other employment decisions, on the basis of the qualifications of the individuals considered for the position to be filled, without regard to race, ethnicity, religion, color, age, sex, national origin, sexual orientation, veteran's status, or non-disqualifying handicap. This Employee Manual does not form a contract of employment between the City of South Pasadena and any individual employee.

The things I like about my job is working with kids. And working events as well, getting to meet people, and seeing different community events.

VALERIE GOVEA

SECTION 2: PURPOSE

The purpose of this Employee Handbook is to provide a uniform and efficient system of personnel administration and to set forth the pledge of the employer and employees to their continued dedication to the highest quality of community service. This handbook is intended to define the guidelines of the South Pasadena Community Services Department and its employees and can be used as a tool in helping each employee become more acquainted with the expectations of the Community Services Department.

This handbook has been prepared for the employees of the City to maintain and promote a positive working environment and to provide general direction in addition to workplace policies.

This employee handbook applies to all part-time, and seasonal employees in the City of South Pasadena Community Services Department. All employees are required to read the Part-Time Employee Handbook and sign the Acknowledgement Form found at the end of this handbook.

SECTION 3: GENERAL EMPLOYEE SAFETY PROVISIONS

The City is committed to providing a safe and healthy working environment for all of its employees. However, it is the responsibility of each employee to:

- Understand and follow all rules and safety standards
- Be familiar with the safe and proper use of any vehicle, tool or piece of equipment before it is used
- Operate all tools and equipment in a safe and careful manner

Employees are encouraged to report any hazardous or unsafe conditions upon detection in their work areas. All accidents and injuries must be reported to your immediate Supervisor as soon as possible.

I absolutely love working at the South Pasadena Senior Center. It feels great being able to help and find meaning in what you do. Thankful for the opportunity to give back to our Seniors. They became family to me.

KATRINA FAULMINO

SECTION 4: GENERAL CONDITIONS OF EMPLOYMENT

A. HOURS OF WORK

A part-time employee may work either up to 18 hours per week or 28 hours per week depending on the position and locations of work.

Lunch Hours

An unpaid lunch break of 30 minutes is required when scheduled over 5 hours of work. Your Supervisor will indicate this on your weekly schedule for you.

B. ATTENDANCE

You are expected to report to work in accordance with the work schedule assigned by your Supervisor and you are responsible for letting your Supervisor know by telephone, as soon as possible, if you expect to be late or absent. **Failure to notify your Supervisor may result in disciplinary action including termination.**

Every employee is expected to remain at work for his/her entire work schedule except for specified break periods or when required to leave on authorized City business.

Late arrival, early departure, and excessive absences from scheduled hours will not be tolerated and will result in disciplinary action.

Absences and Tardiness

If an employee has not clocked in and/or is not at his or her location at the start of the shift and has not reported off, he or she will be disciplined up to and including termination.

C. REQUEST FOR TIME OFF

In order to accommodate with your request for time-off, you are to submit a Time-Off request form through When to Work or by filling out the Time Off Request Form at least two weeks prior to the known date(s) of absence. All time off requests will be granted only **if adequate substitute can be arranged and if the program and other staff are not impacted negatively. Any time off needs to be approved by your Supervisor.**

Notification of Sick Leave

When sick leave is needed, the employee must notify their Supervisor at least two (2) hours prior to the beginning of their work shift via telephone. Text messaging is not an acceptable communication when calling in sick.

Sick/Medical Leave

Every day I'm making a difference in our seniors' lives, even if it's something small like helping them with their phone problems. They especially get excited when I show them how to do something and they learn how to do it on their own. They also show how grateful they are, because they recognize how much they require the services provided, and they look forward to the interaction and the opportunity for laughter and conversation. I enjoy the vast amount of characters that I interact with and the stories they tell me are always worth listening.

ALEX LEGASPI

After 90 calendar days employees will receive 24 hours of paid sick/medical time. Time Off Request Form must be completed and approved by Supervisor within TCP. Completed form is to be attached to the employee's timesheet.

Medical Verification

If an employee misses more than three (3) consecutive workdays due to an illness or injury, a written medical certification from a physician must be shown to your Supervisor upon return.

D. UNIFORM REQUIREMENTS

- Staff will be required to be in uniform any time while on the clock, including meetings, trainings, and special events.
- Staff must wear appropriate footwear for their job assignment. Tennis shoes or all-purpose athletic shoes should be worn.
- If a jacket or coat is worn over uniform, staff identification must be visible.
- Solid dark blue or black colored pants or shorts. Transit employees may wear khaki and are prohibited from wearing shorts, unless permitted by Supervisor.
- Staff uniforms should not be worn after working hours, unless it is unavoidable. Uniforms are never to be worn in bars, other establishments, or at events that are detrimental to the image of the department.
- In the event a uniform becomes worn, lost or frayed, staff may acquire an additional shirt from their Supervisor. Worn uniforms must be returned prior to a new uniform being issued.
- Staff will be asked to return any issued uniforms upon resignation or termination of employment.
- Staff identification are required at all times. Staff ID's are issued by the Management Services Department.
- Long Johns can be worn underneath work uniform shirt.

Employee Grooming

Proper employee grooming standards are necessary to maintain a professional image for the City as well as to maintain safety standards.

Hair & Facial Hair

- Hair needs to be clean and neatly groomed.
- Beards and mustaches should be kept groomed at all times.

Accessories

- Excessive jewelry of any kind is unacceptable due to safety and professional concerns.
- Any employee running activities is discouraged from wearing jewelry. Accessories could be lost, damaged, or get caught on surrounding objects.

I've worked with South Pasadena Community Services for six years, primarily as an after school/summer instructor at Camp Med. Being part of community services means if it happens in our parks or facilities, it is our department's responsibility. I've enjoyed the opportunity to do something that positively affects the now and future generation of our city.

ERIC CORONA

E. WORKING WITH CO-WORKERS

The City of South Pasadena promotes a productive and cooperative working environment. Respect and teamwork are expected from each employee. Please remember that customer service is the key to retaining repeat customers and keeping the community happy.

F. USAGE OF MOBILE DEVICES

When on duty, you are prohibited from using a cell phone unless it is work related or an emergency. Employees experiencing emergencies need to discuss the matter with their Supervisor before their shift to clarify issues/cell phone use. No text messaging is allowed.

G. GIFT POLICY (Refer to City’s Gift Policy)

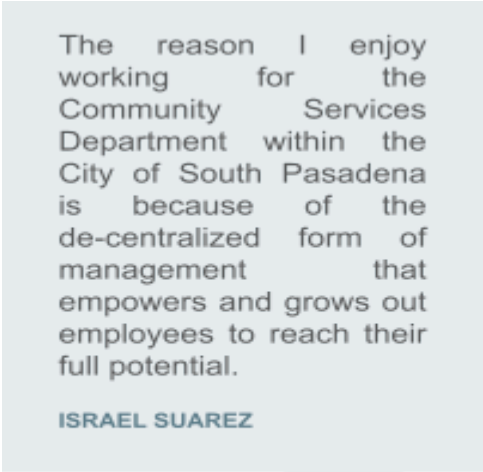
PURPOSE

The purpose of this policy is to establish guidelines for employees to follow in regard to the acceptance of gifts or gratuities. The policy pertains to all City employees in relation to:

- Individuals or companies doing business with the City;
- Individuals or companies seeking permits, approvals, etc. from the City; or
- Residents expressing general appreciation.

POLICY

1. Employees should never, directly or indirectly, solicit a gift or gratuity.
2. Gifts and gratuities may include, but are not limited to, money, services, loans, travel, entertainment, apparel, hospitality, or promise of preferential treatment of any kind.
3. Gifts should never be accepted in circumstances where it might reasonably be inferred that the gift was intended to influence the employee’s performance of official duties or reward an official action on the part of the employee.
4. Inappropriate gifts and gratuities should be rejected firmly, but tactfully so that the good intentions of the giver are properly acknowledged.
5. If it is difficult or impossible to return the gift to the sender, it should be forwarded to the Director’s office, and arrangements will be made to donate the gift to a local charity. The Director will notify the sender of the final disposition of the gift in accordance with City policy.
6. It is not the intent of this policy to prohibit the acceptance or expression of general appreciation from residents such as flowers, chocolates, fruit, popcorn, inexpensive bottles of wine, etc. However, they must be shared with all staff.



H. PERSONAL VISITORS

Visits from family members or friends may distract an employee’s ability in performing daily operations. Therefore, employees are not permitted to invite family members or friends specifically behind the employee counters. Interaction with family and friends should be little to none in the workplace.

I. PERMITTED USES OF CITY VEHICLES (Refer to City’s Vehicle Policy)

City Vehicles shall only be used by employees for City operations and duties. This means the use of city vehicles is not permitted for personal use. Authorization for city vehicle usage will only be permitted to employees that have submitted the proof of state-issued Driver’s License and Insurance. All employees driving City Vehicles will be required to take an online Defensive Driver’s Training. All employees must fill out the Vehicle Inspection Form at time of check out.

J. TIME CLOCK PROCEDURES

Employees are required to clock in and out through TCP, unless advised by Supervisor to submit a paper time card. Once an employee clocks in, they should be ready to work. If for any reason an employee forgets to clock in or is unable to, he or she must notify their Supervisor immediately. Asking another employee to clock in and clock out is strictly prohibited.

K. ALCOHOL & DRUGS IN THE WORKPLACE POLICY (Refer to City's Drug in the Workplace Policy)

STATEMENT OF THE POLICY

It is the City's policy that employees shall not be under the influence of or in possession of alcohol or drugs; not possess alcohol or drugs while on City property, at work locations, or while on duty or subject to being called to duty, sell or provide drugs or alcohol to any other employee or to any person while such employee is on duty or subject to being called, and not have their ability to work impaired as a result.

While use of medically prescribed medications and drugs is not per se a violation of this policy, failure by the employee to notify his or her Supervisor, before beginning work, when taking medications or drugs that could foreseeably interfere with the safe and effective performance of duties or operation of City equipment can result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance by a qualified physician may be required.

The City reserves the right to search, without employee consent, all areas and property in which the City maintains control or joint control with the employee. Otherwise, the City may notify the appropriate law enforcement agency that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the City.

Refusal to submit immediately to an alcohol and/or drug analysis when requested by the City management or law enforcement personnel may constitute insubordination and may be grounds for discipline, up to and including termination.

Employees reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and shall be detained for a reasonable time until he or she can be safely transported from the work site.

The City is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as handicapped under Federal and/or State law.

EMPLOYEE RESPONSIBILITIES

An employee must:

- Not report to work or be subject to duty while his or her ability to perform job duties is impaired due to on or off-duty alcohol or drug use;
- Not possess or use alcohol or impairing drugs (illegal drugs and prescription drugs without a prescription) during work hours or while subject to duty, on breaks, during meal periods or at any time while on City property;
- Not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either employee or both employees are on duty or subject to being called;
- Submit immediately to an alcohol and drug test when requested by a responsible City representative;
- Notify his or her Supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, that may interfere with the safe and effective performance of duties or operation of City equipment; and
- Provide within 24 hours of request bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the employee's name.

I'm the Site Manager for the Senior Meal Programs. I'm overseeing all the volunteers, and that have been attending to the Senior Center since 2007. They have helped me a lot with everything, and I couldn't thank them enough, from the on-site volunteers to the drivers.

ELIZABETH CASILLAS

L. INFORMATION SYSTEM USE POLICY (Refer to City's Information Systems Use Policy)

PURPOSE

The purpose of this policy is to establish a standard operating procedure for the use of computers, email, telephones, and voicemail throughout the City. All components of these systems are business tools, which are the property of the City and should be used for appropriate work-related purposes only.

This policy is to protect employees from discovering too late what they thought were private communications are actually accessible by the public. It also protects the public from misuse of these systems. The policy is not intended to prohibit necessary and reasonable use of these systems, such as is currently permitted with the telephone.

The City reserves the right to access any of the records within the systems at any time and to retain or dispose of those records as it deems necessary and appropriate. Furthermore, these records, including communications sent by email, may be subject to disclosure to others under the Public Records Act or in litigation. No employee shall have any expectation of privacy with regards to any information on the computer system. Deletion of a file or message from one part of the system may not fully eliminate that message from the system.

SYSTEMS SECURITY

The user is responsible for maintaining password security. If a user thinks that someone may know his/her password, it must be changed immediately. Users may not use unauthorized codes and passwords to gain unauthorized access to others' files and messages.

INAPPROPRIATE USE

1. Sending or downloading messages or files that are derogatory, lewd, or obscene unless obtained for the exclusive purpose of a police investigation.
2. Sending or downloading messages that are discriminatory based on race, national origin, ancestry, sex, sexual orientation, marital status, age, disability, medical condition, or religious or political belief unless obtained for the exclusive purpose of a police investigation.
3. Non-related job activity.
4. Unauthorized or illegal copying of files or software.
5. Files or programs from outside sources should be introduced into the system with care. Such files should be contained on separate media, such as thumb drives or zip drives, and tested for viruses before being introduced into the system. All software systems installed onto the system must be approved in advance by the system administrator.
6. Any suggestion that a virus may be present, such as a message on the computer, should be immediately reported to the supervisor.
7. Modems and computers should not be left on overnight. Turning off the computer daily also allows the virus tests to run on start-up.

Any misuse of the system may result in disciplinary action and/or termination.

M. MANDATED REPORTER & CHILD ABUSE NEGLECT REPORTING

The City of South Pasadena recognizes that nothing is more important than the safety and well-being of the children and seniors entrusted in its care. In support of the paramount responsibility, the City shall take all necessary steps to comply with its obligations under the Child Abuse and Neglect Reporting Act as provided by the City during the onboard training. Employees are required to complete this additional training within the first week of hire and before working with children or seniors.

SECTION 5: WORK RULE VIOLATIONS & DISCIPLINE

Like other organizations, the City of South Pasadena has certain expectations of its employees. When those expectations are not met, certain disciplinary actions may be taken.

Employee Obligations

Any improper action by an employee reflects upon the department and fellow employees and may seriously affect his/her continued employment with the City. Public employees must be efficient, courteous and neat in appearance. An employee of the City must keep in mind that the private citizen is very much aware of discourteous conduct, unsatisfactory appearance and other negative mannerisms. Make it a point to be courteous to all visitors and take pleasure in showing them around the park or facility. This does not mean you neglect your responsibilities. Be prepared to answer questions on your programs and familiarize yourself with programs from other facilities. Employees must act with this in mind and should always provide a positive and enthusiastic attitude.

Chain of Command

All matters of concern, questions about expectations, clarification of policies, and such are to be brought to the attention of the immediate Supervisor. For more detail, reference the Department Organization Chart.

Performance Evaluations

Part-time employees are eligible for an evaluation after 400 hours of employment, and if they have attended all training sessions offered for part-time employees. They are again eligible for evaluation one (1) year after their date of hire and yearly thereafter. An employee must be evaluated in order to receive a pay increase, but pay increases are not automatic and are only given to those who are deserving of one.

At-Will Employment

Hourly employees hired by the City of South Pasadena accept at-will employment, which means there is no contract for a fixed term of employment. The employee accepts work at the will of the employer and employee. Either party is free to end the work agreement at any time without cause.

Facility Supervision

It is the employee's responsibility to regularly roam the facility, especially bathrooms. Employees should introduce themselves to people and be openly visible. Be courteous and helpful but enforce all facility and department rules. In addition, employees should roam the outside of the facility occasionally.

Suspicious Persons

When a person whose actions arouse suspicion at a playground or park, employees should carefully observe the following:

1. Watch for individuals who seem overly friendly with children.
2. Watch for individuals who seem to have no apparent purpose on the playground.
3. Watch for individuals who seem to avoid any contact with you.
4. Watch for individuals who remain in restroom areas.

It is the employee's responsibility to:

1. Tactfully learn whether the suspicious individual is related to or acquainted with any of the children at the playground.
2. Usually if an employee stands near a suspicious person, they leave the area.
3. If the suspicious person leaves your area, try to obtain the license number, the make of the car, and a description of the person.
4. Report this activity to your Supervisor immediately.

Transporting Patrons

City employees are not allowed to transport (in privately owned vehicles) any patrons other than City employees. If in your opinion it becomes necessary for you to transport patrons, you **MUST** obtain your Supervisor's approval.

Reporting Incident and Accident of Minors

Staff are required to complete an incident or accident reports of minors that take place on city property. These reports must be submitted to your supervisor no later than the end of the day of the incident or accident, or as soon as the matter is resolved. **Incident/Accident reports must be reported to the City Manager's Office as soon as possible, with a copy of the report from the respective staff who witnessed and completed the incident/accident report.**

Minor accidents- Small cuts, scrapes, floor burns requiring limited first aid

1. If an accident occurs during an organized game, program, activity or event, attempt to continue the activity by suggesting that the most responsible person handle the activity until you return.
2. Separate the individual and yourself from other persons in the immediate vicinity.
3. Calm the individual, render first aid and gather all the facts about the accident in order to complete the department's accident report.
4. Suggest that the injured person (depending on the extent of injury):
 - a. Return to the activity
 - b. Remain but participate only in non-active games
 - c. Return home
5. Fill out the accident report and return it to the Recreation Office the same day the accident occurs.

Serious or Possibly Serious Accidents- Head injuries, puncture wounds, bad sprains, broken bones, deep cuts, face injuries

1. Size up the situation calmly, accurately and quickly.
2. Gain and maintain command of the situation.
3. Determine if injury is serious enough for medical attention.
4. If so, send a staff person to promptly call:
 - a. Paramedics
 - b. Parents
 - c. Department Office
5. Administer First Aid as prescribed by the Red Cross.
6. Gather facts about the accident in order to fill out the accident reports and/or report to emergency services.
7. If a doctor or ambulance arrives as a result of parent's request, explain the situation to them as you found it, and then return to the program activity.
8. Complete a full report to be turned into your supervisor the same day the accident occurs.

Note: In cases where two staff persons are on the grounds, it may be advisable for one staff person to take charge to properly expedite the situation. Always call your supervisor for additional staff support.

Reporting Incident and Accident of the General Public

Staff are required to complete an incident or accident reports of the general public that take place on city property. These reports must be submitted to your supervisor no later than the end of the day of the incident or accident, or as soon as the matter is resolved. **Incident/Accident reports must be reported to the City Manager's Office as**

I enjoy servicing the needs of a vulnerable population, our senior citizens, in the City of South Pasadena. When a community ensures all populations and people are thriving, it demonstrates how high a value we place in humanity. It's exciting to walk to work through a diverse neighborhood knowing each person and families' needs will be met through our City's programs.

SIERRA BETINIS

soon as possible, with a copy of the report from the respective staff who witnessed and completed the incident/accident report.

First Aid/CPR

First Aid is the immediate and temporary care given to a victim of an accident or illness. In all cases, be quick in drawing the line between first aid and medical attention. In an emergency call 911. **Current certifications are required before an employee responds to emergencies related to First Aid or CPR.** Staff are required to have up-to-date First Aid and CPR training by the first day of employment. Training must be done every two years.

Emergency Procedures

If there is an emergency, make sure you are prepared to document it on the proper form and contact the proper emergency service. If there is a medical emergency and the victim requires medical attention, call 911. A police emergency that is potentially dangerous to the public or you cannot handle the situation as you would normally, call 911. Remember to get as much information as possible for your Incident Report and call your supervisor. If it is not an emergency situation but still requires Police assistance (people drinking alcohol, etc.) then call the South Pasadena Police Department at (626) 403-7270.

Earthquake Procedures- through Ready.gov/earthquakes

Drop: Drop wherever you are on to your hands and knees. If you're using a wheelchair walker with a seat, make sure your wheels are locked and remain seated until the shaking stops.

Cover: Cover your head and neck with your arms. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Crawl only if you can reach cover without going through an area with more debris. Stay on your knees or bent over to vital organs.

Hold on: If you are under a table or desk, hold on with one hand and be ready to move with it if it moves. If you can't find a table or desk, cover your head and neck with both arms and hands. seated and unable to drop to the floor, bend forward, cover your head with your arms, and hold on to your neck with both hands.

NOTE: For staff working with participants, assist the participants in following these procedures. Should you be outside when an earthquake occurs move away from buildings or large objects.

Flood

- Evacuate participants and staff to higher ground immediately.

Fire Alarm

Determine first if accidental trip of alarm or an actual emergency.

Protect Yourself During Earthquakes!

IF POSSIBLE



or

USING CANE



better protect

USING WALKER



If

USING WHEELCHAIR



If emergency:

1. Evacuate participants and staff from building.
2. If you are inside and see smoke or fire in your first escape route, evacuate the participants and staff using your second way out. If you must exit through smoke, crawl low under the smoke to exit.
3. If you are inside and escaping through a closed door, feel the door before opening it. If it is warm, use your second way out.
4. If smoke, heat, or flames block your exit routes, stay in the room with the door closed. Signal for help using a bright colored cloth at the window.
5. Call the fire department using a cell phone and tell them where you are.
6. Call your supervisor so they are aware of the situation.

If accidental trip:

1. Contact Post Alarm to make them aware of the situation.
2. Call the Fire Department at (626) 308-7200 to let them know it was an accidental trip.
3. Reset alarm that was set off.
4. Inform Supervisor so they are aware of the occurrence.

Chemical Emergencies

- If a participant should eat or drink a non-food substance, find the containers that the item was in immediately and take them to the phone.
- Call the Poison Control Emergency number at (213) 222-3212 or (800) 777-6476. You may also call Emergency Medical Services (EMS), or 911. Follow their instructions carefully. Often the first aid advice found on containers may not be appropriate. So, don't give anything by mouth until you have been advised by medical professionals.

Keys

Keep all keys on you at all times while on duty and do not lend them to participants for any reason. Upon your departure from the department, return all keys to your Supervisor.

If keys are lost, it should be reported to your Supervisor as soon as possible. No keys are to be duplicated without the permission of the Director. Disciplinary action can be imposed due to lost or duplicated keys.

Grievances

In any instances of grievance, the employee or employees adversely affected shall first make efforts to resolve such grievances with their immediate Supervisor without resort to the formal filing of a grievance.

An employee who wishes to file a grievance must do so within five (5) working days of the occurrence or within five (5) working days of the date the employee knew or should have known of the occurrence.

- Step 1: (A) The employee will present the grievance in writing to the immediate Supervisor.
(B) The immediate Supervisor will answer the grievance in writing within five (5) working days.
- Step 2: (A) An employee and/or his or her representative wishing to pursue a grievance further will, within five (5) working days, present it in writing to the *department head* and request an interview. The department head will then schedule an interview with the *department head* and the employee.
(B) The department head will present his or her written answer to the employee within five (5) working days of the interview.
- Step 3: (A) If the grievance has not been settled at the second step, the employee and/or his or her representative may submit an appeal within 10 working days to the City Manager.

Employee Accidents

When an employee sustains an injury arising out of, and in the course of City employment and medical attention is required, the employee should be transported to St. George along with a completed copy of the incident report. These forms are available from your Supervisor.

If it is a life-threatening situation or a very serious condition, call 911/Paramedics for immediate emergency care. The Supervisor should also be contacted immediately.

Disciplinary Procedures

Your Supervisor/Director reserves the right to immediately terminate any part-time employee if you are in direct violation of Resolution #7625 (Part Time MOU).

SECTION 6: HARASSMENT/DIVERSITY POLICY

PURPOSE (Refer to City's Harassment/Diversity Policy)

The City of South Pasadena is committed to providing a work environment free of discriminatory harassment. This policy defines discriminatory harassment and sets forth a procedure for the investigation and resolution of complaints of such harassment by or against any employee or applicant.

POLICY

Discriminatory harassment violates this Policy and will not be tolerated. Discriminatory harassment of an applicant or employee includes harassment based on race, religious creed, sex, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation. It is also, improper to retaliate against any individual for making a complaint of discriminatory harassment or for participating in a harassment investigation. Retaliation constitutes a violation of this Policy.

This Policy applies to all terms and conditions of employment including, but not limited to: hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation. Discrimination (disparate treatment) shall be subject to the reporting provisions under this Policy.

Employees who violate this Policy may be subject to disciplinary action up to and including termination.

DEFINITIONS

Harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit or even specifically directed at the victim. Sexually harassing conduct can occur between people of the same or different genders.

Harassment includes, but is not limited to, the following misconduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on race, sex, religious creed, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, pregnancy or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
 - o **Rumors, Gossip, and Negative Comments:** The Community Services Department has zero tolerance when it comes to rumors, gossip or negative comments. In order to have a more professional, gossip free workplace, employees will:
 - Not speak or insinuate another person's name when that person is not present unless it is to compliment or reference regarding work matters.
 - Refuse to participate when another mentions a person who is not present in a negative light. They will change the subject or tell them they have agreed not to talk about another.
 - Choose not to respond to negative email or use email to pass on private or derogatory information about any person in the agency.

- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement when directed at an individual on the basis of race, sex, religious creed, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation. This may include, but it is not limited to, kissing, patting, lingering or intimate touches, grabbing, massaging, pinching, leering, staring unnecessarily, brushing against or blocking another person, whistling gestures.
- **Visual or Written:** The display or circulation of offensive or derogatory visual or written material related to race, sex, religious creed, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation. This may include, but is not limited to, pictures, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
- **Environmental:** A work environment that is permeated with discriminatory or sexually oriented talk, innuendo, insults or abuse not relevant to the subject matter of the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements. An environment may be individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's work.

Romantic or sexual relationships between Supervisors and employees are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. The relationship may create an appearance of impropriety and lead to charges of favoritism by other employees. A welcome sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing.

By definition, discriminatory or sexual harassment is not within the course and scope of an individual's employment with the City.

PROHIBITED SUPERVISORY OR MANAGERIAL BEHAVIOR

- No Supervisor, Manager, or other authority figure may condition or deny any employment, employee benefit or continued employment with the City on an applicant's or employee's acquiescence to any unwelcome discriminatory or sexual harassment.
- No Supervisor, Manager, or other authority figure may retaliate against any applicant or employee because that person has opposed a practice prohibited by this Policy or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing conducted by an authorized investigator.
- No person shall destroy evidence relevant to an investigation of harassment discrimination.

BEHAVIOR PROHIBITED BY ALL PERSONS

- No Supervisor, Manager, or any other person in this City shall create a hostile or offensive work environment for any other person by engaging in any discriminatory or sexual harassment or by tolerating it on the part of any employee.
- No Supervisor, Manager, or any other person in the City shall assist any individual in conducting any act that constitutes discriminatory or sexual harassment against any employee of the City.

OBLIGATIONS OF SUPERVISOR/MANAGERS

- A copy of this Policy will be provided to all employees in the City and displayed in prominent locations throughout the City.
- A copy of the information sheet on sexual harassment prepared by the Department of Fair Employment and Housing will be available to all City employees.
- All Supervisors and Managers will make available to any new employees a copy of this Policy within one (1) week of their employment.
- The City shall periodically notify employees of the procedures for registering a complaint as well as available redress. Such notification shall occur through normal channels of written communication.

- The Personnel office shall make available information from the Department of Fair Employment and Housing and the Equal Employment Opportunity Commission about filing claims of harassment or discrimination with these entities.
- A copy of this Policy shall appear in any publication of the City that sets forth the comprehensive rules, regulations, procedures, and standards of conduct for the City.
- Employees of the City shall receive periodic training on the Policy.

OBLIGATIONS OF ALL EMPLOYEES

- All employees shall report any conduct that fits the definition of discriminatory or sexual harassment, to their immediate Supervisor or appropriate authority figure. This includes conduct of non-employees, such as community members and volunteers.
- All employees shall cooperate with any investigation of any alleged act of discriminatory or sexual harassment discrimination conducted by the City.
- Any person who violates this Policy will be subject to disciplinary action, up to and including discharge, suspension, or other appropriate disciplinary measures.

INVESTIGATIVE/CORRECTIVE ACTION

- All persons shall immediately report any evidence of discriminatory or sexual harassment or complaints regarding sexual harassment made to them to their Supervisor, Manager, Director, or to the Personnel Director. Any Supervisor, Manager, Director, or department head who receives a complaint regarding discriminatory harassment shall immediately report it to the Personnel Director.
- The Personnel Director shall authorize the investigation or conduct the investigation of any incident of alleged discriminatory or sexual harassment reported to him or her. The investigation shall be conducted in a way that ensures, to the extent feasible, the privacy of the parties involved.
- The persons designated to investigate shall immediately report in writing the results of any investigation to the Personnel Director and to the complainant.
- All persons shall report to their Supervisor, Manager, or department head or Personnel Director any instances of discriminatory or sexual harassment that they have directly observed, whether or not reported by the employee who is the object of the harassment. Employees are expected to use their best judgment to forward the purpose stated in this Policy when defining discriminatory or sexual harassment.
- Disciplinary action taken by any Supervisor or Manager shall be decided in accordance with City policy and after consultation with the department head or Personnel Director.
- Under no circumstance shall an employee of the City who believes that he or she has been the victim of discriminatory or sexual harassment be required to first report that harassment to a Supervisor or other authority figure if that person or authority figure is the individual who is the subject of the complaint or has failed to remedy the known harassment.
- All Supervisors and Managers are required to maintain confidentiality to the extent possible in investigating any claims of alleged harassment.
- All Supervisors or Managers shall follow up within three (3) months of any reported incident of discriminatory harassment to determine whether the victim has been subject to any further prohibited conduct.
- Employees who have questions about their rights and obligations set forth herein should contact the Human Resources Manager.

ENFORCEMENT OF LAWS AGAINST UNLAWFUL HARASSMENT

Employees or job applicants who believe they have been unlawfully harassed may, within one year of the act of harassment, file a complaint of discrimination with the California Department of Fair Employment and Housing (“DFEH”). The DFEH serves as a neutral fact-finder and attempts to help employers and employees to voluntarily resolve sexual harassment disputes.

If the DFEH finds evidence of illegal harassment, it may file a formal accusation against the employer and the alleged harasser. The accusation will lead to either a public hearing before the FEHC or a lawsuit filed on the complainant’s behalf by the DFEH.

If the FEHC finds that unlawful harassment occurred, it can order remedies, including significant fines or damages for emotional distress from each employer or harasser found to be at fault. The FEHC may also order hiring or reinstatement, back pay and benefits, promotions, and changes in the policies or practices of an employer. The DFEH can also issue to a complaining party a right to sue letter which entitles the complaining party to bring a legal action against the harasser.

If unlawful harassment occurs, the City may be liable for the conduct of its Managers, Supervisors, employees and non-employees. Harassers and management representatives who condone or ratify unlawful harassment may be held personally liable for their misconduct.

For more information regarding employee rights and remedies regarding unlawful harassment, contact the State of California Department of Fair Employment and Housing. The location of the nearest DFEH office can be obtained by calling (916) 445-9918 or (916) 324-1678 (TDD).

Additional Resources pertaining to each Division within the Community Services Department are available. Please see respective division supervisors to obtain a copy. Additional Resources include: Senior Center Policy, Cooling Center Policy, Computer Lab Policy, Case Management/Information and Referral Program, and Dial-A-Ride Program Policy.

PART-TIME EMPLOYEE HANDBOOK 2022 RECEIPT AND ACKNOWLEDGEMENT FORM

This Employee Handbook is a quick reference for many ongoing issues relating to your employment with the City of South Pasadena.

Each employee is a representative of the City and is responsible for assisting and serving the residents of South Pasadena. To achieve this goal, employees must adhere to established policies, rules, and follow instructions of Community Services Director. Any violation of policies will be considered and subject to disciplinary action including termination from employment.

In order to remain current and eliminate any conflicts and issues, this handbook treats most topics briefly and provides information on policies and procedures of the Community Services Department at City of South Pasadena.

It is important for you to be familiar with the information in this handbook. Please review it carefully. If you need additional assistance in having a clear understanding of your expectations as an employee, your Supervisor will be there to assist you. It is also expected from you that you clearly understand your duties in your job.

Please sign below to indicate that you have read this handbook and give the signed page to the Supervisor. This page will be kept in your employee file.

We hope you will enjoy a rewarding career at the Department of Community Services with the City of South Pasadena.

SIGNATURE _____

PRINT NAME _____

DATE _____

Co-Sponsorship/ Special Event Procedures & Guidelines

Introduction:

The City of South Pasadena (City) routinely receives requests from nonprofit organizations, service clubs, and others requesting to co-sponsor various activities, or to waive temporary use permit fees and /or rental fees for the use of City facilities. Examples of these activities include public music performances, art exhibitions, cultural, service club, sporting and school events. Recognizing the value of partnering with local organizations and the benefits to the community while still upholding its fiscal responsibilities, the City has established the following policy to direct when fees may be waived or co-sponsorship approved.

Policy:

Fees may be waived or reduced when co-sponsored by the City when the City Council makes a determination that the program or event:

1. Is of significant value to the community or to a significant portion of its residents
2. Is within the scope of services normally provided by the City.

Before recommending approval, the City Manager, or his/her designee, will also consider factors including but not limited to:

1. Benefit to the City
2. Proposed event location and time of day.
3. Impact on the surrounding neighborhood, City staff and resources.

While individuals, organizations, agencies, and private enterprises within South Pasadena may qualify for fee waivers or co-sponsorship based on meeting this policy's criteria, the City does not guarantee all requests will be accommodated. The City Council, or its designee, may determine not to provide support, due to lack of adequate funds or other resources, or when the request represents a conflict of interest or is not in the best interest of the City.

Activities specifically prohibited from City co-sponsorship or waiver of fees include those that:

1. Enhance private business
2. Held on behalf of, in support of, or in opposition to any political candidate or ballot measure or advocate a political position.
3. Advocate or promote adult –oriented businesses.
4. Solicit criminal activity. Religious organizations, companies or groups may obtain fee waivers or co-sponsorships if the proposed program, event, or project neither promotes religious messages nor advocates for or promotes religious beliefs.

All resources to be provided by the City in co-sponsorship of an event or program shall be within current funding allocations, and expenditures shall not result in a reduction of other City services. The City Council periodically approves the City Fee Schedule. Fee waivers may be reflected in reduced revenue totals at fiscal year-end.

The City reserves the right to assess all activities at any time to ensure all rules, regulations, conditions of use, City and health and safety laws are not violated. Co-sponsorships and fee waivers can be revoked at any time effective immediately, if the recipient agency or organization fails to comply with this policy or any other local, state or federal regulations.

Qualifications for those seeking fee waivers or co-sponsorship:

1. Must be a valid non-profit or community service organization based within the City of South Pasadena (proof of non-profit status is required if applicable);
2. All of the following criteria shall be demonstrated by the applicant:
 - a. Consistent with the City's economic, social, or recreational goals;
 - b. Free and open to the public, unless otherwise authorized by the City Council (or its designee).
 - c. Demonstrate community pride and involvement; and
 - d. Not have a religious or political purpose.

Co-sponsorship may include fee waiver or reduction for any of the following:

1. Use of a facility;
2. Temporary Use Permit;
3. Street Banner;
4. Tent Permit;
5. Encroachment Permit; and/or
6. Street Closure and /or traffic control plan.

Co-sponsorship does not include the following:

1. Staff costs;
2. Refundable security deposit;
3. Outdoor use of any city equipment such as tables, chairs, Public Address Systems
4. Insurance

Procedures:

The following information should be submitted by the non-profit organizations when requesting use of City streets, right-of-ways, and other City properties. The request must be made in writing, at least 60 days prior to event and must include details of the event, including, but not limited to:

1. Name and mailing address of organization making request.
2. City facility, property, or street requested for use.
3. Proof of non-profit status if applicable.
4. Description and purpose of event.
5. Time of event and time access to the site is needed.
6. Proposed street closure or traffic control plan, prepared and stamped by a registered engineer (if applicable); and any and all street closures related to events, must be preapproved, via traffic control plans, by the Public Works Department. Moreover, **no** entity, under any circumstance, other than the City of South Pasadena may execute traffic control plans within the City's Limits. Proper insurance must accompany the Stamped Street Closure Plan for final approval.
7. Concession information, including whether food or drink will be sold.
8. List of equipment that will be brought in for the event;
9. List of event sponsors and their role (if any);
10. A description of the benefits the non-profit will receive and the benefit the City or its residents will receive from the event.
11. Detailed description of any support needed from City staff, including police, fire or public works (NOTE: These costs will be the responsibility of the event organizers. Any hours designated for the set-up of approved nonprofit organization events, during regular business hours, will be at the expense of the nonprofit and must be approved by the City Manager or his/her designee).
12. City equipment and supplies will not be available for use or rent unless the facility that is being used houses these items such as tables and chairs. The following will not be used or

rented for outdoor use: Audio visual, Public Address System, Tables, Chairs, Canopies, or Electrical Outlets. Use of City vehicles for nonprofit organization use is prohibited.

Alcohol:

The South Pasadena Municipal Code allows liquor on the premises (wine, beer, whiskey, etc.) under special conditions. Obtain an Alcohol Beverage & Control (ABC) permit by calling the ABC (626) 927-1060. See City Staff for additional info on ABC requirements. Alcohol may not be sold or served to minors. Failure to comply, monitor and enforce this law is grounds for terminating the activity and forfeiting all deposits, fees and co-sponsorship. Injuries caused to any person or damage to City premises, shall be the sole responsibility of the organizations, its sponsor or the adult representative. Alcohol may not be served or sold during set-up time. Service for any alcoholic beverage must end one hour before the time stated on the contract for the event to end. Alcohol is only permitted in the rented facility (Senior Center and War Memorial Building only) Alcohol may not be served or consumed in parking lots, public patio areas, or outside grounds adjacent to rented facility. For Library Community Room, please see the Library Administration for Alcohol Policy. (<http://www.ci.south-pasadena.ca.us/index.aspx?page=261>)

The following conditions apply once fee waiver and or co-sponsorship is approved:

1. Appropriate recognition of the City as co-sponsor of or contributor to the event or program will be provided on all promotional materials and at all events and programs. The City Manager or his/her designee must approve promotional materials, the event/program schedule and activities. If the City is not recognized for its contributions to the event/program, the organization could potentially lose future co-sponsorship opportunities with the City. For further clarification see the South Pasadena Municipal Code Chapter 2 Administration, Article I In General, Section 2.6-5 (Adoption of City Seal).
2. No fliers, posters, banners or signage can be placed, posted or distributed on City parks, City facilities, on street pole or on sandwich boards throughout the city without the approval of the City Manager or his/her designee. Street Banner and encroachment permits fees are waived but must be obtained through the City. For further clarification see the South Pasadena Municipal Code Chapter 3 (Advertising).
3. All non-profits must complete a Facility Use Permit with the Recreation Division of Community Services Department. Conditions may be placed on the use to minimize impacts to facilities or costs to the City, or to restore facilities to pre-event conditions.
4. Special Event Insurance can be purchased through the City. If Special Event Insurance is not purchased the organization must adhere to the following: Proof of General Liability Insurance and Endorsements with the City additionally insured as well as a hold harmless agreement will be required for each event with a minimum of \$2 million per occurrence and \$4 million

aggregate. The insurance coverage will be determined on a case by case basis between the City, non-profit organization and Insurance Advisor and will depend largely on the requirement of street closures, serving of alcohol, duration, location and number of participants.

5. A refundable security deposit is required. Deposit amounts are set to ensure proper clean up and cover the City's costs for remediation of any damage or loss. If the full deposit is not accompanied with the Facility Use Permit by the specified date, the facility request shall be cancelled and approval withdrawn. Security Deposits will be refunded within four (4) to six (6) weeks of the event or activity, if standards have been met. Security Deposits will not be waived.
6. Applicants are responsible for payment of the full cost of materials, labor, replacement, repairs, or damages related to the event, project or program, regardless of the amount. If damage occurs and the complete remediation costs the City less than the amount of the deposit, the difference shall be refunded.
7. Secure necessary additional permits, e.g., vendors need business license, from food sales need County Health Department permits, and alcohol use permits.

City Policy Pertaining to Styrofoam and Plastic Carryout Bags:

The City prohibits the use and sale of expanded polystyrene food services ware by food providers within the city and in City facilities, City-managed concessions, City sponsored or co-sponsored events, city permitted events and all franchisees, contractor and vendor doing business with the city. (South Pasadena Ordinance No. 2305, SPMC 16.40-.46) The City prohibits the use or distribution of plastic carryout bags at any facility, any event held on City property, or at any City sponsored event. (South Pasadena Ordinance No. 2269, SPMC 16.31-.39).

Street Banner:

Street Banners will be hung in accordance with the event which will average two to three weeks prior to the event. Location requests cannot be made as the banner will be hung where another banner is coming down. If the applicant chooses to request a banner location, the banner fee will not be waived. One banner per organization will be hung per event due to the multiple requests received. The City only has four banner locations.

All banners must be delivered to the Public Works Department at the City Yard located at 825 Mission Street (not City Hall) at least four weeks prior to the event and picked up one week after the event from the same location.

No banners will be hung on Fair Oaks Avenue between Thanksgiving and the New Year as City

Holiday decorations will be placed in these two locations.

Street Banner will only be approval for South Pasadena organizations within the List.

The attached “Exhibit A” is a list of current co-sponsored organizations or City committees and events that have been approved in the past. If any new organizations request co-sponsorship by the City, that request will come to the City Council for approval. If an existing organization would like to amend their current request, that request will also be brought to City Council for approval.

This Policy and list of events and organizations will be approved annually by the City Council.

This Policy is subject to interpretation. The City Council designates the City Manager or his/her designee in conjunction with the Department Head to interpret the Policy when items are not specifically addressed in the Policy.

Attached: Exhibit A – List of Current Co-Sponsored Organizations or City Committees



Senior Citizens' Center Policies & Procedures

TABLE OF CONTENTS

TABLE OF CONTENTS	2
POLICY	3
FACILITY LOCATION AND HOURS OF OPERATION	3
GENERAL RESPONSIBILITY OF ALL STAFF	3
ELDERLY ABUSE	3
GUIDELINES FOR SENIOR CENTER MEMBERSHIP AND PARTICIPATION	4
CLASSES AND SPECIAL EVENTS	4
CODE OF CONDUCT	5
DISCIPLINE PROCEDURE	5
FACILITY RULES AND REGULATIONS	6
EXCURSIONS	7
NUTRITION PROGRAM	8
VOLUNTEERS	8

POLICY

It is the policy of South Pasadena Community Services Department to develop policies and procedures to guide staff in implementing programs and a membership program. Policies cover membership, programs, code of conduct, trips, and general applications and agreements.

For purposes of this policy, disabled shall have the same meaning as in section 54 of the California Civil Code and 12926 of the California Government Code.

FACILITY LOCATION & HOURS OF OPERATIONS

The Senior Center opened in 1982. The Senior Services Supervisor is responsible for the day-to-day operations of the Senior Center. The facility serves as a Senior Center during the day and is available for other uses in the late afternoons, evenings and weekends.

The Senior Center is open 8 a.m. to 5 p.m. Monday through Friday. The two classrooms and multipurpose room are used for leisure classes or other activities after 4:30 p.m. as long as it does not interfere with the operations. Seniors have exclusive use of the facility through 4:30 p.m. However, after 4:30 p.m. seniors continue to have use of the multi-purpose room, computer lab, library and lobby area, as well as walk in for requests and information. Programmed activities have a priority of those wishing to lounge and socialize.

GENERAL RESPONSIBILITIES OF ALL STAFF

It is expected that all employees (paid & volunteer) of the City of South Pasadena/Community Services Department represent South Pasadena in a courteous, effective and efficient manner. Senior Services Division staff is expected to:

- a. Serve/assist all persons coming into the Senior Center;
- b. Respond to all requests in a polite, concise, accurate manner;
- c. Respond as a “team player”;
- d. Have complete knowledge of all Senior Center programs;
- e. Be aware of and adhere to City of South Pasadena and Senior Center policies and procedures;
- f. Be clean and professionally attired; and
- g. Refer customers to other departments or agencies as appropriate.

ELDER ABUSE

If any staff member has a reasonable belief that an elderly or disabled person is the victim of physical, mental or financial abuse, then they are to advise the Senior Services Supervisor or Community Services Director, immediately. Staff will notify the appropriate agency for assistance and follow-up, including the South Pasadena Police Department. If physical abuse is occurring in presence of staff, the abuse shall be reported immediately to the Police Department.

h. There are four types of abuse, including:

- Physical Abuse
- Financial Exploitation
- Mental Abuse
- Neglect

i. Key signs:

- Physical appearance (burns, bruises, or signs of malnutrition)
- Behavior changes (apparent fear, withdrawn, depression, or confusion)
- Misuse of finances/assets
- Isolation

GUIDELINES FOR SENIOR CENTER MEMBERSHIP AND PARTICIPATION

Senior Center services, activities and recreational classes are available to any adult age 55 and over, or disabled persons, without regard to race, creed, or religion.

Membership Dues

Membership is encouraged but not required. Dues can be paid by completing an application and returning a check to the Senior Center. An individual membership is \$25.00 and couple membership is \$35.00. Check should be made out, City of South Pasadena.

Membership Benefits

Include a bi-monthly newsletter which is mailed to the individual's residence and enables members to participate in free classes. Use of computer lab, Wii equipment, parking permit, and free classes or lectures (sponsored by Senior Center or Senior Citizens Foundation of South Pasadena, Inc.).

CLASSES AND SPECIAL ACTIVITIES

The Senior Center offers activities such as, but not limited to, Senior Cinema, language classes, Bridge, Computer lab, Wii games and others where little or no supervision is provided for the recreational or educational purpose. Fees are not charged, but membership is required to the Senior Center.

Non-fee senior classes are offered to Senior Center members. Classes are led by volunteers or paid instructors from the community and scheduled within the regular hours of operation. All instructors must complete instructor agreement form.

Fee-based senior classes are open to all adults over 55 years of age, regardless of membership. Revenue sharing percentages follow the City Council approved schedule.

Age requirements for outside funding sources

Some special services have different age restrictions determined by outside funding sources or agencies (i.e., Los Angeles County sponsored flu & pneumonia shots, classes sponsored by Pasadena City College Adult Education, MTA bus pass).

Proposed Special and Holiday Senior Luncheons

Special and or holiday luncheons offered by the South Pasadena Senior Center will have two dates for accepting reservations. The first date will be for residents only. The second date will be for all other senior citizens regardless of residency. All participants will have to be registered with the Center's database in order to verify residence. Reservations will be accepted via telephone and walk-in. Reservations left via voicemail or email will not be accepted.

CODE OF CONDUCT IN THE SENIOR CENTER (amended 2017)

Inappropriate and unacceptable behavior is not tolerated in the Senior Center. Improper behavior is defined, but not limited to:

- a) Physical violence;
- b) Threats of physical violence;
- c) Language and conduct that is obscene, abusive or rude;
- d) Intoxication;
- e) Comments/statements which are deemed racial and/or discriminating;
- f) Bullying – to include, emotional, verbal and/or physical. Such as, subtle methods of intimidation, verbal harassment and/or physical assault perhaps on grounds of race, religion, gender sexuality, political persuasion, ability and or social class.
- g) *No possessing, being under the influence of, or using alcohol or controlled substances on the premises;*
- h) Refusal to obey the Senior Center's rules;
- i) Interference with Senior Center's operations;
- j) Tampering with Senior Center's property;
- k) Theft or destruction of Senior Center's property; and
- l) Smoking where prohibited;
- m) Skateboards, roller skates, and scooters must be in a backpack or sack and left at the front desk;
- n) Verbal, physical abuse or sexual harassment of Center users or staff is prohibited;
- o) No person may sit or lie upon Center furniture or carpeting while wearing clothing that is soiled in a manner that is likely to stain or soil the property or flooring;
- p) A person whose personal hygiene is offensive, including odors, so as to disturb a reasonable person and/or interfere with or impair the ability of other visitors will be asked to leave the premises;
- q) A person having a medical condition that can be contagious and affect those using the facility will be asked to leave the facility and can return with proof of clearance from physician, (An example can be scabies).
- r) Public restrooms are not be used as bathing facilities;
- s) Sleeping bags, bedrolls, blankets, shopping carts are not permitted in the Senior Center or patio area;
- t) Smoking is not permitted inside the facility, in the entryway or in the patios to the Senior Center. Ordinance adopted by City Council 2010.
- u) Exchange of money for any game is considered gambling and is prohibited in the Senior Center.

DISCIPLINE PROCEDURE

1. The Supervisor will first speak to the individual/s violating the code of conduct, and a written warning is issued. *However, persons violating items g), or m) through s) can be asked to leave immediately.*
2. If violations continue the person/s will be suspended from using the Center anywhere from 30-60 days (depending on the violation/s). Suspension will be detailed in writing with date/s and time violations took place. At this point the Community Services Director, City Manager and City Attorney will be informed of what is transpiring.
3. In the event the behavior continues after the suspension, the person/s will no longer be permitted to use the Center.
4. Those not abiding with the above mentioned "Code of Conduct" may be asked to leave the facility. Under certain circumstances individuals can be removed immediately should violations be severe enough, particularly in the case where the safety and/or welfare of the public and/or staff is concerned.

5. The staff has the right to contact the Police Department at any time they are concerned for the safety of the public and or staff.

FACILITY RULES AND REGULATIONS

Rental of Senior Center

The Senior Center is available for private parties on Friday evenings, Saturdays & Sundays. Guidelines and fees are stipulated in the fee schedule adopted by South Pasadena City Council.

Scheduling use of rooms

The Senior Services Supervisor or designee is responsible for scheduling the use of all rooms. Community groups are welcome to use the facility with prior approval from Senior Services Supervisor, as long as the scheduling does not conflict with any Senior Center activity or function. Priority is given to South Pasadena community organizations/groups benefiting seniors. Exceptions can be made by the Supervisor to use facility during the hours of operation if the event is to benefit older adults.

Donations to the Senior Center

Any donations made by local merchants or individuals of food, magazines, books, baked goods, plants, etc., are available to seniors who patronize the South Pasadena Senior Center. Staff is discouraged from taking items until the end of day when all seniors have had an opportunity to enjoy the donations.

Senior Citizens' Foundation of South Pasadena, Inc.

The foundation was founded in December of 2006 and its sole purpose is to serve as a fundraising arm for the Senior Center. On occasion the Foundation will hold events at the Center for fundraising purposes, as well as use the facility to hold quarterly board meetings. Participants of the Senior Center are welcomed to make donations payable to the Foundation when they express interest in making a donation.

Telephones

The office telephones are for Senior Center and Community Services related business, only. The office telephone is available only during an emergency.

Facility keys

Key staff members have keys to the facility. Any community organization will need to make prior arrangements with the Supervisor or designee to arrange availability and return.

Posting informational flyers & materials

On a case-by-case basis permission is granted by the Senior Services Supervisor for materials posted on the bulletin boards at the Senior Center. Placement of posters and any other advertising materials is at the discretion of the Senior Services Supervisor. Community groups and organizations will be permitted to display flyers/brochures at the counter of the facility if they are benefiting older adults. The City and its staff do not endorse or screen any posted information.

Lounging and socializing

The public is welcome to lounge and socialize in the library reading area, and lunch tables so long as the conversations do not interfere with the daily programming. Signs are posted during

lectures/classes asking the public to keep their voices down during programmed activities. Those not abiding by the Center Rules and Regulations are subject to verbal warning and possible suspension from the Center.

Use of equipment/furnishings

The Senior Center copier, fax, computers and telephones are not for general public use. Copies can be made for volunteers instructing senior classes/activities.

Loaning of equipment (i.e. tables and chairs) to community groups or organizations is not allowed unless authorized by the Community Services Director.

Display cases/display boards

Display cases are used strictly at the sole discretion of the Senior Center staff to promote upcoming classes, activities, services, etc.

Coffee Area

A stainless cabinet is made available by the Senior Citizens Foundation as well as the hot/cold Water dispenser for the use of the participants. The supplies are stocked and maintained by the Center. Coffee and tea and condiments are available for a fee adopted by the City Council. Staff has the discretion to raise fees if the supply costs become excessive. However, the majority of the cost is absorbed through Senior Center budget.

Animal/Pets

Animals are not permitted in the facility, except guide and service dogs.

A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the animal is out of control and the animal's owner does not take effective action to control it (example, a dog barks repeatedly during a movie) or (2) the animal poses a direct threat to the health or safety of others. More information is available from www.ada.gov or call (800)514-0301.

EXCURSIONS

South Pasadena Senior Center offers a variety of travel opportunities at a low cost due to funding from Proposition A. All excursions require cash or check payment at the time of registration. All trips meet at the War Memorial Building, located at 435 S. Fair Oaks Ave., South Pasadena.

Boarding note

All persons going on the excursion will be bordered in order of when payment was received. Please be respectful and courteous to ALL volunteers and staff assisting with excursion.

Refunds

No refunds will be given unless 30 days advanced notice, minus the \$10.00 trip fee. will have three days for accepting registrations on specified date, all others will be able on the fourth business day regardless of residency. Participants need to be registered with the Center's database in order to verify residence. Reservations accepted via walk-in with payment made at that time.

NUTRITION PROGRAM

The Nutrition Program is funded in part by the US Department of Housing & Urban Development Program. Each July, Senior Center staff will request an updated CDBG Form in order to maintain accurate information for auditing purposes.

On-site meals

Meals are served weekdays at 11:45 a.m. with advanced reservations. Advanced reservations are held until 12:00 p.m. Cancellations need to be received by 10:00 a.m. or individuals will be billed for the meal.

Box lunches

Box lunches for the weekend and long holidays are available on Fridays with advanced notice.

Home Delivered Meals

Home delivery offers frozen bulk meals for the week (either 5 or 7) meals per box to disabled, frail, or recovering individuals. Deliveries will be Monday, unless otherwise stated. Cost is \$3.00 per meal.

Grab & Go Meal

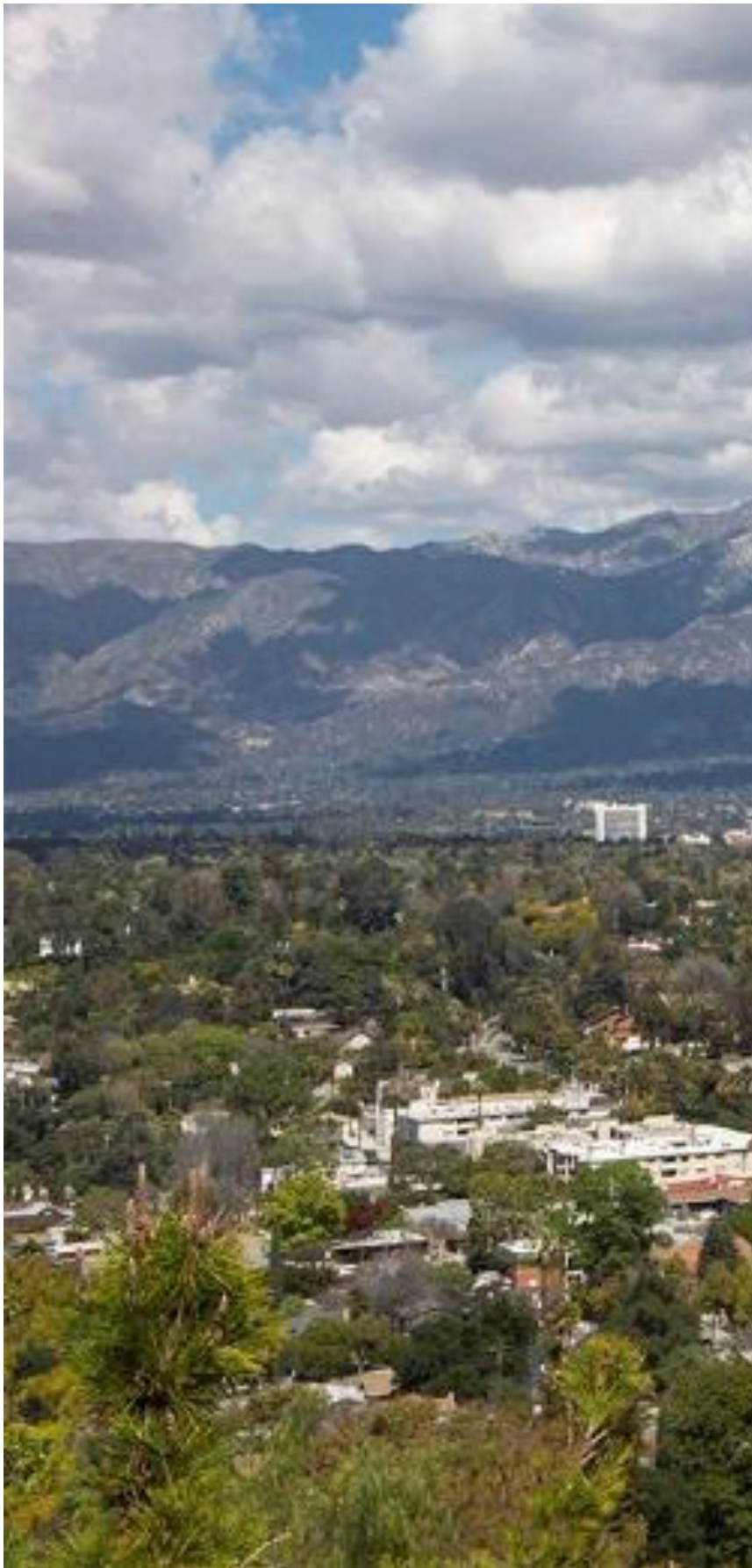
Frozen meals for the week will be available for pick-up on Mondays from 11:30 a.m. to 12:30 p.m. Cost is \$3.00 per meal and payment is due at pick-up.

VOLUNTEERS

Staff continually recruits, develops and trains a cadre of volunteers to assist staff. Volunteer component will be divided into the following categories, but is not limited to the following:

- a. Front Desk/Reception
- b. Nutrition Program – on-site and home delivery
- c. Special Events
- d. Classes
- e. Social Services
- f. Trips & Tours
- g. Monthly newsletter
- h. On-Site Meals
- i. Home Delivery

Note that some volunteer positions require fingerprinting, a copy of DMV printout and proof of automobile insurance.



CITY OF SOUTH
PASADENA

**Guidelines for
Community
Services
Department
Programs and
Management**

TABLE OF CONTENTS

TABLE OF CONTENTS	2
GUIDELINES FOR COMMUNITY SERVICES DEPARTMENT... ..	3
GENERAL STATEMENT	4
RECREATION AND SENIOR CLASS PROCESS.....	4

Guidelines for Community Services Department Programs and Management

The Guidelines for the Community Services Department Programs and Management was developed by the Community Services Department and the City Manager's Office. This guide was developed to provide the necessary framework of events, facilities and programs management within the Community Services Department.

Note: This document was formerly named the Community Services Department Policies & Procedures. The Parks and Recreation Commission (Commission) reviewed this Manual at its meeting of January 10, 2022, and recommended approval to the City Council.

COMMUNITY SERVICES COMMISSION

The Commission is composed of seven residents, appointed by the Mayor and ratified by the City Council. The Commission is to provide input on the leisure, recreational, social and cultural needs of the community of South Pasadena. The Commission was established by Ordinance No. 1454 with the primary purpose of gathering information, weighing public opinion, and examining issues in order to make recommendations to the City Council. The Commission meets on the second Monday of each month, in which the public is invited to attend.

RECREATION AND SENIOR CLASS PROCESS

The City offers recreation and senior classes to the public via Independent Contract Instructors. Classes are provided on a fee-based system with some classes offered free of charge. The City produces a quarterly Activity Guide and class schedule.

1. CLASS REGISTRATION PROCESS

1.1. The Recreation Division and Senior Division will process all of their own registrations and collect all class fees. Independent Contract Instructors are responsible for ensuring that all participants have registered and paid the necessary fees at the first-class meeting.

1.1.1. Senior Division: Classes offered by the Senior Center are ongoing and offered monthly. Two fees are offered – monthly and walk-in.

1.2. Participant Registration

1.2.1. Recreation Division: On the first day of registration for the season, participants can register for a class by accessing the City's website or by mailing in their registration form and payment. Beginning two (2) weeks after the first day of registration, participants may also register by phone or by walking their registration in. The Community Services Department accepts exact cash, checks, and credit cards (subject to a credit card processing fee).

1.2.2. Senior Division: Activity/Registration form is completed once per month for all senior citizen classes. Senior Center staff is responsible for ensuring that all participants have registered and paid the necessary fees by the first-class meeting. Participants register at the South Pasadena Senior Center or by sending in form and payment. The Community Services Department accepts exact cash, checks, and credit cards (subject to a credit card processing fee).

1.3. Participant Refunds, Credits, and Transfers

1.3.1. Recreation and Senior Divisions: Refunds, credits, and transfers must be requested and approved before the first-class date. No refunds, credits, or transfers will be issued after the first class. Refunds will be issued less an administrative fee, for each class a refund is requested. Proration will be determined on a case-by-case basis, at the discretion of the Community Services Department. Refunds take four to six weeks to process and receive.

1.3.2. Specialty Camp Refunds: The Recreation Division coordinates week-long specialty camps for the community. These camps are fee-based and must be paid in full at the time of registration. Refund requests will be assessed an administrative fee if made over 21 calendar days prior to the start of camp. Refunds will not be issued for cancellations requested within 21 calendar days prior to the start of camp.

1.4. Program Visitors: The Independent Contract Instructor or the City may grant requests from potential participants to visit a class prior to registration, depending on the nature of the activity, for no charge. Only one visitation is allowed per customer per class. Participant siblings are allowed to observe and/or participate in the activity. All siblings must be registered in advance based upon the prerequisites of the activity.

1.4.1. Program visitors are only allowed to observe the class or activity, and are not permitted to actively engage or interact with any participant in the activity without registering.

2. INDEPENDENT CONTRACT INSTRUCTOR PROCESS

2.1. Fingerprint Clearance and Background Checks: As a condition of the Independent Contract Instructor Agreement, the City of South Pasadena requires that all Independent Contract Instructors and Instructor Assistants submit to fingerprinting and Department of Justice (DOJ) criminal background screening prior to any teaching activities with the City. This DOJ screening confirms that the Independent Contract Instructor or their Assistants have no criminal convictions. Any Independent Contract Instructor or Assistant will not be allowed to teach activity without clearance or completion of this check.

- 2.1.1. If the Independent Contract Instructor has several employees then, prior to the first day of an activity, the Independent Contract Instructor must certify, in writing to the City, that said employees have been fingerprinted, at the Contractor's expense, and have passed a DOJ background check.
- 2.2. Liability and Other Insurance:** The City does not, in any way, provide Liability Insurance coverage for Independent Contract Instructors. If, at the discretion of the Community Services Department, insurance is deemed necessary, a \$2,000,000 Liability Certificate of Insurance must be filed, by the Independent Contract Instructor, with the Community Services Department one week prior to the first day of class.
- 2.2.1. The following terminology must appear on the description, "The City of South Pasadena, including its Officers, Elected Officials, Agents, and Employees are named Additional Insured."
- 2.2.2. If the Independent Contract Instructor has employees, the Independent Contract Instructor is also required to provide the City with verification of Worker's Compensation Insurance, as required by California Labor Code 3700 et seq.
- 2.2.3. If the Independent Contract Instructor is offering classes to minors, sexual abuse and molestation clause must be included on the Certificate of Insurance.
- 2.3. Income Tax Reporting:** All Independent Contract Instructors will be required to complete a W-9 form. Independent Contract Instructors are not considered City employees, and therefore, are not eligible for City benefits. It is the Independent Contract Instructor's responsibility to pay all income taxes, as the City of South Pasadena does not withhold State or Federal Income Tax, but does report earnings to the IRS through Form 1099.
- 2.4. Compensation:** Independent Contract Instructors establish the class fees required from each participant.
- 2.4.1. Recreation Division Contract Instructors receive 65% of the class fees. The remaining 35% payment is retained by the Community Services Department.
- 2.4.2. Senior Division Contract Instructors receive 80% of the class fees. The remaining 20% payment is retained by the Community Services Department.
- 2.4.3. The Community Services Director reserves the right to use discretion to adjust these amounts. These funds are needed by the City to offset costs associated with providing the following:
- The location/facility for classes, including general maintenance and utility costs;
 - The processing of all class registrations, collection of fees and paying instructors;
 - Administering all agreements with instructors and processing insurance;
 - Providing the necessary staff to set up and monitor classes;
 - Marketing of classes.
- 2.4.4. Recreation Division payments will be processed after the class, for activities that will meet only once, or after the final class meeting, for classes with multiple meetings. Payments can take four to six weeks to process.
- 2.4.5. Senior Division payment are processed at the end of each month.
- 2.4.6. The City of South Pasadena shall also not be liable for compensation of the Independent Contract Instructor for the remainder of the Independent Contract Instructor Agreement should be cancelled. If the City terminates the Independent Contract Instructor Agreement during a session, the Independent Contract Instructor's payment for services provided will be on a prorated basis.
- 2.5. Class Cancellation:** No less than two (2) business days prior to the first meeting of the class, the Independent Contract Instructor has the option of cancelling their class if it does not meet the minimum required number of registrations.
- 2.5.1. The Community Services Department will notify participants of class cancellations if cancelled by the department. Otherwise, the instructor is responsible for directly contacting students/parents, by phone call, of all other cancellations.

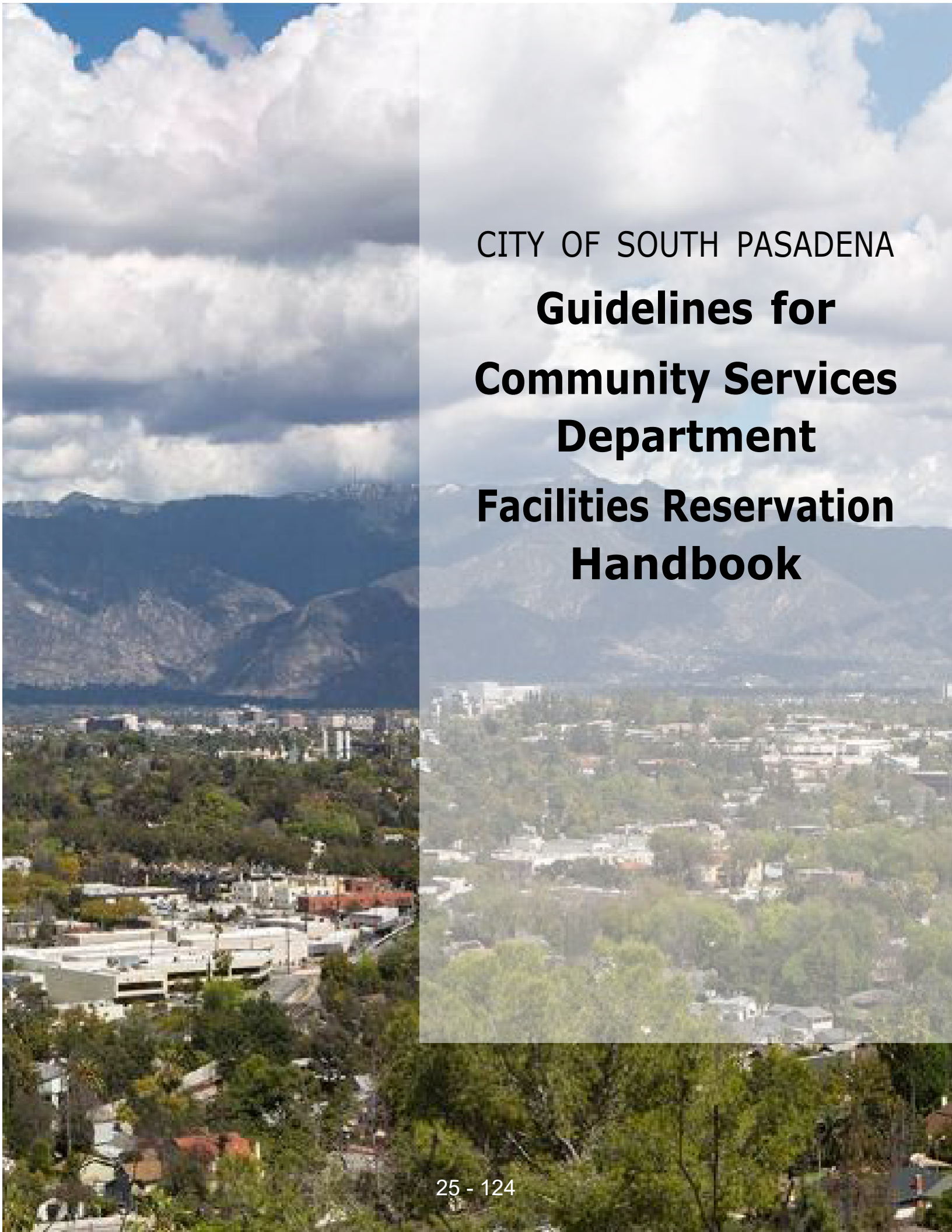
- 2.6. City Facilities (Recreation Division):** Subject to availability, the Independent Contract Instructor has the option of utilizing a City facility.
- 2.6.1.** Staff is responsible to assuring that in the Community Room doors are locked, furniture is returned to original location and restrooms are locked up.
- 2.6.2.** Keys: Recreation Division does not issue keys to instructors.
- 2.7. City Facilities (Senior Division):** Senior Center staff assists with the setup of all Senior Center Classes offered. Two locations are utilized for Senior Center classes, the South Pasadena Senior Center and the Library Community Room.
- 2.7.1.** Staff is responsible to assuring that in the Community Room doors are locked, furniture is returned to original location and restrooms are locked up.
- 2.7.2.** Keys: Senior Center does not issue keys to instructors.
- 2.8. Professional Standards:** Independent Contract Instructors and their assistants must conduct themselves in a professional manner; this includes dressing and speaking professionally, and supporting the City of South Pasadena's processes and decisions. Independent Contract Instructors are to maintain a professional relationship with participants and parents or guardians of minor participants at all times.
- 2.8.1. Course/Activity Cancellation:** If, during a class session, the Independent Contract Instructor must cancel a class meeting, the Community Services Department must be contacted during office hours, no less than four (4) hours prior to the start of the next class meeting. The instructor is responsible for notifying registrants that the class meeting has been cancelled.
- 2.8.2. Releasing of Minors:** At the end of a class meeting, the Independent Contract Instructor shall not release minors to anyone other than the authorized parent, guardian, or to an individual authorized by the parent or guardian. The Independent Contract Instructor shall remain on site until all participants have left the facility. If the instructor is not able to stay with the minor they must first call the responsible adult listed on the class roster. If no parent or guardian is reached, call the Community Services Department. Otherwise, the instructor shall call the South Pasadena Police Department and have an officer take custody of the minor until an authorized parent or guardian arrives.
- 2.8.3. Discrimination and Harassment:** The City does not tolerate any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Independent Contract Instructors and their assistants are responsible for their own actions/conduct and that of the class participants, and must never engage in discrimination or harassment because of an individual's protected classification.
- 2.8.4. Mandated Reporting (Child):** Independent Contract Instructors and their assistants are considered Mandated Reporters under the "California Child Abuse and Neglect Reporting Law". If the Independent Contract Instructor or their assistant has knowledge of or observes a child whom he or she suspects has been the victim of child abuse or neglect a report must be filed with Child Protective Services or the South Pasadena Police Department immediately. Types of reportable situations may include, but are not limited to, any type of possible physical injury, suspected sexual abuse or exploitation, willful cruelty or unjustified punishment, unlawful corporal punishment, neglect (severe or general), or abuse in an Out-of-Home Care (e.g. daycare).
- 2.8.5. Mandated Reporting (Elder):** Independent Contract Instructors and their assistants are considered Mandated Reporters under the "Elder Abuse and Dependent Adult Civil Protection Act". If the Independent Contract Instructor or their assistant has knowledge, reasonably suspects, those types of elder or dependent adult abuse have been inflicted upon an elder or dependent adult, or his or her emotional well-being is endangered in any other way, a report must be filed with Adult Protective Services or the South Pasadena Police Department immediately. Types of reportable situations may include, but are not limited to, any type of possible physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment, resulting in physical harm or mental suffering. The

deprivation by a care custodian of goods or services that are necessary to avoid physical or mental harm is also considered a reportable offense.

2.8.6. Termination of Independent Contract Instructor Agreement: The City of South Pasadena reserves the right not to renew an Independent Contract Instructor's Agreement for any reason. Grounds for immediate termination of the Independent Contract Instructor Agreement may include, but are not limited to verbal and/or physical abuse, actions that may cause injury to another, and/or being under the influence of drugs or alcohol while teaching.

3. SPECIAL EVENT TICKET REFUND PROCESS

3.1. The Community Services Department hosts various special ticketed events for the community, including but not limited to: Breakfast with Santa, and Eggstravaganza. All special event ticket sales are final. No refunds or exchanges will be granted for any fee-based Community Services Special Event.

An aerial photograph of South Pasadena, California, showing a mix of residential and commercial buildings, green trees, and a mountain range in the distance under a cloudy sky. A semi-transparent white rectangular box is overlaid on the right side of the image, containing the title text.

CITY OF SOUTH PASADENA
**Guidelines for
Community Services
Department
Facilities Reservation
Handbook**

TABLE OF CONTENTS

TABLE OF CONTENTS	2
GUIDELINES FOR COMMUNITY SERVICES DEPARTMENT	3
ATHLETIC FIELD AND PARK PROCESS	4
PARK AND PICNIC AREA RESERVATION PROCESS.....	9
FACILITY RENTAL PROCESS.....	10
NON-PROFIT VERIFICATION	13

GUIDELINES FOR COMMUNITY SERVICES DEPARTMENT FACILITIES RESERVATIONS

The Guidelines for the Community Services Department Facilities Reservation was developed by the Community Services Department and the City Manager's Office. This guide was developed to provide the necessary framework of events, facilities and programs management within the Community Services Department.

Note: This document was formerly named the Community Services Department Policies & Procedures. The Parks and Recreation Commission (Commission) reviewed this Manual at its meeting of January 10, 2022, and recommended approval to the City Council.

COMMUNITY SERVICES COMMISSION

The Commission is composed of seven residents, appointed by the Mayor and ratified by the City Council. The Commission is to provide input on the leisure, recreational, social and cultural needs of the community of South Pasadena. The Commission was established by Ordinance No. 1454 with the primary purpose of gathering information, weighing public opinion, and examining issues in order to make recommendations to the City Council. The Commission meets on the second Monday of each month, in which the public is invited to attend.

COMMUNITY SERVICES DEPARTMENT

Community Services Department staff is responsible to City Management for the administration of the City's community services programs and facilities. The Community Services Director, as the Liaison to the Commission, provides staff recommendations for direction through the City Manager to the Commission and City Council.

GENERAL STATEMENT

The City of South Pasadena Community Services Department coordinates the use of all City park and community facilities available to organizations and the general public for leisure, recreational, social, and cultural activities and programs. The Community Services Director, on behalf of the City, reserves the right to revoke or terminate a facility use permit; park reservation; field use permit; or class registration of any individual or organization in violation of this Manual. This termination shall be in writing and reviewed by the Community Services Director.

The City may also charge a fee to offset public expenses to operate, maintain, supervise and administer the use of the park and community facilities. The increased demand for the use of limited park and community facilities makes it necessary to emphasize sharing in the use of facilities. In the event there is a need to make administrative changes or modify requirements to address facility use needs, the Community Services Director shall have such authority.

The Commission and the Community Services Department will evaluate the effectiveness of this guide periodically and make recommendations for changes to the City Council, as needed.

ATHLETIC FIELD AND PARK PROCESS

1. CITY-OWNED PARKS

Unless otherwise specified, South Pasadena public parks are open daily from 5:00 a.m. to 10:00 p.m. (SPMC Section 21.2)

Arroyo Park	Stoney Drive (at San Pasqual) and Lohman Lane: BBQ and picnic areas, playground, five lighted baseball diamonds, four lighted soccer fields, skate park, batting cages, golf course, miniature golf, driving range, horse stables, Arroyo Seco Woodland and Wildlife Park, tennis and racquetball center. Public restrooms available at the park.
Community Garden	1028 Magnolia Street: a shared garden space with plots available for use pursuant to Los Angeles Community Garden Council Agreement with the City of South Pasadena. Public restrooms are not available.
Demonstration Garden	1028 Magnolia Street: fronts the Community Garden with a shade structure, picnic table, and bench. The space demonstrates water conservation strategies with various drought tolerant, native plants and trees, as well as other landscape improvements. Public restrooms are not available.
Dog Park	650 Stoney Drive (at Lohman Lane): a half-acre park for dogs to exercise and play off-leash. The park is split into two areas for small and large dogs. Public restrooms available via Port-O-Potty.
Eddie Park	2017 Edgewood Drive (at Chelton Way): an open grassy area, playground and Eddie Park House. Public restrooms are not available
Garfield Park	Mission Street (at Marengo Avenue): BBQ and picnic areas, playground, two lighted tennis courts, a rose garden, Children's Memorial and Healing Garden, and Youth House. Public restrooms available at the park.
Library Park	1100 Oxley Street (at Fairview Avenue): a passive neighborhood park with benches, a meandering walking path amongst mature shady trees. It is also home to the City's Senior Center and Public Library. Public restrooms are not available.
Orange Grove Park	815 Missions Street (at Orange Grove Avenue): a picnic area, one lighted softball field, lighted soccer field, two lighted tennis courts with pickle ball lines, and a playground. The City's Recreation Center is located at the park, which provides a venue for after school day care, summer camp, and other recreational programs. Public restrooms are not available.
War Memorial Park	435 Fair Oaks Avenue: formerly called Oak Lawn Park, home to the War Memorial Building. The grassy area is filled with large Sequoia and Oak trees. Public restrooms are not available.
Passive Parks	Minimally developed spaces that are maintained by the City for the health and well-being of the public, where the quality of the environment and "naturalness" of the area are the focus of the recreational experience. Public restrooms are not available. <ul style="list-style-type: none">• Berkshire Pocket Park• Grevelia Pocket Park

- Heritage Park (Meridian Avenue, at the Gold Line Station)
- Camden Parkway
- Via Del Rey and Monterey Road
- Via Del Rey and Camino Verde

2. ATHLETIC FACILITIES (All are lighted)

Park	Softball	Soccer	Tennis	Baseball
Arroyo Park	1	4	0	5
Eddie Park	0	0	0	0
Garfield Park	0	0	2	0
Orange Grove Park	1	1	2	0
Library Park	0	0	0	0
War Memorial Park	0	0	0	0

3. QUALIFYING USER GROUPS (In descending order of priority)

- Group A: City Council and City Departments that conduct activities directly sponsored by the City of South Pasadena.
- Group B: South Pasadena-based non-profits who meet the requirement of 50% of whose participants live, work, or attend school in the City of South Pasadena, and are certified non-profit, youth and adult athletic organizations, civic services, educational, or fraternal organizations who conduct community events, and/or programs open to the general public. Proof of non-profit status must be submitted and on file prior to scheduled use. The Community Services Director shall have the authority to determine compliance with the 50% requirement, subject to approval by the Parks and Recreation Commission, based on any relevant factors including participation of South Pasadena residents, historical use, and use of fields in other cities.
- Group C: South Pasadena-based non-profits that do not meet the requirement of 50% whose participants live, work, or attend school in the City of South Pasadena, and are certificated non-profit, youth and adult athletic organizations, civic service; educational or fraternal organizations who conduct community events and/or programs open to the general public. Proof of non-profit status must be submitted and on file prior to schedule use.
- Group D: Residents of South Pasadena holding functions and/or activities not open to the general public, but are non-profit.
- Group E: South Pasadena-based commercial, industrial or professional groups, using the facility for a non-profit purpose.
- Group F: All other users.

4. ATHLETIC FIELDS ALLOCATION PROCESS

- 4.1. Allocation of dates, times, and areas is subject to the sole control of the City.
 - 4.1.1. Approved applications may be changed as needed by the City due to weather or hazardous situations to maintain that the parks and fields stay in good and safe condition.
- 4.2. The number of players and teams will be a factor in allotting facilities.
- 4.3. The nature and conditions of the fields will be a factor in allotting facilities.
- 4.4. Lights will only be allocated to those user groups who rent the field.

- 4.5. Any changes or additions to assignments must be submitted in writing and approved by the Community Services Director.

5. ATHLETIC FIELDS RESERVATION PROCESS

- 5.1. Occasional or periodic users must request use of a field by submitting a Request for Facility Use Form to the Community Services Department for review and consideration. Occasional or periodic users are defined as requests for use, which is less than two consecutive months in duration. The Community Services Director will approve or deny these requests.
- 5.2. Users requesting league or ongoing use (over two months) of City athletic fields must submit a Request for Facility Use Form to the Community Services Department for review and consideration at least five (5) months prior to beginning of use. The form must be signed by the president or other appropriate representative from the board or leadership of the organization.
- 5.3. Requests for league play or ongoing scheduled use of athletic facilities (over two months) will be reviewed and assigned or declined as soon as possible. These requests will be reviewed by the Community Services Department and the Community Services Commission. If the request is approved, then a facility organizational meeting will be held between appropriate City staff and the requesting organization to review field use processes.
- 5.4. In order to streamline the approval process, the Community Services Commission considers applications twice a year. Summer and Fall season applications must be submitted to the Community Services Director by the end of April. Winter and Spring season applications must be submitted by the end of November.
- 5.5. No user group will be given approval until the following items are submitted. These items must be submitted at least two (2) weeks prior to use. If documents are not submitted, the City may withhold use of fields:
 - 5.5.1. Complete list of names, address and telephone numbers of the current Board of Directors or other responsible persons.
 - 5.5.2. Proof of current non-profit status with the Internal Revenue Services and State of California as appropriate.
 - 5.5.3. Master calendar of events to include: Registration dates, tryouts (date, time, place), team selection date, number of teams, practice schedule, date practice begins, opening day schedule, game schedule, date league games begin, date league games end, and date of local tournaments.
 - 5.5.4. South Pasadena-based non-profit sports organizations scheduling seasonal use of facilities are required to submit a full listing of all participants by team. The listing should include the name of each participant, address, city of residence, city of participants' work or school, and phone number. The City will randomly select a number of teams for review to ensure compliance to the 50% live, work, or attend school in the City of South Pasadena requirement for participants.
 - 5.5.5. One copy of the Certificate of Insurance listing the City of South Pasadena as additional insured.
 - 5.5.6. All deposits as required.
- 5.6. Storage facilities may be made available free of charge to local seasonal user groups.
- 5.7. All users granted use of storage facilities must store all equipment neatly.
- 5.8. Upon conclusion of seasonal play, all equipment must be removed within fourteen (14) days or a clean-up fee, based on actual expense incurred and overhead will be charged. Some equipment may be stored throughout the year with the approval of the Community Services Director.
- 5.9. Equipment stored in the facility is not the responsibility of the City. Unnecessary equipment stored in the facility may be removed at the user group's expense.

- 5.10. Concession Stand and Storage Facilities:** Use of existing facilities for concessions and storage shall be subject to the approval of the Community Services Director.
- 5.11. Restrooms/Fields:** Facilities must be cleaned of litter and debris immediately following the scheduled use, or a cleanup fee, based on actual expenses incurred and overhead will be charged.
- 5.12. Athletic Field Lining and Marking:** All lining/marketing of athletic fields must be done with prior approval of the Community Services Department. Any user failing to comply with established guidelines and notification is subject to invoicing for all damages occurring to fields and termination of facility use permit.
- 5.13. Insurance:** When the user group is involved in sporting/hazardous events, the user shall obtain and keep in full force and effect, at the user's sole cost, for the mutual benefit of City and user, the appropriate insurance certificate as required by the City.
- 5.14. Traffic and Parking:** The user group will be considerate to those residents living adjacent to fields and advise participants and spectators to obey all parking laws concerning parking near and around fields. No vehicles will be allowed on City property without written permission.
- 5.15. Public Address System Use Process:** Sound amplification equipment will be allowed in City parks, but limited to public address systems, stereo equipment, stationary and portable components and bull horns, subject to the review and prior approval of the Community Services Director.
- 5.16. Maintenance:** All maintenance such as field preparation, lining of the fields, marking of the fields and installation of goal posts will be performed by user assigned to the facility with prior approval of the Community Services Department. Each user is responsible for the facility being free of trash or debris caused by group usage upon conclusion of each day's use. Users are required to report any damage or acts of vandalism to the Community Services Department immediately.
- 5.17. Modifications to Park Fields and Facilities:** Any request to modify or improve City facilities shall be submitted for approval to the Community Services Director, Commission, and City Council as appropriate.
- 5.18. Closure of Fields:** Arroyo Park and Orange Grove Park will be scheduled for closure and rehabilitation each year to allow for recovery due to heavy usage. The dates and times of closure to be determined by the Community Services Department and Public Works Department, with approval from the Parks and Recreation Commission.
- 5.19.** There will be no use of City athletic fields when facilities are unplayable due to rain or other conditions. City staff will make the decision for use during or after rain or other event. Any user failing to comply with a decision to postpone use is subject to invoicing for all damages occurring to the field and termination of facility use permit.

6. ATHLETIC FIELD FEES

6.1. Athletic Field Fees

- 6.1.1. South Pasadena-based non-profits:** All South Pasadena-based non-profit organizations that meet the requirement that 50% of their participants live, work, or attend school in the City of South Pasadena, and are authorized non-profit youth and adult sports groups, civic, educational, and fraternal organizations will be charged the rate indicated on the current fee schedule. The Community Services Director has the authority to negotiate for field improvements or other benefits from users for the use of fields. The Community Services Director shall have the authority to determine compliance with the 50% requirement, subject to approval by the Parks and Recreation Commission, based on any relevant factors including participation of South Pasadena residents, historical use, and use of fields in other cities.

6.1.2. South Pasadena-based non-profits: South Pasadena-based non-profit organizations that do not meet the requirement that 50% of their participants live, work, or attend school in the City of South Pasadena, and are authorized non-profit youth and adult sports groups, civic, educational and fraternal organizations will be charged the rate indicated on the current fee schedule. The Community Services Director has the authority to negotiate for field improvements or other benefits from users for the use of the fields.

6.1.3. All Others: All others including individual users, for profit and non-South Pasadena-based non-profit groups will be charged for the reserved use of the fields at the flat hourly rate. See the Fee Schedule for the current rate.

6.2. Athletic Field Light Fees

6.2.1. South Pasadena-based non-profit organizations that meet the requirement that 50% of their participants live, work, or attend school in the City of South Pasadena, and are authorized non-profit youth and adult sports groups, civic, educational, service and fraternal organizations, will be allowed to use lights. If the South Pasadena-based non-profit group received a fee waiver for the use of the field, then the user group will also receive a fee waiver for the use of the lights (Orange Grove, Arroyo North, and Arroyo South).

6.2.2. All for profit and non-South Pasadena-based organizations or occasional individual users will be charged for the use of lighted facilities at an hourly rate in addition to the hourly field rate at the discretion of the Community Services Director. See the Fee Schedule for current rate.

PARK AND PICNIC AREA RESERVATION PROCESS

The City of South Pasadena has three beautiful parks with covered picnic areas. The picnic areas are available for group reservations and use. See the Fee Schedule for current rate.

7. PARK PICNIC AREAS

- 7.1. Any person or group wishing to reserve picnic facilities must submit a Park Reservation Application to the Community Services Department at least two (2) weeks prior to the event. The Application must include the name of the responsible individual or organization, along with the date, time, park area to be used and number of people expected to be in attendance. The reservation is subject to approval of the Community Services Department on a first come, first served basis.
- 7.2. A refundable clean-up deposit of \$50 may be required for groups over 50 persons who make a reservation.
- 7.3. In the event of rain, full refunds or re-booking are granted. Park cancellations requesting a refund will be given a 50% refund if the cancellation is made at least seven (7) days prior to the reservation. No refunds will be granted within seven (7) days of the reservation. There is no penalty to re-book the park reservation to another date as long as it is re-booked seven (7) days prior to the reservation.
- 7.4. All groups using City picnic areas are responsible for all necessary clean up following their use.
- 7.5. It is unlawful for any person to make any campfire or hold any barbecue in any other place in the park than in stoves or pits provided by the Community Services Department (SPMC Section 21.6).

8. OVERNIGHT USE OF PARKS

Permits are required for overnight use. The Community Services Director, as a representative of the City Manager, may authorize overnight use of parks (SPMC Section 21.10).

9. LARGE GROUP RESERVATIONS

Events planned for outside of the designated park picnic areas that require significant set-up and gathering of over 100 people will not be allowed. The exception to the rule is local established non-profit groups with priority given to South Pasadena non-profits approved through the City's Co-Sponsorship Policy.

10. CARNIVAL DEVICES

- 10.1. The following carnival devices are not allowed in any South Pasadena public park:
 - 10.1.1. Dunk tanks, booths, or machines, which generally consist of a large tank of water over which a seat is suspended.
 - 10.1.2. Inflatable recreational structures including, without limitation, inflatables, interactive structures or equipment commonly used for jumping, bounding, sliding, riding, or as apparatus for sports and recreational activities.
 - 10.1.3. Other similar temporary attractions including, without limitation, structures containing live animals, petting zoos, climbing walls, and slides.
- 10.2. The Community Services Director, or designee, may allow the use of the attractions otherwise prohibited by this section for City purposes including, without limitation, the City's own recreation programming (SPMC Section 21.25).

FACILITY RENTAL PROCESS

City of South Pasadena makes its facilities available to the public for activities and programs that meet the needs and interests of the community. The City has established rental fees and services to cover costs related to maintenance, utilities, supervision, and other costs. The Community Services Director may enter into ongoing user agreements with the review and approval of the City Manager.

11. CITY OWNED FACILITIES

War Memorial Building	435 Fair Oaks Avenue
Senior Center	1102 Oxley Street
Eddie Park House	2017 Edgewood Drive
Orange Grove Mid-Level	815 Mission Street
Garfield Park Youth House	625 ½ Stratford Avenue

- 11.1.** The current cost for the rental of the following facilities is found in the Fee Schedule. The following guide provides the necessary framework for the use of the City-owned facilities. The Eddie Park House and the Garfield Park Youth House are not available for reservations on Sundays.
- 11.2. Identification of Users:** Any individual or group utilizing City facilities will be classified in one of the following priority groups. These classifications are necessary to establish: 1) priority of use, 2) applicability of fees, and 3) what, if any, these fees will be.
- 11.2.1. City Uses:** City Council, City Departments, City-sponsored Commissions or Committees, or City co-sponsored meetings/seminars/conferences.
- 11.2.2. Non-profits:** All designated non-profits. The Community Services Department will determine eligibility as a non-profit. On-going users will be assessed a fee per the Fee Schedule. All meetings must be open to the general public at no charge. If use is required on weekends or City-observed holidays, a fee may be charged for staff hours required to open, close and monitor facility. All events which are closed to the general public or for which there is any type of charge, either for admission or by donation, will be charged according to the current Fee Schedule. Such events would include fundraisers, award ceremonies and banquets.
- 11.2.3. Individuals:** Functions and activities which are not open to the general public and which are not profit-oriented.
- 11.2.4. Businesses:** All commercial and business uses.
- 11.3. Prime Time:** Rental fees are listed for each facility based on weekday and prime-time uses. Prime-time is defined as Friday at 3:00 p.m. to Sunday through 9:00 p.m.
- 11.4. Rental Rates Include:** Use of available tables and chairs, as arranged through the Community Services Department at time of confirmation. The user may be required to enter into a Use Agreement with the City.
- 11.5.** A cleaning/security deposit is required for all and is not applied toward the rental fee. Deposits are paid at time of reservations and are refundable after the facility and/or equipment is found to be in satisfactory condition as determined by Community Services staff, and the facility is vacated by all guests, rental party, caterer, etc. at the scheduled reservation end time. Users are responsible for any and all damages to City property or for the loss of property. Repair, replacement, and cleaning costs are based on actual expenses and normal City overhead. Deposits are generally refunded within 3-5 weeks.
- 11.5.1. Overtime Fee:** Failure to vacate the facility will result in loss of the full deposit.
- 11.6.** General clean-up is the user's responsibility. The failure to meet and comply with the terms and conditions of the Use Agreement may result in the loss of the full deposit. All personal/rental items are to be removed from the facility, storage is not provided. Required deposits are noted on the Fee Schedule.
- 11.7.** The user shall obtain, and keep in full force, at user's expense, for the mutual benefit of City and user, insurance as determined by the City's current requirements. Certificates are subject to review and approval by the City.

- 11.8. Alcohol Requirements** (Alcohol is only allowed at the War Memorial Building & Senior Center). While the City of South Pasadena permits alcohol to be served at rented facilities, appropriate restraint must be used by both those serving alcohol and by guests consuming alcohol to ensure the safety of property and all participants. Per ABC license requirements, any individual serving alcohol must complete a California Responsible Beverage Service Training (RBS).
- 11.8.1. Complimentary Alcohol Service:** Clients who will be serving complimentary liquor (i.e., hosted bar, wine service with meal) must provide insurance coverage as determined by the City's current requirements as well as an RBS training certificate. To obtain the certificate please visit <https://www.statefoodsafety.com/alcohol-server/california-alcohol-certification>.
- 11.8.2. Selling Alcohol:** Any client who will be selling Alcohol (i.e., cash bar, dinner and drinks for a fee) is required to provide insurance as determined by the City's current requirements. A copy of the ABC License must be provided to the City within three (3) working days of the event. Any questions as to the need for and requirements of obtaining the appropriate ABC license(s) should be directed to the ABC.
- 11.8.3.** Alcohol may not be served or sold during set-up time or prior to the arrival of assigned staff. Service of any alcoholic beverages must end one hour before the time slated on the contract for the event to end.
- 11.8.4.** Alcohol may not be sold or served to minors. Failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting all deposits and fees. Injuries caused to any person or damage to City property as a result of alcoholic beverages being served and/or consumed by a minor, on City premises, shall be the sole responsibility of the organization, its sponsor, or the adult representative.
- 11.8.5.** Alcohol is only permitted in the rented facility. Alcohol may not be served or consumed in parking lots, public patio areas, or outside grounds immediately adjacent to rented facility. All exceptions must receive prior approval of the Community Services Director.
- 11.8.6.** Additional staff is required at all events at which alcohol is served or sold. Cost of the additional staff is the responsibility of the user and is arranged through Community Services staff. Fees for additional staff are included on the **attached** Fee Schedule. If the South Pasadena Police Department is called out to an event, then the costs associated with the response may be charged to the user.
- 11.9.** Inspection and permits by the Fire Department to assure compliance with Public Assembly Regulations may be required at the user's expense. User representative must be present during such inspection. User will be billed directly by the Fire Department. Persons will not be permitted inside any facility in excess of the established capacity of that facility.
- 11.10.** No ongoing fee use shall be granted for a period exceeding six months to avoid a monopoly by any person(s) or organization(s). The Community Services Director may approve and disapprove any ongoing uses as appropriate.
- 11.11.** Community Services Department shall have the right to assign or reassign meeting rooms as appropriate, based on nature of event, estimated number of participants, etc.
- 11.12.** Reservations may be revoked at any time whenever there has been a violation of approved contract and will result in loss of deposit and fees.
- 11.13.** City equipment shall not be removed from any facility.
- 11.14.** Smoking and vaping is prohibited in City facilities (SPMC Section 17.56). **(Add vaping section)**
- 11.15.** All established fees have been reviewed and approved by the City Council. Any exceptions or special requests not covered in this manual must be submitted in writing to the Community Services Director and approved by the City Manager.
- 11.16.** The rental reservation must be completed at least thirty (30) days in advance of reserved date. A reservation constitutes an agreement between the User and the City of South Pasadena. Agreements will include, by reference, all terms and conditions. All applications must be signed by an authorized adult representative of user organization or private party.

- 11.17.** No reservation is confirmed until all fees, deposits, permits/licenses, and insurance are obtained and paid in full at least thirty (30) days prior to the use date. If the contract as stated in this Manual are not adhered to, any reservation may be cancelled immediately upon notice to the client. Fee(s) paid may not be refunded. Cancellation of a rental or changing of a confirmed date will result in a loss of security deposit. If facility can be rebooked with, a comparable rental (one equal or greater in size) then 75% of the client's deposit will be returned. Cancellation thirty (30) days or less prior to an event will result in the loss of any rental fees paid, in addition to the deposit.
- 11.18.** Decorations require prior approval by Community Services Staff and must not damage the facility or City property. Hanging of items with tape, nails, or tacks on the walls of facilities is not permitted. No burning candles or fog/bubble/foam machines are allowed in City facilities. No tape will be allowed on wood floors.
- 11.19.** The City reserves the right to deny any application based on security concerns and/or safety concerns. Denial of applications may be made by the City of South Pasadena on the basis of the following reasons:
- 11.19.1.** The applicant previously used the facility and due to lack of cleaning or damage to the facility did not receive a full refund of their cleaning deposit.
 - 11.19.2.** Failure to pay all fees or balances on rentals as arranged with Community Services or the Finance Department of the City of South Pasadena.
 - 11.19.3.** Unavailability of the facility.
 - 11.19.4.** Higher priority user is in need of facility.
- 11.20.** Events must end by 5:00 p.m. on Saturdays at the Garfield Youth House and Eddie Park House. Events at the Senior Center and War Memorial Building must end at 12:00 midnight. Any music will terminate by 9:00 p.m. at the Senior Center and 11:00 p.m. at the War Memorial Building. Music and sound amplification will be monitored by City staff to ensure client is not disturbing the peace.
- 11.21.** Up to two (2) individual, nonprofit, or commercial reservations will be allowed at the Eddie Park House each month, outside of licensed facility use.
- 11.22.** When food is served as catered food, a licensed caterer may be required at City facilities. Exceptions to catered service must have prior approval from Community Services Director.
- 11.23.** Mobile food vending is permitted as long as vendor is in full compliance with the type of vending and the time, place and manner of vending from vehicles upon the street in order to promote public safety. (SPMC Section 19.49-1).
- 11.24.** The use or distribution Expanded Polystyrene (EPS) Disposable Food Service Ware, also known by its trademark name, Styrofoam, commonly used for single-use disposable food service ware such as cups, plates, trays, bowls, and hinged or lidded containers is prohibited. Any user or group utilizing City facilities assumes responsibility for preventing the utilization and/or distribution of EPS food service ware. If it is determined that disposable EPS food services ware was used, the security deposit will be forfeited (SPMC Section 16.42).
- 11.25.** The distribution of single-use plastic carryout bags is prohibited (SPMC Section 16.32).

NON-PROFIT AND ACTIVE BUSINESS STATUS VERIFICATION

All three of the following websites must be checked to confirm an organization's status for non-profit eligibility.

Federal Tax-Exempt Status: Used to check Non- Profit Status

1. Go to <https://apps.irs.gov/app/eos/>
2. In the "Search By" drop-down menu, select "Organization Name".
3. Enter the organization name in the Search Term box and click the blue "Search" Icon.
4. Scroll to the list of results, and click on the organization name (blue link).
5. Click "Print" to print the page, and attach document to application packet.

Department of Justice, State of California: Entity Status

1. Go to <https://www.ftb.ca.gov/help/business/entity-status-letter.asp>
2. Click the blue "Check Status" icon.
3. Select search method "By Name".
4. Enter the Entity Name and click the "Perform Search" icon
5. Click on the Entity ID (blue link).
6. Note "Entity Status" (must be ACTIVE or REVIVED; cannot be REVOKED or SUSPENDED).
7. Click the "Generate Letter" icon, print the letter, and attach to application packet.

Secretary of State, State of California

1. Go to <https://bizfileonline.sos.ca.gov/search/business>
2. Enter the organization name in the search box and hit return.
3. Click on the organization link in the results.
4. Status must be ACTIVE and all Standings must be GOOD.
5. Screenshot the results and print.