



**CITY OF SOUTH PASADENA
CITY COUNCIL**

AGENDA

**SPECIAL MEETING
CLOSED SESSION**

**WEDNESDAY, JUNE 7, 2023
5:30 P.M.**

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030. Pursuant to Assembly Bill 361 Government Code Section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference.

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

Public participation may be made as follows:

- In-Person – 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 – Meeting ID: **226 442 7248**
- 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/2264427248?pwd=aEFuSGszQ2I5WjJkemoTms0RTIVUT09>; 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

PUBLIC COMMENT

CLOSED SESSION AGENDA ITEMS

A. PUBLIC EMPLOYMENT – PERFORMANCE EVALUATION

Government Code Section 54957(b)(1)

Title: City Manager

B. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

1. *American Medical Response West v. California Department of Health Care Services, et al.* (SCSC Case No. 34-2021-80003757)
2. *LA Sunshine Coalition v. So. Pasadena* (LASC Case No. 22STCP04228)
3. *Cheung v. City of South Pasadena* (LASC Case No. 22STCP01432)
4. *So. Pasadena v. Ferguson* (LASC Case No. 22STCV18726)
5. *Arcadia et al. v. Southern California Edison Co.* (SBSC Case No. 20CV02026)
6. *City of South Pasadena, et al. vs California Department of Transportation, et al.* (LASC Case No. 21STCP01779)
7. *Cruz v. So. Pasadena* (LASC Case No. 21STCV19706)
8. *Jane Doe vs. Doe* (LASC Case No. 22AHCV01240)
9. *Ormeno Chumpitaz v. City of South Pasadena et al* (LASC Case No. 22AHCV01170)
10. *Forbes v. So. Pasadena* (LASC Case No. 22STCV30042)
11. *Coyotl + Macehualli v. So. Pasadena* (LASC Case No. 21STCP00897; SDCA B327679)
12. *City of So. Pasadena vs. Hollywood, Arogant* (LASC Case No. 23PDRO00243)
13. *Sanchez, Jesus v. So. Pasadena, et al.* (LASC Case No. 23STLC01506)

C. CONFERENCE WITH LEGAL COUNSEL: LIABILITY CLAIMS

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

1. Claimant: Shahid Abbas
Agency Claimed Against: City of South Pasadena

CERTIFICATION OF POSTING	
<i>I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on June 7, 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.</i>	
<u>06/01/2023</u>	<u>/S/</u>
Date	Mark Perez, Deputy City Clerk



**CITY OF SOUTH PASADENA
CITY COUNCIL**

AGENDA

**REGULAR MEETING
WEDNESDAY, JUNE 7, 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

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- 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.
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<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: Mayor Jon Primuth

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****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 PROCLAMATION RECOGNIZING THE ONEONTA CLUB CENTENNIAL CELEBRATION****4. PRESENTATION OF A PROCLAMATION DECLARING THE MONTH OF JUNE 2023 AS "PRIDE MONTH"****5. UPDATE ON 710 PROJECT COORDINATION WITH NEIGHBOR CITIES****RECOGNITION/INTRODUCTION****6. STAFF INTRODUCTION**

Management Services Department:

Tiara Solorzano, Management Assistant

Public Works Department:

Melanis Stepanian, Management Assistant

CHANGES TO THE AGENDA**7. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA****CONSENT CALENDAR****OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

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

8. APPROVAL OF GENERAL CITY WARRANTS IN THE AMOUNT OF \$871,422.33; ONLINE PAYMENTS IN THE AMOUNT OF \$13,022.00; VOIDS IN THE AMOUNT OF (\$497.07); PAYROLL IN THE AMOUNT OF \$1,548,714.07Recommendation

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

9. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR MAY 17, 2023 AND MAY 30, 2023Recommendation

It is recommended that the City Council:

1. Approve the minutes for the May 17, 2023, Regular City Council Meeting; and
2. Approve the minutes for the May 30, 2023, Special City Council Meeting.

10. APPROVAL OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT FOR PROFESSIONAL PRODUCTION SERVICES WITH STUDIO SPECTRUM, INC.Recommendation

It is recommended that the City Council authorize the City Manager, or designee, to execute the proposed Amendment and all documents necessary to amend the Professional Services Agreement with Studio Spectrum, Inc., and increase the contract amount by \$32,120 for a total amount not to exceed \$86,000 annually, inclusive of a ten percent contingency in the amount of approximately \$7,269 to continue professional production services.

11. SECOND READING AND ADOPTION OF AN ORDINANCE AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE II (OFFICERS AND EMPLOYEES GENERALLY) OF THE SOUTH PASADENA MUNICIPAL CODE ADDING SECTION 2.12 (ELECTRONIC SUBMISSION OF DISCLOSURE STATEMENTS)Recommendation

It is recommended that the City Council:

1. Direct the City Clerk's Division to provide proper notice of the adoption of the ordinance; and
2. Adopt the following ordinance:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE II (OFFICERS AND EMPLOYEES GENERALLY) OF THE SOUTH PASADENA MUNICIPAL CODE ADDING SECTION 2.12 (ELECTRONIC SUBMISSION OF DISCLOSURE STATEMENTS)

12. APPROVAL OF A FACILITY LEASE AGREEMENT WITH i-TENNIS FOR THE ARROYO SECO RACQUET CLUB

Recommendation

It is recommended that the City Council approve the Facility lease Agreement with i-Tennis for the Arroyo Seco Racquet Club (Racquet Club).

13. AUTHORIZE PAYMENT FOR TRAFFIC SIGNAL AND STREETLIGHT MAINTENANCE SERVICES WITH YUNEX, LLC FOR PAST AND PRESENT INVOICES FROM JULY 2022 THROUGH MAY 2023 IN THE AMOUNT OF \$125,000, AND AUTHORIZE AN INTERIM MAINTENANCE AGREEMENT WITH YUNEX, LLC FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$75,000 THROUGH SEPTEMBER 2023

Recommendation

It is recommended that the City Council:

1. Authorize payment to Yunex, LLC (Yunex) for past and present invoices from July 2022 through May 31, 2023 in the amount of \$125,000; and
2. Authorize the City Manager to execute a contract for interim City traffic signal and streetlight repairs and maintenance with Yunex through September 2023, in an amount not to exceed \$75,000.

14. ADOPTION OF A RESOLUTION TO ENTER INTO A COOPERATIVE IMPLEMENTATION AGREEMENT (CIA) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) TO RECEIVE STATE FUNDS IN AN AMOUNT NOT-TO-EXCEED \$3,114,686 FOR THE LOWER ARROYO PARK STORMWATER INFILTRATION BASIN FACILITY #2 PROJECT

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, TO ENTER INTO A COOPERATIVE IMPLEMENTATION AGREEMENT WITH CALTRANS TO RECEIVE GRANT FUNDS TO CONSTRUCT THE LOWER ARROYO PARK STORMWATER INFILTRATION BASIN FACILITY #2 PROJECT.

Recommendation

It is recommended that the City Council:

1. Adopt a Resolution authorizing the funding application, acceptance, and execution for the City of South Pasadena Lower Arroyo Park Stormwater Infiltration Basin Facility #2 Project; and
2. Authorize the City Manager, or her designee to conduct all negotiations, and to execute and submit all documents including, but not limited to, agreements, amendments, payment requests and so forth which may be necessary for the completion of the agreement with Caltrans to provide funding to the Project and/or may be required by California Department of Transportation (Caltrans) ; and
3. Authorize City Manager to execute the Cooperative Implementation Agreement (CIA) with Caltrans, subject to approval by the City Attorney, and submit any required documents, invoices, and reports required to obtain related funding.

15. **RESOLUTION DENOUNCING ANTISEMITISM**

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CONDEMNING AND REJECTING ANTISEMITISM AND SUPPORTING THE INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE BY AFFIRMING SOUTH PASADENA’S COMMITMENT TO ENSURING OUR COMMUNITY IS A SAFE AND WELCOMING PLACE

Recommendation

It is recommended the City Council discuss and consider adopting a resolution denouncing antisemitism.

16. **AWARD OF CONTRACT TO TRIO COMMUNITY MEALS IN THE AMOUNT OF \$77,610 FOR THE CATERED SENIOR SERVICES NUTRITION PROGRAM FOR FISCAL YEAR 2023-2024**

Recommendation

It is recommended that the City Council award a contract for the Senior Services Nutrition Program (Program) to TRIO Community Meals in the amount of \$77,610 for Fiscal Year 2023-2024, to provide meals at the Senior Center and for Home Delivery.

ACTION/DISCUSSION

17. **APPROVAL OF CITY COUNCIL MEETING MINUTES FOR NOVEMBER 2, 2022, AND NOVEMBER 9, 2022**

Recommendation

It is recommended that the City Council:

1. Approve the minutes for the November 2, 2022, Special City Council Meeting; and
2. Approve the minutes for the November 9, 2022, Special Joint City Council and Planning Commission Meeting.

18. **APPROVAL OF AWARD OF CONTRACT WITH RICHARDS WATSON & GERSHON FOR CITY ATTORNEY SERVICES**

Recommendation

The Subcommittee for City Legal Services recommends that the City Council award a contract to Richards Watson & Gershon (RWG) for City Attorney Services for an initial term of three (3) years, with two one-year renewal options with such additional terms and conditions set forth in the proposed Agreement attached to this memorandum as Attachment 3.

19. **CONSIDERATION OF SOUTH PASADENA CHAMBER OF COMMERCE BUSINESS IMPROVEMENT TAX (BIT) PROPOSAL FOR FUNDING FOR FY 2023-24 IN THE AMOUNT OF \$128,500**

Recommendation

It is recommended that the City Council review additional information related to the FY 2023-24 South Pasadena Chamber of Commerce Business Improvement Tax (BIT) and consider revised funding proposal in the amount of \$128,500, and provide further direction to staff.

20. ADOPTION OF A RESOLUTION DETERMINING AND ESTABLISHING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24 IN ACCORDANCE WITH ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DETERMINING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24 IN ACCORDANCE WITH ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION AND GOVERNMENT CODE SECTION 7910

Recommendation

It is recommended that the City Council adopt a resolution revising the City of South Pasadena’s (City) FY 2023-24 Appropriations Limit.

21. ADOPTION OF FISCAL YEAR 2023-24 ANNUAL BUDGET REPORT AND RESOLUTION

Recommendation

Staff recommends that the City Council:

1. Adopt the Fiscal Year 2023-24 Annual Budget;
2. Approve GANN limit;
3. Approve Master Fee Schedule; and
4. Adopt A Resolution adopting the Fiscal Year 2023-24 Annual Budget

PUBLIC COMMENT – CONTINUED

22. 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

23. 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.

24. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

June 21, 2023	Regular City Council Meeting	7:00 P.M.
July 19, 2023	Regular City Council Meeting	7:00 P.M.
August 16, 2023	Regular City Council Meeting	7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

www.southpasadenaca.gov/CityCouncilMeetings2023

Regular meetings are live streamed via the internet at:

http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification please contact the City Clerk’s Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk’s Division at (626) 403-7230 or cityclerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **June 7, 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.*

06/1/2023

/S/

Date

Mark Perez, Deputy City Clerk

CITY OF SOUTH PASADENA PROCLAMATION



Proclamation Recognizing the Oneonta Club Centennial Celebration

- WHEREAS, The Oneonta Club was established in 1923 by fourteen local leaders who had finished volunteering on building projects in South Pasadena. These men enjoyed each other’s company and wanted to continue meeting in a social atmosphere and to enhance “the upbuilding of this community through the development of a feeling of genuine fellowship, a fuller understanding of our responsibilities in the educational, civic and social relationships in city, state and nation”; and
- WHEREAS, the Oneonta Club are gentlemen of high standards, and they share the joy of camaraderie and the belief that, “only with confidence founded upon acquaintance, friendship and understanding may we render free and unselfish service to each other and to our Country”; and
- WHEREAS, the Oneonta Club’s name is an Indian word meaning “place of peace”. It is a town name in New York where Henry Huntington had his home. Mr. Huntington brought his name with him when he moved to California; and
- WHEREAS, beginning in 1955, the Oneonta Club, and since 1974 the Oneonta Club Foundation provides three significant scholarships each year to high school students ready to go to college; and
- WHEREAS, with members ranging from their early 30’s to mid-90s, the Oneonta Club provides South Pasadena with a cross-generational society of community leaders who each learn from one another, creating bonds of fellowship and exchanging wisdom, experience, and good cheer; and
- WHEREAS, the City of South Pasadena recognizes the Oneonta Club in this, its Centennial year for its outstanding work, philanthropy, and ongoing commitment to service and to the community of South Pasadena;

NOW, THEREFORE, I, Jon Primuth, Mayor of the City of South Pasadena, on behalf of the City Council of South Pasadena, do hereby recognize the lasting contributions of the Oneonta Club to our City, and we wish them another 100 years to come.

_____ June 7, 2023
 Jon Primuth, Mayor Date

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CITY OF SOUTH PASADENA PROCLAMATION



Proclamation Declaring the Month of June 2023 as “Pride Month” in the City of South Pasadena

WHEREAS, The City of South Pasadena supports the rights of every citizen to experience equality and freedom from discrimination; and

WHEREAS, the City of South Pasadena denounces prejudice and unfair discrimination based on age, race, religion, national origin, sexual orientation, gender identity or gender expression, and is a city in which all persons should feel valued, safe, welcomed, respected, and affirmed by their peers and the community; and

WHEREAS, all are welcome in South Pasadena to live, work and play, and every family— in all of its various forms—deserves a place to call home where they are safe, happy and supported by friends and neighbors; and

WHEREAS, the City of South Pasadena appreciates the value and dignity of each person, recognizes the importance of equality and freedom, and acknowledges the positive contributions made by members of the LGBTQIA+ community to actively promote principles of equality, acceptance and love;

NOW, THEREFORE, I, Jon Primuth, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim June 2023 as Pride Month in the City of South Pasadena recognizing all LGBTQIA+ residents whose influential and lasting contributions to our City make a vibrant community and encourage citizens to continue to promote the values of equality and diversity.

Jon Primuth, Mayor

6/7/2023

Date

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City Council Agenda Report

ITEM NO. 8

DATE: June 7, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Hsiulee Tran, Deputy Finance Director

SUBJECT: **Approval of General City Warrants in the Amount of \$871,422.33; Online Payments in the Amount of \$13,022.00; Voids in the Amount of (\$497.07); Payroll in the Amount of \$1,548,714.07**

Recommendation

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

Fiscal Impact

Prepaid Warrants:

Warrant #	\$	0
ACH	\$	0
Voids	\$	0

General City Warrants:

Warrant # 316610-316736	\$	337,939.36
ACH	\$	533,482.97
Voids	\$	(497.07)

Payroll Period Ending: 05/12/2023 \$ 770,882.98

Payroll Period Ending: 05/12/2023 \$ 815.95

Payroll Period Ending: 05/17/2023 \$ 3,043.50

Payroll Period Ending: 05/23/2023 \$ 773,971.64

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) \$ 0

Online Payments \$ 13,022.00

Prepaid Warrants \$ 0

General City Warrants \$ 0

Total	\$	2,432,661.33
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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
June 7, 2023
Page 3 of 3

Attachments:

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

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ATTACHMENT 1
Warrant Summary

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

Date 6/7/2023

Fund No.	Amounts	
	Prepaid	Written
General Fund	101	619,738.78
Insurance Fund	103	9,686.60
Street Improvement Program	104	-
Facilities & Equip.Cap. Fund	105	-
Programs and Projects	107	7,846.50
Local Transit Return "A"	205	9,792.06
SLFRF Fund	206	52,982.01
Local Transit Return "C"	207	14,315.98
TEA/Metro	208	-
Sewer Fund	210	30,007.98
CTC Traffic Improvement	211	-
SB2 Planning Grant	213	-
Rogan HR5294 Grant	214	-
Street Lighting Fund	215	80,407.64
Public, Education & Govt Fund	217	-
Clean Air Act Fund	218	-
Business Improvement Tax	220	-
Gold Line Mitigation Fund	223	-
Mission Meridian Public Garage	226	-
Housing Authority Fund	228	-
State Gas Tax	230	7,980.93
County Park Bond Fund	232	4,242.43
Measure R	233	-
Measure M	236	-
Road Maint & Rehab (SB1)	237	-
MSRC Grant Fund	238	-
Measure W	239	13,670.60
Measure H	241	-
Prop C Exchange Fund	242	-
Bike & Pedestrian Paths	245	-
BTA Grants	248	-
Golden Street Grant	249	-
Capital Growth Fund	255	-
CDBG	260	-
Asset Forfeiture	270	-
Police Grants - State	272	-
Homeland Security Grant	274	-
Park Impact Fees	275	-
Historic Preservation Grant	276	-
HSIP Grant	277	-
Arroyo Seco Golf Course	295	3,812.50
Sewer Capital Projects Fund	310	-
Water Fund	500	14,698.76
Water Efficiency Fund	503	1,742.49
2016 Water Revenue Bonds Fund	505	-
SRF Loan - Water	506	-
Water & Sewer Impact Fee	510	-
Public Financing Authority	550	-
Payroll Clearing Fund	700	497.07
		-
Column Totals:		871,422.33

Fund No.	Amounts	
	Prepaid	Written
RSA	227	-
RSA Report Totals:		-
City Report Totals:		871,422.33

Payroll Period Ending: 05/12/2023	770,882.98
Payroll Period Ending: 05/12/2023	815.95
Payroll Period Ending: 05/17/2023	3,043.50
Payroll Period Ending: 05/23/2023	773,971.64
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	-
Online Payments	13,022.00
Voids - Prepaid	-
Voids - General Warrant	(497.07)
Grand Report Total:	2,432,661.33

Jon Primuth, Mayor

Hsiulee Tran, Deputy Finance Director

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ATTACHMENT 2
General City Warrant List

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Accounts Payable

Check Detail

User: calvarez
 Printed: 06/01/2023 - 10:35AM



Check Number	Check Date	Amount
3DSACRTA - 3D Products Santa Clarita		
316610	06/07/2023	
Inv	I230504702	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Fire - Detailing equipment	1,009.98
Inv I230504702 Total		1,009.98
316610 Total:		1,009.98
3DSACRTA - 3D Products Santa Clarita Total:		1,009.98
ACCOEG - ACCO Engineered Systems, Inc.		
316611	06/07/2023	
Inv	20397185	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2023	Urgent Pelican HVAC control programing at City Hall-FD Locker	1,657.05
Inv 20397185 Total		1,657.05
Inv	20404664	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2023	Urgent Pelican HVAC control programing at City Hall. (Furnace)	16,729.00
Inv 20404664 Total		16,729.00
316611 Total:		18,386.05
ACCOEG - ACCO Engineered Systems, Inc. Total:		18,386.05
AIRT5150 - Air-Tro, Inc.		
316612	06/07/2023	
Inv	430923	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	HVAC System Maintenance and Repair-Leak Check at Council Chamber	357.75
Inv 430923 Total		357.75
316612 Total:		357.75

Check Number	Check Date		Amount
AIRT5150 - Air-Tro, Inc. Total:			357.75
ACMT2920 - All City Management Services, Inc.			
316613	06/07/2023		
Inv	85381		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2023	Crossing Guard Services April 16-29, 2023		11,146.24
Inv 85381 Total			11,146.24
316613 Total:			11,146.24
ACMT2920 - All City Management Services, Inc. Total:			11,146.24
ALL0197 - All Star Fire Equipment, Inc.			
316614	06/07/2023		
Inv	230426		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/26/2023	Set of Turnout Coats and Pants for Fire Dept.		21,805.69
Inv 230426 Total			21,805.69
Inv	247476		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2023	Fire - Brush coat for City Manager		341.68
Inv 247476 Total			341.68
316614 Total:			22,147.37
ALL0197 - All Star Fire Equipment, Inc. Total:			22,147.37
ALPHAPNT - Alpha Printing & Graphics, Inc.			
316615	06/07/2023		
Inv	22305050		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/30/2023	City Clerk Gold Foil and Logo Certificate Folders - Qty # 200.		2,749.64
Inv 22305050 Total			2,749.64
316615 Total:			2,749.64
ALPHAPNT - Alpha Printing & Graphics, Inc. Total:			2,749.64
AMAZONCP - Amazon Capital Services, Inc.			
0	06/07/2023		

Check Number	Check Date	Amount
Inv	11F9-NTXQ-LXLD	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/16/2023	Department Office Supplies	776.69
Inv	11F9-NTXQ-LXLD Total	776.69
Inv	1313-1DCQC-9WT1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	Credit Memo for CSD	-13.22
Inv	1313-1DCQC-9WT1 Total	-13.22
Inv	13Q3-9WLC-XGYM	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2023	Computer Equipment	172.19
Inv	13Q3-9WLC-XGYM Total	172.19
Inv	14YW-TWQD-KN17	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	Fire - Safety steel storage cabinet for flammable liquids	1,708.86
Inv	14YW-TWQD-KN17 Total	1,708.86
Inv	17CT-F1W7-CGPP	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	Credit Memo for CSD	-15.83
Inv	17CT-F1W7-CGPP Total	-15.83
Inv	1CX3-7NYH-NT3F	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Special events supplies	156.30
05/17/2023	Camp Med Supplies	73.37
Inv	1CX3-7NYH-NT3F Total	229.67
Inv	1DT4-FRFG-RVMY	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Range training equipment	87.66
Inv	1DT4-FRFG-RVMY Total	87.66
Inv	1GR1-X17N-KWGM	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/20/2023	Office Supplies	19.79
02/03/2023	Computer Equipment	54.92
Inv	1GR1-X17N-KWGM Total	74.71

Check Number	Check Date	Amount
Inv	1JKT-9PR6-LG93	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2023	Council Chambers Equipment Replacement	958.29
Inv	1JKT-9PR6-LG93 Total	958.29
Inv	1JTY-YQFN-PLCM	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2023	Books for Library Collection	230.68
05/01/2023	Vinyl gloves	130.28
Inv	1JTY-YQFN-PLCM Total	360.96
Inv	1K97-HY9X-T7LW	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Fire - USB drives for inspections	213.82
Inv	1K97-HY9X-T7LW Total	213.82
Inv	1MP1-JPGY-TGJV	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2022	Supplies for Employee Holiday Party	61.70
Inv	1MP1-JPGY-TGJV Total	61.70
Inv	1MV3-DLKL-T3QV	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	4TH OF July Supplies/Flags	3,271.13
05/15/2023	Camp Med Supplies	113.05
05/15/2023	Senior Center Event Supplies	55.10
Inv	1MV3-DLKL-T3QV Total	3,439.28
Inv	1RML-VGRD-PHW1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Department Office Supplies	74.74
Inv	1RML-VGRD-PHW1 Total	74.74
Inv	1TDN-H1JD-9YR3	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	Credit Memo for CSD	-4.96
Inv	1TDN-H1JD-9YR3 Total	-4.96
Inv	1VJN-DX4W-PLVJ	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Fourth of July event supplies, Food booth sides for easy ups	436.55
Inv	1VJN-DX4W-PLVJ Total	436.55

Check Number	Check Date	Amount
0 Total:		8,561.11
AMAZONCP - Amazon Capital Services, Inc. Total:		8,561.11
ANGFRLYU - Angelica, Frausto-Lupo		
316616	06/07/2023	
Inv	03/31-04/04/23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	Conference Reimbursements	71.73
Inv 03/31-04/04/23 Total		71.73
316616 Total:		71.73
ANGFRLYU - Angelica, Frausto-Lupo Total:		71.73
ANT0243 - Antrim's Security Co., Inc.		
316617	06/07/2023	
Inv	61145	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/06/2023	Key Strike at City Hall Malfunction repair-Back Entrance	606.38
Inv 61145 Total		606.38
316617 Total:		606.38
ANT0243 - Antrim's Security Co., Inc. Total:		606.38
EMPI5011 - Aramsco, Inc. (Formerly Empire Cleaning Supply)		
316618	06/07/2023	
Inv	S5822159.001	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Fire Staton Cleaning Supplies	608.44
Inv S5822159.001 Total		608.44
Inv S5822159.002		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Fire Staton Cleaning Supplies	61.66
Inv S5822159.002 Total		61.66
316618 Total:		670.10
EMPI5011 - Aramsco, Inc. (Formerly Empire Cleaning Supply) Total:		670.10

Check Number	Check Date		Amount
ERCARRYO - Arroyo, Eric Jason			
316619	06/07/2023		
Inv	3044		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2023	As-needed background investigations for employment		1,000.00
Inv 3044 Total			1,000.00
316619 Total:			1,000.00
ERCARRYO - Arroyo, Eric Jason Total:			1,000.00
RatPactI - ASM Industrial Corp.			
316620	06/07/2023		
Inv	14863		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/06/2023	Gopher Abatement-April 2023 Arroyo Park		500.00
Inv 14863 Total			500.00
Inv	15151		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/28/2023	Gopher Abatement-April 2023 Arroyo Park		500.00
Inv 15151 Total			500.00
Inv	15447		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/02/2023	Gopher Abatement-May 2023-Arroyo Park		500.00
Inv 15447 Total			500.00
316620 Total:			1,500.00
RatPactI - ASM Industrial Corp. Total:			1,500.00
AT&T5011 - AT&T			
316621	06/07/2023		
Inv	24813461002105		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2023	AN 24613461002105 - (05/01/23-05/31/23)		27.64
Inv 24813461002105 Total			27.64
Inv	33184107563432		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/07/2023	AN 33184107563432 (05/07/23-06/06/23)		32.28
Inv 33184107563432 Total			32.28

Inv 33184108023436

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/07/2023	AN 33184108023436 (05/07/23-06/06/23)	32.42

Inv 33184108023436 Total 32.42

Inv 62644164973570

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2023	Account 626 441-6497 357 0 (05/13/23-06/12/23)	1,116.86

Inv 62644164973570 Total 1,116.86

316621 Total: 1,209.20

316622 06/07/2023

Inv 000019976758

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/20/2023	Account 9391062308 (04/20/23-05/19/23)	17,357.80

Inv 000019976758 Total 17,357.80

Inv 000019977084

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/20/2023	Account # 9391081369 (04/20/23-05/19/23)	61.41

Inv 000019977084 Total 61.41

316622 Total: 17,419.21

ATCN9011 - AT&T Total: 18,628.41

CIN4011 - AT&T Mobility

316623 06/07/2023

Inv 287288006612x05

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2023	AN 287288006612 (04/03/2023-05/02/2023)	5,686.91

Inv 287288006612x05 Total 5,686.91

Inv 287312118886x05

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2023	AN 287312118886 (04/03/2023-05/02/2023)	2,662.06

Inv 287312118886x05 Total 2,662.06

316623 Total: 8,348.97

Check Number	Check Date		Amount
CIN4011 - AT&T Mobility Total:			8,348.97
ATSS6010 - Athens Services			
316624	06/07/2023		
Inv	14174178		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2023	Mission Meridian Parking Garage Sweeping Services-March 2023		840.70
Inv 14174178 Total			840.70
Inv	14174179		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2023	City Wide Bus Barrel Pickup Refuse Collection-March 2023		2,418.33
Inv 14174179 Total			2,418.33
Inv	14368136		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2023	Mission Meridian Parking Garage Sweeping Services-April 2023		840.70
Inv 14368136 Total			840.70
Inv	14368137		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2023	City Wide Bus Barrel Pickup Refuse Collection-April 2023		2,418.33
Inv 14368137 Total			2,418.33
316624 Total:			6,518.06
ATSS6010 - Athens Services Total:			6,518.06
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo			
0	06/07/2023		
Inv	671741		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/31/2022	Personnel Matters		273.18
Inv 671741 Total			273.18
Inv	674237		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2023	Personnel Matters		957.60
Inv 674237 Total			957.60
Inv	675528		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Personnel Matters		518.70

Check Number	Check Date	Amount
Inv 675528 Total		518.70
Inv 681762		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2023	Personnel Matters	2,457.96
Inv 681762 Total		2,457.96
0 Total:		4,207.44
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo Total:		4,207.44
BAK0369 - Baker & Taylor Books		
0	06/07/2023	
Inv 2037388892		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/06/2023	Library Books	974.32
Inv 2037388892 Total		974.32
Inv 2037392286		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2023	Library Books	980.07
Inv 2037392286 Total		980.07
Inv 2037394814		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2023	Library Books	853.56
Inv 2037394814 Total		853.56
Inv 2037397349		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2023	Library Books	298.15
Inv 2037397349 Total		298.15
Inv 2037399560		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/07/2023	Library Books	471.15
Inv 2037399560 Total		471.15
Inv 2037411132		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2023	Library Books	487.81
Inv 2037411132 Total		487.81

Check Number	Check Date	Amount
Inv 2037414859		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/07/2023	Library Books	346.37
Inv 2037414859 Total		346.37
Inv 2037422865		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2023	Library Books	738.04
Inv 2037422865 Total		738.04
Inv 2037430958		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2023	Library Books	305.23
Inv 2037430958 Total		305.23
Inv 2037431725		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2023	Library Books	887.30
Inv 2037431725 Total		887.30
Inv 2037439401		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/06/2023	Library Books	91.10
Inv 2037439401 Total		91.10
Inv 2037446896		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2023	Library Books	330.27
Inv 2037446896 Total		330.27
Inv 2037471074		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2023	Library Books	118.24
Inv 2037471074 Total		118.24
Inv 2037477465		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/26/2023	Library Books	38.02
Inv 2037477465 Total		38.02
Inv 2037486709		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
04/25/2023		Library Books	198.47
Inv 2037486709		Total	198.47
Inv	2037499629		
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/02/2023		Library Books	45.68
Inv 2037499629		Total	45.68
0 Total:			7,163.78
BAK0369 - Baker & Taylor Books Total:			7,163.78
BAK0366 - Baker & Taylor Entertainment			
0	06/07/2023		
Inv	H64691530		
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/03/2023		DVDs/CDs	190.77
Inv H64691530		Total	190.77
Inv	H64719230		
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/05/2023		DVDs/CDs	40.30
Inv H64719230		Total	40.30
Inv	H64743430		
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/10/2023		DVDs/CDs	51.24
Inv H64743430		Total	51.24
Inv	H64751850		
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/10/2023		DVDs/CDs	74.28
Inv H64751850		Total	74.28
Inv	H64752210		
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/10/2023		DVDs/CDs	142.01
Inv H64752210		Total	142.01
Inv	H64756280		
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/10/2023		DVDs/CDs	16.51

Check Number	Check Date	Amount
Inv H64756280 Total		16.51
Inv H64782300		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2023	DVDs/CDs	57.46
Inv H64782300 Total		57.46
Inv H64855510		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2023	DVDs/CDs	116.50
Inv H64855510 Total		116.50
Inv H64863690		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2023	DVDs/CDs	86.75
Inv H64863690 Total		86.75
0 Total:		775.82
BAK0366 - Baker & Taylor Entertainment Total:		775.82
PAOBS - Benavides, Paola		
316625	06/07/2023	
Inv 131664		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Full refund for cancellation of Gazebo reservation. admin fee applied.	69.00
Inv 131664 Total		69.00
316625 Total:		69.00
PAOBS - Benavides, Paola Total:		69.00
ALBBENZI - Benzoni, Albert		
316626	06/07/2023	
Inv DW0523-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Dishwasher Rebate (energy star replacement)	500.00
Inv DW0523-01 Total		500.00
316626 Total:		500.00
ALBBENZI - Benzoni, Albert Total:		500.00

BB&K - Best Best & Krieger LLP

0	06/07/2023	
Inv	947884	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/13/2022	Personnel Matters	31.50
Inv 947884 Total		31.50
Inv	947885	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/13/2022	Personnel Matters	31.50
Inv 947885 Total		31.50
Inv	955146	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/12/2023	Personnel Matters	7,434.00
Inv 955146 Total		7,434.00
Inv	957011	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2023	Personnel Matters	5,206.90
Inv 957011 Total		5,206.90
Inv	959693	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/08/2023	Personnel Matters	735.16
Inv 959693 Total		735.16
Inv	962457	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2023	Personnel Matters	31.50
Inv 962457 Total		31.50
0 Total:		13,470.56

BB&K - Best Best & Krieger LLP Total:	13,470.56
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LEBE8032 - Betts, Lemar

316627	06/07/2023	
Inv	9666	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Contract Class Instructor - The Skateside - Beginner - May 2023.	466.20
Inv 9666 Total		466.20

Inv 9673

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Contract Instructor - The Skateside - Intermediate - May 2023.	155.40

Inv 9673 Total		155.40
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Inv 9682

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Contract Class Instructor - After School - May 2023	226.80

Inv 9682 Total		226.80
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316627 Total:		848.40
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LEBE8032 - Betts, Lemar Total:		848.40
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BRMR8267 - BRIT West Soccer

316628 06/07/2023

Inv 9611

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	TINY PROS (2-3.5) SA - CONTRACT CLASS INSTRUCTOR	503.10

Inv 9611 Total		503.10
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Inv 9614

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	TINY PROS (3.5-5) TH - CONTRACT CLASS INSTRUCTOR	614.25

Inv 9614 Total		614.25
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Inv 9615

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	TINY PROS (3.5-5) SA - CONTRACT CLASS INSTRUCTOR	542.75

Inv 9615 Total		542.75
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Inv 9626

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	TINY PROS (2-3.5) TH - CONTRACT CLASS INSTRUCTOR	341.25

Inv 9626 Total		341.25
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Inv 9649

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	CLUB PROS (5-7) SU - CONTRACT CLASS INSTRUCTOR	341.25

Inv 9649 Total		341.25
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Check Number	Check Date		Amount
Inv	9651		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	CLUB PROS (5-7) SA - CONTRACT CLASS INSTRUCTOR		215.80
Inv 9651 Total			215.80
Inv	9652		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	CLUB PROS (7-12) SA - CONTRACT CLASS INSTRUCTOR		107.90
Inv 9652 Total			107.90
Inv	9687		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	CLUB PROS (5-7) TH - CONTRACT CLASS INSTRUCTOR		341.25
Inv 9687 Total			341.25
Inv	9688		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	CLUB PROS (7-12) TH - CONTRACT CLASS INSTRUCTOR		136.50
Inv 9688 Total			136.50
Inv	9729		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	TINY PROS (2-3.5) SU - CONTRACT CLASS INSTRUCTOR		750.75
Inv 9729 Total			750.75
Inv	9731		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	TINY PROS (3.5-5) SU - CONTRACT CLASS INSTRUCTOR		887.25
Inv 9731 Total			887.25
Inv	9733		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	CLUB PROS (7-12) SU - CONTRACT CLASS INSTRUCTOR		204.75
Inv 9733 Total			204.75
316628 Total:			4,986.80
BRMR8267 - BRIT West Soccer Total:			4,986.80
DEP5072 - CA Dept of Transportation			
316629	06/07/2023		
Inv	SL230649		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
04/14/2023	Signals & Lighting Shared Cost with Caltrans	1,067.11
Inv SL230649 Total		1,067.11
316629 Total:		1,067.11
DEP5072 - CA Dept of Transportation Total:		1,067.11
CAL5236 - CA Linen Services		
316630	06/07/2023	
Inv 2110382		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Fire Department Linen Rental and Cleaning Services: FY22-23	114.24
Inv 2110382 Total		114.24
Inv 2113406		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Fire Department Linen Rental and Cleaning Services: FY22-23	102.13
Inv 2113406 Total		102.13
Inv 2116424		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Fire Department Linen Rental and Cleaning Services: FY22-23	97.98
Inv 2116424 Total		97.98
316630 Total:		314.35
CAL5236 - CA Linen Services Total:		314.35
CACUGRP - California CLETS Users Group		
316631	06/07/2023	
Inv 2023000193CCUG		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	CA Southern Chapter Training for Clerk Ramirez	50.00
Inv 2023000193CCUG Total		50.00
316631 Total:		50.00
CACUGRP - California CLETS Users Group Total:		50.00
CDTF3010 - California Department of Tax & Fee Administration		
316632	06/07/2023	

Check Number	Check Date	Amount
Inv	0-033-888-469	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	Underground Storage Tank Tax & Fees-Yard 2022	161.10
Inv 0-033-888-469 Total		161.10
Inv	0-033-908-949	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	Fire Underground storage tank maintenance - 044-010139	483.34
Inv 0-033-908-949 Total		483.34
Inv	0-033-941-717	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	Underground Storage Tank Tax & Fees-Yard	194.60
Inv 0-033-941-717 Total		194.60
316632 Total:		839.04
CDTF3010 - California Department of Tax & Fee Administration Total:		839.04
CASTSAC - California State University, Sacramento		
316633	06/07/2023	
Inv	05202324810742	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Traffic Safety Law Enforcement Forum for Motor Officer Sanchez	275.00
Inv 05202324810742 Total		275.00
316633 Total:		275.00
CASTSAC - California State University, Sacramento Total:		275.00
VICAMLLO - Camarillo, Virginia		
316634	06/07/2023	
Inv	131600	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Full refund for recreation class. no admin fee.	110.00
Inv 131600 Total		110.00
316634 Total:		110.00
VICAMLLO - Camarillo, Virginia Total:		110.00
CAN0607 - Cantu Graphics Inc.		

Check Number	Check Date		Amount
316635	06/07/2023		
Inv	21482		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/11/2023	HR Advertising - Chief City Clerk Recruitment Cards		37.13
Inv 21482 Total			37.13
Inv	21523		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/15/2023	Decals for DAR 81		1,808.10
Inv 21523 Total			1,808.10
316635 Total:			1,845.23
CAN0607 - Cantu Graphics Inc. Total:			1,845.23
CRSC2013 - Capital Research & Consulting LLC			
316636	06/07/2023		
Inv	3147		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/17/2023	3/31/23 Qtrly. Fee-Capital Research Consulting 457 Advisory Council		2,910.21
Inv 3147 Total			2,910.21
316636 Total:			2,910.21
CRSC2013 - Capital Research & Consulting LLC Total:			2,910.21
CAEN9297 - Carollo Engineers, Inc.			
0	06/07/2023		
Inv	FB34266		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	Development of Report Related to Sewer Consent Judgement.		27,598.25
Inv FB34266 Total			27,598.25
0 Total:			27,598.25
CAEN9297 - Carollo Engineers, Inc. Total:			27,598.25
CAV831 - Cavanaugh & Associates			
316637	06/07/2023		
Inv	04-27-2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2023	DUI Seminar Training for Officer Godoy		620.00
Inv 04-27-2023 Total			620.00

Check Number	Check Date	Amount
316637 Total:		620.00
CAV831 - Cavanaugh & Associates Total:		620.00
CDW5246 - CDW Government LLC		
0	06/07/2023	
Inv JK67281		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Office 365 G1 & G3 User Subscriptions	52,982.01
Inv JK67281 Total		52,982.01
0 Total:		52,982.01
CDW5246 - CDW Government LLC Total:		52,982.01
CHWCONST - Chawkins Communications Consulting, Inc.		
316638	06/07/2023	
Inv 1034		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Electrification Project/Stakeholder Coordination Services May23	3,607.50
Inv 1034 Total		3,607.50
316638 Total:		3,607.50
CHWCONST - Chawkins Communications Consulting, Inc. Total:		3,607.50
CHE6010 - Chem Pro Laboratory, Inc.		
316639	06/07/2023	
Inv IN112382		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2023	Monthly cleaning and treatment of City cooling tower-May 2023	153.00
Inv IN112382 Total		153.00
316639 Total:		153.00
CHE6010 - Chem Pro Laboratory, Inc. Total:		153.00
CINTAS - Cintas Corporation		
316640	06/07/2023	
Inv 4154810862		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Uniform Cleaning Services-5/8/2023	44.20

Check Number	Check Date	Amount
05/08/2023	Uniform Cleaning Services-5/8/2023	15.54
05/08/2023	Uniform Cleaning Services-5/8/2023	12.84
05/08/2023	Uniform Cleaning Services-5/8/2023	6.42
05/08/2023	Uniform Cleaning Services-5/8/2023	17.29
05/08/2023	Uniform Cleaning Services-5/8/2023	36.28
Inv 4154810862 Total		132.57
Inv 4154851251		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2023	Uniform Cleaning Services-5/1/2023	17.29
05/01/2023	Uniform Cleaning Services-5/1/2023	12.84
05/01/2023	Uniform Cleaning Services-5/1/2023	36.28
05/01/2023	Uniform Cleaning Services-5/1/2023	15.54
05/01/2023	Uniform Cleaning Services-5/1/2023	6.42
05/01/2023	Uniform Cleaning Services-5/1/2023	44.20
Inv 4154851251 Total		132.57
Inv 4155495552		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	Uniform Cleaning Services-5/15/2023	12.84
05/15/2023	Uniform Cleaning Services-5/15/2023	36.28
05/15/2023	Uniform Cleaning Services-5/15/2023	15.54
05/15/2023	Uniform Cleaning Services-5/15/2023	44.20
05/15/2023	Uniform Cleaning Services-5/15/2023	6.42
05/15/2023	Uniform Cleaning Services-5/15/2023	17.29
Inv 4155495552 Total		132.57
Inv 5156148223		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2023	First Aid Cabinet Monthly Servicing	64.87
Inv 5156148223 Total		64.87
Inv 9217388577		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Public Works Yard Wall Eye Wash Station-Paint Garage	110.25
Inv 9217388577 Total		110.25
Inv 9217389589		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2023	Public Works Yard Wall Eye Wash Station-Street Garage	129.54
Inv 9217389589 Total		129.54
Inv 9217973427		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2023	Public Works Yard Wall Eye Wash Station-Streets Wash Rack	330.75
Inv 9217973427 Total		330.75

Check Number	Check Date	Amount
Inv 9217995141		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2023	Public Works Yard Wall Eye Wash Station-PLMBD Inspection	168.38
Inv 9217995141 Total		168.38
316640 Total:		1,201.50
CINTAS - Cintas Corporation Total:		1,201.50
CITH1021 - Cities Digital Inc.		
316641	06/07/2023	
Inv 56483		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2023	Laserfiche Annual Support Services (04/26/23-04/26/24)	3,100.00
Inv 56483 Total		3,100.00
316641 Total:		3,100.00
CITH1021 - Cities Digital Inc. Total:		3,100.00
SPMN3010 - City of South Pasadena		
316642	06/07/2023	
Inv 19126-05/10/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Water utility bill statement for GP restrooms 03.06.23-05.02.23	492.43
Inv 19126-05/10/23 Total		492.43
316642 Total:		492.43
SPMN3010 - City of South Pasadena Total:		492.43
PACOS - Cocoris, Patricia		
316643	06/07/2023	
Inv 131670		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Full refund for recreational class. no admin fee applied.	65.00
Inv 131670 Total		65.00
316643 Total:		65.00
PACOS - Cocoris, Patricia Total:		65.00

CHWP2010 - Colantuono,Highsmith & Whatley,PC

0	06/07/2023	
Inv	56112	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Labor & Employment - April 2023	10,000.00
Inv 56112 Total		10,000.00
Inv	56113	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	General Services - April 2023	3,038.00
Inv 56113 Total		3,038.00
Inv	56114	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Water & Utilities - April 2023	122.50
Inv 56114 Total		122.50
Inv	56115	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Litigation - April 2023	14,293.75
Inv 56115 Total		14,293.75
Inv	56116	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Litigation - April 2023	1,102.50
Inv 56116 Total		1,102.50
Inv	56117	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Litigation - April 2023	72.30
Inv 56117 Total		72.30
Inv	56118	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Litigation - April 2023	2,668.50
Inv 56118 Total		2,668.50
Inv	56120	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Litigation - April 2023	269.50
Inv 56120 Total		269.50

Check Number	Check Date	Amount
Inv 56121		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Litigation - April 2023	1,204.50
Inv 56121 Total		1,204.50
Inv 56122		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Litigation - April 2023	147.00
Inv 56122 Total		147.00
Inv 56123		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Litigation - April 2023	2,107.00
Inv 56123 Total		2,107.00
Inv 56124		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Public Record Request - April 2023	12,773.50
Inv 56124 Total		12,773.50
Inv 56125		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Litigation - April 2023	3,198.50
Inv 56125 Total		3,198.50
0 Total:		50,997.55
CHWP2010 - Colantuono,Highsmith & Whatley,PC Total:		50,997.55
CRDA1021 - Corodata Records Management		
0	06/07/2023	
Inv RS4901404		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2023	Records Mgmt-Record Storage Carton & Ltr Transfercase April 2023	559.46
Inv RS4901404 Total		559.46
0 Total:		559.46
CRDA1021 - Corodata Records Management Total:		559.46
CRSR2010 - Corodata Shredding Inc.		
0	06/07/2023	

Check Number	Check Date		Amount
Inv	DN1401294		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/28/2023	Shredding for Oxley St., Library, and Mission St. - Feb 2023		240.80
Inv DN1401294 Total			240.80
Inv	DN1409811		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2023	Shredding for Oxley St., Library, and Mission St. - April 2023		160.06
Inv DN1409811 Total			160.06
0 Total:			400.86
CRSR2010 - Corodata Shredding Inc. Total:			400.86
VLRIECRA - Corona, Valerie			
316644	06/07/2023		
Inv	05/09/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/11/2023	Cultural Diversity Training Reimbursement for P.A. Corona		32.63
05/11/2023	Cultural Diversity Training Reimbursement for P.A. Corona		18.23
Inv 05/09/2023 Total			50.86
316644 Total:			50.86
VLRIECRA - Corona, Valerie Total:			50.86
CSNE4010 - Creative Services of New England			
316645	06/07/2023		
Inv	C23-21733		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/27/2023	PD community outreach items		525.95
Inv C23-21733 Total			525.95
316645 Total:			525.95
CSNE4010 - Creative Services of New England Total:			525.95
CRUZINVT - Cruz Investments Inc.			
316646	06/07/2023		
Inv	00050		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/09/2023	Senior Center Cinco de Mayo entertainer		300.00
Inv 00050 Total			300.00

Check Number	Check Date	Amount
316646 Total:		300.00
CRUZINVT - Cruz Investments Inc. Total:		300.00
ATGC8530 - CU Technology		
0	06/07/2023	
Inv 10081		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2023	Support and Tech Services for April 2023	649.76
Inv 10081 Total		649.76
Inv 10090		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2023	Mgmt of IT Services for Network Admin Services for April 2023	25,550.00
Inv 10090 Total		25,550.00
Inv 96476		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2023	Mgmt of IT Services for Network Admin Services for January 2023	24,850.00
Inv 96476 Total		24,850.00
Inv 96623		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Support and Tech Services for March 2023	25,558.39
Inv 96623 Total		25,558.39
0 Total:		76,608.15
ATGC8530 - CU Technology Total:		76,608.15
SPCLSNG - Diep, Hung		
316647	06/07/2023	
Inv 11458		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/16/2023	Garfield Park Sign Refurbishment	2,960.21
Inv 11458 Total		2,960.21
316647 Total:		2,960.21
SPCLSNG - Diep, Hung Total:		2,960.21

DDL8010 - Dr. Detail Ph.D LLC

0	06/07/2023	
Inv	2777	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Dial-A-Ride Fleet Washing and Santizing - Feb'23	540.00
Inv 2777 Total		540.00
Inv	2795	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Dial-A-Ride Fleet Washing and Santizing - Mar'23	415.00
Inv 2795 Total		415.00
Inv	2821	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Dial-A-Ride Fleet Washing and Santizing - Apr'23	540.00
Inv 2821 Total		540.00
0 Total:		1,495.00

DDL8010 - Dr. Detail Ph.D LLC Total: 1,495.00

DUB0187 - DuBois, Andrew

316648	06/07/2023	
Inv	04/24-28/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Basic Instructor Training Reimbursement for Sgt. Dubois	691.35
05/11/2023	Basic Instructor Training Reimbursement for Sgt. Dubois	214.50
Inv 04/24-28/2023 Total		905.85
Inv	05-09-2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Cultural Diversity Training Reimbursement for Sgt. Dubois	8.00
05/11/2023	Cultural Diversity Training Reimbursement for Sgt. Dubois	21.83
Inv 05-09-2023 Total		29.83
316648 Total:		935.68

DUB0187 - DuBois, Andrew Total: 935.68

ELSRTIRE - El Sereno Tire Shop

316649	06/07/2023	
Inv	02084	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Tire Replacement DAR # 77 - Two Front Tires	296.46

Check Number	Check Date	Amount
Inv 02084 Total		296.46
		<hr/>
316649 Total:		296.46
		<hr/>
ELSRTIRE - El Sereno Tire Shop Total:		296.46
HERD8010 - Erdmann, Hollis		
0	06/07/2023	
Inv 999		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	Baldwin Piano tuning	200.00
Inv 999 Total		200.00
		<hr/>
0 Total:		200.00
		<hr/>
HERD8010 - Erdmann, Hollis Total:		200.00
LILESTDA - Estrada, Lilly		
316650	06/07/2023	
Inv 04282023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2023	Reimb/Refreshments Joint Meeting	207.44
Inv 04282023 Total		207.44
		<hr/>
316650 Total:		207.44
		<hr/>
LILESTDA - Estrada, Lilly Total:		207.44
FDBC8025 - Fast Deer Bus Charter Inc.		
316651	06/07/2023	
Inv 159612		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	Camp Med Field Trip: Warner Brothers Studios Bus # 1	1,564.00
Inv 159612 Total		1,564.00
Inv 160675		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	Camp Med Field Trip: Warner Brothers Studios Bus # 2	1,518.00
Inv 160675 Total		1,518.00
		<hr/>
316651 Total:		3,082.00

Check Number	Check Date		Amount
FDBC8025 - Fast Deer Bus Charter Inc. Total:			3,082.00
FED1109 - FedEx			
316652	06/07/2023		
Inv	8-121-51286		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/10/2023	Shipment to background investigator and shipping supplies		25.58
Inv 8-121-51286 Total			25.58
316652 Total:			25.58
FED1109 - FedEx Total:			25.58
GALL5011 - Galls, LLC			
316653	06/07/2023		
Inv	024156925		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/19/2023	Fire - Safety uniforms for command share		399.56
Inv 024156925 Total			399.56
Inv	024218372		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/19/2023	Fire - Safety Uniform		515.40
Inv 024218372 Total			515.40
Inv	024242814		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/20/2023	Duty jacket for Officer Gruenewald		170.00
Inv 024242814 Total			170.00
Inv	024242829		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/20/2023	Visibility vest, rain trousers for Gruenewald		209.10
Inv 024242829 Total			209.10
316653 Total:			1,294.06
GALL5011 - Galls, LLC Total:			1,294.06
ERKGMLL - Gammell, Erik			
316654	06/07/2023		
Inv	131578		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date		Amount
05/17/2023		Partial refund for 2 days of skateside spring camp cancellation.	187.60
Inv 131578	Total		187.60
316654 Total:			187.60
ERKGMLL - Gammell, Erik Total:			187.60
EGGO4011 - Giron-Garrido, Elias			
316655	06/07/2023		
Inv	04/20/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2023	Cultural Diversity Training Reimbursement for Officer Giron		32.63
05/04/2023	Cultural Diversity Training Reimbursement for Officer Giron		27.00
Inv 04/20/2023	Total		59.63
316655 Total:			59.63
EGGO4011 - Giron-Garrido, Elias Total:			59.63
GREDD4011 - Gramajo, Ederson			
316656	06/07/2023		
Inv	04/18/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2023	Response Tactics training reimbursement for Officer Gramajo		19.52
Inv 04/18/2023	Total		19.52
Inv	05/09/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2023	Cultural Diversity Training Reimbursement for Officer Gramajo		32.63
05/04/2023	Cultural Diversity Training Reimbursement for Officer Gramajo		27.00
Inv 05/09/2023	Total		59.63
316656 Total:			79.15
GREDD4011 - Gramajo, Ederson Total:			79.15
GLCI2997 - Graphic Electric Inc.			
316657	06/07/2023		
Inv	100939		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/10/2023	Electrical Work on Office Cubicles-Garfield Reservoir		3,500.00
Inv 100939	Total		3,500.00

Check Number	Check Date	Amount
Inv 99773		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/19/2022	Electrical Work on Arroyo Park Restroom	1,030.49
Inv 99773 Total		1,030.49
316657 Total:		4,530.49
GLCI2997 - Graphic Electric Inc. Total:		4,530.49
ISGU4011 - Gutierrez, Issac		
316658	06/07/2023	
Inv 05/15/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Mandatory Taser Instructor Course for Officer Gutierrez 05/15/23	75.23
Inv 05/15/2023 Total		75.23
316658 Total:		75.23
ISGU4011 - Gutierrez, Issac Total:		75.23
CRHY8067 - Hartney, Corey		
0	06/07/2023	
Inv 9657		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	Contract Instructor - May Basketball - Beginners	429.00
Inv 9657 Total		429.00
0 Total:		429.00
CRHY8067 - Hartney, Corey Total:		429.00
RIHZ6601 - Hernandez, Ricardo		
316659	06/07/2023	
Inv 5/12/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Mileage Reimbursement - 05/12/23 @ 6:20PM	9.83
Inv 5/12/2023 Total		9.83
Inv 5/5/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Mileage Reimbursement - 05/05/23 @ 10:45AM	9.83
Inv 5/5/2023 Total		9.83

Check Number	Check Date		Amount
316659 Total:			19.66
RIHZ6601 - Hernandez, Ricardo Total:			19.66
ADHA6116 - Herrera, Adam			
316660	06/07/2023		
Inv	5/6/23		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	Mileage Reimbursement - 05/06/23 @ 10:45AM		26.72
Inv 5/6/23 Total			26.72
Inv	5/6/23 PT2		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	Mileage Reimbursement - 05/06/23 @ 3:00PM		26.72
Inv 5/6/23 PT2 Total			26.72
316660 Total:			53.44
ADHA6116 - Herrera, Adam Total:			53.44
HOM1515 - Home Depot Credit Services			
316661	06/07/2023		
Inv	3462508		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	Fire - Small engine Fuel		59.35
Inv 3462508 Total			59.35
Inv	9540810		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	Fire - Hand truck and 7 gallon basket		351.37
Inv 9540810 Total			351.37
316661 Total:			410.72
HOM1515 - Home Depot Credit Services Total:			410.72
JOEHUNG - Huang, Josephine			
316662	06/07/2023		
Inv	001		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/20/2023	Key Note Speaker for 4/20/23 Volunteer Recognition Event		200.00

Check Number	Check Date	Amount
Inv 001 Total		200.00
316662 Total:		200.00
JOEHUNG - Huang, Josephine Total:		200.00
ITCR2501 - Intercare Holdings Insurance Services		
0	06/07/2023	
Inv 76-010169		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/03/2023	Monthly Claims - April 2023	8,275.01
Inv 76-010169 Total		8,275.01
0 Total:		8,275.01
ITCR2501 - Intercare Holdings Insurance Services Total:		8,275.01
JSAR4011 - Jack's Auto Repair		
316663	06/07/2023	
Inv 18272		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	45 Day Inspection of Vehicle # 79	77.01
Inv 18272 Total		77.01
Inv 18274		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	Re-build transmission unit #1121	2,477.68
Inv 18274 Total		2,477.68
Inv 18286		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2023	Tail light repair unit #1404	28.64
Inv 18286 Total		28.64
316663 Total:		2,583.33
JSAR4011 - Jack's Auto Repair Total:		2,583.33
JHMS8020 - JHM Supply		
0	06/07/2023	
Inv 234280/2		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	War Memorial Park-Replacement of Damaged Controller	386.03

Check Number	Check Date	Amount
Inv 234280/2 Total		386.03
Inv 321342/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2023	Arroyo Park South-Suplies to repair Mainline Break	456.92
Inv 321342/1 Total		456.92
Inv 321521/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/06/2023	Arroyo Park South-Mainline Leak Repair	363.48
Inv 321521/1 Total		363.48
Inv 323820/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2023	Irrigation Supplies:Eddie Park, Heritage Park, & stock supplies	495.50
Inv 323820/1 Total		495.50
0 Total:		1,701.93
JHMS8020 - JHM Supply Total:		1,701.93
CATAYSTJ - Jones, John Riley		
316664	06/07/2023	
Inv 0000017		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2023	Community Services Department Assessment	5,850.00
05/22/2023	Community Services Department Assessment	300.00
Inv 0000017 Total		6,150.00
316664 Total:		6,150.00
CATAYSTJ - Jones, John Riley Total:		6,150.00
KNPY8010 - Kanopy Inc.		
0	06/07/2023	
Inv KDEP-20855		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2023	Kanopy Streaming Services for Library	2,300.00
Inv KDEP-20855 Total		2,300.00
0 Total:		2,300.00

Check Number	Check Date		Amount
KNPY8010 - Kanopy Inc. Total:			2,300.00
KMTR4011 - Kim Turner, LLC			
316666	06/07/2023		
Inv	INVOICE-2698		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2023	School Violence Training for P.A. Corona		149.00
Inv INVOICE-2698 Total			149.00
316666 Total:			149.00
KMTR4011 - Kim Turner, LLC Total:			149.00
KMTM4011 - Kim, Timothy			
316665	06/07/2023		
Inv	05/09/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/11/2023	Cultural Diversity Training Reimbursement for Officer Kim		27.00
05/11/2023	Cultural Diversity Training Reimbursement for Officer Kim		8.00
Inv 05/09/2023 Total			35.00
316665 Total:			35.00
KMTM4011 - Kim, Timothy Total:			35.00
RENKRTH - Korth, Rene			
316667	06/07/2023		
Inv	DI0523-02		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2023	Water Conservation Rebates (Drip Irrigation)		300.00
Inv DI0523-02 Total			300.00
316667 Total:			300.00
RENKRTH - Korth, Rene Total:			300.00
LDCR6410 - LandCare USA LLC			
0	06/07/2023		
Inv	591873		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/12/2023	City Landscape Contract Services-Jan 2023		2,000.00
01/12/2023	City Landscape Contract Services-Jan 2023		3,645.00
01/12/2023	City Landscape Contract Services-Jan 2023		1,250.00
01/12/2023	City Landscape Contract Services-Jan 2023		29,738.00

Check Number	Check Date	Amount
Inv 591873 Total		36,633.00
Inv 597522		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2023	City Landscape Contract Services-Feb 2023	29,738.00
02/01/2023	City Landscape Contract Services-Feb 2023	3,645.00
02/01/2023	City Landscape Contract Services-Feb 2023	1,250.00
02/01/2023	City Landscape Contract Services-Feb 2023	2,000.00
Inv 597522 Total		36,633.00
Inv 615249		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2023	City Landscape Contract Services-March 2023	1,250.00
03/31/2023	City Landscape Contract Services-March 2023	2,000.00
03/31/2023	City Landscape Contract Services-March 2023	3,645.00
03/31/2023	City Landscape Contract Services-March 2023	29,738.00
Inv 615249 Total		36,633.00
0 Total:		109,899.00
LDCR6410 - LandCare USA LLC Total:		109,899.00
ANLAPIN - Lapin, Anna		
316668	06/07/2023	
Inv 131504		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	50% refund for gazebo reservation cancellation.	67.00
Inv 131504 Total		67.00
316668 Total:		67.00
ANLAPIN - Lapin, Anna Total:		67.00
LAW6711 - Lawn Mower Corner		
316669	06/07/2023	
Inv 51794		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/16/2023	Median Supplies for Maintance	490.51
Inv 51794 Total		490.51
316669 Total:		490.51
LAW6711 - Lawn Mower Corner Total:		490.51

RCLE4011 - Lee, Rachel

316670 06/07/2023

Inv 04/20/2023

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Cultural Diversity Training Reimbursement for P.A. Lee 04/20/23	5.00
05/04/2023	Cultural Diversity Training Reimbursement for P.A. Lee 04/20/23	32.63

Inv 04/20/2023 Total	37.63
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316670 Total:	37.63
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RCLE4011 - Lee, Rachel Total:

37.63

LEE1111 - Lee, Richard

316671 06/07/2023

Inv 04/26/2023

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Facial Recognition training reimbursement for Det. Lee 04/26/23	36.66

Inv 04/26/2023 Total	36.66
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Inv 05/09/2023

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Cultural Diversity Training Reimbursement for Det. Lee	12.75
05/04/2023	Cultural Diversity Training Reimbursement for Det. Lee	32.63

Inv 05/09/2023 Total	45.38
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316671 Total:	82.04
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LEE1111 - Lee, Richard Total:

82.04

SUZLEE - Lee, Suzanne

316672 06/07/2023

Inv 125515

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Refund for recreation class. Admin fee applied.	228.00

Inv 125515 Total	228.00
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316672 Total:	228.00
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SUZLEE - Lee, Suzanne Total:

228.00

LCW7456 - Liebert Cassidy Whitmore

0 06/07/2023

Check Number	Check Date	Amount
Inv 241481		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2023	HR Legal Services Rendered for April 2023	868.00
Inv 241481 Total		868.00
0 Total:		868.00
LCW7456 - Liebert Cassidy Whitmore Total:		868.00
LIFE822 - Life-Assist Inc.		
316673	06/07/2023	
Inv 1323308		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	Fire Department Medical Supplies - FY 22-23	855.21
Inv 1323308 Total		855.21
316673 Total:		855.21
LIFE822 - Life-Assist Inc. Total:		855.21
LFRCRE - LifeCORE Fitness, Inc.		
316674	06/07/2023	
Inv INV168581		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/26/2023	Treadmill, Row & Bike Exercise Machines for Fire Dept.	6,280.95
Inv INV168581 Total		6,280.95
316674 Total:		6,280.95
LFRCRE - LifeCORE Fitness, Inc. Total:		6,280.95
LBBM4010 - Long Beach BMW Motorcycles		
316675	06/07/2023	
Inv 46506		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	30K Service and brake replacement VIN 39602	1,239.29
Inv 46506 Total		1,239.29
316675 Total:		1,239.29
LBBM4010 - Long Beach BMW Motorcycles Total:		1,239.29

CLADPW - Los Angeles County Public Works

316676	06/07/2023	
Inv	SA230000214	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/09/2023	Catch Basin Cleanout 7/1/2021-6/30/2022	8,233.10
Inv SA230000214 Total		8,233.10
316676 Total:		8,233.10

CLADPW - Los Angeles County Public Works Total:

8,233.10

LOU1111 - Louie, Spencer

316677	06/07/2023	
Inv	04/18/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Response Tactics Training Reimbursement for Sgt. Louie	31.74
Inv 04/18/2023 Total		31.74
Inv	05/09/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Cultural Diversity Training Reimbursement for Sgt. Louie	20.40
05/04/2023	Cultural Diversity Training Reimbursement for Sgt. Louie	8.00
Inv 05/09/2023 Total		28.40
316677 Total:		60.14

LOU1111 - Louie, Spencer Total:

60.14

CHRMDLA - Mandala, Chris

316678	06/07/2023	
Inv	04/30/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2023	Misc/Office Reimbursement	23.68
Inv 04/30/2023 Total		23.68
Inv	05/01/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2023	Misc/Office Reimbursement	11.01
Inv 05/01/2023 Total		11.01
316678 Total:		34.69

Check Number	Check Date	Amount
CHRMDLA - Mandala, Chris Total:		34.69
MRGOELMN - Marengo Elementary		
316679	06/07/2023	
Inv	131616	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Refund of refundable deposit for the reservation of WMB.	560.00
Inv 131616 Total		560.00
316679 Total:		560.00
MRGOELMN - Marengo Elementary Total:		560.00
MUNRSGRP - Municipal Resource Group, LLP		
316680	06/07/2023	
Inv	03-23-03	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2023	Human Resources Assessment	17,500.00
Inv 03-23-03 Total		17,500.00
316680 Total:		17,500.00
MUNRSGRP - Municipal Resource Group, LLP Total:		17,500.00
SAMU4011 - Munoz, Samantha		
316681	06/07/2023	
Inv	05/09/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Cultural Diversity Training Reimbursement for PA Munoz	32.63
05/11/2023	Cultural Diversity Training Reimbursement for PA Munoz	18.14
Inv 05/09/2023 Total		50.77
316681 Total:		50.77
SAMU4011 - Munoz, Samantha Total:		50.77
MVCH3011 - MV Cheng & Associates Inc.		
316682	06/07/2023	
Inv	4/30/2023E	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Public Works Project Management Assistance Apr'23	5,437.50
05/18/2023	Public Works Project Management Assistance Apr'23	3,812.50
Inv 4/30/2023E Total		9,250.00

Check Number	Check Date	Amount
316682 Total:		9,250.00
MVCH3011 - MV Cheng & Associates Inc. Total:		9,250.00
IICC8025 - Occupational Health Centers of California		
316683	06/07/2023	
Inv 16344076		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Medical Tests for Transportation Department	140.00
Inv 16344076 Total		140.00
Inv 78427941		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Annual Driver Physical For DOT – (Claudia Flores-Etkin)	122.00
Inv 78427941 Total		122.00
316683 Total:		262.00
IICC8025 - Occupational Health Centers of California Total:		262.00
OGO3011 - OpenGov.Inc.		
0	06/07/2023	
Inv INV00010434		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	Reporting & Transparency Portal Subscription	8,736.00
Inv INV00010434 Total		8,736.00
0 Total:		8,736.00
OGO3011 - OpenGov.Inc. Total:		8,736.00
OLNP8010 - Outlook Newspapers Group		
316684	06/07/2023	
Inv 77427		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2023	Landscape RFP Newspaper Notice 2/3/2023	564.00
Inv 77427 Total		564.00
Inv 78012		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2023	CHC & DRB (Apr 2023)	1,116.00

Check Number	Check Date		Amount
Inv 78012 Total			1,116.00
			<hr/>
316684 Total:			1,680.00
			<hr/>
OLNP8010 - Outlook Newspapers Group Total:			1,680.00
PALEOWST - PaleoWest, LLC			
316685	06/07/2023		
Inv 11863			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/29/2022	Historic Resource Evaluation: 525 Hermosa		6,004.00
Inv 11863 Total			6,004.00
			<hr/>
316685 Total:			6,004.00
			<hr/>
PALEOWST - PaleoWest, LLC Total:			6,004.00
PMHE6116 - Pape Material Handling Exchange			
316686	06/07/2023		
Inv 63052710			
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/14/2023	Forklift Preventative Maintenance		126.35
03/14/2023	Forklift Preventative Maintenance		126.35
Inv 63052710 Total			252.70
Inv 63052711			
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/14/2023	John Deere Preventative Maintenance		670.56
Inv 63052711 Total			670.56
			<hr/>
316686 Total:			923.26
			<hr/>
PMHE6116 - Pape Material Handling Exchange Total:			923.26
SOYPRK - Park, Soyeon			
316687	06/07/2023		
Inv 131576			
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2023	Partial refund for 2 days os skatside spring cancellation.		187.60
Inv 131576 Total			187.60
Inv 131577			
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date		Amount
05/17/2023		Partial refund for 2 days of skat-side spring cancellation.	187.60
Inv 131577		Total	187.60
316687 Total:			375.20
SOYPRK - Park, Soyeon Total:			375.20
PHS4011 - Pasadena Humane Society			
316688	06/07/2023		
Inv		May2023SoPas	
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/04/2023		Animal Control Services May 2023	14,456.90
Inv May2023SoPas		Total	14,456.90
316688 Total:			14,456.90
PHS4011 - Pasadena Humane Society Total:			14,456.90
PSLSV802 - Pasadena Live Scan Service			
316689	06/07/2023		
Inv		1212	
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/30/2030		Live Scan Services - April 2023	469.00
Inv 1212		Total	469.00
316689 Total:			469.00
PSLSV802 - Pasadena Live Scan Service Total:			469.00
PAY7788 - Payke Gymnastics			
316690	06/07/2023		
Inv		9616	
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/18/2023		Contract Class Instructor - Gymnastics Co-Ed	384.00
Inv 9616		Total	384.00
Inv		9661	
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/18/2023		Contract Class Instructor - Gymnastics - News Stars 6-7	396.80
Inv 9661		Total	396.80

Check Number	Check Date	Amount
Inv 9662		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Contract Class Instructor - Gymnastics - Shining Stars 5-6	843.20
Inv 9662 Total		843.20
316690 Total:		1,624.00
PAY7788 - Payke Gymnastics Total:		1,624.00
CGPH4011 - Phillips, Craig		
316691	06/07/2023	
Inv 04/14-20/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Front Line Leadership Training Reimbursement for Sgt Phillips	131.42
05/11/2023	Front Line Leadership Training Reimbursement for Sgt Phillips	39.21
Inv 04/14-20/2023 Total		170.63
Inv 05/09/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Cultural Diversity Training Reimbursement for Sgt Phillips	27.00
05/11/2023	Cultural Diversity Training Reimbursement for Sgt Phillips	32.63
Inv 05/09/2023 Total		59.63
316691 Total:		230.26
CGPH4011 - Phillips, Craig Total:		230.26
PDI417 - Plumbers Depot Inc.		
316692	06/07/2023	
Inv PD-53451		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/26/2023	Sewer Maintenance Equipment, Materials, Products	1,600.00
Inv PD-53451 Total		1,600.00
316692 Total:		1,600.00
PDI417 - Plumbers Depot Inc. Total:		1,600.00
HAIJOPO - Portillo, Hazel Josie		
316693	06/07/2023	
Inv 131665		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Partial refund for the price change on a rec. class.	22.00

Check Number	Check Date		Amount
Inv 131665	Total		22.00
316693 Total:			22.00
HAIJOPO - Portillo, Hazel Josie Total:			22.00
POS5265 - Post Alarm Systems			
0	06/07/2023		
Inv	1585120		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	Post Alarm Services for Orange Grove Recreation Center		54.33
05/18/2023	Post Alarm Services for War Memorial Building		54.33
Inv 1585120 Total			108.66
0 Total:			108.66
POS5265 - Post Alarm Systems Total:			108.66
BKAC2013 - Prime Actuarial Consulting, LLC			
316694	06/07/2023		
Inv	29925		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/15/2023	Actuarial Review of Self-Insured Workers' Comp Program		4,800.00
Inv 29925 Total			4,800.00
316694 Total:			4,800.00
BKAC2013 - Prime Actuarial Consulting, LLC Total:			4,800.00
PSOMAS - PSOMAS			
316695	06/07/2023		
Inv	195733		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/08/2023	Prof. Service Assistance with General Plan & Downtown Specific.		7,846.50
Inv 195733 Total			7,846.50
316695 Total:			7,846.50
PSOMAS - PSOMAS Total:			7,846.50
CSAC2012 - Public Risk, Innovation, Solutions, and Management			
0	06/07/2023		

Check Number	Check Date		Amount
Inv	23400863		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/03/2023	Employee Assistance Program - January - March 2023		1,411.59
Inv 23400863 Total			1,411.59
			<hr/>
0 Total:			1,411.59
			<hr/>
CSAC2012 - Public Risk, Innovation, Solutions, and Management Total:			1,411.59
QUI5869 - Quill Corporation			
316696	06/07/2023		
Inv	32124873		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2023	pen holder		9.36
Inv 32124873 Total			9.36
Inv	32125464		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2023	calendar		23.14
Inv 32125464 Total			23.14
Inv	32125520		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2023	Seat cushion		44.09
Inv 32125520 Total			44.09
Inv	32125953		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2023	drawer organizer		25.35
Inv 32125953 Total			25.35
Inv	32148730		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2023	copy holder, storage organizer		35.92
Inv 32148730 Total			35.92
Inv	32201995		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/26/2023	Clear report covers		57.31
Inv 32201995 Total			57.31
Inv	32203855		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
04/26/2023	Steel stool	84.22
Inv 32203855 Total		84.22
316696 Total:		279.39
QUI5869 - Quill Corporation Total:		279.39
RTPC5500 - Regional TAP Service Center		
316697	06/07/2023	
Inv 6019474		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	Metro 30 Day Bus Pass Subsidy - April 2023	192.00
Inv 6019474 Total		192.00
316697 Total:		192.00
RTPC5500 - Regional TAP Service Center Total:		192.00
RIN7777 - Rincon Consultants, Inc.		
0	06/07/2023	
Inv 37069		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2022	1900 Alpha St. Project Management	2,895.00
Inv 37069 Total		2,895.00
Inv 37070		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2022	515 Grand Ave. DRX Project Management	2,133.75
Inv 37070 Total		2,133.75
0 Total:		5,028.75
RIN7777 - Rincon Consultants, Inc. Total:		5,028.75
RHCC7101 - Rio Hondo College		
316698	06/07/2023	
Inv S23-178-ZSPS		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Physical Agility Test For 3 Police Officer Applicants	75.00
Inv S23-178-ZSPS Total		75.00
316698 Total:		75.00

RHCC7101 - Rio Hondo College Total:	75.00
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RSDTATEX - Rising Data Texas, LLC

316699 06/07/2023

Inv 566862-1

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2023	Collection Fees -Winwater Works	1,275.25

Inv 566862-1 Total	1,275.25
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316699 Total:	1,275.25
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RSDTATEX - Rising Data Texas, LLC Total:	1,275.25
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ACTM3010 - Robert Half International, Inc.

0 06/07/2023

Inv 0204054C

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Professional Services - Temporary Staffing	38,272.90

Inv 0204054C Total	38,272.90
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0 Total:	38,272.90
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ACTM3010 - Robert Half International, Inc. Total:	38,272.90
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SSSS8267 - Round Star West, LLC

0 06/07/2023

Inv 9694

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Contract Class Instructor - Soccer - Parent & Me	269.10

Inv 9694 Total	269.10
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Inv 9695

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Contract Class Instructor - Super Soccer Stars - April 2-3	448.50

Inv 9695 Total	448.50
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Inv 9696

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Contract Class Instructor - Super Soccer Stars - April 3-4	269.10

Inv 9696 Total	269.10
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Check Number	Check Date	Amount
0 Total:		986.70
SSSS8267 - Round Star West, LLC Total:		986.70
DARL7000 - Russell, Diana		
316700	06/07/2023	
Inv	05/09/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Cultural Diversity Training Reimbursement For PA Russell	32.63
05/11/2023	Cultural Diversity Training Reimbursement For PA Russell	7.98
Inv 05/09/2023 Total		40.61
316700 Total:		40.61
DARL7000 - Russell, Diana Total:		40.61
MELSNCHZ - Sanchez, Melissa		
316701	06/07/2023	
Inv	76	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Vender for Camp Med Summer Camp Activies.	500.00
Inv 76 Total		500.00
316701 Total:		500.00
MELSNCHZ - Sanchez, Melissa Total:		500.00
LASDAY - Sanday, Lana		
316702	06/07/2023	
Inv	131615	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Refund of refundable deposit for the reservation of EPH.	280.00
Inv 131615 Total		280.00
316702 Total:		280.00
LASDAY - Sanday, Lana Total:		280.00
SCF1400 - SC Fuels		
316703	06/07/2023	
Inv	2364292-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2023	Fuel for Public Works Yard-Unleaded Gasoline & Diesel April 2023	8,787.46

Check Number	Check Date		Amount
		Inv 2364292-IN Total	8,787.46
		316703 Total:	8,787.46
		SCF1400 - SC Fuels Total:	8,787.46
		SDSI0107 - SDS Security Design Systems	
316704	06/07/2023		
		Inv 240679	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		04/24/2023	SDS Installation of radio monitoring
			495.00
		Inv 240679 Total	495.00
		Inv 241276	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		05/01/2023	SDS Security Design Systems - June 2023
			65.18
		Inv 241276 Total	65.18
		Inv 241277	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		05/01/2023	SDS Security Design Systems - June 2023
			217.46
		Inv 241277 Total	217.46
		Inv 241278	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		05/01/2023	SDS Security Design Systems - June 2023
			113.00
		Inv 241278 Total	113.00
		Inv 241279	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		05/01/2023	SDS Security Design Systems - June 2023
			55.00
		Inv 241279 Total	55.00
		316704 Total:	945.64
		SDSI0107 - SDS Security Design Systems Total:	945.64
		THES8267 - Siegel, Theodore	
316705	06/07/2023		
		Inv 06122023	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		05/08/2023	SC Presentation 7 Screening "The Graduate"
			150.00

Check Number	Check Date	Amount
Inv 06122023 Total		150.00
		<hr/>
316705 Total:		150.00
		<hr/>
THES8267 - Siegel, Theodore Total:		150.00
OVIDU - Simion, Ovidiu Adrian		
316706	06/07/2023	
Inv 470		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Notary Services for Police Officer Recruit Applicant Hernandez	50.00
Inv 470 Total		50.00
Inv 473		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Notary Services for Police Clerk II Applicant Samoya	50.00
Inv 473 Total		50.00
Inv 484		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Notary Services for Police Officer Recruit Applicant Sanchez	50.00
Inv 484 Total		50.00
		<hr/>
316706 Total:		150.00
		<hr/>
OVIDU - Simion, Ovidiu Adrian Total:		150.00
ANQS5270 - Singh, Angelique		
316707	06/07/2023	
Inv 131350		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Refund deposit reservation of Eddie Park House.	280.00
Inv 131350 Total		280.00
		<hr/>
316707 Total:		280.00
		<hr/>
ANQS5270 - Singh, Angelique Total:		280.00
MHSM4011 - Smith, Michael		
316708	06/07/2023	
Inv 05/09-05/11/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Bicycle Course Reimbursement for Officer Smith	320.21

Check Number	Check Date		Amount
05/18/2023		Bicycle Course Reimbursement for Officer Smith	506.91
Inv 05/09-05/11/23		Total	827.12
316708 Total:			827.12
MHSM4011 - Smith, Michael Total:			827.12
SOGA6501 - SoCalGAS			
316709	06/07/2023		
Inv	4/1/23-5/1/23		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/05/2023	CNG for City Vehicles (PW and Transit) 4/1/2023-5/1/2023		68.82
05/05/2023	CNG for City Vehicles (PW and Transit) 4/1/2023-5/1/2023		68.82
05/05/2023	CNG for City Vehicles (PW and Transit) 4/1/2023-5/1/2023		68.82
05/05/2023	CNG for City Vehicles (PW and Transit) 4/1/2023-5/1/2023		68.82
05/05/2023	CNG for City Vehicles (PW and Transit) 4/1/2023-5/1/2023		68.82
05/05/2023	CNG for City Vehicles (PW and Transit) 4/1/2023-5/1/2023		68.82
Inv 4/1/23-5/1/23	Total		412.92
316709 Total:			412.92
SOGA6501 - SoCalGAS Total:			412.92
SOTHBAY - South Bay Regional Public Safety			
316710	06/07/2023		
Inv	157175INV		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2023	FTO Program Training for Corporal Borrello		177.00
Inv 157175INV	Total		177.00
Inv	157176INV		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2023	FTO Program Training for Officer Carrillo		177.00
Inv 157176INV	Total		177.00
316710 Total:			354.00
SOTHBAY - South Bay Regional Public Safety Total:			354.00
SPBK - Springbrook Holding Company, LLC			
0	06/07/2023		
Inv	INV-012878		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/07/2023	CivicPay Pad Transaction Fees (april 2023)		84.00

Check Number	Check Date	Amount
Inv INV-012878	Total	84.00
0 Total:		84.00
SPBK - Springbrook Holding Company, LLC Total:		84.00
STA5219 - Staples Business Advantage		
0	06/07/2023	
Inv	3536259204	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2023	key tags and magnets	30.74
Inv	3536259204 Total	30.74
Inv	3536933115	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2023	key chains	43.76
Inv	3536933115 Total	43.76
Inv	3537424922	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Fire - Ink toner for Captain's office	616.44
Inv	3537424922 Total	616.44
Inv	3537424923	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Public Works Department- Operations Divison Office Supplies	38.86
Inv	3537424923 Total	38.86
Inv	3537424924	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	PD office supplies	53.35
Inv	3537424924 Total	53.35
Inv	3537424925	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	PD office supplies	58.42
Inv	3537424925 Total	58.42
Inv	3537495665	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	Windex, paper, green paper	91.25
Inv	3537495665 Total	91.25

Inv 3537495666

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	PD office supplies	41.75

Inv 3537495666 Total 41.75

Inv 3537495667

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	PD office supplies	237.03

Inv 3537495667 Total 237.03

Inv 3537742394

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	split key rings	43.32

Inv 3537742394 Total 43.32

Inv 3537742395

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2023	Public Works Department- Operations Divison Office Supplies	38.58

Inv 3537742395 Total 38.58

Inv 3537861831

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	Office Supplies	270.04

Inv 3537861831 Total 270.04

Inv 3537861833

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	Senior Center supplies	20.22

Inv 3537861833 Total 20.22

Inv 3538320236

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Office Supplies for Department	448.70

Inv 3538320236 Total 448.70

0 Total: 2,032.46

STA5219 - Staples Business Advantage Total: 2,032.46

STFRLNCL - Star Ford Lincoln

316711 06/07/2023

Check Number	Check Date	Amount
Inv 431382		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Repairs for Transit Division Fleet	5,336.59
Inv 431382 Total		5,336.59
316711 Total:		5,336.59
STFRLNCL - Star Ford Lincoln Total:		5,336.59
MKSEPRO - Stepro, Mark		
316712	06/07/2023	
Inv NT0523-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	native tree rebate- water conservation rebate	89.99
Inv NT0523-01 Total		89.99
316712 Total:		89.99
MKSEPRO - Stepro, Mark Total:		89.99
STFILRSK - Steve A. Filarsky, Attorney at Law		
316713	06/07/2023	
Inv 04/28/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2023	HR Investigation	1,620.00
Inv 04/28/2023 Total		1,620.00
Inv 05/19/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2023	HR Investigation	5,138.00
Inv 05/19/2023 Total		5,138.00
316713 Total:		6,758.00
STFILRSK - Steve A. Filarsky, Attorney at Law Total:		6,758.00
SUVA8022 - Sunset Vans Inc.		
316714	06/07/2023	
Inv 24656		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	60 day ramp inspection for 80 & 81	150.00
Inv 24656 Total		150.00

Check Number	Check Date	Amount
Inv 24657		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	60 day ramp inspection for 80 & 81	90.00
Inv 24657 Total		90.00
316714 Total:		240.00
SUVA8022 - Sunset Vans Inc. Total:		240.00
SWCAINC - SWCA, Incorporated		
316715	06/07/2023	
Inv 167187		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	250 Saint Albans - HRE	2,041.75
Inv 167187 Total		2,041.75
316715 Total:		2,041.75
SWCAINC - SWCA, Incorporated Total:		2,041.75
COBR7131 - The Advantage Group		
0	06/07/2023	
Inv 157504		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	HRA Administration Fee	312.00
Inv 157504 Total		312.00
Inv June		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	HRA Retiree Reimbursement - June 2023	16,433.18
Inv June Total		16,433.18
0 Total:		16,745.18
COBR7131 - The Advantage Group Total:		16,745.18
TIM4011 - Time Warner Cable		
316716	06/07/2023	
Inv 0224964050823		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	AN 8448 30 008 0224964 (05/08/23-06/07/23)	49.30

Check Number	Check Date	Amount
Inv 0224964050823	Total	49.30
Inv 0355990050223		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2023	AN 8448 30 008 0355990 (05/01/23-06/01/23)	436.21
Inv 0355990050223	Total	436.21
Inv 035790550523		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Buisness TV+ internet for period 05/05/23-06/04/23	130.52
Inv 035790550523	Total	130.52
316716	Total:	616.03
TIM4011 - Time Warner Cable Total:		616.03
TAEV9224 - Total Access Elevator Inc.		
316717	06/07/2023	
Inv 85929		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/01/2022	City Elevator Maintenance-July 2022	416.00
07/01/2022	City Elevator Maintenance-July 2022	654.75
Inv 85929	Total	1,070.75
Inv 87389		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	City Elevator Maintenance-Aug 2022	654.75
08/01/2022	City Elevator Maintenance-Aug 2022	416.00
Inv 87389	Total	1,070.75
Inv 88893		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2022	City Elevator Maintenance-Sep 2022	416.00
09/01/2022	City Elevator Maintenance-Sep 2022	654.75
Inv 88893	Total	1,070.75
Inv 90389		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2022	City Elevator Maintenance-Oct 2022	416.00
10/01/2022	City Elevator Maintenance-Oct 2022	458.00
Inv 90389	Total	874.00
Inv 91847		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
11/01/2022		City Elevator Maintenance-Nov 2022	416.00
11/01/2022		City Elevator Maintenance-Nov 2022	458.00
Inv 91847		Total	874.00
Inv 93291			
<u>Line Item Date</u>		<u>Line Item Description</u>	
12/01/2022		City Elevator Maintenance-Dec 2022	458.00
12/01/2022		City Elevator Maintenance-Dec 2022	416.00
Inv 93291		Total	874.00
Inv 94791			
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/01/2023		City Elevator Maintenance-Jan 2023	437.00
01/01/2023		City Elevator Maintenance-Jan 2023	458.00
Inv 94791		Total	895.00
Inv 96444			
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/01/2023		City Elevator Maintenance-Feb 2023	458.00
02/01/2023		City Elevator Maintenance-Feb 2023	437.00
Inv 96444		Total	895.00
Inv 97993			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/01/2023		City Elevator Maintenance-March 2023	458.00
03/01/2023		City Elevator Maintenance-March 2023	437.00
Inv 97993		Total	895.00
316717		Total:	8,519.25
TAEV9224 - Total Access Elevator Inc. Total:			8,519.25
TRA5998 - Transtech Engineers, Inc.			
316718	06/07/2023		
Inv 20231532			
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/31/2023		Transtech Services: Plancheck January 2023	26,663.47
Inv 20231532		Total	26,663.47
Inv 20232757			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/31/2023		Transtech Services: Plancheck March 2023	24,428.57
Inv 20232757		Total	24,428.57

Check Number	Check Date	Amount
316718 Total:		51,092.04
TRA5998 - Transtech Engineers, Inc. Total:		51,092.04
RMSF8025 - Trapeze Software Group, Inc.		
0	06/07/2023	
Inv 7465		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Annual Verizon Data Plan 22-23	1,680.00
Inv 7465 Total		1,680.00
Inv RMSMA0000818		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2023	Hosting Fees 06.01.23-05.31.24	3,052.00
Inv RMSMA0000818 Total		3,052.00
0 Total:		4,732.00
RMSF8025 - Trapeze Software Group, Inc. Total:		4,732.00
ADTR5011 - Tregenza, Adam		
316719	06/07/2023	
Inv 04/21/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/21/2023	Fire - Haz Mat IC training	200.00
Inv 04/21/2023 Total		200.00
316719 Total:		200.00
ADTR5011 - Tregenza, Adam Total:		200.00
TRUPINT - TruePoint Solutions, LLC		
316720	06/07/2023	
Inv 23-0495		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	Licensing/ Subscription Agreement - Online Permitting April 2023	14,212.50
Inv 23-0495 Total		14,212.50
316720 Total:		14,212.50
TRUPINT - TruePoint Solutions, LLC Total:		14,212.50

Check Number	Check Date		Amount
UCL6115 - UCLA Cashiering Department			
316721	06/07/2023		
Inv	3013-476		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2023	Fire Department Continuing Education - May 2023		2,281.47
Inv 3013-476 Total			2,281.47
316721 Total:			2,281.47
UCL6115 - UCLA Cashiering Department Total:			2,281.47
ULIN8021 - Uline, Inc.			
0	06/07/2023		
Inv	160075731		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/16/2023	Reception Desks and Chairs at Senior Center.		2,198.09
Inv 160075731 Total			2,198.09
Inv	161983043		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/16/2023	Reception Desks and Chairs at Senior Center.		576.85
05/16/2023	Reception Desks and Chairs at Senior Center.		737.58
Inv 161983043 Total			1,314.43
0 Total:			3,512.52
ULIN8021 - Uline, Inc. Total:			3,512.52
UQMS8010 - Unique Management Services, Inc.			
0	06/07/2023		
Inv	6112192		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2023	Library Agency Recovery Services: April 2023		116.50
Inv 6112192 Total			116.50
0 Total:			116.50
UQMS8010 - Unique Management Services, Inc. Total:			116.50
POR4707 - United Site Services, Inc.			
316722	06/07/2023		
Inv	INV-01614317		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
05/17/2023	Portable Toilet at Skate Park 04/18//23-05/15/23.	368.34
Inv INV-01614317 Total		368.34
316722 Total:		368.34
POR4707 - United Site Services, Inc. Total:		368.34
UPP7789 - Upper San Gabriel Valley MWD		
316723	06/07/2023	
Inv	SoPas-05.11.23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	MWD Co-funding for rebates. (April 2023)	415.00
Inv SoPas-05.11.23 Total		415.00
316723 Total:		415.00
UPP7789 - Upper San Gabriel Valley MWD Total:		415.00
VALD4011 - Valdez, Catalina		
316724	06/07/2023	
Inv	05/15/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Mandatory Taser Instructor Course for DET. Valdez 05/15/23	73.67
Inv 05/15/2023 Total		73.67
316724 Total:		73.67
VALD4011 - Valdez, Catalina Total:		73.67
VARI111 - Vargas, Ruben		
316725	06/07/2023	
Inv	5.13.2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2023	Mileage Reimbursement - 05/13/23 @ 3:00PM	20.31
Inv 5.13.2023 Total		20.31
316725 Total:		20.31
VARI111 - Vargas, Ruben Total:		20.31
VMIS8011 - Venmill Industries		
316726	06/07/2023	

Check Number	Check Date		Amount
Inv	17669		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/26/2023	4 VMI-2500 Combo kits		394.00
Inv 17669 Total			394.00
Inv	17708		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2023	Pads for VMI-2500		96.00
Inv 17708 Total			96.00
316726 Total:			490.00
VMIS8011 - Venmill Industries Total:			490.00
VERW6711 - Verizon Wireless			
316727	06/07/2023		
Inv	9932764593		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/17/2023	AN 842311063-00002 (03/18/23-04/17/23)		747.03
Inv 9932764593 Total			747.03
Inv	9933465616		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/26/2023	AN 270619951-00004 (03/27/23-04/26/23)		491.44
Inv 9933465616 Total			491.44
Inv	9933830078		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2023	AN 542443342-00001 (04/02/23-05/01/23)		53.18
Inv 9933830078 Total			53.18
316727 Total:			1,291.65
VERW6711 - Verizon Wireless Total:			1,291.65
VIZCOM - Vizocom ICT LLC			
316728	06/07/2023		
Inv	8777		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/09/2023	Sewer Maintenance Operation gloves for Hydro-Jetting		650.00
Inv 8777 Total			650.00

Check Number	Check Date	Amount
316728 Total:		650.00
VIZCOM - Vizocom ICT LLC Total:		650.00
VUL6601 - Vulcan Materials Company		
0	06/07/2023	
Inv	73592446	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2023	PW Street Division: Cold Mix Asphalt for Roadway Repairs	562.70
Inv 73592446 Total		562.70
Inv	73592447	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2023	PW Street Division: Asphalt, Sand, Crushed Aggregate, Emulsion.	1,323.00
Inv 73592447 Total		1,323.00
Inv	73633218	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	PW Street Division: Base Rock/Sand for Backfill	708.47
Inv 73633218 Total		708.47
Inv	73633219	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	PW Street Division: Cold Mix Asphalt for Roadway Repairs	2,175.44
Inv 73633219 Total		2,175.44
0 Total:		4,769.61
VUL6601 - Vulcan Materials Company Total:		4,769.61

MABWEISS - Weiss, Mabel		
316729	06/07/2023	
Inv	DI0523-01	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Rebate for Drip Irrigation Conversion	300.00
Inv DI0523-01 Total		300.00
Inv	DT0523-01	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Rebate for Water Efficient Plants	137.50
Inv DT0523-01 Total		137.50

Check Number	Check Date	Amount
316729 Total:		437.50
MABWEISS - Weiss, Mabel Total:		437.50
WES4152 - West Coast Arborists, Inc.		
0	06/07/2023	
Inv 198910		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2023	Urban Forestry Services - Arborist Services 4/1/2023-4/15/2023	255.00
Inv 198910 Total		255.00
Inv 198911		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2023	Urban Forestry Services 4/1/2023-4/15/2023	13,465.00
04/15/2023	Urban Forestry Services 4/1/2023-4/15/2023	3,330.00
04/15/2023	Urban Forestry Services 4/1/2023-4/15/2023	8,275.00
Inv 198911 Total		25,070.00
Inv 199403		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2023	Urban Forestry Services 4/16/2023-4/30/2023	24,075.00
04/30/2023	Urban Forestry Services 4/16/2023-4/30/2023	1,944.00
04/30/2023	Urban Forestry Services 4/16/2023-4/30/2023	19,559.00
Inv 199403 Total		45,578.00
0 Total:		70,903.00
WES4152 - West Coast Arborists, Inc. Total:		70,903.00
WES4011 - Western Graphix		
316730	06/07/2023	
Inv 57907		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2023	HR - Supplies for employee ID cards	430.22
Inv 57907 Total		430.22
316730 Total:		430.22
WES4011 - Western Graphix Total:		430.22
WLHD8020 - Westlake Hardware		
0	06/07/2023	
Inv 14302880		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
08/15/2022	Public Works Supplies - BM Color Sample 2x 8oz	39.62
Inv 14302880	Total	39.62
Inv 14302902		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	Public Works Supplies - Coupling Flex Qty # 6	43.59
Inv 14302902	Total	43.59
Inv 14302984		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/26/2022	Public Works Supplies - EGO Chainsaw Chains	114.62
Inv 14302984	Total	114.62
Inv 14302999		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/26/2022	Public Works Supplies - Hot Shine Tire Coat	30.84
Inv 14302999	Total	30.84
Inv 14303043		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/18/2022	Public Works - Water Softner Salt	1,664.20
Inv 14303043	Total	1,664.20
Inv 14303203		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/14/2022	Public Works - Ceramic Heater Towers Qty # 5	468.51
Inv 14303203	Total	468.51
Inv 14303392		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2023	Public Works - Angl Comp Valve	44.06
Inv 14303392	Total	44.06
Inv 14303404		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/13/2023	Hardware Supplies for Public Works Dep.	35.27
Inv 14303404	Total	35.27
Inv 14303511		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2023	Public Works Dep-Street Div street products	291.94
03/27/2023	Public Works Dep-Street Div street products	48.73
Inv 14303511	Total	340.67

Check Number	Check Date	Amount
Inv 14303522		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2023	Public Works Dep-Street Div small tools	551.49
03/30/2023	Public Works Dep-Street Div street products	114.92
Inv 14303522 Total		666.41
Inv 14303536		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2023	Public Works Dep-Parks Division Pruning Sheers for street trees	119.01
Inv 14303536 Total		119.01
Inv 14303542		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2023	Public Works Dep-Facilities Div Paint and Supplies for Library	407.98
Inv 14303542 Total		407.98
Inv 14303544		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/06/2023	Public Works Dep-Parks Div locks for Arroyo ParkLights(w/Credit)	140.32
Inv 14303544 Total		140.32
Inv 14303556		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2023	Public Works Dep-Facilities Division Drain Mesh for Library	115.69
Inv 14303556 Total		115.69
Inv 14303575		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2023	Public Works Dep-Street Division Batteries	238.68
Inv 14303575 Total		238.68
Inv 14303577		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2023	Public Works Dep-Street Division Batteries	238.68
Inv 14303577 Total		238.68
Inv 14303582		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2023	Public Works Dep-Street Division Roller	47.35
Inv 14303582 Total		47.35

Check Number	Check Date	Amount
Inv 14303588		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2023	Public Works Dep-Facilities Division Faucet for PD Sink	99.21
Inv 14303588 Total		99.21
Inv 14303590		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2023	Public Works Dep-Street Division street marking materials	253.48
Inv 14303590 Total		253.48
Inv 14303592		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2023	Public Works Dep-Street Division Small tools	264.58
Inv 14303592 Total		264.58
Inv 14303604		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2023	Public Works Dep-Street Division Spray paint	59.44
Inv 14303604 Total		59.44
Inv 14303605		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2023	Public Works Dep-Street Division Graffiti Remover products	143.20
Inv 14303605 Total		143.20
Inv 14303614		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2023	Public Works Dep-Sewer Division Padlock and Paint Brushes	44.29
Inv 14303614 Total		44.29
Inv 70067756		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2022	Hardware Supplies for Public Works Dep.	1,433.40
Inv 70067756 Total		1,433.40
0 Total:		7,053.10
WLHD8020 - Westlake Hardware Total:		7,053.10
WON1111 - Wong, Daren		
316731	06/07/2023	
Inv 05/09/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
05/11/2023		Cultural Diversity Training Reimbursement for Officer Wong	27.00
05/11/2023		Cultural Diversity Training Reimbursement for Officer Wong	8.00
Inv 05/09/2023 Total			35.00
316731 Total:			35.00
WON1111 - Wong, Daren Total:			35.00
GRA1244 - Woods Maintenance Services, Inc.			
316732	06/07/2023		
Inv	SPAS0423		
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/02/2023		City Graffiti Removal Services-April 2023	969.00
Inv SPAS0423 Total			969.00
316732 Total:			969.00
GRA1244 - Woods Maintenance Services, Inc. Total:			969.00
JIEWU - Wu, Jieyu			
316733	06/07/2023		
Inv	131579		
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/17/2023		Partial refund for 2 day cancellation of Skateside spring camp.	187.60
Inv 131579 Total			187.60
Inv	131757		
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/17/2023		Partial refund for recreation class due to injury.	186.00
Inv 131757 Total			186.00
316733 Total:			373.60
JIEWU - Wu, Jieyu Total:			373.60
YTI1023 - Y Tire Performance LLC			
316734	06/07/2023		
Inv	35493		
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/06/2023		Tire replacement unit #198	315.02
Inv 35493 Total			315.02

Check Number	Check Date	Amount
316734 Total:		315.02
YTH1023 - Y Tire Performance LLC Total:		315.02
PTZM4011 - Zamora, Patrick		
316735	06/07/2023	
Inv	01/23-01/27/23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Basic E-Collar Training Reimbursement for Officer Zamora	43.42
Inv 01/23-01/27/23 Total		43.42
Inv	03/13-15/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Field Training Officer Update Reimbursement for Officer Zamora	14.71
05/11/2023	Field Training Officer Update Reimbursement for Officer Zamora	24.00
Inv 03/13-15/2023 Total		38.71
Inv	04/18/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Response Tactics Training Reimbursement for Officer Zamora	24.91
Inv 04/18/2023 Total		24.91
Inv	05/09/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Cultural Diversity Training Reimbursement for Officer Zamora	8.00
05/11/2023	Cultural Diversity Training Reimbursement for Officer Zamora	17.75
Inv 05/09/2023 Total		25.75
316735 Total:		132.79
PTZM4011 - Zamora, Patrick Total:		132.79
ZAVA4011 - Zavala, Jeanette		
316736	06/07/2023	
Inv	05/09/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Cultural Diversity Training Reimbursement for PA II Zavala	23.06
05/11/2023	Cultural Diversity Training Reimbursement for PA II Zavala	8.00
Inv 05/09/2023 Total		31.06
316736 Total:		31.06

Check Number	Check Date	Amount
ZAVA4011 - Zavala, Jeanette Total:		31.06
Total:		870,925.26

ATTACHMENT 3
Online Payments

City of
SOUTH PASADENA

Online Payment Log			
Date	Vendor	Amount	Description
5/9/2023	So Cal Edison	\$11,022.00	Online Payment for Various City Owned Accounts.
5/17/2023	Pitney Bowes	\$2,000.00	Re-load of Funds to City's Pitney Bowes Reserve Postage Account.
Total:		\$13,022.00	

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ATTACHMENT 4
Prepaid &Warrant Voids

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Accounts Payable

Void Check Proof List

User: calvarez
 Printed: 06/01/2023 - 10:05AM
 Batch: 00001.06.2023



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: CAL0616	E. D. D.									
Check No: 0	Check Date: 06/07/2023									
700-0000-0000-2220-000	71.74	PR 05/17/2023	05/17/2023	PR Batch 51923.05.2023 State Income	PR Batch 51923.05.2023 Sta				No	0
700-0000-0000-2220-000	8.67	05/12/2023	05/23/2023	PR Batch 52123.05.2023 State Income	PR Batch 52123.05.2023 Sta				No	0
Check Total:	80.41									
Vendor Total:	80.41									
Vendor: INT1645	Internal Revenue Service									
Check No: 0	Check Date: 06/07/2023									
700-0000-0000-2230-000	43.50	PR 05/17/2023	05/17/2023	PR Batch 51923.05.2023 Medicare En	PR Batch 51923.05.2023 Mc				No	0
700-0000-0000-2230-000	46.99	05/12/2023	05/23/2023	PR Batch 52123.05.2023 FICA Emplo	PR Batch 52123.05.2023 FIC				No	0
700-0000-0000-2230-000	10.99	05/12/2023	05/23/2023	PR Batch 52123.05.2023 Medicare En	PR Batch 52123.05.2023 Mc				No	0
700-0000-0000-2230-000	25.99	05/12/2023	05/23/2023	PR Batch 52123.05.2023 Federal Inco	PR Batch 52123.05.2023 Fe				No	0
700-0000-0000-2210-000	46.99	05/12/2023	05/23/2023	PR Batch 52123.05.2023 FICA Emplo	PR Batch 52123.05.2023 FIC				No	0
700-0000-0000-2230-000	187.71	PR 05/17/2023	05/17/2023	PR Batch 51923.05.2023 Federal Inco	PR Batch 51923.05.2023 Fe				No	0
700-0000-0000-2210-000	10.99	05/12/2023	05/23/2023	PR Batch 52123.05.2023 Medicare En	PR Batch 52123.05.2023 Mc				No	0
700-0000-0000-2230-000	43.50	PR 05/17/2023	05/17/2023	PR Batch 51923.05.2023 Medicare En	PR Batch 51923.05.2023 Mc				No	0
Check Total:	416.66									

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor Total:	416.66									
Report Total:	497.07									

ATTACHMENT 5
Payroll Summary

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Payroll

Payroll Summary Report

Payroll Date: 5/12/2023 Regular

Checks	\$	133.73
Direct Deposits	\$	491,858.85
IRS Payments	\$	105,413.06
EDD - State of CA	\$	31,363.44
PERS Pension	\$	116,780.46
Deferred Comp	\$	25,333.44
PERS Health	\$	-
Subtotal:	\$	770,882.98

Payroll Date: 5/12/2023 Off-Cycle

Checks	\$	665.33
Direct Deposits	\$	-
IRS Payments	\$	141.95
EDD - State of CA	\$	8.67
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
Subtotal:	\$	815.95

Payroll Date: 5/17/2023 Off-Cycle

Checks	\$	-
Direct Deposits	\$	2,697.05
IRS Payments	\$	274.71
EDD - State of CA	\$	71.74
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
Subtotal:	\$	3,043.50

Payroll Date: 5/23/2023 Regular

Checks	\$	418.21
Direct Deposits	\$	497,447.95
IRS Payments	\$	103,198.80
EDD - State of CA	\$	30,299.04
PERS Pension	\$	117,104.96
Deferred Comp	\$	25,502.68
PERS Health	\$	-
Subtotal:	\$	773,971.64

Grand Total: \$ **1,548,714.07**

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City Council Agenda Report

ITEM NO. 9

DATE: June 7, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Luis Frausto, Management Services Director
Mark Perez, Deputy City Clerk

SUBJECT: **Approval of City Council Meeting Minutes for May 17, 2023 and May 30, 2023**

Recommendation

It is recommended that the City Council:

1. Approve the minutes for the May 17, 2023, Regular City Council Meeting; and
2. Approve the minutes for the May 30, 2023, Special City Council Meeting.

Executive Summary

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

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.

Key Performance Indicators and Strategic Plan

This item aligns with the Management Services Department's Key Performance Indicator to provide quick access to information and accountability, ensuring public transparency.

Fiscal Impact

There are no costs anticipated for work related to this project.

Attachments

1. May 17, 2023, Regular City Council Meeting Minutes
2. May 30, 2023, Special City Council Meeting Minutes

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ATTACHMENT 1

May 17, 2023, Regular City Council Meeting Minutes

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

**MINUTES
WEDNESDAY, MAY 17, 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, May 17, 2023, at 7:20 P.M. The City Council Chambers are 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

Mark Perez, Deputy City Clerk, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Andrew Jared, City Attorney (via zoom), Mark Perez, Deputy City Clerk, Tiara Solorzano, Management Assistant, 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 Jack Donovan.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

A. REAL PROPERTY NEGOTIATIONS

(Government Code Section 54956.8)

1. Property Addresses:

- a. 215 Fairview Avenue, APN 5317-007-903
- b. 302 Fairview Avenue, APN 5317-012-903
- c. 529 Prospect Avenue, APN 5317-036-904
- d. 530 Orange Grove Avenue, APN 5317-036-900
- e. 534 Orange Grove Avenue, APN 5317-036-903
- f. 535 Meridian Avenue, APN 5317-036-903
- g. 540 Prospect Avenue, APN 5317-035-901
- h. 773 Bonita Drive, APN 5310-021-902
- i. 901 Bonita Drive, APN 5310-020-903
- j. 885 Oneonta Drive, APN 5310-022-902; 5310-022-901; 5310-022-903
- k. 1037 & 1039 Grevalia Avenue, APN 5315-012-903
- l. 808 Valley View Road, APN 5310-020-901
- m. 822 Valley View Road, APN 5310-020-902

Agency Negotiator: Arminé Chaparyan, City Manager

Negotiating Party: CalTrans

Under Negotiation: Price and Terms

B. PUBLIC EMPLOYMENT

Government Code Section 54957(b)(1)

Title: City Attorney

C. CONFERENCE WITH LEGAL COUNSEL: POTENTIAL LITIGATION (CITY INITIATING)

Government Code Section 54956.9(d)(4))

Number of Potential Cases: 1

D. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

- 1. *Californians for Homeownership, Inc. v. City of South Pasadena* (LASC Case No. 22STCP01388)

E. CONFERENCE WITH LEGAL COUNSEL: POTENTIAL LITIGATION (EXPOSURE)

Government Code Section 54956.9(d)(2))

Number of Potential Cases: 1

The Closed Session Meeting of the South Pasadena City Council was called to order by Mayor Primuth on Wednesday, May 17, 2023, at 6:43 P.M. with all Councilmembers present.

City Attorney Jared reported out stating the City Council discussed Item E. on the Closed Session agenda with no reportable action taken on the item.

Mayor Primuth reported out on Item B. of the Closed Session agenda, with direction provided. All other items will be discussed following adjournment of open session.

PUBLIC COMMENT

2. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

In Person Comments:

Casey Law spoke regarding the Natural Resources and Environmental Commission.

Sally Kilby spoke regarding the South Pasadena Tournament of Roses (SPTOR) upcoming event.

Karen Ball spoke regarding street parking and traffic safety conditions.

Yvonne LaRose spoke regarding Ace Hardware customer service.

PJ Attebery spoke regarding the current construction that is taking place in South Pasadena.

Lisa Saint spoke regarding the current construction that is taking place in South Pasadena.

PRESENTATIONS

3. PRESENTATION OF THE FESTIVAL OF BALLOONS POSTER WINNERS

Director of Community Services Director, Sheila Pautsch announced the winners of the Festival of Balloons Poster Contest.

4. PRESENTATION OF A PROCLAMATION DECLARING MAY 2023 AS “MILITARY APPRECIATION MONTH”

Presentation from Brock Milhorn from Veterans Affairs presented a proclamation declaring May 2023 as “Military Appreciation Month” in the City of South Pasadena. Luis Bardales accepted the proclamation.

5. PRESENTATION OF A PROCLAMATION DECLARING MAY 21 – 27, 2023 AS “PUBLIC WORKS WEEK”

Deputy Director of Public Works, Anteneh Tesfaye presented a proclamation declaring May 21-27, 2023 as Public Works Week” in the City of South Pasadena.

6. MERCHANT MINUTE – THE MAYA SALON

Laurie Wheeler, South Pasadena Chamber of Commerce, introduced Azelle Santa Ana owner of The Maya Salon. Ms. Santa Ana presented an overview of her business.

7. PRESENTATION BY HDL ON REVENUE PROJECTIONS

Interim Finance Director, John Downs introduced representatives from HDL. The representatives from HDL provided presentations on revenue projections.

COMMUNICATIONS

8. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

Mayor Primuth requested to move Item No. 19 to be heard prior to the consent calendar.

Councilmember Donovan requested to pull Item No. 11.

CONSENT CALENDAR

A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to approve Consent Calendar Items No. 9, 10, and 12-18, as presented by staff. Councilmember Donovan requested to pull item No. 11 for separate discussion. The motion carried 5-0, by the following vote:

- AYES:** Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

9. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$226,379.58; GENERAL CITY WARRANTS IN THE AMOUNT OF \$653,727.46; ONLINE PAYMENTS IN THE AMOUNT OF \$78,529.44; PAYROLL IN THE AMOUNT OF

\$761,799.15

Recommendation

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

A motion was made to approve recommendation on the Consent Calendar

10. MONTHLY INVESTMENT REPORTS FOR MARCH 2023

Recommendation

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

A motion was made to approve recommendation on the Consent Calendar

11. PURCHASE AND REPLACEMENT OF CARBON MEDIA FROM CALGON CARBON CORPORATION FOR THE WILSON WELLHEAD TREATMENT SYSTEM FOR A TOTAL NOT-TO EXCEED AMOUNT OF \$500,000

Recommendation

It is recommended that the City Council authorize the sole source purchase and replacement of carbon media from Calgon Carbon Corporation (Calgon) for a total not-to-exceed amount of \$500,000 for the Wilson Water Reservoir Wellhead Treatment System, including \$283,200 for material, \$203,386 for freight and field services, and a \$13,414 contingency for price fluctuations, analysis, and acceptance testing required by the landfill.

COUNCIL ACTION AND MOTION

This item was pulled for separate discussion by Councilmember Donovan. A motion was made by Councilmember Cacciotti, seconded by Councilmember Braun, and approved by roll call vote to approve Item No. 11, as presented. The motion carried 5-0, by the following vote:

- AYES:** Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

12. AUTHORIZE CITY MANAGER TO EXECUTE A THIRD CONTRACT AMENDMENT WITH EUROFINS EATON ANALYTICAL, LLC FOR LABORATORY TESTING AND ANALYSIS OF POTABLE WATER SAMPLES

Recommendation

It is recommended that the City Council authorize the City Manager to execute a third

contract amendment with Eurofins Eaton Analytical, LLC (Eurofins) to increase the contract value by \$65,000 and extend the agreement for laboratory testing and analysis of potable water samples professional services until September 30, 2023.

A motion was made to approve recommendation on the Consent Calendar

13. INTRODUCTION AND FIRST READING OF AN ORDINANCE AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE II (OFFICERS AND EMPLOYEES GENERALLY) OF THE SOUTH PASADENA MUNICIPAL CODE ADDING SECTION 2.12 (ELECTRONIC SUBMISSION OF DISCLOSURE STATEMENTS)

Recommendation

It is recommended that the City Council:

1. Direct the City Clerk's Division to provide proper notice of the adoption of the ordinance; and
2. Introduce for first reading, by title only, the following ordinance:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE II (OFFICERS AND EMPLOYEES GENERALLY) OF THE SOUTH PASADENA MUNICIPAL CODE ADDING SECTION 2.12 (ELECTRONIC SUBMISSION OF DISCLOSURE STATEMENTS)

A motion was made to approve recommendation on the Consent Calendar

14. APPROVE A PROFESSIONAL SERVICES CONTRACT WITH RANGWALA ASSOCIATES TO COMPLETE THE GENERAL PLAN UPDATE AND DOWNTOWN SPECIFIC PLAN IN AN AMOUNT NOT-TO-EXCEED \$150,900

Recommendation

It is recommended that the City Council:

1. Allocate and appropriate \$150,900 from General 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 a Professional Services Agreement (PSA).

A motion was made to approve recommendation on the Consent Calendar

15. RECEIVE AND FILE THE 2022 HOUSING ELEMENT ANNUAL PROGRESS REPORT

Recommendation

It is recommended that the City Council receive and file the 2022 Housing Element Annual Housing Report

A motion was made to approve recommendation on the Consent Calendar

16. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR APRIL 26, 2023, APRIL 29, 2023, AND MAY 3, 2023

Recommendation

It is recommended that the City Council:

1. Approve the minutes for the April 26, 2023, Special Joint City Council Meeting with the Mobility and Transportation Infrastructure Commission; and
2. Approve the minutes for the April 29, 2023, Special Joint City Council Meeting with the Planning Commission; and
3. Approve the minutes for the May 3, 2023, Regular City Council Meeting; and
4. Approve the minutes for the May 3, 2023, Special Joint City Council Meeting with the Library Board of Trustees.

A motion was made to approve recommendation on the Consent Calendar

17. AMENDMENT TO AGREEMENT WITH ACORN TECHNOLOGY SERVICES FOR INFORMATION TECHNOLOGY SUPPORT SERVICES TO INCREASE ANNUAL AMOUNT BY \$37,108 FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$306,808

Recommendation

It is recommended to authorize the City Manager or designee to execute an amendment to the agreement with Acorn Technology and increase the amount by \$37,108 annually, for a total amount not to exceed \$306,808 annually, for the continued services and management of the City's information technology infrastructure.

A motion was made to approve recommendation on the Consent Calendar

18. ADOPTION OF A RESOLUTION APPROVING THE FISCAL YEAR 2023-24 ENGINEER'S REPORT DECLARING THE CITY'S INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS AND SETTING A DATE AND TIME FOR A PUBLIC HEARING FOR THE FY 2023-24 LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING THE FISCAL YEAR 2023-24 ENGINEER'S REPORT DECLARING THE CITY'S INTENTION TO PROVIDE FOR AN ANNUAL LEVY

AND COLLECTION OF ASSESSMENTS AND SETTING A DATE AND TIME FOR A PUBLIC HEARING FOR THE LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT, PURSUANT TO THE PROVISIONS OF DIVISION 15, PART 2 OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA

Recommendation

It is recommended that the City Council:

1. Adopt the attached resolution approving the Fiscal Year (FY) 2023-24 Engineer’s Report declaring the City of South Pasadena’s (City) intention to provide for an annual levy and collection of assessments; and
2. Schedule the Public Hearing for the FY 2023-24 Lighting and Landscaping Maintenance District (LLMD) for June 21, 2023, at 7:00 p.m. in the Council Chambers.

A motion was made to approve recommendation on the Consent Calendar

Resolution No. 7815 was adopted.

ACTION/DISCUSSION

19. ADOPTION OF AN INTERIM URGENCY ORDINANCE ESTABLISHING A 45-DAY MORATORIUM ON NO-FAULT JUST CAUSE TERMINATIONS OF TENANCY

Recommendation

It is recommended that the City Council:

1. Adopt an Interim Urgency Ordinance to establish a 45-day moratorium on no-fault just cause terminations of tenancy; and
2. Direct staff to study the issue of terminations of tenancy for substantial remodels and develop an ordinance to be adopted prior to the expiration of the moratorium.

In-Person Comments:

Matthew Buck from the California Apartment Association and Vice President of Public Affairs for Los Angeles County spoke on behalf of his members in opposition of Item No 19.

Rian Barrett from Pasadena-Foothills Realtors spoke regarding her opposition of Item No. 19.

Brian Farrell spoke on renters’ rights and support of Item No. 19

Anne Bagasao spoke regarding renters’ rights and in support of Item No. 19

Erica Rede spoke regarding her support of Item No. 19 and issues with landlords.

Johnny Valera spoke in support Item No. 19 and renters’ rights.

Brianna Fuentes spoke regarding evictions and landlord issues.

Shahida Alikhan spoke in support for Item No. 19.

Zoom Comments:

Alan Erhlich spoke on the renovation’s landlords are taking part in and Item No. 19.

Alex Aquino spoke in support Item No. 19.

Katherine Shroeder spoke not in opposition to Item No. 19 and regarding the repairs landlords need to make to homes.

Max Shrumen on behalf of the Apartment Association of Greater Los Angeles urged the City Council to reject the Urgency Ordinance.

Nishat Alikhan spoke regarding her support for Item No. 19.

COUNCIL ACTION AND MOTION

A motion was made by Mayor Pro Tem Zneimer, seconded by Councilmember Cacciotti and approved by roll call vote to approve Item No. 19, as presented. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth

NOES: None.

ABSENT: None.

ABSTAINED: None.

Ordinance No. 2374 was adopted.

20. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR JULY 7, 2022, AND AUGUST 10, 2022

Recommendation

It is recommended that the City Council:

1. Approve the minutes for the July 7, 2022, Special City Council Meeting; and
2. Approve the minutes for the August 10, 2022, Special Joint City Council and Planning Commission Meeting.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to approve Item No. 20, as presented. The motion carried 4-0-0-1, by the following vote:

- AYES:** Cacciotti, Donovan, Zneimer, Mayor Primuth
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** Braun

21. APPROVAL OF FISCAL YEAR 2022-23 BUDGET POLICY

Recommendation

It is recommended that the City Council approve the City’s Fiscal Year 2022-23 Budget Policy.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Braun, seconded by Councilmember Donovan and approved by roll call vote to approve Item No. 21 with modifications to the Fiscal Year 2022-23 Budget Policy: Item 2. Balanced Budget, strike “~~If deficit spending is warranted, justification will be provided.~~” The motion carried 5-0, by the following vote:

- AYES:** Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

22. SALARY ADJUSTMENTS FOR FY 2023

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADJUSTING CLASSIFICATIONS SALARY RANGES

Recommendation

It is recommended that the City Council:

1. Adopt a resolution adopting salary schedule changes for twelve classifications;
2. Approve usage of State and Local Fiscal Recovery Funds from account 206-3010-3041-8020-000 in the amount of \$13,403 to transfer to the General Fund to cover the salary adjustments; and
3. Appropriate \$4,005 to account 101-8030-8031-7000-000 for Community Services Department Salaries, \$28 to account 101-4010-4011-7000-000 for Police Department Salaries, \$605 to account 101-6010-6011-7000-000 for

Public Works Department Salaries, \$1,781 to account 101-3010-3011-7000-000 for Finance Department Salaries, \$5,508 to account 101-8010-8011-7000-000 for Library Department Salaries, \$1,010 to Management Services Department Salaries, and \$466 to account 500-6010-6710-7000-000 Water Department Salaries.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to approve Item No. 22, as presented. The motion carried 5-0, by the following vote:

- AYES:** Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

Resolution No. 7816 was adopted.

23. RECEIVE UPDATE AND PROVIDE DIRECTION ON NEXT STEPS FOR THE UPDATE OF THE CITY’S EXCLUSIVE REFUSE SERVICE AGREEMENT RELATED TO THE IMPLEMENTATION OF SB 1383 REQUIREMENTS

Recommendation

It is recommended that the City Council receive a staff presentation and provide direction on next steps for the update of the City’s Exclusive Refuse Service Agreement related to the implementation of SB 1383 requirements.

Hearing no opposition, the City Council received and filed the presentation. The City Council directed staff to discuss a refined Backyard Service option with Athens, in which the term is reevaluated considering a fixed term instead of rolling term and that Athens consider phasing in rates instead of an all-at-once increase.

PUBLIC COMMENT – CONTINUED

24. CONTINUED PUBLIC COMMENT – GENERAL

None.

COMMUNICATIONS

25. COUNCILMEMBER COMMUNICATIONS

Mayor Pro Tem Zneimer recognized the Public Works staff for their excellent work.

Councilmember Donovan had no comments.

Councilmember Braun had no comments.

Mayor Primuth had no comments.

Councilmember Cacciotti commented on events he recently attended, an event held by Congresswoman Judy Chu and the Asian American and Pacific Islander Heritage Celebration at Garfield Park. He highlighted the City’s efforts related to the peacock relocation and Gas-Powered Leaf blower ban.

26. CITY MANAGER COMMUNICATIONS

City Manager Chaparyan had no comments.

ADJOURNMENT

There being no further matters, Mayor Primuth adjourned the meeting of the City Council at 11:46 P.M., to the next City Council meeting scheduled on Wednesday, May 30, 2023.

Respectfully submitted:

Mark Perez
Deputy City Clerk

APPROVED:

Jon Primuth
Mayor

ATTEST:

Mark Perez
Deputy City Clerk

Approved at City Council Meeting:

ATTACHMENT 2

May 30, 2023, Special City Council Meeting Minutes

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

MINUTES
TUESDAY, MAY 30, 2023, AT 7:00 P.M.

CALL TO ORDER:

The Special Meeting of the South Pasadena City Council was called to order by Mayor Pro Tem Zneimer on Tuesday, May 30, 2023, at 7:21 P.M. in the City Council Chambers, 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Mayor Pro Tem	Evelyn G. Zneimer
Councilmember	Jack Donovan
Councilmember	Michael A. Cacciotti
Councilmember	Janet Braun

ABSENT

Mayor	Jon Primuth
-------	-------------

Tiara Solorzano, Management Assistant, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Andrew Jared, City Attorney; Tamara Binns, Assistant to the City Manager; Tiara Solorzano, Management Assistant were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

A. PUBLIC EMPLOYMENT

Government Code Section 54957(b)(1)

Title: City Attorney

B. REAL PROPERTY NEGOTIATIONS

(Government Code Section 54956.8)

- 1. Property Address: 920 Lohman Lane
 Agency Negotiator: Arminé Chaparyan, City Manager
 Negotiating Party: John Letts, iTennis
 Under Negotiation: Price and Terms

The Closed Session Meeting of the South Pasadena City Council was called to order by Mayor Pro Tem Zneimer on Tuesday, May 30, 2023, at 6:03 P.M. with Mayor Primuth absent.

The City Council convened into closed session at 6:05 P.M.

PUBLIC COMMENT

2. PUBLIC COMMENT

In Person Comments:

Josh Albrektson spoke regarding the Housing Element.

Zoom Comments:

Yvonne LaRose spoke regarding the Housing Element and the transportation issues within the city.

ACTION / DISCUSSION

3. ADOPT PROPOSED 6TH CYCLE (2021-2029) HOUSING ELEMENT AND APPROVE RELATED ENVIRONMENTAL ASSESSMENT

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REGARDING 1) APPROVAL OF THE ENVIRONMENTAL ASSESSMENT;

AND 2) ADOPTION OF THE 2021-2029 GENERAL PLAN HOUSING ELEMENT (SIXTH CYCLE, FIFTH DRAFT) UPDATE OF THE SOUTH PASADENA GENERAL PLAN, CONSISTENT WITH THE STATUTORY REQUIREMENT OF CALIFORNIA HOUSING ELEMENT LAW.

Recommendation

It is recommended that the City Council adopt a resolution approving the Proposed 6th Cycle (2021-2029) Housing Element and approve the related Environmental Assessment.

In-Person Comments:

Josh Albrektson spoke regarding the Housing Element.

Zoom Comments:

Lisa Campbell spoke regarding financial assistance from the state or city to incentivize landlords to modify their land to allow for section 8 housing with less restrictions.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Cacciotti, seconded by Councilmember Braun and approved by roll call vote to approve Item No. 3 with modifications to the resolution, strike the repeated word “Initial Study”. The motion carried 4-0-1, by the following vote:

- AYES:** Braun, Cacciotti, Donovan, Zneimer
- NOES:** None.
- ABSENT:** Mayor Primuth
- ABSTAINED:** None.

Resolution No. 7817 was adopted.

4. REVIEW OF THE DRAFT PROPOSED FISCAL YEAR 2023-2024 BUDGET

Recommendation

It is recommended that the City Council review the Draft Proposed Fiscal Year 2023-2024 Budget.

Hearing no opposition, the City Council reviewed the Draft Proposed Fiscal Year 2023-2024 Budget and gave following direction:

- **The Chamber of Commerce is to prepare a full budget for review.**

- **Staff is to agendize the Landscaping and Lighting Maintenance District (LLMD) funding for City Council review.**
- **The City Manager’s Office is to work with the Chamber of Commerce to amend their proposed budget.**
- **The Fire Department is directed to look in to electric vehicles as an option for the shared command vehicle replacement agreement with San Marino.**

ADJOURNMENT

There being no further matters, Mayor Pro Tem Zneimer adjourned the meeting of the City Council at 12:29 A.M. to the next Regular City Council meeting scheduled for June 7, 2023. The City Council reconvened into closed session following the special meeting.

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. 10

DATE: June 7, 2023

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Luis Frausto, Management Services Director
Mark Perez, Deputy City Clerk

SUBJECT: **Approval of an Amendment to the Professional Services Agreement for Professional Production Services with Studio Spectrum, Inc.**

Recommendation

It is recommended that the City Council authorize the City Manager, or designee, to execute the proposed Amendment and all documents necessary to amend the Professional Services Agreement with Studio Spectrum, Inc., and increase the contract amount by \$32,120 for a total amount not to exceed \$86,000 annually, inclusive of a ten percent contingency in the amount of approximately \$7,269 to continue professional production services.

Executive Summary

Since 2011, the City has contracted with Studio Spectrum, Inc., to provide video production services. In preparation for the development of the FY 2024 budget, staff conducted an extensive review of the services and payments made to Studio Spectrum. For FY 2023, the City budgeted \$53,880, however, in reviewing the City's contract, this amount does not accurately reflect what is required for continued services. The requested contract amount is intended to cover the base monthly support cost paid to Studio Spectrum for the video production services they provide for our City Council and Planning Commission meetings. The proposed amendment will properly reflect the monthly amount for services by Studio Spectrum and allow for payment to the vendor.

Background

The City has used Studio Spectrum, Inc. for approximately 12 years. On February 16, 2022, the City of South Pasadena (City) entered into a Professional Services Agreement with Studio Spectrum, Inc. to provide video production, web streaming and archiving services. The contract was for a term through June 30, 2024, for an amount not to exceed \$53,880 annually, with an option to renew for two additional one-year terms. Studio Spectrum assists the City with video production services for the City Council and Planning Commission meetings. Studio Spectrum assists in livestreaming public meetings and also provides equipment rentals, for when the City hosts joint meetings which require additional peripheral equipment that the City has not purchased.

Approval of a First Amendment to the Agreement with Studio Spectrum, Inc.

June 7, 2023

Page 2 of 3

Analysis

In reviewing the contract agreement with Studio Spectrum, Staff has identified changes that need to be made to the Professional Services Agreement (PSA) to correct administrative errors that were inadvertently included in the original contract terms. These issues are recommended to be corrected in order to avoid payment discrepancies and contract management confusion. The proposed changes would allow for the contract to properly reflect the intended terms. The current contract contains language that indicates the \$53,880 contract amount was only for Fiscal Year 2021-2022, however, the intent of the contract was to allow for annual funding in the amount of \$53,880 for Studio Spectrum's services, for Fiscal Years 2022-2023 and 2023-2024, for a total of \$107,760 for the two-year term.

Additionally, due to staffing changes, administrative clean-up language is recommended to update the City's designee contact information to the current Department Director and to clarify that the contract is in accordance with fiscal years, and not calendar years by defining the term "annual" as a fiscal year beginning on July 1st and ending on June 30th of any given year.

As of May 2023, the City has incurred approximately \$50,325 for services rendered by Studio Spectrum, Inc. for Fiscal Year 2022-2023. Of the \$53,880 appropriated to the contract, \$3,555 remains. An additional \$26,500 is necessary to continue funding services through June 30, 2023. If approved, the City Clerk Division will budget for this contract for Fiscal Year 2023-2024.

The high cost accumulated during this fiscal year are due to an increase in special and joint meetings and their duration held by City Council and various advisory bodies throughout this year. The Joint City Council meetings require additional equipment to be provided and installed by Studio Spectrum. These additional services account for the higher than average cost that led to the proposed requested appropriations. Of the \$50,325 in costs incurred, approximately \$11,312 is for these special meetings.

Staff has included a ten percent contingency appropriation to help ensure that all unforeseen monetary needs are met. The City foresees that the increased cost will be the new trend going forward and will budget appropriately for the 2023-2024 fiscal year.

Fiscal Impact

No additional appropriation is required for this contract amendment. The Management Services Department has sufficient appropriate funds in the Contract Services Account (101-2030-2033-8200-000). When the Department became aware of the lack of funds for the contract, a request for an administrative transfer of funds between line items within the Department was initiated and executed, per the City's Finance Policies. In order to make payment to the vendor and continue services through June 30, 2023, the approval of the proposed amendment is required.

Approval of a First Amendment to the Agreement with Studio Spectrum, Inc.

June 7, 2023

Page 3 of 3

If approved, the new annual amount will be reflected in the FY 2024 City Clerk Division's budget.

Attachments:

1. Professional Services Agreement for Consultant Services with Studio Spectrum, Inc.
2. Proposed First Amendment to the Professional Services Agreement with Studio Spectrum, Inc.

ATTACHMENT 1

Professional Services Agreement for
Consultant Services with Studio Spectrum,
Inc.

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena [*Studio Spectrum, Inc.*])

1. IDENTIFICATION

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

2. RECITALS

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

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Exhibit A.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is **Lucy Demirjian, Management Services 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

Professional Services Agreement – Consultant Services

Page 1 of 17

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 fifty-three thousand, eight hundred and eighty dollars (\$53,880) for fiscal year 2021/22;
- 3.5. “Commencement Date”: July 1, 2021
- 3.6. “Termination Date”: June 30, 2024, unless extended at option of the City Manager for an additional two years at the same rate.

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

be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

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

7. COMPENSATION

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

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

12. INSURANCE

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

Professional Services Agreement – Consultant Services

Page 7 of 17

- Documentation of Best’s rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.

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

- Professional Liability Insurance: \$1,000,000 per occurrence,
\$2,000,000 aggregate
- General Liability:
 - General Aggregate: \$2,000,000
 - Products Comp/Op Aggregate \$2,000,000
 - Personal & Advertising Injury \$1,000,000
 - Each Occurrence \$1,000,000
 - Fire Damage (any one fire) \$ 50,000
 - Medical Expense (any 1 person) \$ 5,000
- 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: City Clerk's Division, South Pasadena, CA 91030.
- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

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

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

13. MUTUAL COOPERATION

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

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

14. NOTICES

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

If to City

Lucy Demirjian
Management Services Director
City of South Pasadena
Management Services Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7230
Facsimile: (626) 403-7211

If to Consultant

John Buckowski
Studio Spectrum, Inc.
1056 N. Lake Street
Burbank, CA 91502
Telephone: (818) 843-1610

With courtesy copy to:
Andrew Jared, Esq.
South Pasadena City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado, Suite 850
Pasadena, CA 91101
Los Angeles, CA 90071-3137
Telephone: (213) 542-5700
Facsimile: (213) 542-5710

15. SURVIVING COVENANTS

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

16. TERMINATION

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

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.

- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.
- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

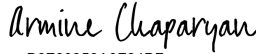
18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

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

“City”

City of South Pasadena

By: 

By: B6F60358A0F24D7...

Signature

Printed: Arminé Chaparyan

Title: City Manager

Date: 2/28/2022

“Consultant”

Studio Spectrum, Inc.

By: 

By: A674F94DA2AB4DB...

Signature

Printed: John Buckowski

Title: President

Date: 2/17/2022


Attest:

By: 

By: 8C28A8A8EFB14A7...
Christina Muñoz, Deputy City Clerk

Date: 2/28/2022

Approved as to form:

By: 

By: 0E90AF29902B451...
Andrew Jared, City Attorney

Date: 2/17/2022

EXHIBIT A

SCOPE OF WORK

Cablecast Operations

The contractor must effectively operate, or be trained to effectively operate, City-owned equipment located in the cablecast operations room.

1. Operate cablecast of, and video record, City Council and Planning Commission regular meetings, gavel-to-gavel, including no more than 60 minutes of pre-production programming.
2. Operate cablecast of, and video record, City Council and Planning Commission special meetings, gavel-to-gavel, including no more than 60 minutes pre-production programming, at the City's discretion.
3. Operate cablecast of, and video record, of events and special programming as requested by City staff.
4. Perform pre-meeting tune-up and testing of the audio and video broadcasting systems.
5. Perform necessary editing, including content assembly and character generation.
6. Monitor, integrate, and manage audio/visual presentations.
7. Analyze and troubleshoot system problems that may arise during a broadcast.

Video Web Streaming and Archiving

The contractor must provide all necessary hardware and software components that will provide encoding, streaming, and archiving functionality to allow public users access to live and archived videos. In addition, the contractor must provide the following required features:

1. Hosted capacity for storage of at least six months of archived videos.
2. Hosted streaming capabilities to support a minimum of 100 concurrent users (and a demonstrable method of growth).
3. Indexing and archiving of videos requiring minimal or no engagement by City staff.
4. User-side software that integrates completely with Microsoft Internet Explorer.
5. Service must support cross-platform devices (Android/iOS devices).
6. The quality for web streamed video and archived video should be capable of near-HD quality.

EXHIBIT B
APPROVED FEE SCHEDULE

Description of Services	Estimated No. of Hrs. Per Year	Retroactive to July 1, 2021	Approval of Contract through June 30, 2024*	Annual Estimate
Cablecast of regular and special City Council and Planning Commission meetings. (includes offsite Special Events: Single camera crew, including production equipment and post production editing.)	200	\$150/hr	\$165	\$33,000
System upgrades and regular maintenance of equipment	52	\$150/hr	\$165	\$8,580

Description of Services	Estimated meetings	Price Per Video		Annual Estimate
		Retroactive to July 1, 2021	Approval of Contract through June 30, 2024*	
Video Web Streaming and Archiving of City Council meetings (with indexing).	24	\$375	\$395	\$9,480
Video Web Streaming and Archiving of Planning Commission meetings (no indexing).	12	\$225	\$235	\$2,420

*Option to extend for 2 years through June 30, 2026.

ATTACHMENT 2

1st Amendment to the Professional Services
Agreement for Consultant Services with
Studio Spectrum, Inc.

**FIRST AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT FOR CONSULTING SERVICES**

THIS AMENDMENT (“Amendment”) is made on this 7th day of June, 2023, by and between the CITY OF SOUTH PASADENA (“CITY”) and STUDIO SPECTRUM, INC. (“CONSULTANT”).

RECITALS

WHEREAS, on February 16, 2022, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES (“Agreement”) for CONSULTANT to provide video production, web streaming and archiving services for the City; and

WHEREAS, the original Agreement was in the amount of \$53,880 for fiscal year 2021-22, for the Scope of Services; and,

WHEREAS, the original “Agreement Administrator” for this project was Lucy Demirjian, Management Services Director; and,

WHEREAS, the City desires to execute the First Amendment to revise the maximum amount not to exceed \$86,000 per fiscal year over the term of the contract; and,

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

1. That Section 3.2 “Agreement Administrator” of the Agreement is hereby amended to read as follows:

“Agreement Administrator”: The Agreement Administrator for this project is **Luis Frausto, Management Services 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.”

2. 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 Eighty Six Thousand Dollars (\$86,000) annually.

3. That Section 3.7 “Annual” is hereby added to read as follows:

“Annual”: The term shall “annual” shall be defined as a fiscal year beginning July 1 to June 30 of any given year.

4. That Section 14 “Notices” is hereby amended to read as follows:

“If to City

Luis Frausto
Management Services Director
City of South Pasadena
Management Services Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7230
Facsimile: (626) 403-7211”

5. 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

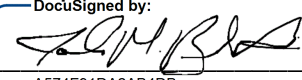
By: _____
Signature

Printed: Arminé Chaparyan

Title: City Manager

Date: _____

“Consultant”
Studio Spectrum, Inc.

DocuSigned by:
By: 
Signature
A574F91DA2AB4DB...

Printed: John Buckowski

Title: President

Date: 6/1/2023

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. 11

DATE: June 7, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Luis Frausto, Management Services Director
Mark Perez, Deputy City Clerk

SUBJECT: **Second Reading and Adoption of an Ordinance Amending Chapter 2 (Administration), Article II (Officers and Employees Generally) of the South Pasadena Municipal Code Adding Section 2.12 (Electronic Submission of Disclosure Statements)**

Recommendation

It is recommended that the City Council:

1. Direct the City Clerk's Division to provide proper notice of the adoption of the ordinance; and
2. Adopt the following ordinance:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE II (OFFICERS AND EMPLOYEES GENERALLY) OF THE SOUTH PASADENA MUNICIPAL CODE ADDING SECTION 2.12 (ELECTRONIC SUBMISSION OF DISCLOSURE STATEMENTS)

Executive Summary

Staff is requesting that the City Council adopt an ordinance that would mandate the electronic filing of required campaign filings. This would allow for staff to implement a campaign filing component to the City's established Netfile system, while also promoting public transparency and accessibility to City records.

Background

The Political Reform Act recognizes campaigns that spend or raise more than \$2,000 as "Controlled Committees." Under the Act, these committees are obligated to file detailed campaign finance statements, also known as Fair Political Practices Commission (FPPC) Form 460s. The City Clerk is the local filing officer for the City of South Pasadena, and is responsible for receiving, reviewing, and storing campaign disclosure information, as well as making it accessible to the public.

Second Reading and Adoption of E-File Disclosure Statements

June 7, 2023

Page 2 of 3

On April 22, 2016, the City Clerk's Office acquired NetFile and currently accepts Form 700s through the system. Netfile is an electronic/paperless filing system that accommodates online filing of several types of FPPC forms, including Forms 460, 470, 496, 497, and 700, and meets the requirements of the Secretary of State. NetFile is also compliant with AB 2151, providing more transparency to the public, and offering an easier way for all filers to complete their required filings.

Effective January 1, 2021, Assembly Bill (AB) 2151 requires cities to post any campaign statement, report, or other document required by the Political Reform Act to its city website within 72 hours of its filing. The City Clerk's office currently accepts paper filings of such documents.

The Ordinance was introduced at the City Council meeting held on May 17, 2023, for the first reading and was read by title only.

Analysis

Government Code section 84615 allows local government agencies to require an elected and appointed official, candidate, or committee to file FPPC campaign statements, reports, or other documents online or electronically with a local filing officer.

In order for the City of South Pasadena to accept electronically filed campaign statements, the City Council must adopt an ordinance (Attachment 1) approving the use of an online or electronic filing system for campaign filings, which shall include the legislative finding that the online or electronic system will operate securely and effectively and will not unduly burden filers.

In terms of security, the NetFile system is a web-based, vendor-hosted application that utilizes "industry best practices" for securing data, using the same data encryption for online filings that is used by banks for online banking. NetFile stores and backs up data at three separate locations, creating the essential safety measures and redundancy that allows for recovery of information in the event of an emergency or disaster.

Implementation of the Campaign filing component of the NetFile system will promote transparency and provide convenience for committees, individuals, and the public. It provides 24-hour filing and viewing accessibility of campaign finance information from any computer, anywhere. In certain instances, the NetFile system will also increase the accuracy of filed campaign statements by prohibiting any filings that may have inadvertently omitted information required under the Political Reform Act.

To ensure a smooth transition, NetFile and the City Clerk will offer extensive training to all filers.

Statement of Economic Interests (Form 700)

The Form 700 component of NetFile does not require an ordinance and has been in use by the City since 2016. However, with the transition to electronic filing of campaign disclosure statements, staff recommends all future reports and other documents filed on behalf of Statement of Economic Interest filers be filed electronically. The City Clerk is responsible for the annual filing of Form 700s by 87200 Filers (City Council, Planning Commission, City Manager, City Treasurer, and City Attorney) and designated City staff, boards, commissions, and consultants. Form 700s occasionally need amendments or are submitted incomplete or without appropriate schedules attached. The Form 700 electronic filing system incorporates an initial review process that alerts the filer of errors at the time they enter their information, thereby minimizing the need for the City Clerk to request amendments. There are currently 215 cities and 50 counties in California using electronic filing systems for Form 700 filings.

Key Performance Indicators and Strategic Plan

This item is in line with the Management Services Department's Key Performance Indicator to provide quick access of information and accountability ensuring public transparency.

Public Notification

Per Government Code Section 36933 (a) ordinances approved by the City Council be published at least once in a newspaper of general circulation published and circulated in the City.

A summary of the proposed ordinance was published in the South Pasadena Review on May 26, 2023. Government Code Section 36933 (c) (1) permits the City Council to publish a summary of proposed ordinances or proposed amendments to existing ordinances to publish summaries of ordinances instead of the full ordinance.

Fiscal Impact

The NetFile system cost is approximately \$4,700 per year. Funds have been appropriated in the Fiscal Year 2022-2023 City Clerk's Division budget and will be budgeted going forward, if approved. All costs have been paid for the current fiscal year.

Attachment: Draft Ordinance

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ATTACHMENT 1

Draft Ordinance

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**CITY OF SOUTH PASADENA
ORDINANCE NO. _____**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE II (OFFICERS AND EMPLOYEES GENERALLY) OF THE SOUTH PASADENA MUNICIPAL CODE ADDING SECTION 2.12 (ELECTRONIC SUBMISSION OF DISCLOSURE STATEMENTS)

WHEREAS, Government Code Section 84615 currently provides that a local agency may adopt an ordinance to require an elected officer, candidate, committee, or other person required to file statements, reports, or other documents required by Chapter 4 of the Political Reform Act (commencing with Section 84100 of the Government Code), except an elected officer, candidate, committee, or other person who receives contributions totaling less than \$2,000 and who makes independent expenditures totaling less than \$2,000 in a calendar year, to file those statements, reports, or other documents online or electronically with the local filing officer; and

WHEREAS, the City has entered into an agreement with NetFile, Inc., a vendor approved by the California Secretary of State, to provide an online electronic filing system ("System") for campaign disclosure statements and Statements of Economic Interest forms; and

WHEREAS, the System will operate securely and effectively and will not unduly burden filers. Specifically: (1) the System will ensure the integrity of the data and includes safeguards against efforts to tamper with, manipulate, alter, or subvert the data; (2) the System will only accept a filing in the standardized record format developed by the Secretary of State and compatible with the Secretary of State's system for receiving an online or electronic filing; and (3) the System will be available free of charge to filers and to the public for viewing filings; and

WHEREAS, the City of South Pasadena desires to amend the South Pasadena Municipal Code to add a new Section relating to electronic filing of Campaign Disclosure Statements and Statements of Economic Interests;

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

SECTION 1. Chapter 2 of the South Pasadena Municipal Code is hereby amended to add new Section 2.12 to read as follows:

2.12 Electronic Submission of Disclosure Statements

(a) Any elected officer, candidate, commission, committee, or other person required to file statements, reports, or other documents required by Government Code Chapter 4 – Political Reform Act (commencing with Section 84100) shall file those statements, reports, or other documents online or electronically with the City Clerk.

Elected officers, candidates, or committees required to file statements must file such Statements using the City Clerk's online system, unless exempt from the requirement to file online pursuant to Government Code Section 84615(a) because the officer, candidate, or committee receives less than \$2,000 in contributions and makes less than \$2,000 in expenditures in a calendar year. All other individuals required to file Statements of Economic Interest according to the City's adopted Code of Conflict of Interest must file electronically using the City Clerk's online system.

(b) Any person holding a position listed in Government Code Section 87200 or designated in the city's local conflict of interest code adopted pursuant to Government Code section 87300, shall file any required Statement of Economic Interest reports (Form 700) online or electronically with the City Clerk.

(c) In any instance in which an original statement, report or other document must be filed with the California Secretary of State and a copy of that statement, report or other document is required to be filed with the City Clerk, the filer may, but is not required to, file the copy electronically.

(d) The online filing system shall ensure the integrity of the data transmitted and shall include safeguards against efforts to tamper with, manipulate, alter, or subvert the data.

(e) The online filing system shall only accept a filing in the standardized record format that is developed by the California Secretary of State pursuant to Section 84602(a)(2) of the California Government Code and that is compatible with the Secretary of State's system for receiving an online or electronic filing.

(f) The online filing system shall include a procedure for filers to comply with the requirement that they sign statements and reports under penalty of perjury pursuant to Section 81004 of the Government Code.

(g) Any elected officer, candidate, or committee who has electronically filed a statement using the City Clerk's online system is not required to file a copy of that document in paper format with the City Clerk.

(h) The City Clerk shall issue an electronic confirmation that notifies the filer that the Statement was received, the notification shall include the date and the time that the Statement was received and the method by which the filer may view and print the data received by the City Clerk. The date of filing for a Statement filed online shall be the day that it is received by the City Clerk.

(i) If the City Clerk's system is not capable of accepting a Statement due to technical difficulties, an elected officer, candidate, or committee shall file that Statement in paper format with the City Clerk.

(j) The online filing system shall enable electronic filers to complete and submit filings free of charge.

(k) The City Clerk's system shall make all the data filed available on the City's webpage in an easily understood format that provides the greatest public access. The data shall be made available free of charge and as soon as possible after receipt. The data made available on the City's webpage shall not contain the street name and building number of the persons or entity representatives listed on the electronically filed forms or any bank account number required to be disclosed by the filer. The City Clerk's Division shall make a complete, unredacted copy of the statement, including any street names, building numbers, and bank account numbers disclosed by the filer, available to any person upon request.

(l) The City Clerk's Division shall maintain, for a period of at least 10 years commencing from the date filed, a secured, official version of each online or electronic statement which shall serve as the official version of that record for purpose of audits and any other legal purpose.

SECTION 2. The City Council hereby declares that, should any provision, section, subsection, paragraph, sentence, clause, phrase, or word of this ordinance or any part thereof, be rendered or declared invalid or unconstitutional by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, such decision or action shall not affect the validity of the remaining section or portions of the ordinance or part thereof. The City Council hereby declares that it would have independently adopted the remaining provisions, sections, subsections, paragraphs, sentences, clauses, phrases, or words of this ordinance irrespective of the fact that any one or more provisions, sections, subsections, paragraphs, sentences, clauses, phrases, or words may be declared invalid or unconstitutional.

SECTION 3. This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

SECTION 4. That all the provisions of the South Pasadena Municipal Code as heretofore adopted by the City of South Pasadena that are in conflict with the provisions of this ordinance are hereby repealed.

PASSED, APPROVED AND ADOPTED on this 7^h day of June, 2023.

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

Mark Perez
Deputy City Clerk

Andrew L. Jared, City Attorney

I HEREBY CERTIFY that the Ordinance was duly approved and adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on this 7th day of June, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mark Perez
Deputy City Clerk



City Council Agenda Report

ITEM NO. 12

DATE: June 7, 2023
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: Sheila Pautsch, Community Services Director
SUBJECT: **Approval of a Facility Lease Agreement with i-Tennis for the Arroyo Seco Racquet Club**

Recommendation

It is recommended that the City Council approve the Facility Lease Agreement with i-Tennis for the Arroyo Seco Racquet Club (Racquet Club).

Executive Summary

This report is to approve the Facility Lease Agreement with i-Tennis for an initial 10-year term with i-Tennis making \$575,000 worth of improvements to the facility. Monthly rent shall be \$9,000 less rent credits for improvements made within the first five years, with an estimated revenue of \$252,500. For years 6-10, the estimated revenue is \$659,388 which includes an adjustment in Consumer Price Index (CPI). An extension option for years 11-15 upon City's option, with an approximate \$764,292 in revenue for such period.

Background

The City of South Pasadena (City) entered into a Lease Agreement with i-Tennis for the Racquet Club in January 2012. The initial term was for 10 years from January 1, 2012, ending December 31, 2021. The first five years of the agreement had \$224,250 in Lessee Facility Improvements (LFI) to the facility in exchange for rent credits for a monthly rent of \$3,265. With all LFI completed, years six through ten, the rent increased to \$7,000 a month. Currently, the lease is in year eleven, with rent increased by the CPI, bringing the monthly total rent to \$8,355.

On September 14, 2021, a written Notice to Cure Material Breach of Agreement was sent to John Letts (Letts), President of i-Tennis. At that time, after facility inspection, there were issues that required immediate attention to ensure i-Tennis was not in default of the Agreement. The defaults in question included maintenance and repair issues throughout the facility, such as repairing building siding due to water and termite damage, repairing a wall in the men's locker room shower area, replacing rotting wood beams in the patio area, and repairs to tripping hazards and uneven walkways.

On December 20, 2021, a Notice of Termination of the lease was sent to John Letts, President of i-Tennis. This was a one-year notice effective January 1, 2022, and the termination was in effect through December 31, 2022.

Since the Notice to Cure was sent, i-Tennis has made corrections and improvements to the facility. The City has been negotiating with Letts for new lease terms. The second and third amendments to the Lease Agreement were approved on December 21, 2022, and March 15, 2023, respectively which allows the agreement to continue on a month-to-month basis through June 30, 2023.

Analysis

The new Lease Agreement is a ten-year initial term with a fir-year extension option, for a total of a fifteen-year agreement.

Lease Year of Term
<u>Term 1</u>
(a) Lease Years 1-5 (Commencement Date of July 1, 2023)
(b) Lease Years 6-10 (Commencement Date of July 1, 2028- June 30, 2033)
<u>Term 2</u>
(a) Lease Years 11-15 (Commencement Date July 1, 2033 – June 30, 2038)

There will be a total of \$575,000 in LFI to the facility in exchange for rent credits valued at 50% of the LFI within the first five years.

Lessee Facility Improvements	Cost	Timeline
Renovation of Locker Rooms	\$125,000	September 2024
Repairs to Courts 3 and 4	\$200,000	September 2026
Creation of a Café	\$250,000	June 2027
Total LFI	\$575,000	

Key Performance Indicators and Strategic Plan

This item is in line with the Community Services Department Key Performance Indicators identified in the Fiscal Year 2022-2023 Budget to review contract management of lease agreement with Recreation Leased Facilities Ad Hoc Committee and the Adopted 2021-2026 Strategic Plan Section 2d. Redevelopment of Recreational Facilities.

Fiscal Impact

This project will bring an estimated \$252,000 in revenue to Account No. 101-0000-0000-4825, and \$575,000 in LFI to the Racquet Club within the first five years of the agreement. The estimated revenue from years 6-10 is approximately \$659,388 and approximately \$764,292 from years 11-15. Total revenue over the course of the lease agreement is approximately \$1,676,180.

Approval of a Facility Lease Agreement with I-Tennis

May 3, 2023

Page 3 of 3

Lease Term

- \$9,000 a month in rent
- Rent Credits valued at 50% of the LFI (\$575,000) which is \$287,500

Year 1-5	\$9,000 X 60 months	\$540,000 (base rent)
	\$540,000 (base rent) less \$287,500 (rent credit)	\$252,500 (total rent years 1-5)
	\$252,500 (total rent) @ 60 months	\$4,208 monthly rent
	Total Rent Year 1-5	Approximate \$252,500

Years 6-10

- Current rent (\$9,000) plus the CPI from years 1-5 with a minimum of 3% CPI a year (equivalent to 15% cumulative years 1-5). The rent will resume annually with the CPI adjustment with a minimum of 3% CPI for an approximate total of \$650,000.

Year 6	\$9,000 X 15% = \$10,350 monthly rent	\$10,350 @ 12 months = \$124,200
Year 7	\$10,350 @ 3% = \$10,660	\$10,666 @ 12 months = \$127,920
Year 8	\$10,660 @ 3% = \$10,980	\$10,980 @ 12 months = \$131,760
Year 9	\$10,980 @ 3% = \$11,310	\$11,310 @ 12 months = \$135,720
Year 10	\$11,310 @ 3% = \$11,649	\$11,649 @ 12 months = \$139,788
	Total Rent Year 6-10	Approximate \$659,388

Years 11-15

- Resume from year 10 and continue with the CPI adjustment with a minimum of 3% CPI

Year 11	\$11,649 @ 3% = \$11,998	\$11,998 @ 12 months = \$143,976
Year 12	\$11,998 @ 3% = \$12,357	\$12,357 @ 12 months = \$148,284
Year 13	\$12,357 @ 3% = \$12,727	\$12,727 @ 12 months = \$152,724
Year 14	\$12,727 @ 3% = \$13,108	\$13,108 @ 12 months = \$157,296
Year 15	\$13,108 @ 3% = \$13,501	\$13,501 @ 12 months = \$162,012
	Total Rent Year 11-15	Approximate \$764,292

Commission Review and Recommendation

The Recreation Lease Facilities Ad Hoc Committee reviewed this matter and recommended that the City Council proceed with a new agreement with i-Tennis.

Attachment: Facility Lease Agreement with i-Tennis, Inc. – *Materials Available Monday, June 5, 2023*

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ATTACHMENT

Facility Lease Agreement with i-Tennis, Inc.

Materials Available Monday, June 5, 2023

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City Council Agenda Report

ITEM NO. 13

DATE: June 7, 2023

FROM: Arminé Chaparyan, City Manager *AC*

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

SUBJECT: **Authorize Payment for Traffic Signal and Streetlight Maintenance Services with Yunex, LLC for Past and Present Invoices from July 2022 through May 2023 in the Amount of \$125,000, and Authorize an Interim Maintenance Agreement with Yunex, LLC for a Total Not-to-Exceed Amount of \$75,000 through September 2023**

Recommendation

It is recommended that the City Council:

1. Authorize payment to Yunex, LLC (Yunex) for past and present invoices from July 2022 through May 31, 2023 in the amount of \$125,000; and
2. Authorize the City Manager to execute a contract for interim City traffic signal and streetlight repairs and maintenance with Yunex through September 2023, in an amount not to exceed \$75,000.

Executive Summary

Maintenance services related to the City's traffic signal, streetlight, and related transportation & lighting systems are currently provided by Yunex, LLC. This item resolves past and present invoices with Yunex and authorizes an interim maintenance agreement with Yunex until the City can complete the procurement process to award a new contract.

Background

The City of South Pasadena owns and operates 33 traffic signals and approximately 800 streetlights that require periodic inspection and maintenance. In 1987, the City entered into an agreement with Signal Maintenance, Inc. to routinely inspect and maintain traffic signals. Based on City staff research, since 1987, Signal Maintenance, Inc. has undergone business entity and name changes several times, including operating under Republic Electric, Republic Intelligent Transportation Systems, Siemens Industry, Inc., Siemens Mobility, Inc., and most recently Yunex Traffic (Yunex, LLC), which is a Siemens Business. The City has been utilizing Yunex's services 'month-to-month' since at least 2012, and had paid invoices to the company through 2020 on this basis. In June 2022, the City Council authorized the payment of \$200,000 in past invoices from January 2021

through June 30, 2022, and authorized the City Manager to execute a contract for interim City traffic signal and streetlight repairs and maintenance with Yunex, in an amount not to exceed \$40,000. However, the interim contract could not be executed, as Yunex and the City did not come to a consensus on the terms and conditions of the City's standard maintenance agreement. After months of correspondence between the two parties, Yunex and the City are now prepared to execute the attached interim maintenance agreement, which utilizes the City's standard maintenance agreement terms and conditions. City staff recommend the City Council approve payments to Yunex for services incurred since July 2022, and authorize the City Manager to execute an interim agreement with Yunex to provide services through September 2023.

Analysis

The City is in the process of requesting proposals from qualified contractors specializing in traffic signal and streetlight inspection, maintenance, and repair. In the interim, the City proposes to execute an agreement with Yunex to address routine and emergency traffic signal and streetlight services. This contract for \$75,000 would provide interim traffic signal and streetlight services from June 2023 through September 2023, while the City conducts procurement for a new traffic signal and streetlight services contract. The proposed contract includes provisions for Yunex to supply personnel, equipment, and other materials used in completing traffic signal and streetlight work.

Fiscal Impact

Adequate funding for payment of \$125,000 in invoices from July 2022 through May 2023 is available in FY 2022-2023 215-6010-6115-8180-000 Traffic Signals Contract Services.

Adequate funding for FY 2023-2024 traffic signal and streetlight services is available in the City's Traffic Signal Contract Services Account No. 215-6010-6115-8180 and Street Lighting Special Department Expenses Account No. 215-6010-6201-8020, within the proposed FY 2023-2024 annual budget.

Key Performance Indicators (KPIs) and Strategic Plan

This item is related to routine maintenance of the City's traffic signal, streetlight, and related transportation & lighting systems, and is not associated with a Key Performance Indicator.

Attachment

Maintenance Agreement for Contractor Services with Yunex, LLC

ATTACHMENT
Proposed Maintenance Agreement with
Yunex, LLC

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MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages

(City of South Pasadena / Yunex, LLC)

1. IDENTIFICATION

This MAINTENANCE AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and **Yunex, LLC, a traffic systems maintenance contractor** (“Contractor”).

2. RECITALS

- 2.1. City has determined that it requires the following recurring maintenance services from a contractor: **Traffic Signal and Streetlight Inspection, Maintenance, and Repair.**
- 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 **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 **H. Ted Gerber, Public Works Director**. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to 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 **Seventy-Five Thousand Dollars (\$75,000.00)**.

3.4. “Commencement Date”: **June 7, 2023.**

3.5. “Termination Date”: **September 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 15 (“Termination”) below.

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.
- 5.2. **Coordination with City.** In performing services under this Agreement, Contractor shall coordinate all contact with City through its Agreement Administrator.
- 5.3. **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.
- 5.4. **Business License.** Contractor shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.5. **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.).
- 5.6. **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. **Joshua Ferras, Project Manager** 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.

- 5.7. 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.
- 5.8. 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.
- 5.9. 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.
- 5.10. 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: **Traffic Signal and Streetlight Inspection, Maintenance, and Repair.**
- 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: Risk Management, 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:

H. Ted Gerber
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:

Joshua Ferras
Yunex, LLC
1026 E. Lacy Avenue
Anaheim, CA 92805
Telephone: (951) 784-6600
Facsimile: (714) 284-1150

With courtesy copy to:

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

15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.10 (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 five calendar days' written notice to Contractor. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

- 16.2. Contractor Termination.** Contractor may terminate this Agreement for a material breach of this Agreement upon 30 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 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

“Contractor”
Yunex, LLC

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: Joshua Ferras

Title: _____

Title: Project Manager

Date: _____

Date: 05/17/2023

By: _____
Signature

Printed: Michael Hutchens

Title: Western Operations Manager

Date: 05/17/2023

Attest:

By: _____

Mark Perez, Deputy City Clerk

Date: _____

Approved as to form:

By: _____

Andrew L. Jared, City Attorney

Date: _____

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: 05/17/2023

Signature

Joshua Ferras

Printed Name

Project Manager

Title

Exhibit A

- Furnish all tools, equipment, apparatus, facilities, labor, service and materials, and perform all work necessary to maintain traffic signal and related facilities.
- Inspect, clean, and/or adjust each traffic signal control unit once per month. Maintain a record in each controller cabinet including date and time, work performed, and any other relevant information or settings.
- Repair traffic signal systems when signal failure or malfunction occurs.
- Perform preventative maintenance to avoid signal failure or malfunction.
- Replace all traffic signal lamps when reaching 80% of useful life, but not more than a 12-month frequency, using standard traffic signal lamps compatible with traffic signal systems.
- Furnish spare control units or other equipment as needed. Controller units shall not be replaced, except temporarily for repair, without prior approval of the City.
- Clean, polish, and inspect all lenses and reflectors, at the time traffic signals are re-lamped.
- When servicing traffic signal systems, replace or change broken, deteriorated, or deteriorated parts as necessary.
- Provide 24-hour / 7 day-per week emergency on-call services, including holidays, to respond to emergency calls in a time not-to-exceed (2) hours from being notified of required repair.
- Provide traffic control/lane closures that conform to the California Manual of Uniform Traffic Control Devices (CAMUTCD), latest version.
- Inspect, maintain, and/or repair other equipment and appurtenances such as safety lighting, street name signs, street lighting, pedestrian signals, flashing beacon and detector devices, fiber-optic communication systems, and streetlights as requested by the City.

List of Traffic Signals Maintained by City of South Pasadena

- | | |
|--|---|
| • Fair Oaks Ave. / Bank St. | • Fremont Ave. / Bank St. |
| • Fair Oaks Ave. / Raymond Hill Rd. / Columbia St. | • Fremont Ave. / Monterey Rd. |
| • Fair Oaks Ave. / Hope St. | • Fremont Ave. / El Centro St. |
| • Fair Oaks Ave. / Mission St. | • Fremont Ave. / Mission St. |
| • Fair Oaks Ave. / El Centro St. | • Fremont Ave. / Grevelia St. (Gold Line Crossing) |
| • Fair Oaks Ave. / Oxley St. | • Mission St. / Garfield Ave. |
| • Fair Oaks Ave. / Monterey Rd. | • Mission St. / Orange Grove Ave. |
| • Fair Oaks Ave. / Rollin St. | • Mission St. / Meridian Ave. (Gold Line Crossing) |
| • Fair Oaks Ave. / Oak St. | • Mission St. / Grand Ave. |
| • Fair Oaks Ave. / Huntington Dr. | • Monterey Rd. / Via Del Rey |
| • Fair Oaks Ave. / State St. | • Monterey Rd. / Orange Grove Ave. |
| • Huntington Dr. / Fremont Ave. | • Monterey Rd. / Diamond Ave. |
| • Huntington Dr. / Marengo Ave. | • Monterey Rd. / Meridian Ave. |
| • Huntington Dr. / Fletcher Ave. | • Monterey Rd. / Indiana Ave. |
| • Fremont Ave. / Maple St. | • Monterey Rd. / Pasadena Ave. (Gold Line Crossing) |
| • Fremont Ave. / Oak St. | • Pasadena Ave. / Arroyo Verde Rd. |
| • Fremont Ave. / Rollin St. | |

Exhibit B

Yunex, LLC Traffic Signal Maintenance Services Rates

1. Labor

Item #	Item Description	Unit	Quantity	Hourly Rate	Overtime Rate	Premium
1.1	Foreman	HR	1	\$150.00	\$175.00	\$210.00
1.2	Traffic Signal Electrician	HR	1	\$135.00	\$160.00	\$205.00
1.3	Traffic Signal IMSA Certified Technician	HR	1	\$135.00	\$160.00	\$205.00
1.4	Laborer	HR	1	\$115.00	\$150.00	\$200.00
1.5	Engineering Technician	HR	1	\$160.00	\$195.00	\$230.00

2. Equipment

Item #	Item Description	Unit	Quantity	Unit Price
2.1	Pickup Truck	HR	1	\$30.00
2.2	Bucket Truck	HR	1	\$40.00
2.3	Service Truck w/ generator and tools	HR	1	\$50.00
2.4	Crane	HR	1	\$65.00
2.5	Saw Truck w/ saw	HR	1	\$50.00
2.6	Arrow board	HR	1	\$10.00
2.7	Compressor	HR	1	\$10.00

3. Materials

Item #	Item Description	Unit	Quantity	Total Price
3.1	Material plus mark-up	LS	1	Material cost plus 15% mark-up

4. Maintenance

Item #	Item Description	Unit	Quantity	Unit Price
4.1	Intersection per month	EA	32	\$75.00
4.2	Lighted Crosswalk	EA	1	\$40.00

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City Council Agenda Report

ITEM NO. 14

DATE: June 7, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: H. Ted Gerber, Public Works Director
Mark Jimenez, Management Analyst

SUBJECT: **Adoption of a Resolution to Enter into a Cooperative Implementation Agreement (CIA) with California Department of Transportation (Caltrans) to Receive State Funds in an Amount Not-To-Exceed \$3,114,686 for the Lower Arroyo Park Stormwater Infiltration Basin Facility #2 Project**

Recommendation

It is recommended that the City Council:

1. Adopt a Resolution authorizing the funding application, acceptance, and execution for the City of South Pasadena Lower Arroyo Park Stormwater Infiltration Basin Facility #2 Project; and
2. Authorize the City Manager, or her designee to conduct all negotiations, and to execute and submit all documents including, but not limited to, agreements, amendments, payment requests and so forth which may be necessary for the completion of the agreement with Caltrans to provide funding to the Project and/or may be required by California Department of Transportation (Caltrans) ; and
3. Authorize City Manager to execute the Cooperative Implementation Agreement (CIA) with Caltrans, subject to approval by the City Attorney, and submit any required documents, invoices, and reports required to obtain related funding.

Executive Summary

The Caltrans National Pollutant Discharge Elimination System (NPDES) permit allows and encourages Caltrans to partner with municipalities by providing funding for stormwater quality treatment facilities that address stormwater runoff from Caltrans operated highways and roads, and comply with the Clean Water Act requirements. This approach promotes effective stormwater management, encourages Caltrans to work with municipalities to implement innovative treatment facilities that reduce pollutants, improve water quality, and protect the environment. South Pasadena has been selected to receive such funding, and consequently both agencies will receive compliance credit to meet permit requirements. In 2022 City staff submitted the Facility #2 Project to the Los Angeles County Safe Clean Water Program (SCWP, Measure W) for funding consideration, however, the project was rejected due to a lack of matching funding sources. City staff

are planning to resubmit the Facility #2 Project for the 2023 funding cycle, and with approval of this item, will be able to demonstrate a 40% funding match from Caltrans. The commitment of \$3,114,686 in supplementary funding from Caltrans will provide a significant advantage to the City of South Pasadena in its request for the remaining \$4,672,027 from the SCWP. Caltrans requires all projects selected to be funded enter into a CIA, for which a template is provided in Attachment 2. Adoption of the Resolution (Attachment 1) provides the City Manager authority to execute the CIA on behalf of the City.

Background

The Los Angeles Water Board regulates discharges from medium and large municipal separate storm sewer systems (MS4s) through the Regional Phase I MS4 Permit. This permit is issued under the Clean Water Act NPDES Program. MS4 refers to a system of pipes, ditches, or other conveyances owned or operated by a municipality that collects stormwater runoff and discharges into nearby bodies of water. The Regional MS4 Permit Order No. R4-2021-0105 for Los Angeles County outlines an innovative approach to achieving Permit compliance by developing Watershed Management Programs (WMPs). As a note, under the former MS4 Permit Order No. R4-2012-0175, there was a distinction between WMPs and Enhanced WMPs (EWMPs). The Upper Los Angeles River (ULAR) EWMP Group, consisting of 17 cities including Los Angeles as the lead coordinating agency, the County of Los Angeles, and the Los Angeles County Flood Control District, collaboratively developed an EWMP for the Upper Los Angeles River Watershed Management Area. By electing to comply with the optional pathway in the MS4 Permit, the ULAR EWMP Group has created a comprehensive approach to stormwater management for the Los Angeles River watershed.

Covering the largest planning area of all the EWMPs being developed in the LA region, the ULAR EWMP encompasses 485 square miles of watershed and over 50 miles of the mainstream LA River. The EWMP leverages previous water quality planning and compliance efforts while also identifying additional projects to address water quality issues in the Upper LA River. The goal of the EWMP is to use a multi-pollutant approach that maximizes the retention and use of urban runoff as a resource for groundwater recharge and irrigation, while also delivering additional benefits for the communities in the ULAR watershed. The EWMP offers a toolbox of distributed and regional watershed control measures to address applicable stormwater quality regulations. This comprehensive approach to controlling pollutants in stormwater is a significant challenge, and the ULAR EWMP Group has been working on improving stormwater quality for many years by implementing numerous stormwater capture projects across the watershed. The EWMP lays the path forward for implementing additional water quality improvement projects to meet compliance timelines established by state and federal regulations, such as the Total Maximum Daily Load (TMDL) for metals and bacteria in the Los Angeles River watershed.

Several Arroyo Seco Projects were developed to achieve compliance with the EWMP by capturing and/or treating stormwater runoff and dry weather flows. These included five

facilities, numbered one (1) through five (5). The Facility #1 Project has been funded for design and construction through a State Proposition 68 grant and LA County Measure W Regional Infrastructure Program funding, and is currently in the design phase. The Lower Arroyo Park Stormwater Infiltration Basin Facility #2 is the second of these five projects, and seeks to enhance water supply by creating opportunities for groundwater recharge through infiltration. It aims to provide additional community benefits by improving park space and promoting drought-tolerant, native landscaping. To achieve these goals, the project will involve the installation of an innovative underground infiltration system that will capture and treat stormwater runoff and dry weather flows along the Arroyo Seco. The result will be a significant reduction in the amount of untreated water that enters local waterways, improving water quality and protecting the natural environment. The project will also include enhancements to the park and golf course, such as upgrades to the soccer fields and new walking paths. Informative signage will be added to help visitors understand the importance of sustainable water management practices, and the use of drought-tolerant, native landscaping will provide a beautiful and sustainable backdrop for the park.

The Arroyo Seco Projects encompass a collection of five capital improvements spanning the Arroyo Seco region in South Pasadena (see below image). The five projects, including the Lower Arroyo Park Stormwater Infiltration Basin Facility #2 Project are



(1) Constructed Wetlands, (2) Infiltration Basin and Park Improvements, (3) Golf Course Constructed Wetlands, (4) Driving Range Infiltration Basin, & (5) Nature Park Wetland

identified in the City's One Water 2050 Plan, which is the water, sewer, and stormwater 30-year master planning document developed by the City. Project 1 is a collaborative effort between the City of South Pasadena (South Pasadena) and the City of Pasadena (Pasadena) aimed to redirect the wet and dry weather drainage of the Pasadena and South Pasadena areas located north of Arroyo Park and San Pascual Stables to a purpose-built wetland. This project is also referred to as the Arroyo Seco Reuse Water Project. By harnessing the captured water for park irrigation, this initiative not only showcases the power of sustainable design but also reduces water waste in a region that is often drought-prone. South Pasadena

and Pasadena received a combined multijurisdictional grant funding known as Urban Counties Per Capita Grant Program of \$3.5 Million from the State of California, Department of Parks and Recreation for the Arroyo Seco Water Reuse project, as well as an award of \$4.8 Million from the SCWP for regional infrastructure projects. Both cities entered into a Memorandum of Understanding and collaborated on a joint application to

construct the man-made wetlands and related infrastructure to divert a portion of runoff from the Arroyo Seco for passive treatment, storage, and reuse. The total funding of \$8.3 Million was awarded for the multijurisdictional effort, covering both pre-construction and construction costs. South Pasadena hosted a Community Open House on April 27th, to share conceptual images of the project and provide information on the latest developments. The project has completed 90% of the design work, and is expected to be under construction in 2024.

Project 2 will redirect the wet and dry weather drainage of a 166-acre watershed in the Pasadena and South Pasadena regions located north of the Arroyo Seco Parkway State Route 110 to an innovative underground detention basin. This infiltration basin will capture the excess water and repurpose it for irrigation in the park, thereby curbing water wastage and mitigating the effects of drought. It also aims to enhance the area's recreational spaces, with the existing baseball and soccer field slated for a revamp. In keeping with the project's commitment to sustainability, native trees and vegetation will line the perimeter of the undertaking. This approach fosters a thriving ecosystem, providing habitat for local wildlife while also improving the surrounding air quality. The below images provide a detailed close-up of the precise location of the Facility #2 Project.



Aerial View and Diagram of the South Arroyo Field & Proposed Location of Facility 2 Project

Facility #3, #4, and #5 Projects are not included in this CIA with Caltrans. City staff will continue to pursue additional funding opportunities to finance and develop these projects in the future.

Analysis

In late 2022, staff approached Caltrans to discuss a financial partnership in the Facility #2 Project, as Caltrans is also subject to stormwater compliance requirements, and owns property within the watershed of the Facility #2 Project. The Caltrans NPDES permit allows and encourages Caltrans to partner with municipalities by providing funding for

stormwater quality treatment facilities that address stormwater runoff from Caltrans operated highways and roads, and comply with the Clean Water Act requirements.

In 2022, staff submitted a funding application to the SCWP for regional infrastructure projects to fund planning, design, and construction of Facilities #2, #3, #4, and #5 (as described in this staff report), requesting approximately \$34 Million. The application received a passing score to move onto funding consideration by the ULAR Watershed Area Steering Committee (WASC), however, like many other agencies' competitive applications, was not selected for funding. City staff are planning to resubmit the Facility #2 Project for the 2023 funding cycle, and with approval of this item, will be able to demonstrate a 40% funding match from Caltrans. The commitment of \$3,114,686 in supplementary funding from Caltrans will provide a significant advantage to the City of South Pasadena in its request for the remaining \$4,672,027 from the SCWP.

To receive these Caltrans grant funds, the City is required to enter into a CIA with Caltrans. Caltrans plans on providing State Highway Account (SHA) funding. The SHA is a dedicated fund established by the State of California to finance the construction, maintenance, and operation of the state highway system, which includes highways, bridges, and other transportation infrastructure. SHA funding is generated from various sources, including state and federal fuel taxes, vehicle registration fees, and other transportation-related revenues. These funds are allocated by Caltrans to support a wide range of activities related to the planning, design, construction, operation, and maintenance of California's state highway system. SHA funding is typically used for transportation projects that are prioritized based on state transportation goals and objectives, as well as regional and local transportation needs. These projects may include highway construction and expansion, bridge repairs and replacements, roadway maintenance, traffic management, safety improvements, and other transportation-related initiatives. Other cities (e.g., Culver City) have successfully utilized this type of funding for their stormwater compliance projects.

A template of the Cooperative Implementation Agreement is included in Attachment 1. Generally, the City will be responsible for the management, environmental review, engineering and geotechnical assessments, design, construction, maintenance, and operations of the Project. Costs are reimbursed to the City based on actual allowable costs after the effective date of the agreement, and the agreement defines the required invoicing and progress reporting procedure.

Both the City and Caltrans are working to finalize the specific costs listed in the agreement (see City/Agency and Caltrans inputs in Attachment 2) based on an evaluation of the stormwater pollutant load reductions and percent share of load reduction credits for Caltrans and South Pasadena or Pasadena (non-Caltrans) areas. Water from the Arroyo Seco Parkway State Route 110 – under the responsibility of Caltrans –contributes stormwater to the watershed being addressed through Project 2. The June 22, 2022 Caltrans NPDES permit allows Caltrans to fund beyond the Department's right of way and can seek pollutant waste load reduction TMDL compliance credit outside the

Department's right of way. This allows Caltrans to provide funding to the City's projects and in return, receive compliance credits from the City. Based on a standardized method of deriving high-level probable construction costs, the estimated total planning, design, and construction cost for the Facility #2 Project is \$7,786,713. The City is requesting that Caltrans contribute \$3,114,686 (40%) to the project, and can therefore seek 40% of the stormwater load reduction credit from that project, proportional to the funding.

Fiscal Impact

If the Project receives adequate funding, the estimated costs related to the planning, design, and construction of the Lower Arroyo Park Stormwater Infiltration Basin Facility #2 Project are \$7,786,713. Though the project is listed in the City's Capital Improvement Program, there is currently no City funding allocated to the project, and no funding is being requested at this time. However, the commitment of \$3,114,686 in supplementary funding from Caltrans will provide a significant advantage to the City of South Pasadena in its request for the remaining \$4,672,027 from the SCWP.

Key Performance Indicators and Strategic Plan

This item is in line with the Strategic Plan Goal #4 to Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs, specifically the implementation of the Integrated Water Resources Management Plan, also referred to as the One Water 2050 Plan, to address ongoing aging infrastructure challenges, operational and supply sources, financial strategies, and a drought proof the City. The Lower Arroyo Park Stormwater Infiltration Basin Facility #2 Project is included in the One Water 2050 Plan.

Environmental Analysis

Environmental impact assessments for the Lower Arroyo Park Stormwater Infiltration Basin Facility #2 Project are to be conducted by the City of South Pasadena if the project receives adequate funding to move forward. Approval of this CIA provides a significant advantage to the City to obtain necessary funding, however it does not fully fund the project. The Facility #2 Project will need further authorizations by City Council in order to be designed and constructed.

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.

Attachment

1. Resolution
2. Cooperative Implementation Agreement Template

ATTACHMENT 1
Resolution

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RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, TO ENTER INTO A COOPERATIVE IMPLEMENTATION AGREEMENT WITH CALTRANS TO RECEIVE GRANT FUNDS TO CONSTRUCT THE LOWER ARROYO PARK STORMWATER INFILTRATION BASIN FACILITY #2 PROJECT.

WHEREAS, The Arroyo Seco Channel is located in the Upper Los Angeles River (ULAR) Watershed Area, in the midwestern portion of Los Angeles County, and is subject to Total Maximum Daily Load (TMDL) limits addressed by the ULAR Enhanced Watershed Management Plan (EWMP) and approved by the Los Angeles Regional Water Quality Control Board (LARWQCB), State Water Quality Control Board (SWQCB) and U.S. Environmental Protection Agency. The EWMP was created to help Los Angeles County achieve compliance with the Municipal Separate Storm Sewer System (MS4) Permit; and

WHEREAS, The water quality of the Arroyo Seco Channel is impaired and exceeds the TMDL limits for dry and wet weather bacteria, metals (including zinc and copper), and trash. Downstream of the Project site, the Los Angeles River also shares the same impairments and TMDLs as the Arroyo Seco Channel, while the harbor at the Los Angeles River estuary is impaired by toxic chemicals; and

WHEREAS, the Lower Arroyo Park Stormwater Infiltration Basin Facility #2 Project is a proposed underground infiltration installation that would be located in the southern portion of South Pasadena's Arroyo Park. As the Project would divert water from and discharge into the Arroyo Seco Channel, the objectives of the treatment facilities will be to improve water quality and assist in meeting the ULAR EWMP watershed's TMDL goals; and

WHEREAS, the City's Facility #2 Project will address stormwater quality through the diversion of stormwater runoff from a 166-acre watershed in South Pasadena and Pasadena that currently flows to the Arroyo Seco Channel and continues to the Upper Los Angeles River; and

WHEREAS, the State of California Department of Transportation (Caltrans) owns property that is in this watershed and stormwater from it will flow into the Facility #2 Project; and

WHEREAS, pursuant to California Streets and Highways Code Sections 114 and 130, Caltrans may enter into a Cooperative Implementation Agreement with cities for improvements to the State Highway System as a watershed stakeholder within a city's jurisdiction; and

Resolution No. _____

WHEREAS, Caltrans has agreed to contribute an amount not to exceed \$3,114,685 to the City to construct the Facility #2 Project, which are estimated at \$7,786,713, within the regional area under the jurisdiction of the City to comply with the Total Maximum Daly Load (TMDL).

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

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

SECTION 2. That the City Council agrees to enter into a Cooperative Implementation Agreement with Caltrans to receive grant funds from Caltrans to construct the Lower Arroyo Park Stormwater Infiltration Basin Facility #2 Project, subject to approval by the City Attorney.

SECTION 3. The City Manager, or designee, is authorized to conduct all negotiations, and to execute and submit all documents including, but not limited to, agreements, amendments, payment requests and so forth which may be necessary for or may be required by Caltrans.

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 7th day of June, 2023.

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

Mark Perez, Deputy City Clerk

Andrew L. Jared, City Attorney

ATTACHMENT 2
Cooperative Implementation Agreement Template

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COOPERATIVE IMPLEMENTATION AGREEMENT

THIS AGREEMENT, ENTERED INTO EFFECTIVE ON [Month, Day, Year], (the EFFECTIVE DATE) is between the State of California acting by and through its Department of Transportation, referred to herein as CALTRANS and the [local government name], a body politic and a municipal corporation (chartered City) of the State of California, referred to herein as AGENCY. CALTRANS and AGENCY are together referred to as PARTIES.

RECITALS

1. CALTRANS and AGENCY, pursuant to California Streets and Highways Code (SHC) Sections 114 and 130, are authorized to enter into a Cooperative Agreement for improvements to the State Highway System (SHS) as a watershed stakeholder within AGENCY's jurisdiction.
2. As per Attachment D of the Caltrans National Pollutant Discharge Elimination Permit Order 2022-XXXX-DWQ (NPDES Permit), Section 5.1 and/or Attachment E, Section 3 of the NPDES Permit, CALTRANS and AGENCY may collaboratively implement the NPDES Permit requirements as they have been identified as stakeholders in the Total Maximum Daily Load (TMDL) or contain Significant Trash Generating Areas (STGA) for [facility name/location] (hereinafter referred to as "PROJECT"). CALTRANS has agreed to contribute an amount not to exceed [amount in English] Dollars ([SX,XXX,XXX]) to AGENCY for AGENCY to construct the PROJECT, within the regional area under the jurisdiction of AGENCY to comply with the TMDL or to treat STGAs. The NPDES Permit (including Attachments D and E) is located at:
www.waterboards.ca.gov/water_issues/programs/stormwater/caltrans.html
3. AGENCY has agreed to implement the PROJECT subject to the terms and conditions of this Agreement including all documents attached hereto that are incorporated herein and hereby made a part of this Agreement (collectively referred to as the AGREEMENT).
4. AGENCY will be responsible for all management, maintenance and operations, including costs of the constructed PROJECT.
5. For NPDES Permit compliance, CALTRANS will claim [XX] percentage of PROJECT pollutant waste load reductions granted by the [RWQCB region] Regional Water Quality Control Board for the PROJECT equal to the percentage of total PROJECT cost contributed by CALTRANS or the waste load allocation assigned to CALTRANS for the PROJECT watershed, whichever is less. CALTRANS intends to use the PROJECT waste load reductions to demonstrate equivalent load reductions required to meet its TMDL waste load allocations.
6. Cooperative implementation has the following advantages: cooperative implementation (i) allows for water quality improvement projects off the ROW, at locations that may otherwise have space, access, or safety limitations within the ROW; (ii) provides for the involvement of local watershed partners who have an interest and expertise in the best way to protect, manage, and enhance water quality in the watershed; (iii) allows for implementation of Best Management Practices (BMPs) and other creative solutions not

typically available to CALTRANS; (iv) allows for larger watershed-scale projects; and (v) leverages resources from other entities.

7. All services performed by AGENCY pursuant to this AGREEMENT are intended to be performed in accordance with all applicable Federal, State and AGENCY laws, ordinances, and regulations, and with CALTRANS published manuals, policies, and procedures. In case of a conflict between Federal, State and AGENCY laws, ordinances, or regulations, the order of precedence applicability of these laws shall be Federal, State and then AGENCY laws and regulations, respectively.
8. CALTRANS share of PROJECT funding is as follows:

<u>FUND TITLE</u>	<u>FUND SOURCE</u>	<u>DOLLAR AMOUNT</u>
SHA	State of California	\$ [X,XXX,XXX]

SECTION I

All sections of this AGREEMENT including the recitals are enforceable.

1. AGENCY has agreed to implement the PROJECT in accordance with Attachment II-SCOPE SUMMARY. The SCOPE SUMMARY that is attached to and made a part of this AGREEMENT defines in detail the PROJECT's scope of work, description, schedule, location and budget.
2. AGENCY will be responsible for all management, maintenance and operations, including costs of the constructed PROJECT.
3. AGENCY will develop and construct the PROJECT in accordance with the applicable laws, policies, practices, procedures and standards. This applies to all procurements, including land acquisitions, licenses and permits.
4. AGENCY shall prepare initial engineering and geotechnical assessments, and detailed design as well as acquire environmental reviews and right of way (ROW) needed for the PROJECT. This work is equivalent to CALTRANS process of Project Initiation Document (PID), Project Approval & Environmental Document (PA&ED) and Plans, Specification and Estimate (PS&E). AGENCY will pay for, coordinate, prepare, obtain, implement, renew, and amend all permits needed to complete the PROJECT. AGENCY will prepare CEQA environmental documentation to meet California Environmental Quality Act (CEQA) requirements.
5. AGENCY will advertise, open bids, award, and approve the construction contract in accordance with the California Public Contract Code and the California Labor Code and will be responsible for the administration, acceptance, and final documentation of the construction contract.
6. CALTRANS shall reimburse AGENCY for actual costs of the PROJECT not exceeding the amount set forth in Section 8 below.
7. CALTRANS shall have the right to inspect the PROJECT work to be performed hereunder at any time during its progress and to make final inspection upon completion thereof. Failure of CALTRANS to object within 30 days after final inspection shall indicate satisfactory performance of this AGREEMENT by AGENCY.
8. The total amount CALTRANS will reimburse to AGENCY pursuant to this AGREEMENT shall not exceed [extract_itex]X,XXX,XXX] ("Contract Sum"). Costs incurred by AGENCY for PROJECT work under this AGREEMENT in excess of the Contract Sum will be borne by AGENCY. It is understood and agreed that this AGREEMENT fund limit is an estimate and that CALTRANS will only reimburse the cost of services actually rendered as authorized by the CALTRANS Contract Manager or designee at or below the fund limitation amount set forth in this AGREEMENT and in accordance with the Budget included in Attachment II.
9. All administrative draft and administrative final reports, studies, materials, and documentation relied upon, produced, created or utilized for the PROJECT will be held in confidence to the extent permitted by law, and where applicable, the provisions of California Government Code section 6254.5(e) shall govern the disclosure of such documents in the event said documents are shared between the PARTIES. Parties will not distribute, release, or share said documents with anyone without prior written consent of the

party authorized to release said documents except: (i) to employees, agents, and consultants who require access to complete the work described within this AGREEMENT; or (ii) where release is required or authorized by law.

10. HM-1 is defined as hazardous material (including but not limited to hazardous waste) that requires removal and disposal pursuant to Federal or State law, whether it is disturbed by the PROJECT or not. HM-2 is defined as hazardous material (including but not limited to hazardous waste) that may require removal and disposal pursuant to Federal or State law, only if disturbed by the PROJECT.
 11. CALTRANS, independent of the PROJECT costs, is responsible for any HM-1 found within existing CALTRANS ROW. CALTRANS will undertake HM-1 management activities with minimum impact to the PROJECT schedule and will pay all costs associated with HM-1 management activities.
 12. CALTRANS has no responsibility for management activities or costs associated with HM-1 found outside the CALTRANS existing ROW. AGENCY, independent of PROJECT costs, is responsible for any HM-1 found within PROJECT limits outside existing CALTRANS ROW, and will pay, or cause to be paid, all costs associated with HM-1 management activities. AGENCY will undertake, or cause to be undertaken, HM-1 management activities with minimum impact to the PROJECT schedule.
 13. If HM-2 is found within the limits of the PROJECT, the AGENCY responsible for advertisement, award, and administration (AAA) of the PROJECT construction contract will be responsible for HM-2 management activities. Any management activity cost associated with HM-2 is a PROJECT construction cost.
 14. This AGREEMENT may only be amended or modified by mutual written agreement of the PARTIES.
-

SECTION II- GENERAL PROVISIONS

1. TERMINATION

- A. This AGREEMENT may be terminated by the PARTIES upon mutual written agreement. In the event of a termination CALTRANS will reimburse AGENCY all allowable, authorized, and non-cancelable obligations and costs incurred by AGENCY prior to the termination.
- B. CALTRANS reserves the right to terminate this AGREEMENT before the AGENCY awards the PROJECT construction contract or begins to do project work. CALTRANS will reimburse AGENCY reasonable, allowable, authorized and non-cancelled costs up to the date of termination that are attributable to the PROJECT.
- C. This AGREEMENT will terminate upon completion of PROJECT when all PARTIES have met all scope, cost, and schedule commitments included in this AGREEMENT and have signed a closure statement, which is a document signed by the PARTIES that verifies the completion of PROJECT, except that all indemnification, document retention, audit, claims, environmental commitment, pending legal challenge, hazardous material, operation, maintenance and ownership provisions of this AGREEMENT will remain in effect until terminated or modified by mutual written agreement.
- D. AGENCY has sixty (60) days after the date this AGREEMENT is terminated or expires, or such other time agreed upon in writing by the PARTIES, to submit invoices to CALTRANS to make final allowable payments for PROJECT costs in accordance with the terms of this AGREEMENT. Failure to submit invoices within this period may result in a waiver by AGENCY of its right to reimbursement of expended costs.

2. BUDGET CONTINGENCY CLAUSE

All obligations of CALTRANS under the terms of this AGREEMENT are subject to the appropriation of resources by the Legislature, and the State Budget Act authority. It is mutually agreed that if the State Legislature does not appropriate sufficient funds for the program, this AGREEMENT shall be amended if possible to reflect any reduction in funds, but nothing herein obligates the PARTIES to provide additional funding or proceed if sufficient funding is unavailable.

3. ALLOWABLE COST, PAYMENTS AND INVOICING

- A. The method of payment for this AGREEMENT will be based on actual allowable costs. CALTRANS will reimburse AGENCY for expended actual allowable direct costs and indirect costs, including, but not limited to labor costs, employee benefits, travel (overhead is reimbursable only if the AGENCY has an approved indirect costs allocation plan) and contracted consultant services costs incurred by AGENCY in performance of the PROJECT work, not to exceed the Contract Sum of the PROJECT.
- B. Reimbursement of AGENCY expenditures will be authorized only for those allowable costs actually incurred by AGENCY in the performance of the PROJECT work. AGENCY must not only have incurred the expenditures on or after the EFFECTIVE DATE of this

AGREEMENT and before the date it is terminated or expires, but must have also paid for those costs to claim any reimbursement.

- C. PARTIES will agree upon CALTRANS' annual reimbursement of the PROJECT costs, throughout its duration. Total reimbursement will not exceed the Contract Sum (as defined in Section I above). The encumbered funds are to be expended and invoiced to CALTRANS by AGENCY by May 1 of the third fiscal year from the fiscal year CALTRANS encumbered them. Any funds encumbered, but not expended by the end of the third fiscal year, will not be reimbursed to AGENCY by CALTRANS.
- D. Travel, per diem, and third-party contract reimbursements are PROJECT costs only after those hired by AGENCY to participate in the PROJECT incur and pay those costs. Payments for travel and per diem will not exceed the rates paid rank and file state employees under current California Department of Human Resources rules current at the EFFECTIVE DATE of this AGREEMENT.
- E. CALTRANS will reimburse AGENCY for all allowable PROJECT costs no more frequently and no later than monthly in arrears and as promptly as CALTRANS fiscal procedures permit upon receipt of itemized signed invoices. Invoices shall reference this AGREEMENT Number and shall be signed and submitted electronically to the Contract Manager at the following address:

[contract.manager@dot.ca.gov] cc: krifi.uppal@dot.ca.gov

If electronic submittal is not possible, mail invoice to:

California Department of Transportation
Division of Environmental Analysis – Fiscal Analysis Unit, MS 27
1120 N Street, Sacramento, CA 95814-5680

- F. Invoices shall include the following information:
 - 1) Invoice Cover Sheet The invoice cover sheet summarizes the previous, current and total amounts billed for the AGREEMENT. Details included on the cover sheet are:
 - a. "INVOICE" near top of page
 - b. Invoice Date
 - c. Contract Number (D43CIAxx000x)
 - d. Invoice Number [minimum format: City Initials-3-digit Invoice Number (XXX-001)]
 - e. Billing period (performance period), specified with beginning and ending dates (towards top of page). All work performed must be during the billing period. Invoice billing periods must not overlap.
 - f. Brief description of the work performed
 - g. Summary of total dollar amount billed to date
 - i. Previous month invoice balance
 - ii. Amount billed this month
 - iii. Total amount billed including current invoice amount
 - h. Total amount due
 - i. Summary of charges

- i. AGENCY (municipality) labor costs
- ii. Sub-Vendor labor costs (consultant)
- iii. Sub-vendor direct costs (materials, equipment, miscellaneous itemized costs)
- iv. Other direct costs
- j. Discounts (if applicable)
- k. Remittance information including name and address [MUST match *Payee Data Record Declaration of Business Location* (Form FA-204) submitted at contract execution or on file]
- l. AGENCY Contract Manager's name, address and phone number
- m. AGENCY Contract Manager's signature and signature block
- n. CALTRANS Contract Manager's name and address
- o. CALTRANS Contract Manager's signature block.

2) Invoice and Supports

All invoice charges must match the rates on the contract cost proposal and personnel request. (Changes in billing rates must be approved before billing.) The CALTRANS' Contract Manager must be provided invoices or other documentation with sufficient detail to verify the charges are allowable under this AGREEMENT with sufficient support to allow them to verify charges. Supporting documentation, such as receipts, is required for all costs included on the invoice that are not for hourly or sub-contract labor.

AGENCY labor charges need to show person's name, hours worked, billing rate and brief description of work performed. Supporting documents (timesheet or payroll report) need to be provided. These documents need to include:

- a. Name (first and last)
- b. Hours charged
- c. Brief description -- identify the work is for the project funded by the Cooperative Implementation Agreement
- d. Month, day and year of the charges (must be within the billing period)
- e. Worker and supervisor's signatures (Exceptions can be made for electronic timesheets.) All overtime must be approved in advance by the CALTRANS Contract Manager.

Direct costs (such as material costs, vehicle rental) are reimbursable. These costs need to be verified, therefore, a copy of the receipt, paid purchase order or other documentation that shows the items and cost needs to be attached to the invoice.

AGENCY personnel travel costs may be reimbursed according to the Consultant and Contractor travel guidelines located on the CALTRANS' website at: www.dot.ca.gov/hq/asc/travel/ch12/1consultant.htm. The Travel Expense Claim (TEC) form is available at: www.dot.ca.gov/hq/asc/travel/ch5/1tec.htm.

Subcontractor costs are reimbursed after providing a copy of the paid invoice. This invoice needs to show that the AGENCY contract manager reviewed and approved the

payment. CALTRANS requires its vendors to submit proof of costs incurred, such as timesheet or payroll records, travel reimbursement form (that includes the reason and dates for travel) with receipts, receipts for materials, lab services or other items) and CALTRANS assumes the AGENCY has similar requirements that are documented.

3) Progress Reports

Each invoice needs to be accompanied by a progress report for the billing period. This report includes:

- a. Work performed during the billing period (can be in a bullet format)
- b. Contract progress estimate -- percentage of work completed (not dollar based)
- c. Work anticipated during the next billing cycle (can be in a bullet format)
- d. Total amount spent during the billing period (AGENCY personnel, AGENCY direct costs, subcontractor costs and total)
- e. Total amount spent to date (AGENCY, subcontractor, total)
- f. CIA not to exceed amount
- g. Percentage of Cooperative Implementation Agreement (CIA) funds used to date.
[Total (AGENCY and subcontractor)/CIA not to exceed amount]

4. **COST PRINCIPLES**

- A. If PARTIES fund any part of PROJECT with state or federal funds, each PARTY will comply, and will ensure that any sub-recipient, contractor or subcontract hired to participate in PROJECT will comply with the federal cost principles and administrative requirements of 2 CFR, Part 200. These principles and requirements apply to all funding types included in this AGREEMENT.
- B. Any PROJECT costs for which AGENCY has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, and/or Title 48, Chapter 1, Part 31, are subject to repayment by AGENCY to CALTRANS. Should AGENCY fail to reimburse moneys due CALTRANS within thirty (30) days of discovery or demand, or within such other period as may be agreed in writing between the PARTIES hereto, CALTRANS is authorized to intercept and withhold future payments due AGENCY from CALTRANS.
- C. The PARTIES will maintain and make available to each other all PROJECT related documents, including financial data, during the term of this AGREEMENT. PARTIES will retain all PROJECT-related records for three (3) years after the final payment voucher.

5. **INDEMNIFICATION**

Neither CALTRANS nor any officer or employee thereof is responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by AGENCY, its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon AGENCY under this AGREEMENT. It is understood and agreed that AGENCY, to the extent permitted by law, will defend, indemnify, and save harmless CALTRANS and all of its officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual,

inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by AGENCY, its contractors, sub-contractors, and/or its agents under this AGREEMENT.

6. RETENTION OF RECORDS/AUDITS

- A. AGENCY, its contractors, subcontractors and sub-recipients shall establish and maintain an accounting system and records that properly accumulate and segregate incurred PROJECT costs. The accounting system of AGENCY, its contractors, all subcontractors, and sub-recipients shall conform to Generally Accepted Accounting Principles (GAAP), shall enable the determination of incurred costs at interim points of completion, and shall provide support for reimbursement payment vouchers or invoices. All books, documents, papers, accounting records and other supporting papers and evidence of performance under this AGREEMENT of AGENCY, its contractors, subcontractors and sub-recipients connected with PROJECT performance under this AGREEMENT shall be maintained for a minimum of three (3) years from the date of final payment to AGENCY and shall be held open to inspection, copying, and audit by representatives of CALTRANS, the California State Auditor, and auditors representing the federal government during business hours with appropriate notice. Copies thereof will be furnished by AGENCY, its contractors, its subcontractors and sub-recipients upon receipt of any request made by CALTRANS or its agents. In conducting an audit of the costs under this AGREEMENT, CALTRANS will rely to the maximum extent possible on any prior audit of AGENCY pursuant to the provisions of State and AGENCY law. In the absence of such an audit, any acceptable audit work performed by AGENCY's external and internal auditors may be relied upon and used by CALTRANS when planning and conducting additional audits.
- B. AGENCY, its sub-recipients, contractors, and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other AGENCY of the State of California designated by CALTRANS, for the purpose of any investigation to ascertain compliance with this AGREEMENT.
- C. This AGREEMENT shall be subject to a pre-award audit prior to execution of the AGREEMENT to ensure AGENCY has an adequate financial management system in place to accumulate and segregate reasonable, allowable and allocable costs.
- D. CALTRANS, the state auditor, and the Federal Government, (if the PROJECT utilizes federal funds), will have access to all PROJECT-related records held by AGENCY or by any party hired by AGENCY to participate in PROJECT.
- E. The examination of any records will take place in the offices and locations where said records are generated and/or stored and will be accomplished during reasonable hours of operation.
- F. Upon completion of the final audit, AGENCY has thirty (30) calendar days to refund or invoice as necessary in order to satisfy the obligation of the audit.

7. DISPUTES

- A. PARTIES will first attempt to resolve AGREEMENT disputes at the PROJECT team level. If they cannot resolve the dispute themselves, the CALTRANS Chief Environmental Engineer and the executive officer of AGENCY will attempt to negotiate a resolution.
- B. If PARTIES do not reach a resolution, AGENCY’s legal counsel will initiate mediation. PARTIES agree to participate in mediation in good faith and will share equally in its costs.
- C. Neither the dispute nor the mediation process relieves PARTIES from full and timely performance of the PROJECT in accordance with the terms of this AGREEMENT. However, if either PARTY stops fulfilling PROJECT obligations, the other PARTY may seek equitable relief to ensure that the PROJECT continues.
- D. Except for equitable relief, no PARTY may file a civil complaint until after mediation, or 45 calendar days after filing the written mediation request, whichever occurs first.
- E. PARTIES will file any civil complaints in the Superior Court of the county in which the CALTRANS district office signatory to this AGREEMENT resides or in the Superior Court of the county in which the PROJECT is physically located. The prevailing PARTY will be entitled to an award of all costs, fees, and expenses, including reasonable attorney fees as a result of litigating a dispute under this AGREEMENT or to enforce the provisions of this article including equitable relief.
- F. Additional Dispute Remedies. PARTIES maintain the ability to unanimously pursue alternative or additional dispute remedies if a previously selected remedy does not achieve resolution.

8. RELATIONSHIP OF PARTIES

It is expressly understood that this AGREEMENT is an agreement executed by and between two independent governmental entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of an independent party.

9. NOTIFICATION OF PARTIES

- A. AGENCY: [Project Manager name, title, email address and phone number].
- B. CALTRANS: [Contract Manager name, title, email address and phone number].
- C. All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and received by the PARTIES at their respective addresses:

[AGENCY]
[AGENCY Contact for Notices]
[AGENCY address]

California Department of Transportation
Division of Environmental Analysis - MS 27
Attention: [Contract Manager]
1120 N Street, Sacramento, CA 95814-5680

SECTION III ATTACHMENTS

The following attachments are incorporated into and are made a part of this AGREEMENT by this reference and attachment.

- I. AGENCY Resolution, Certification of Approval, order, motion, ordinance or other similar document from the local governing body authorizing execution of the AGREEMENT.
- II. Scope of Work, Description, Schedule, Location and Budget.

SECTION IV- SIGNATURES

Signatories may execute this AGREEMENT through individual signature pages provided that each signature is an original. This AGREEMENT is not fully executed until all original signatures are attached. PARTIES are empowered by California Streets and Highways Code (SHC) sections 114 and 130 to enter into this AGREEMENT and have delegated to the undersigned the authority to execute this AGREEMENT on behalf of the respective agencies and covenant to have followed all the necessary legal requirements to validly execute this AGREEMENT.

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

[AGENCY]

Signature: _____	Signature: _____
Print Name: [CONTRACT MANAGER]	Print Name: [NAME]
Title: Stormwater Coordinator	Title: [Title]
Date: _____	Date: _____

Signature: _____	Signature: _____
Print Name: SHAILA CHOWDHURY	Print Name: [NAME]
Title: Assistant Chief, Division of Environmental Analysis	Title: [Title]
Date: _____	Date: _____

Signature: _____	:
Print Name: PHIL STOLARSKI	
Title: Chief, Division of Environmental Analysis	
Date: _____	

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City Council Agenda Report

ITEM NO. 15

DATE: June 7, 2023
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: Tamara Binns, Assistant to the City Manager
SUBJECT: Resolution Denouncing Antisemitism

Recommendation

It is recommended the City Council discuss and consider adopting a resolution denouncing antisemitism.

Executive Summary

The City received a letter from the Jewish Federation of the Greater San Gabriel and Pomona Valleys requesting the City Council's support to bring forward a resolution denouncing antisemitism, hatred, and prejudice. Subject to the letter, the Jewish Federation requested South Pasadena take several steps in support of the Jewish community, including adopting the International Holocaust Remembrance Alliance's (IHRA) working definition on antisemitism (included in the resolution), and adopting a resolution denouncing and condemning antisemitism.

Background

Antisemitism, including harassment on the basis of actual or perceived Jewish origin, ancestry, ethnicity, identity, affiliation, or faith, remains a persistent, pervasive, and disturbing problem in contemporary American society. The Anti-Defamation League's (ADL's) 2021 Audit of Anti-Semitic Incidents in the United States recorded 2,717 acts of assault, vandalism, and harassment in 2021 alone, an average of more than seven incidents per day; a thirty-four percent increase from 2020 and the highest year of incidents on record since ADL began tracking anti-Semitic incidents in 1979. According to the American Jewish Committee's 2021 State of Antisemitism in America report, one in four American Jews has been the target of antisemitism over the past 12 months including verbal or physical attacks, harassment online or on social media. Discrimination on the basis of religion, race, and ethnicity is unlawful under the County's human rights law, as well as under state and federal law. Staff has prepared a resolution denouncing antisemitism for the City Council's consideration.

Analysis

The City of South Pasadena will continue to promote inclusion and equity, and will stand up to bigotry, hatred, intolerance, racism, and violence as reaffirmed in the following Resolutions:

Resolution Denouncing Antisemitism

June 7, 2023

Page 2 of 2

- December 21, 2016, the City adopted Resolution 7491, asserting the belief that diversity of backgrounds, perspectives, and experiences of the American people – native and immigrant – makes our nation, communities, bonds between neighbors, and economies richer and stronger.
- August 5, 2020, the City adopted Resolution 7673 Affirming the City of South Pasadena's Commitment to Diversity and to Safeguarding the Civil Rights, Safety and Dignity of all our residents.
- February 2, 2022 the City adopted Resolution 7750 Condemning the City's History as a Sundown Town and Past Practices of Institutionalized Racism.

The City's Social Services and Social Justice Team, included under the City Manager's Office, will support all efforts to denounce Antisemitism and promote efforts to bring awareness to the issue.

The Resolution Denouncing Antisemitism for Council consideration, from the Jewish Federation of the Greater San Gabriel and Pomona Valleys, has the been adopted by Claremont, Upland, Monrovia, Alhambra, Sierra Madre, Temple City, Diamond Bar, Pasadena, Walnut, and San Gabriel.

Fiscal Impact

While there is no direct cost, existing staff is facilitating the work related to this Resolution and initiatives are included in the budget for Social Services including the Social Services Resource Guide and annual resource forum.

Key Performance Indicators and Strategic Plan

This item is in line with the City Vision Statement.

We are a culturally and economically diverse, and fiercely independent community that cherishes creativity, education and our small town character, committed to building a more just and environmentally and financially sustainable future.

Commission Review and Recommendation

This item was not reviewed by a commission, but is in line with the expansive community input and engagement obtained for Sundown Town Resolution 7750.

Attachment:

1. Resolution
2. Letter from the Jewish Federation of the Greater San Gabriel and Pomona Valleys

ATTACHMENT 1
Resolution

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CONDEMNING AND REJECTING ANTISEMITISM AND SUPPORTING THE INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE BY AFFIRMING SOUTH PASADENA'S COMMITMENT TO ENSURING OUR COMMUNITY IS A SAFE AND WELCOMING PLACE

WHEREAS, the City of South Pasadena is committed to inclusion and advancement of diversity and equity for people of all races, ethnicities, national origins, religions, ages, genders, and backgrounds; and

WHEREAS, the City of South Pasadena takes great pride in diversity and respect for all people, and the Jewish community is an important part of the City's fabric, recognizing our diversity as a key strength for the City and our character; and

WHEREAS, the City of South Pasadena supports national, state, and local government efforts directed at eradicating antisemitism and all forms of hatred, and supports expanded education programs, including Holocaust programs, to counter intolerance and discrimination; and

WHEREAS, the City of South Pasadena condemns antisemitism in all its forms, including: hatred and prejudice directed towards Jewish community members; stereotypes or conspiracy theories about Jews; Holocaust denial or distortion, and; extremist indoctrination or recruitment related to any form of antisemitism; and

WHEREAS, the City of South Pasadena affirms that hatred and bias in any form are not acceptable in our community. The City of South Pasadena remains committed to our vision of welcoming and serving the people of South Pasadena to create a community that offers a premier quality of life; and

WHEREAS, the Anti-Defamation League (ADL) recorded 3,697 incidents of assault, harassment, and vandalism in 2022, a 36% increase over 2021 reported incidents. The ADL also reported that widespread belief in antisemitic conspiracy theories and tropes nearly doubled since 2019 and remain at the highest levels in 30 years; and

WHEREAS, FBI Director Christopher Wray stated in November 2022, "63% of religious hate crimes are motivated by antisemitism—targeting a group that makes up just 2.4% of our population"; and

WHEREAS, the California Attorney General's 2021 Hate Crime in California Report shows that hate crimes reported in California increased 32.6% over the prior year and remain at their highest level since 2001, with anti-Jewish bias events increasing 32.2% from 115 to 152 incidents from 2020 to 2021; and

WHEREAS, any victims of antisemitism in the City of South Pasadena are urged to report any incidents — as hate crimes or bias-related events — so that local law enforcement can respond, track such incidents, and bring perpetrators to justice; and

WHEREAS, the City of South Pasadena, on behalf of its citizens and as supporters and allies of our Jewish community, does hereby proclaim the City of South Pasadena's condemnation of antisemitism. The City of South Pasadena strongly stands against hate,

bias, or violence based on identity and remains committed to the principles of nondiscrimination and human rights. In South Pasadena, we are better together;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES RESOLVE AS FOLLOWS:

1. That the City of South Pasadena condemns all forms of hate, racism, and violence perpetrated, tolerated, or encouraged by any group or individual.

2. That the City of South Pasadena supports our Jewish community members and condemns racism, intolerance, hate, and violent attacks against them.

3. That the City of South Pasadena recognizes the International Holocaust Remembrance Alliance’s (IHRA) working definition of antisemitism as “a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

4. That the City of South Pasadena will continue to work alongside the American Jewish Committee, the Anti-Defamation League, the United States Conference of Mayors, and Jewish Federation of the Greater San Gabriel and Pomona Valleys utilizing the City’s Social Services and Social Justice Team, to combat and denounce antisemitism.

5. That the City of South Pasadena is committed to protecting all residents and families no matter their ethnicity, national origin, race, faith, sexual orientation, or gender and is committed to inclusion and advancing equity and justice for all people. Every person in South Pasadena deserves to be treated fairly, with dignity, and to have their humanity, existence, history, and contributions valued.

6. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 7th day of June, 2023

Jon Primuth, Mayor
City of South Pasadena

ATTEST:

APPROVED AS TO FORM:

Mark Perez, Deputy City Clerk
City of South Pasadena

Andrew Jared, City Attorney
City of South Pasadena

ATTACHMENT 2

Letter from Jewish Federation of Greater San
Gabriel and Pomona Valleys

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April 18, 2023

President
Julie Solberg

Vice President
David Levy

Chief Financial Officer
John Carlton*

Secretary
Julie Bank

Board of Governors
Mickey Bernath
Avi Bilu
Julie Gamberg
Lawrence Lurvey
Jeanine Mann
Stuart Miller*
Oran Reznik

** Past Federation President*

Executive Director
Jason Moss, MSW, MAJCS

*Program and Community
Outreach Director*
Rebecca Russell

*Cultural Arts
Program Coordinator*
Cantor Judy Sofer

*Operations and
Communications Manager*
Karen Galeana

*PJ Library and PJ OurWay
Program Coordinator*
Debby Singer

*PJ Library and PJ OurWay
Program Assistant*
Robyn Brahinsky

Camp Gan Shalom Director
Annabella Tornek

Mayor Michael A. Cacciotti
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Dear Mayor Cacciotti,

Allow me to reintroduce myself to you since it has been a while. My name is Jason Moss and I am the Executive Director of the Jewish Federation of the Greater San Gabriel and Pomona Valleys. The mission of the Jewish Federation is *to build community by strengthening and enhancing Jewish life* for the estimated 30,000 – 45,000 Jews living between Glendale and Rancho Cucamonga. We do this by providing programs and services that support the needs of the Jewish community and act as the Jewish voice on issues that affect the greater Jewish community.

It is in this capacity that I am writing you today to share with you that the Jewish community is on edge.

Our country has witnessed an unprecedented spike in antisemitic incidents and attacks over the last several years. In its *Audit of Antisemitism Incidents 2021*, the Anti-Defamation League (ADL) recorded 2,717 incidents of assault, harassment, and vandalism. The ADL also recently reported that widespread belief in antisemitic conspiracy theories and tropes nearly doubled since 2019 and the highest levels in 30 years. In November 2022, FBI Director Christopher Wray stated, "A full 63% of religious hate crimes are motivated by antisemitism—targeting a group that makes up just 2.4% of our population. Foreign terrorist organizations like ISIS have promoted antisemitic violent extremism for decades. They continue to target Jewish Americans in their attack plots. But we also confront the threat of people here, on our soil, whose hateful views—often paraded online—boil over into acts of violence."

Locally, over the last year, driveways throughout our community have been strewn with hate-laden flyers, blaming Jews for everything from COVID, "how every aspect of Disney grooming," "Trump's Campaign Funding," and linking Jews to the pornography industry. And the number of antisemitic verbal attacks and confrontations Jewish students are having in local schools has also dramatically increased. As a result of these incidents and others, along with the pervasiveness of antisemitism online, the Jewish community feels like we are being hit from all sides. The very essence of our right to live as Jews is under attack.

In December 2022, I wrote the enclosed Op-ed expressing the local Jewish community's concern about this latest rise of antisemitism and its impact on people's mental health and well-being.

Antisemitism has emerged at all levels of our society and must be confronted through a multi-faceted, targeted approach, including at the City, County, State, and Federal government levels. As the mayor of South Pasadena, we need your and South Pasadena City Council's help, and I am asking you to commit to this effort by taking the following steps:

1. Join over 700+ Mayors nationwide and sign the American Jewish Committee (AJC) and US Conference of Mayors statement to combat antisemitism.
2. South Pasadena City Council adopt the International Holocaust Remembrance Alliance's (IHRA) working definition on antisemitism
3. Propose, approve, and adopt a resolution denouncing and condemning antisemitism and all forms of hatred (including the jew-hatred flyers thrown on driveways)
4. Appoint a City of South Pasadena staff member to create and convene a task force made up of representatives from various ethnic and racial groups to work with the city to:
 - Foster relationships between the groups
 - Develop a Zero-tolerance policy against all forms of hatred.
 - Develop an educational plan to train South Pasadena's staff and law enforcement personnel on detecting and reacting to all forms of hatred.
5. Allocate resources for initiatives fostering interfaith acceptance, understanding, and harmony.

As an elected official, you are in an important and unique position to affect change through your direct engagement with our local Jewish community.

Now, I know that if the City of South Pasadena takes each of these steps, there is no guarantee that antisemitism or hatred will be immediately eradicated. However, I do know that if you do nothing, things will continue to get worse.

I urge you to stand with us, and let's show people that antisemitism and all forms of hatred will not be tolerated or accepted in South Pasadena.

Respectively,



Jason Moss, MSW, MAJCS
Executive Director

cc: Diaha Mahmud, Councilmember
John Primuth, Councilmember
Evelyn Zneimer, Councilmember
Jack Donovan, Councilmember
Arminé Chaparyan, City Manager



City Council Agenda Report

ITEM NO. 16

DATE: June 7, 2023

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Sheila Pautsch, Community Services Director
Melissa Snyder, Community Services Supervisor

SUBJECT: **Award of Contract to TRIO Community Meals in the Amount of \$77,610 for the Catered Senior Services Nutrition Program for Fiscal Year 2023-2024**

Recommendation

It is recommended that the City Council award a contract for the Senior Services Nutrition Program (Program) to TRIO Community Meals in the amount of \$77,610 for Fiscal Year 2023-2024, to provide meals at the Senior Center and for Home Delivery.

Executive Summary

The Senior Services Division Nutrition Program provides on-site and home delivery meals daily to the City's older adult community. Staff issued a Request for Proposals (RFP) on Planet Bids and received two bids. Staff is recommending to award a contract to TRIO Community Meals, as they were the lowest responsible bidder. The contract will serve for a one-year period. Additionally, in accordance with the Community Development Block Grant (CDBG) guidelines, staff may automatically renew the contract for up to three additional years (pending sufficient funds from CDBG), for a contract total of four years, ending in 2027.

Background

The Senior Services Division provides catered lunches on a daily basis, both on-site and for home delivery. The meals adhere to stringent health provisions, providing older adults access to healthy affordable meals. In addition to the nutritional value, the Program offers social benefits and opportunities to foster a sense of community. The Program also offers monthly special events themed around a special program or holiday, including Halloween, Thanksgiving, Christmas, Lunar New Year, Valentine's Day, and Mother's Day. On-site meals cost \$2.75 per meal, while home delivered meals cost \$3.00 per meal.

Analysis

The Senior Services Nutrition Program has provided meals to older adults for over 30 years. The Program is an essential service provided by the City, distributing an average of 280 meals a week and 13,800 meals a year.

Participation in the Program has remained consistent since re-opening after the COVID-19 pandemic in August 2022, averaging 600 meals on-site and 550 home delivered meals distributed a month. Overall satisfaction with the meals provided by the current caterer has decreased with participants due to lack in variety of meals provided and quality of food.

The current contract awarded in 2020 to Revolution Foods, formerly known as Better 4 You Meals, has completed its one-year period and will continue to renew until June 30, 2025. Staff issued a Request for Proposals (RFP) on Planet Bids and received two bids on May 5, 2023. With two bids submitted, the recommendation is to award contract to the lowest bidder.

The recommendation is to award a contract for the Program to TRIO Community Meals at the rate of \$5.60 per meal for meals served on-site and \$5.65 per meal for home delivered meals. The contract stipulates one-year of service, with the option for renewal of up to three additional years (pending sufficient grant funds from CDBG in the subsequent years). In total, the proposed contract is for four-years, ending in 2027.

Below is a chart depicting the breakdown in revenue collected from fees.

Meals Ordered	Rate	Cost	Meal Cost (Paid by Participant)	Participant Revenues (Anticipated)
Estimating 7,200 meals (on-site)	\$5.60	\$40,320	\$2.75	\$19,800
Estimating 6,600 meals (home delivery)	\$5.65	\$37,290	\$3.00	\$19,800
Total meal cost (estimate serving 13,800 meals)	-	\$77,610	-	\$39,600

Additionally, staff surveyed surrounding cities that partner with TRIO Community Meals and found that all agencies expressed overall satisfaction with the meals and service provided.

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

Funding for this Program is comprised of three different funding sources. CDBG partially funds the Program, in the amount of \$19,599.00 for Fiscal Year 2023-2024. This amount is contingent on available grant funds, which varies on a yearly basis. Additionally, the cost of the Program is supplemented by fees from participants (anticipated revenue) in the amount of \$39,600. Additional General Fund dollars, of \$18,411 are required to compensate for the cost per meal. The total budget for the Program is \$77,610. Below is a chart depicting the breakdown in funds for the Program for Fiscal Year 2023-2024.

Funding Sources and Totals for Senior Meal Program	
Community Development Block Grant (CDBG)	\$19,599
Participant Revenues (Anticipated)	\$39,600
General Fund	\$18,411
Total Cost of the Program	\$77,610

Commission Review and Recommendation

This matter was not reviewed by the Community Services Commission.

Attachment: Professional Services Agreement for TRIO Community Meals

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ATTACHMENT
Professional Services Agreement for TRIO
Community Meals

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**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of South Pasadena / TRIO Community Meals)

1. IDENTIFICATION

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

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: **Provide meals in bulk for the South Pasadena Senior Services Catered Nutrition Program.**
- 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 set forth in Exhibit A, attached and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is **Sheila Pautsch, Community Services Director**. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant.

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Seventy-Seven Thousand Six Hundred and Ten Dollars (\$77,610).
- 3.5. "Commencement Date": **July 1, 2023.**
- 3.6. "Termination Date": **June 30, 2024.**
The Agreement shall be for a twelve-month period; however, the City has the option to renew the Agreement in one-year increments for up to an additional three (3) years depending on the availability of future Community Development Block Grant (CDBG) funding. It is optional on the part of the City to renew the Agreement. The City shall evaluate the TRIO Community Meals' performance on an annual basis and use the evaluation to help determine if a renewal is determined in the City's best interest.

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. **Isabelle Oller** shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

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

6. SUBCONTRACTING

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

7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the goods and services provided under this Agreement, and Consultant agrees to accept payment in

accordance with the Fee Schedule in full satisfaction for such goods and 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. RESERVED 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.

11. INDEMNIFICATION

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

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

12. INSURANCE

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

12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

12.3. 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: **Provide meals in bulk for the South Pasadena Senior Services Catered Nutrition Program.**

- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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

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

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

- 12.5. **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.
- 12.6. **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.
- 12.7. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.8. **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.
- 12.9. **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.
- 12.10. **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.

12.11. 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.

12.12. 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: Sheila Pautsch, Community Services Director, 1102 Oxley Street, South Pasadena, CA 91030.

12.13. 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.

12.14. 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.

12.15. 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.

12.16. 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.

12.17. **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

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

If to Consultant

Isabelle Oller, Business Development
Director
TRIO Community Meals, LLC
100 Valley Drive
Pearl, MS 39208
Telephone: (415) 985-5173

With courtesy copy to:

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

15. SURVIVING COVENANTS

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

16. TERMINATION

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

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

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

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

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

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

FEDERAL PROVISIONS

During the performance of this Agreement, TRIO Community Meals agrees to comply with the following Federal provisions:

1. **AUDIT OR EXAMINATION:**
TRIO Community Meals shall keep all records of funds received from City of South Pasadena and make them accessible for audit or examination for a period of four (4) years after final payments and all pending matters are closed (for a total of 5 years).
2. **CONFLICT OF INTEREST:**
TRIO Community Meals agrees any conflict or potential conflict of interest shall be fully disclosed prior to execution of this Agreement and CSI shall comply with all

applicable federal, state, and county laws and regulations governing conflict of interest, in accordance with 24 CFR Part 84. Sec. 84.42.

3. POLITICAL ACTIVITY/LOBBYING CERTIFICATION:

TRIO Community Meals may not conduct any activity, including any payment to any person, officer or employee of any agency or member of Congress in connection with the awarding of any federal contract, grant, or loan, intended to influence legislation, administrative rule-making or the election of candidates for public offices during time compensated for under representation that such activity is being performed as a part of the contract responsibility.

4. COUNTY LOBBY CERTIFICATION

It is understood each person/entity/firm who applies for a Community Development Commission contract, and as part of process, shall certify that they are familiar with the requirements of the Los Angeles County Code Chapter 2.160, (Los Angeles County Ordinance 93-0031) and; that all persons/entity/firm acting on behalf of the above named firm have and will comply with the County Code, and; any person/entity/firm who seeks from and denied the contract and, shall be liable in civil action, if any lobbyist, lobbying firm, lobbyist employer or any other person or entity acting on behalf of the above named firm fails to comply with the provisions of the County Code.

5. SECTION 3 REQUIREMENTS OF HOUSING AND URBAN DEVELOPMENT ACT OF 1968:

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 et seq., requires, to the greatest extent feasible, opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to business concerns, which are located in, or owned in substantial part, by persons residing in the area of project.

6. SECTION 109, TITLE I OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT of 1974:

Section 109, Title I of the Housing and Community Development Act of 1974 provides that no person shall, on the ground of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity funded in whole or in part with funds made available under this Title.

7. PROHIBITION OF AGE DISCRIMINATION:

Prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual, as provided in Section 504 of the Rehabilitation Act of 1973, shall also apply to any such program or activity.

8. Executive Order 11246 requires that during the performance of this Agreement, the consultant agrees not to discriminate against any employee or applicant for employment because of race, religion, sex, color, or national origin. The Better 4 You Meals will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, religion, sex, color, or national origin. Such action shall include, but not limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. TRIO Community Meals agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the TRIO Community Meals setting forth the provisions of this nondiscrimination clause.
9. Section 3 of the Housing and Urban Development Act of 1968, as amended 12 U.S.C. 1701 et. seq., requires that to the greatest extent feasible, opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part, by persons residing in the area of the project.
10. Title VI of the Civil Rights Act of 1964 provides that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
11. Section 109, Title I of the Housing and Community Development Act of 1974, provides that no person shall, on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Title.
12. Prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual, as provided in Section 504 of the Rehabilitation Act of 1973, shall also apply to any such program or activity.

13. Interest of TRIO Community Meals and employees. TRIO Community Meals covenants that they presently have no interest and shall not acquire interest, direct or indirect, in the project area or any parcels there in or any other interest which would conflict in any manner or degree with the performance of their services hereunder. The Consultant further covenants that in performance of this Agreement, no person having such interest shall be employed.

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

“City”
City of South Pasadena

“Consultant”
Isabelle Oller
TRIO Community Meals

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Mark Perez
Deputy City Clerk

Date: _____

Approved as to form:

By: _____
Andrew Jared, City Attorney

Date: _____

EXHIBIT A

SCOPE OF SERVICES

The following is a summary of the scope of services to be performed by the Caterer. The Caterer shall be permitted to legally and ethically prepare cost effective and quality congregate and homebound meals for City senior citizens.

MANAGEMENT OF MEAL PREPARATION OPERATIONS

1. The Caterer agrees to select, purchase, and prepare food following menus provided by City of South Pasadena Senior Services Division. The Caterer agrees to assure that food-handling (cooking, storage, and packing) methods will maintain quality and safety of foods. Health department inspection scores should be above 90%, however if an inspection falls below 90% a corrective action plan must be submitted within 48 hours to the Community Services Supervisor and if an inspection should fall below an 80% rating, the City of South Pasadena may withhold reimbursement until corrections are made. If this should occur more than three times, it may cause termination of Services Agreement.
2. The Caterer shall be able to prepare daily (Monday through Friday) entrees for South Pasadena Senior Citizens' Center, as well as ensuring meals must arrive at the South Pasadena Senior Citizens' Center by 10:00 a.m.
3. The Caterer will also be responsible for procuring all items, not including coffee and tea, which are necessary for food production and assure ban on expanded polystyrene (EPS) disposable food serve ware is adhered.
4. The Caterer shall supply the following minimum specifications per item, but is not limited to the minimum. The City of South Pasadena adopted Ordinance No. 2305 to ban expanded polystyrene (EPS) disposable food serve ware (i.e. plates, cups, lids, and trays). Acceptable types of containers: any material other than expanded or foam polystyrene, coated paper, uncoated paper, compostable plant fiber, bio-plastics, or compostable material.

Provided by City of South Pasadena Senior Citizens' Center:

- a. Disposable flatware for special events;
- b. Disposable three compartment plates for special events;
- c. Plastic gloves, disposable aprons, hair nets, and placemats.

Provided by Caterer:

- a. Disposable compartment trays for daily service;
 - b. Disposable flatware for daily service;
 - c. Home delivery three compartment containers with lids (that can be microwaved);
 - d. Cups and lids 8oz (for fruit or soup);
 - e. Small plates for dessert;
 - f. Two-ply napkins.
5. Preparation of food for congregate meals shall be completed by the Caterer within three (3) hours of the agreed upon serving time of 11:45 a.m.
 6. The Caterer is to ensure that food is prepared with consideration for sanitation and safety standards.
 7. A menu cycle (6, 8 or 10 week) shall be used that is prepared at least every six (6) months, winter and summer menu options, with an option of varied menus with the understanding that special requests will be made for substitutions and/or special events. City of South Pasadena Senior Services Division will provide input with holiday menu select with advance notice.
 8. The Caterer is expected to provide birthday cake the last Friday of each month.
 9. Two box lunches (Saturday and Sunday) are provided Friday for home delivery clients and option for holidays.

HOLIDAY SCHEDULE

The South Pasadena Senior Citizens' Center observes the following City of South Pasadena holidays:

January	Martin Luther King
February	Presidents' Day
May	Memorial Day
June	Juneteenth
July	Independence Day
September	Labor Day
November	Veterans Day
November	Thanksgiving Day and Following Day
December and January	Christmas Day through New Year's Day

FOOD DELIVERY

1. The City reserves the right to add or delete meal sites or designate alternate meal locations, as appropriate.
2. The City may change the days and time of delivery and service by giving the Caterer seven (7) days' notice.
3. The City may change the number of meals to be delivered to the meal location by notifying the Caterer by 12:00 p.m. of the day prior to delivery.
4. The City shall deliver/serve the meals no more than thirty (30) minutes prior to or fifteen (15) minutes after the agreed upon serving time.
5. Box lunch delivery time may be as early as one (1) hour prior to servicing time, as long as appropriate holding facilities are available for perishable food items and meals are transported under appropriate packing, heating and cooling temperature requirements.
6. The City reserves the right to require the Caterer to deliver food on all holidays that food service is needed.
7. Foods for congregate meals shall be served within two (2) hours after food preparation has been completed.

DELIVERY SERVICE SPECIFICATIONS

1. Meals are to be delivered in (bulk/individual) pre-packed servings.
2. All food must be packaged and transported under conditions that will ensure temperature control to prevent bacterial contamination, spillage, and/or insect infestation. All hot foods should be packaged individually or in bulk containers to ensure a minimum delivery temperature of 140°F. All cold foods must be packaged to ensure a maximum delivery temperature of 40°F. All foods intended to be delivered frozen shall be packaged so as to maintain a hard-frozen state until such food reaches point of delivery.

Temperature of bulk and home-delivered meals must be taken daily at the end of production/packaging and on delivery at the nutrition site by the Caterer and City. Hot and cold foods must be placed immediately into insulated hot and cold transport equipment upon completion of packaging.

Daily written documentation of temperature logging monitoring must be kept by Caterer and will be subject to audit by the centralized Dietary Administrative Support Services R.D or nutritionist. The sites shall be assumed correct on shortages unless the caterer proves them wrong. All calls regarding shortages and food replacement will be communicated by the City's office.

3. Meals must be delivered in refrigerated trucks and or approved for bulk insulated containers for hot pack and cold pack. Delivery standards shall comply with applicable local health department regulations.
4. Food and supplies must be packed and handled in a sanitary manner so as to ensure absence of contamination and spillage.
5. The program may require replacement of any cold food which is received on site at above 40°F and any hot food that falls below 140°F.
6. Food shortages and/or spoiled foods which are reported to the Caterer by agreed time of delivery must be replaced or the enclosed deduction schedule will be utilized.
7. Packaging of food for delivery to the sites will be negotiated as mutually acceptable to the City and Caterer. Sites may differ on packaging of some items due to available site equipment and time distance constraints.
8. The Caterer shall be responsible for cleaning and care of equipment returned to his facility each day.
9. The Caterer shall place food in area designated by meal location managers.
10. Food shall be in transport no longer than 60-minutes after packing.
11. Food shall be kept in heat retaining equipment no longer than 60 minutes prior to serving.
12. Each delivery shall be accompanied by a delivery slip, in triplicate, designating number of meals and supplies delivered. Project Director or designated person will sign receipt, if in order, and one copy shall be left the same.
13. Instructions shall be attached to each food product delivered indicating name of meal, location, number of servings, size of serving, and size of utensil to be used in serving.
14. Cake, cornbread, and casserole dishes (i.e. meatloaf, lasagna, tuna noodle casserole), shall be pre-scored by the Caterer for the appropriate number of servings.

15. The Caterer shall provide home delivered meal containers in an amount not to exceed 35% of the total number of meals ordered.
16. All Caterer delivery equipment shall be removed from the meal location by 12:30 p.m. City is not responsible after this time.
17. Caterer shall provide a back-up delivery system in the event of vehicle breakdown.
18. Electrical items required to be provided herein shall have the UNDERWRITER'S LABORATORY or LOS ANGELES ELECTRICAL TESTING LABORATORY approval and meet all current OSHA and COSHA requirements, where applicable.
19. The Caterer Subcontractor shall comply with all Federal, State, and local health department laws and regulations. Caterer shall provide City with a current copy of the health certificate and any corrected deficiencies with proposal. To ensure that all regulations are followed the Caterer must have a qualified food service manager or part-time registered dietician (20 hours week) or staff who will ensure that meals are prepared in a safe and sanitary condition throughout meal service operation.

ADMINISTRATION OF FOOD PREPARATION STAFF

1. Caterer agrees to comply with all Federal and State labor laws.
2. Caterer shall hire or appoint either a Part-Time a qualified Food Service Manager for the supervision of food services operation within the catering company and/or central kitchen. As well as have a Dietitian accessible to review menus.
3. Caterer will also be responsible for managing any additional staff that are necessary for food production operations.

EXHIBIT B

TRIO Community Meals

HOT BULK MEAL	COST PER MEAL	
<i>Raw Food</i>	\$ 2.99	
<i>Condiments</i>	\$ 0.08	
PREPARATION	\$ 1.00	
TRANSIT	\$ 0.75	
SUNDRY ITEMS		
<i>Paper</i>	\$ 0.63	
<i>Other</i>	\$ 0.10	
OVERHEAD PROFIT	\$ 0.05	
		TOTAL CATERED COST/MEAL
		\$ 5.60

BOX OR PICNIC LUNCH	COST PER MEAL	
<i>Raw Food</i>	\$ 3.14	
<i>Condiments</i>	\$ 0.08	
PREPARATION	\$ 1.25	
TRANSIT	\$ 0.75	
SUNDRY ITEMS		
<i>Paper</i>	\$ 0.27	
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SUBCONTRACTORS:

1. There are no subcontractors assigned to this agreement.
2. All services will be provided by TRIO Community Meals.

EXHIBIT A

SCOPE OF SERVICES

The following is a summary of the scope of services to be performed by the Caterer. The Caterer shall be permitted to legally and ethically prepare cost effective and quality congregate and homebound meals for City senior citizens.

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15. The Caterer shall provide home delivered meal containers in an amount not to exceed 35% of the total number of meals ordered.
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<i>Other</i>	\$ 0.11	
OVERHEAD PROFIT	\$ 0.05	
		TOTAL CATERED COST/MEAL
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SUBCONTRACTORS:

1. There are no subcontractors assigned to this agreement.
2. All services will be provided by TRIO Community Meals.



City Council Agenda Report

ITEM NO. 17

DATE: June 7, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Luis Frausto, Management Services Director
Mark Perez, Deputy City Clerk

SUBJECT: **Approval of City Council Meeting Minutes for November 2, 2022, and November 9, 2022**

Recommendation

It is recommended that the City Council:

1. Approve the minutes for the November 2, 2022, Special City Council Meeting; and
2. Approve the minutes for the November 9, 2022, Special Joint City Council and Planning Commission Meeting.

Executive Summary

The City Clerk's Division is diligently working on backlogged City Council meeting minutes dating back to May 2022. Attached to this staff report are meeting minutes for November 2, 2022 and November 9, 2022. 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.

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.

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.

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. November 2, 2022 Special City Council Meeting Minutes
2. November 9, 2022 Special Joint City Council and Planning Commission Meeting Minutes

ATTACHMENT 1

November 2, 2022, Special Meeting Minutes



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

MINUTES

WEDNESDAY, NOVEMBER 2, 2022, AT 6:59 P.M.

CALL TO ORDER:

The Special Meeting of the South Pasadena City Council was called to order by Mayor Cacciotti on Wednesday, November 2, 2022, at 7:10 P.M. in the City Council Chambers, 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

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

ABSENT

None.

Desiree Jimenez, Chief City Clerk, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Andrew Jared, City Attorney; Tamara Binns, Assistant to the City Manager; Desiree Jimenez, Chief City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PUBLIC COMMENT

1. PUBLIC COMMENT

In Person Comments:

Josh Albrektsen spoke regarding the termination of the Housing Element contract with Placeworks, Mobius Planning, and the Housing Element.

Alan Ehrlich spoke regarding the termination of the Housing Element contract with Placeworks.

ACTION / DISCUSSION

2. AUTHORIZE THE CITY MANAGER TO TERMINATE HOUSING ELEMENT CONTRACT WITH PLACEWORKS AND EXECUTE A CONTRACT AMENDMENT WITH MOBIUS PLANNING IN A NOT-TO-EXCEED AMOUNT OF \$125,000

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to terminate the Housing Element contract with PlaceWorks; and
2. Execute a First Amendment with Mobius Planning Professional Services Agreement (PSA) to serve as the City’s Consultant on the 6th Cycle 2021-2029 Housing Element increasing the current PSA by \$100,000 for a total not-to-exceed amount of \$125,000.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Mahmud, seconded by Mayor Pro Tem Primuth and approved by roll call vote to approve Item No. 2, as presented by staff. The motion carried 5-0, by the following vote:

- AYES:** Donovan, Mahmud, Primuth, Zneimer, Mayor Cacciotti
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.

-This section has intentionally been left blank-

ADJOURNMENT

There being no further matters, Mayor Cacciotti adjourned the meeting of the City Council at 7:43 P.M. to the next Regular City Council meeting scheduled for November 9, 2022.

Respectfully submitted:

Mark Perez
Deputy City Clerk

APPROVED:

Jon Primuth
Mayor

ATTEST:

Mark Perez
Deputy City Clerk

Approved at City Council Meeting:

ATTACHMENT 2

November 9, 2022, Special Joint City Council and Planning Commission
Meeting Minutes



**CITY OF SOUTH PASADENA
SPECIAL JOINT MEETING OF THE CITY
COUNCIL AND PLANNING COMMISSION**

MINUTES

WEDNESDAY, NOVEMBER 9, 2022, AT 6:30 P.M.

CALL TO ORDER:

The Special Joint Meeting of the South Pasadena City Council and Planning Commission was called to order by Mayor Cacciotti on Wednesday, November 9, 2022, at 6:36 P.M. in the City Council Chambers, 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Mayor	Michael A. Cacciotti
Mayor Pro Tem	Jon Primuth
Councilmember	Evelyn G. Zneimer
Councilmember	Diana Mahmud
Councilmember	Jack Donovan
Vice-Chair	Laura Dahl
Commissioner	Amitabh Barthakur
Commissioner	Janet Braun
Commissioner	Lisa Padilla

ABSENT

Chair	John Lesak
-------	------------

Desiree Jimenez, Chief City Clerk, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Andrew Jared, City Attorney; Tamara Binns, Assistant to the City Manager; Desiree Jimenez, Chief City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PUBLIC COMMENT

1. PUBLIC COMMENT

None.

ACTION / DISCUSSION

2. Review Comments Received From California Department Of Housing And Community Development (Hcd) On The 3rd Draft Housing Element

Recommendation

It is recommended that the City Council receive staff's presentation and discuss responses to HCD comments on the 3rd Draft Housing Element.

Hearing no opposition, the presentation was received and filed.

3. Adoption of a Resolution of Intention to Amend South Pasadena Municipal Code Chapter 36 (Zoning) to Implement Programs of the General Plan Housing Element

Recommendation

It is recommended that the City Council initiate a Zoning Text Amendment by adopting a Resolution of Intention pursuant to South Pasadena Municipal Code (SPMC) 36.620.030 and direct staff to prepare a recommendation that includes, but is not limited to, the following SPMC sections:

1. Section 36.350.250 (Emergency Shelters), to revise standards for emergency shelters in compliance with State law;
2. Section 36.220.030 (Residential Zoning District Land Uses and Permit Requirements), Table 2-2, to permit transitional housing in all zoning districts that permit residential uses and add Low Barrier Navigation Centers in compliance with State law;
3. Section 36.220.040 (Residential Zoning District General Development Standards) Table 2-3 to comply with the minimum density and feasible lot coverage for projects of certain sizes as required by State Senate Bill 478;
4. Section 36.230.030 030 (Commercial Zoning District Land Uses and Permit Requirements), to permit transitional housing in all zoning districts that permit residential uses and remove the requirement for a conditional use permit from mixed-use development and allow as a permitted use;
5. Section 36.310.040 to add provisions for consistency with Assembly Bill 2097 (removal of minimum parking requirements near transit); and
6. Division 36.700 (Definitions/Glossary), to add a definition for Low Barrier Navigation Center.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Mahmud, seconded by Councilmember Zneimer and approved by roll call vote to approve Item No. 3, 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. 7791 was adopted.

ADJOURNMENT

There being no further matters, Mayor Cacciotti adjourned the meeting of the City Council in memory of Clara Marion Richards at 8:32P.M. to the next Regular City Council meeting scheduled for November 16, 2022.

Respectfully submitted:

 Mark Perez
 Deputy City Clerk

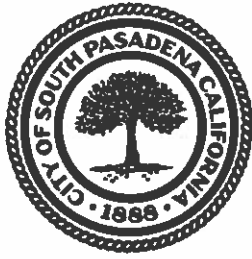
APPROVED:

 Jon Primuth
 Mayor

ATTEST:

 Mark Perez
 Deputy City Clerk

Approved at City Council Meeting:



City Council Agenda Report

ITEM NO. 18

DATE: June 7, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Domenica Megerdichian, Deputy City Manager
Tamara Binns, Assistant to the City Manager

SUBJECT: **Approval of Award of Contract with Richards Watson & Gershon for City Attorney Services**

Recommendation

The Subcommittee for City Legal Services recommends that the City Council award a contract to Richards Watson & Gershon (RWG) for City Attorney Services for an initial term of three (3) years, with two one-year renewal options with such additional terms and conditions set forth in the proposed Agreement attached to this memorandum as Attachment 3.

Executive Summary

Currently, the City's acting City Attorney is Colantuono, Highsmith & Whatley, PC (CHW) which has acted in such capacity since June 2014. Pursuant to the agreement between the City and CHW, the City pays a monthly "retainer" to CHW for a certain number of hours of legal services and pays for additional services at the rates set forth in the agreement. For the past several years, the City has paid legal fees to CHW substantially in excess of the monthly retainer. In fiscal years 2022, 2021 and 2020, legal fees paid to CHW were \$621,492.67, \$612,207.03 and \$538,621.31, respectively.

On January 18, 2023, the City Council agreed to issue a Request for Proposals for legal services to obtain bids from qualified law firms to consider the scope of services offered by other municipal law firms, rates charged and approaches to reducing legal fees overall. Specifically, the City was interested in firms or attorneys that specialize in municipal law and that have significant expertise in land use and zoning, and significant depth in other practice areas, including labor and employment law, real estate, and governance.

Background

Chapter 7 of the State of California Government Code (sections 41801 et al.) and South Pasadena Municipal Code (2.18-6 (c)), provide that while the City Manager has the power to appoint and remove officers and employees of the City, the City Council has the authority to select the City Attorney. Further, the Finance Purchasing Policy provides that Professional Services contracts are exempt from bidding, and General Services contracts

greater than \$30,000 require a formal contract authorized by the City Council, and provide for a sealed bidding solicitation method.

In June 2014, CHW was selected to serve as the City's legal counsel. CHW has an office in Pasadena, California that includes approximately 30 attorneys. Teresa Highsmith of CHW was the designated City Attorney for South Pasadena from 2014 to 2021, with Andrew Jared of CHW currently acting as City Attorney. The City pays a \$10,000 monthly retainer to CHW for 50-52 hours of general services. "Special services" are billed to the City at a rate of \$245 per hour. Paralegals are charged at a rate of \$195 per hour. Total amounts paid to CHW in Fiscal Years 2022, 2021 and 2020 were \$621,492.67, \$612,207.03 and \$538,621.31, respectively.

On January 18, 2023, City Council appointed a two-member subcommittee comprised of Mayor Pro Tem Zneimer and Councilmember Braun (Subcommittee) to work with the City Manager's Team to prepare and release a Request for Proposal (RFP) to firms and attorneys to act as the City of South Pasadena's City Attorney. After reviewing other recent RFPs issued by California cities and the city's own past RFPs, the Subcommittee and staff developed and finalized an RFP for City Attorney Services for South Pasadena. On February 24, 2023, the RFP was posted on Planet Bids, an automated web-based vendor and bid management system, and was sent directly to a number of law firms who had expressed interest in acting as the City's Attorney over the past 10 years and other local municipal law firms, including CHW.

RFP Timeline

The RFP process for City Attorney Services has included the following steps:

- The City Council SubCommittee gathered recent RFP's and contracts from area cities and firms for consideration in developing the City of South Pasadena RFP.
- The Subcommittee composed a distribution list for direct solicitation of well-known firms in the public agency space, firms providing service to other San Gabriel Valley and area cities, and firms who had expressed interest and applied for consideration in 2013, the last time the City solicited proposals for City Attorney Services.
- The Subcommittee developed a thorough process noted in the chart below.

RFP Event	Description	Date
RFP Release	Direct solicitation and release to Planet Bids	Released on February 24, 2023
Proposal Deadline	Closing date; proposals accepted until 6 pm	Closed on April 6, 2023
Complete Initial Review	Subcommittee identifies candidates for interviews	Completed April 14, 2023
Interviews	Interviews by City Council of top 4 candidates	Conducted May 1 and May 3, 2023

Award of City Attorney Contract

June 7, 2023

Page 3 of 5

Negotiations	Negotiations with city staff and subcommittee	May 8 – May 25, 2023
Award of Contract (to come)	City Council awards contract at open meeting	June 7, 2023 Council Meeting

A copy of the RFP, including the qualifications and scope of services, is attached to this staff report as Attachment 1. The RFP was released on PlanetBids, as well as directly solicited to a number of firms, on February 24, 2023.

Eleven (11) proposals were timely received in response to the City's RFP for Attorney Services. The Subcommittee, in collaboration with City Staff, reviewed and evaluated all 11 proposals received. The proposals were initially evaluated for their completeness, responsiveness and understanding of the needs of the City. The Subcommittee and Staff reviewed each firm, their years of experience and services offered by the firm, size and location of the firm, ability to meet the needs of the City, depth and breadth of experience of the team identified by each firm to act as South Pasadena's city attorney team, proposed fee schedule and approach to legal services for efficiency, with the goal to provide the highest quality services by an experienced team of lawyers. Of the eleven proposals, four (4) firms were selected by the Subcommittee to be interviewed by the entire City Council. The Subcommittee and City Staff developed a list of interview questions to be asked of each of the four firms. On-site interviews of the four law firms, including the team identified as the acting City Attorney and Assistants from those firms, were conducted by the full City Council and City Staff members on May 1, 2023 and May 3, 2023. At the end of the interview process, the City Council decided to proceed to a contract negotiation with the law firm Richards Watson & Gershon (RWG).

Proposed Agreement with RWG and City Attorney Team

RWG initially provided a proposed Agreement for City Attorney Services to the Subcommittee and City Staff. The parties exchanged several rounds of comments to the Agreement and met in-person to discuss the Agreement. The proposed Agreement for Attorney Services between RWG and the City of South Pasadena is attached hereto as Attachment 3. The financial terms of the Agreement include a monthly retainer to be paid by the City of \$11,750 for 50 hours of general services (average rate of \$235/hour). Any unused hours can be rolled forward to future months. For special services, RWG will bill \$245 per hour, with paralegal services billed at \$195 per hour. RWG has agreed to provide up to 15 hours of training at no cost to the City and will use paralegal support for public records act requests when needed. A complete description of all fees for services is set forth in the Agreement. The initial term of the agreement is for 3 years, with two one-year renewal options.

The following attorneys at RWG have been designated as part of the team of attorneys who will primarily serve the City of South Pasadena:

- Roxanne Diaz is proposed as the designated City Attorney for South Pasadena.

Ms. Diaz is a shareholder in the Firm's Public Law Department, and concentrates her practice on the representation of public agencies in a wide range of governmental law issues. She has over 25 years of experience in local government, including service as City Attorney and Assistant City Attorney in multiple California cities. Ms. Diaz will attend meetings of the South Pasadena City Council.

- Stephanie Cao is proposed as the designated Assistant City Attorney for South Pasadena. Ms. Cao is a shareholder in the Firm's Public Law Department, and assists clients with a wide variety of topics such as compliance with the Brown Act, Public Records Act, zoning and land use matters, code enforcement and contract drafting and compliance. She has over 12 years of experience in local government, including service as Chief Assistant City Attorney and Assistant City Attorney to other California municipalities. Ms. Cao will attend meetings of the South Pasadena Planning Commission. Ms. Cao is a resident of South Pasadena.
- David Snow is proposed as the designated City Land Use and Housing attorney. Mr. Snow is a shareholder in the Firm's Public Law Department, and has over 30 years of experience, ten of those as a public agency land use planner. He has served as outside counsel for complex land use projects throughout the state and has also served as City Attorney and Assistant City Attorney in multiple California cities. Mr. Snow is a member of the American Institute of Certified Planners (AICP) and will attend meetings of the Planning Commission or City Council when needed.
- A team of other attorneys at RWG were identified in RWG's proposal, a copy of which is attached hereto as Attachment 2, to handle other matters as needed by the City of South Pasadena.

Next Steps

If the Council approves the Agreement for City Attorney Services with RWG, Roxanne Diaz at RWG will become the City Attorney for the City of South Pasadena. City staff will immediately begin working on the transition of legal services from CHW to RWG. If the Agreement is approved, the City would like to host a 'Meet the Firm' reception for RWG, the new City Attorney team and all residents of South Pasadena, and would facilitate meetings between RWG and each City department to begin the transition process.

If the Agreement is approved, the RWG team would work with CHW on a transition of legal cases and services. The City Council, in consultation with the new City Attorney, would determine whether any outstanding matters would continue to be handled by CHW or other legal counsel, and Staff will work with RWG on substitution of counsel on all other matters.

Fiscal Impact

The Subcommittee reviewed the fees proposed by all 11 firms which submitted proposals for the City Attorney contract. The Subcommittee found that the fees proposed by RWG were reasonable and comparable to other proposals.

For purposes of comparison, fees paid for City Attorney services by the City for the past four years provide insight into the fees proposed by RWG. The City's 2022-23 Adopted Budget for the year ended June 30, 2023, as amended, provides \$895,140 for City Attorney services. As of June 1, 2023, the City has incurred fees for City Attorney services equal to \$800,971. For fiscal years 2022, 2021 and 2020, the amounts spent by the City for City Attorney services were \$621,492.67, \$612,207.03 and \$538,621.31, respectively.

The proposed agreement with RWG includes a scope of services to be provided for general services and special services, and includes oversight of the contract that will provide for significant process improvements, such as staff trainings, further detailed and transparent billings, department-level review of invoices, and other cost-saving measures to ensure a high level of service while managing the costs associated with the City's legal services.

In consultation with RWG to provide an estimate of its legal fees for the 2023-24 fiscal year, the City has proposed to include \$425,000 for City Attorney services. This amount includes the monthly retainer of \$11,750 for the year and estimates for special projects, housing, litigation, code enforcement, and other anticipated legal services. City Council will take the opportunity at the midyear budget period to review the legal services costs at that time and revise the budget at that time, if necessary. The proposed agreement with RWG is for three (3) years, with two one-year (1) renewal options.

Key Performance Indicators and Strategic Plan

City Attorney Contract is related to Strategic Plan Item 1a Long Range Financial Planning.

Commission Review and Recommendation

This item was not reviewed by a commission. Rather, the Subcommittee working with City Staff issued a request for proposals to provide City Attorney services, evaluated the 11 submitted proposals and presented 4 firms to the entire City Council for interviews. As a result of that process and a contract negotiation with RWG, the Subcommittee is proposing that the City Council approve the Agreement with RWG.

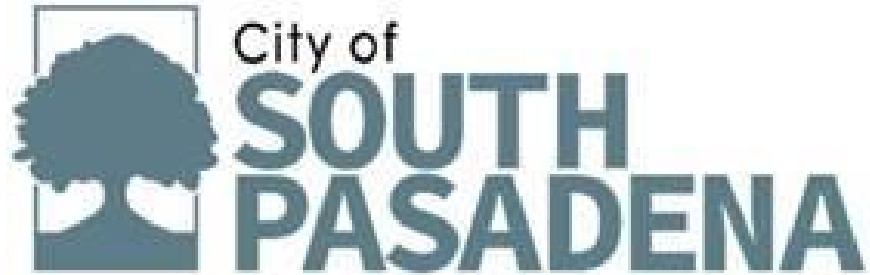
Attachments:

1. City of South Pasadena City Attorney Request for Proposal
2. Proposal from Richards Watson & Gershon
3. Contract with Richards Watson & Gershon for City Attorney Services

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ATTACHMENT 1
City of South Pasadena City Attorney
Request for Proposal

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Request for Proposal City Attorney Services

Date Issued: Friday, February 24, 2023
Proposals Due: Thursday, April 6, 2023

RFP No. CM23-001

OVERVIEW AND BACKGROUND

Background

The City of South Pasadena is a charming community situated less than 10 miles from downtown Los Angeles. Founded in 1888, South Pasadena is one of the oldest cities in the Los Angeles area with numerous historic districts and a varied topography, which includes over 21,000 trees. The City is known for its stunning homes, unique small businesses, community engagement and high achieving schools. Although the City measures only 3.4 square miles, it boasts a number of parks, community gardens and recreational opportunities for its residents, including a golf course, tennis facility, riding stables, library and senior center. The City's active arts community, chamber of commerce and numerous other clubs and organizations host myriad events, including a weekly farmers market, arts and music festivals and many other celebrations. South Pasadena also includes a Metro train station, which brings many visitors to the city.

With approximately 26,000 residents, South Pasadena has a diverse population which contributes to the rich character of the community. The city includes 10,000 housing units, 53% of which are rental units. An impressive 97% of adults in the City have at least a high school education, and 70% have a college bachelor's degree or higher. The median annual household income in South Pasadena is \$115,000.

South Pasadena is a general law city, comprised of a Council-Manager form of government. The voters elect five City Councilmembers, each from one of the five districts in the City, to serve four-year staggered terms on the City Council. The City Council has appointed a professional City Manager to serve as the Chief Administrative Officer. Under the direction of the City Council, the City Manager is responsible for the day-to-day functions of the City and the administration of City services. The City Council meets on the first and third Wednesday of each month, typically at 7 pm, often preceded by a closed session meeting at 5:30 pm. The City also has thirteen Commissions and other Ad-Hoc Committees, including a Planning Commission, which meets on the second Tuesday of each month at 6:30 pm. The selected City Attorney should anticipate attendance at all City Council and Planning Commission meetings. Meetings are held at City Hall, 1414 Mission Street in South Pasadena.

South Pasadena provides services to its residents directly and by working with other agencies or consultant services. Services include a police department, fire department with a paramedic unit, public works (which includes water, sewer pipeline maintenance and facilities, street maintenance, park maintenance and engineering/capital projects) and a library. Other city departments and functions include finance, management services, community services, community development and the City Manager's office.

Purpose of Request for Proposal

The purpose of this Request for Proposal (RFP) is to identify and select an experienced attorney or legal services firm to serve as the City Attorney for the City of South Pasadena. The Scope of Work section below details the required services and performance conditions. The Qualifications section below provides prerequisites for the application.

City Objectives

The City desires to obtain high-quality legal counsel on a contract basis. The City Attorney will serve at the pleasure of the City Council as a directly appointed position. The City intends to select an attorney or firm that specializes in municipal law, with specific experience in land use and zoning, and practicing as City Attorney in other jurisdictions.

Term

The City intends to award a contract for an initial term of three (3) years, with two one-year renewal options.

SELECTION PROCESS

The evaluation of Proposals will allow the City to identify a list of qualified Applicants. This RFP provides the criteria that serve as the basis for review of qualified Applicants. The City Council has appointed a subcommittee comprised of two City Council members to review all Proposals and identify qualified Applicants for interviews. Qualified Applicants that best meet the needs of the City will be invited to an on-site interview and presentation.

After the evaluation of Proposals and on-site interviews are complete, the City Council, in its sole discretion, will select the finalist. The City and the finalist Applicant will enter into contract negotiations. In the event the City determines, in its sole discretion, that a satisfactory agreement cannot be reached with a selected Applicant, the City reserves the right to enter into contract negotiations with an alternate Applicant.

RFP Schedule of Events

RFP Event	Description	Date
RFP Release	Direct solicitation and release to Planet Bids	February 24, 2023
Addendum Release	Release of an addendum to RFP, if needed	March 30, 2023
Proposal Deadline	Closing date; proposals accepted until 6 pm	April 6, 2023
Complete Initial Review	Subcommittee identifies candidates for interviews	April 14, 2023
Interviews	Interviews by City Council of top candidates	April 26, 2023 (week of)
Negotiations	Negotiations with city staff and subcommittee	April 27 – May 12, 2023
Award of Contract	City Council awards contract at open meeting	May 17, 2023 (alternate: June 7, 2023)

The City reserves the right, in its sole discretion, to adjust this schedule as it deems necessary. Any changes to this schedule will be posted on Planet Bids.

RFP Coordinator

All communications, requests for additional information or clarification concerning this RFP should be sent via email to the Deputy City Manager, Domenica Megerdichian. The RFP Coordinator will be the sole point of contact for this RFP. The RFP Coordinator can be reached at:

<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Domenica Megerdichian	dmegerdichian@southpasadenaca.gov	(626) 403-7210

The City is not responsible for delayed or lost email-regardless of cause.

RFP Amendment and Cancellation

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or reissue all or any part of the RFP in its sole discretion. Applicants are required to respond to the final written RFP including any exhibits, attachments, and amendments issued by the City.

Questions Pertaining to the RFP

Specific questions and/or comments concerning the RFP should be submitted via email to the RFP Coordinator not later than the Addendum Release Date identified in the RFP Schedule of Events. Applicant questions should clearly identify the relevant section of the RFP and page number(s) related to the question being asked.

SCOPE OF WORK

The City Attorney reports to, and serves at the pleasure of, the City Council. The City Attorney will work directly with the City Manager and City Staff in the performance of his/her daily duties in the operation of City business. The general responsibilities of the City Attorney (or other City Attorney personnel) include, but are not limited to, the following and shall be considered to be services covered by the retainer:

- Provide clear and concise legal advice and consultation on a daily basis as requested or required to members of the City Council, the City Manager, Commissions and City Staff. Contacts are usually made via telephone and email, and generally a same or next day response is expected.
- During the Office Hours, as described below, the City Attorney will be present at City Hall and available to meet with staff, Councilmembers, or members of the public unless excused by the City Manager or Mayor in advance. Office hours shall generally be for a period of 4- 6 hours a week as established and negotiated as part of any contract, and the City Manager or Mayor may adjust the schedule upon a showing of good cause. Office hours may be coordinated with days of attendance at Council meetings.
- Attendance at all City Council and Planning Commission meetings is expected, unless excused.
 - Regularly scheduled City Council meetings are held on the first and third Wednesday of the month, beginning at 7:00 PM, with Closed Session usually

scheduled for 5:30 PM. The schedule for regular City Council is annually adopted by City Council, and a calendar is established.

- Regularly scheduled Planning Commission meetings are held second Tuesday of each month , beginning at 6:30 PM.
- Attend City Council meetings and be prepared to advise the Council and Staff on matters on the agenda as well as parliamentary procedure and substantive issues that arise during the meetings. Attendance at City Council subcommittee meetings or joint meetings with outside agencies may be requested from time to time.
- Provide guidance concerning requirements of the Brown Act, Conflicts of Interest, the Political Reform Act, the Public Records Act, CEQA, land use and zoning, tort liability and risk, due process and other legal requirements imposed by statute and common law, as well as a working knowledge of municipal employment practice and public administration.
- Provide trainings to elected and appointed officials and staff, including but not limited to: AB 1234 Ethics Training, Ralph M. Brown Act Training, Public Records Request (PRA) preparation and fulfillment, best practices in contracts/agreements, and other legal-related trainings as-needed.
- Prepare, review, and revise staff documents, including, but not limited to, initiation of memoranda concerning legal issues, contracts, agreements, ordinances, resolutions, land use decisions including appeals, public improvements, easements, dedications, rights-of-way, and City Council staff reports. Clear, concise, well-organized writing in plain English is a pre-requisite.
- Coordinate and/or advise the City in certain litigation not covered general liability or worker's compensation insurance or otherwise handled by outside counsel and represent the City in litigation matters when agreed by the City.
- The City, from time to time, may request a written statement of the estimated cost of work on special projects, other than the general services under the monthly retainer.
- Prepare a quarterly status report briefly summarizing the status of each matter in litigation and shall advise City Council and City Manager of significant developments in litigation. The status report shall be submitted by the fifteenth day of January, April, July, and October annually.
- Represent the City in inter-agency projects and other legal matters.
- Oversee coordination with special legal counsel on all City litigation including oversight of the City's risk management program and general liability claims – litigation shall be handled by the City Attorney or sent to an outside firm specializing in litigation, but may not be handled by a litigation department within the City Attorney's own firm, unless otherwise approved by the City Council.
- Provide legal advice and assistance to the City Manager and all operating departments in a collaborative and solution-oriented manner.
- Review compliance with public records for public records requests, records destruction and assist with contract development.
- Counsel the City regarding taxes, assessments, fees, and other financial advice, including budget and ACFR review and long-term financing options.
- Design, draft, and update the City's Municipal Code and Zoning Code, including regulations for state and federal housing legislation and the City's General and Specific Plans.

- Monitor pending and current state and federal legislation and court decisions, as appropriate, and provide written updates on those that have the potential to affect the City. Provide suggested action or changes in operations or procedures to assure compliance.
- Generally, oversee and manage the legal affairs of the City and ensure compliance with all applicable laws.

The City may propose additional tasks as deemed necessary to complete the assignment. Any additional work shall be compensated, as agreed upon in the Legal Services Agreement between the successful Applicant and the City.

QUALIFICATIONS

The Applicant must be a licensed and active member of the California State Bar. Qualified Applicants will preferably have five (5) or more years of municipal legal experience in California as a municipal attorney. Further, it is required that the City Attorney have experience in the following areas:

- Designing, drafting, and updating Municipal Code sections and regulations.
- Providing support to Staff and the City Council during land use appeals to the Council and in code enforcement actions.
- Experience with and knowledge of the law governing general law cities.
- Experience regarding land use regulations related to public land use and planning, environmental law including the California Environmental Quality Act (CEQA), general plans, code enforcements and other related areas of law, administrative law, personnel and employment law, and other areas of municipal law.
- Experience with public sector employment, pension law, and general personnel matters.
- The City Attorney should have litigation experience or experience monitoring or supervising litigation activity handled by other firms.
- The City Attorney must demonstrate the ability to speak clearly, concisely and effectively in public.
- The City Attorney must have the ability to relate easily and effectively with all members of the City Council, City Staff, and the public.
- Applicant must supply appropriate references that may be contacted by the City for background information and qualification.

PROPOSAL SUBMISSION REQUIREMENTS

Proposal Submittal

Proposals must be delivered in person, by U.S. Postal Service, or by a same-day or overnight courier service (e.g., Federal Express, UPS, DHL) and must be received no later than **Thursday, April 6, 2023, at 6:00 p.m. Pacific time**, at the address listed below. Applicants must submit one (1) unbound complete copy of the Proposal, five (5) bound complete copies of the Proposal, and one (1) electronic copy of the Proposal in pdf format on a flash drive. All Proposals must be submitted in a sealed envelope clearly marked on lower left-hand corner “Response to RFP CM-23-001 – City Attorney Services”, and electronic submittals must be identified in the subject area as relating to the City Attorney Services RFP.

Mailing and Personal Delivery Address for Proposals

Domenica K. Megerdichian
Deputy City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030-3214

General Instructions

Proposals should be prepared simply and economically and provide a straightforward, concise description of the Applicant's firm, background, qualifications, proposed legal services, fee structure and capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Glossy sales and marketing brochures are not necessary or desired. Proposing parties are responsible for all costs incurred in preparation and submittal of proposals.

Proposals should be organized consistent with the outline provided below under Proposal Format.

Proposal Format

All Proposals must be structured, presented, and labeled in the following manner:

1. Cover Letter
2. Executive Summary
3. Applicant/Firm Information
4. Applicant/Firm Background
5. Applicant/Firm Qualifications
6. Principal Attorneys
7. References
8. Pricing
9. Additional Information and Conflicts of Interest

Failure to follow the specific format, to label the responses correctly, or to address all of the subsections may, at the City's sole discretion, result in the rejection of the Proposal. Proposals shall not contain extraneous information. All information presented in the Proposal must be relevant in response to a requirement of this RFP, must be clearly labeled, and, if not incorporated into the body of the proposal itself, must be referenced to the appropriate place within the body of the proposal.

Cover Letter

The Proposal must include a cover letter which references and responds to each of the following bulleted items:

- Signature of an officer empowered to bind the Applicant to the provisions of this RFP and any contract awarded pursuant to it.
- A high-level statement of credentials qualifying for delivery of the services sought under the RFP.

- A statement indicating the proposal remains valid for at least 120 days from the Deadline for Receipt of Proposal, with automatic extension should the proposer be selected for contract negotiation.
- A statement that the Applicant, or any individual who will perform work, is free of any conflict of interest (e.g., employment by the City or a competing corporate or agency interest).

Please limit the Cover Letter to three pages.

Executive Summary

This section of the Proposal should provide a concise synopsis of Applicant's proposal and credentials to deliver the services sought under the RFP. Provide a general overview of the Applicant's philosophy for City Attorney services, approach to mitigating risk to cities and overall approach to working collaboratively.

Applicant/Firm Information

This section of the Proposal must include the following Information about the Applicant:

- Provide the legal entity name, Federal Employer Identification Number (EIN), and form of business (i.e. Corporation, LLP, etc.).
- Identify if the Applicant is a subsidiary of a larger firm. If so, to whom and from where will services be provided?
- Provide the Proposal contact name, address, phone number, and email address.
- Identify the principal attorney who will serve as the City Attorney and any other functions requested under Scope of Services.
- Identify the location of the Applicant's headquarters and office which will support the requested services.

Applicant/Firm Background

This section should identify the following:

- A description of the Applicant's background, nature of business, and organizational history.
- A statement of how long the Applicant has been providing legal services to municipalities.
- Location of office that will be providing services to the City.
- Staff services available (clerical support, paralegals, other non-attorney staff).
- Awards, honors or public recognition of the Applicant or the attorney that will act as the City Attorney, or both, concerning the provision of legal services.

Applicant/Firm Qualifications

In this section of the proposal, the Applicant should identify firm/staff qualifications and experience in the Scope of Work. More specifically, this section should identify the following:

- Experience, in detail, of providing government/municipal legal services.
- Experience, in detail, working with California local government agencies.

- List all public clients for whom you currently provide services under a fee for service or retainer basis. Indicate the meeting dates and schedules for any public bodies for the prospective lead attorney.

References

The Applicant must provide three to five (3-5) references. At least two of the references should be for similar services provided in the last five years. The City prefers references from local government agencies with populations similar in size and character to the City, if possible. For each reference, Applicant should provide the following information and permission to contact each reference:

- Entity name
- Customer contact information (name, title, phone, and email)
- Scope of work performed identifying the services provided.
- Start date.
- Summary of any problems and solutions to those problems

Fee Schedule/Pricing

The selected Applicant will be required to provide services under a monthly retainer fee format for regular attendance at regular City Council meetings, special City Council meetings, weekly staff meetings, Planning Commission meetings, office hours on site at the City, communications with the City, and other general legal work. Routine travel expenses would be the responsibility of the applicant.

- Please describe what is included in the retainer (including the proposed number of office hours on site each week.
- Please provide an hourly rate for all of the individuals that may be working with the City from the Applicant's office for services not included in the retainer. In addition, please provide an hourly rate for any specialized legal services.
- Please provide the retainer fee and rates in a tabular format.
- Please define what type of work you would consider to be extra or specialized that would be billed in addition to basic services and state the hourly rates for the designated legal staff for such services.

While the City anticipates that the vast majority of work required under the Scope of Work falls under the monthly retainer service fee, the City also recognizes that certain work may be of a nature or scope that it will require additional work that may be billed at hourly or project rates. Please describe what services the Applicant anticipates may fall outside the scope of the Retain based services and the rates at which the City would be billed. Further, please describe the process by which the Applicant would determine any specialized services or matters that may need to be outsourced and how the Applicant would manage these instances.

Additional Information and Conflicts of Interest

The Applicant may provide any additional information that is relevant to the information requested by this Request for Proposal that would assist the City in the selection process. The Applicant should identify any conflicts of interest it, or any of its attorneys, may have in performing services

for the City. The City may require a conflicts check for each member of the City Council, his/her employer and the City Manager.

PROPOSAL EVALUATION

The City will review all Proposals to determine which Applicants are qualified for consideration. The initial review will evaluate all submissions for conformance to stated specifications and to eliminate all responses that deviate substantially from the basic intent and/or fail to satisfy the mandatory requirements. Following the initial review, the City Council subcommittee will complete a detailed review of Applicant proposals. Proposals will be evaluated based on the following evaluation criteria:

- Applicant's legal knowledge and experience in matters identified in the Scope of Work.
- Applicant's approach to legal matters to maximize outcomes for the City at an efficient cost.
- Demonstrated understanding of City's needs
- Quality, clarity, and responsiveness of proposal anticipated value and price
- Results of interviews, presentations
- References
- Ability to prepare and execute a contract in a timely manner

The City reserves the right, in its sole discretion, to request clarifications of Proposals or to conduct discussions for the purpose of clarification with any or all Applicants. The purpose of any such discussion shall be to ensure full understanding of the Proposal. Discussions shall be limited to specific sections of the Proposal identified by the City and, if held, shall be after initial evaluation of Proposals is complete. If clarifications are made as a result of such discussion, the Applicant agrees to put such clarifications in writing. The City Council subcommittee will select two to five Applicants for interviews with the City Council. After review of all Applicants, including interviews and presentations, the City will select the best qualified Applicant to move forward to contract negotiations.

GENERAL REQUIREMENTS

Collusion

By submitting a response to the RFP, each Applicant represents and warrants that its response is genuine and is not made in the interest of or on behalf of any person not named therein; that the Applicant has not directly induced or solicited any other person to submit a sham response or any other person to refrain from submitting a response; and that the Applicant has not in any manner sought collusion to secure any improper advantage over any other person submitting a response.

Gratuities

No person will offer, give or agree to give any City employee or its representatives any gratuity, discount or offer of employment in connection with the award of contract by the City. No City official, employee, agent, or its representatives will solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a City contract.

Required Review and Waiver of Objections by Applicant

Applicants should carefully review this RFP for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called “comments”). Comments concerning RFP objections must be made in writing and received by the City no later than the "Addendum Release Date" detailed in the RFP Schedule of Events.

Protests based on any objection will be considered waived and invalid if these faults have not been brought to the attention of the City, in writing, by the Addendum Release Date.

Proposal Withdrawal

To withdraw a proposal, any Applicant must submit a written request, signed by an authorized representative, to the RFP Coordinator not later than 24 hours before the Proposal Deadline. After withdrawing a previously submitted proposal, the Applicant may submit another proposal at any time up to the Proposal Deadline.

Proposal Errors

Applicants are liable for all errors or omissions contained in their proposals. Applicants will not be permitted to alter proposal documents after the Proposal Deadline.

Incorrect Proposal Information

If the City determines that an Applicant has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Applicant knew or should have known was materially incorrect, that proposal will be determined non-responsive, and the proposal will be rejected.

Proposal of Additional Services

If an Applicant indicates an offer of services in addition to those required by and described in this RFP, these additional services may be added to the contract before contract signing at the sole discretion of the City.

Licensure

At all times while serving as City Attorney or as an attorney providing services to the City under the City Attorney contract, each such attorney shall be a member in good standing of the California State Bar and shall be required to maintain that license to practice law in full force and effect while so employed.

Conflict of Interest and Proposal Restrictions

Applicants should identify any other public agency or private representation that may have a conflict of interest with the City of South Pasadena. By submitting a response to the RFP, the Applicant certifies that no amount will be paid directly or indirectly to an employee or official of the City as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or firm to the Applicant in connection with the procurement under this RFP.

Notwithstanding this restriction, nothing in this RFP will be construed to prohibit another governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFP. Any individual, company, or other entity involved in assisting the City in the development, formulation, or drafting of this RFP or its scope of services will be considered to have been given information that would afford an unfair advantage over other Applicants, and said individual, company, or other entity may not submit a proposal in response to this RFP.

Contract Negotiations

After a review of the proposals and completion of the reference checks, and interviews, the City intends to enter into contract negotiations with the selected Applicant. These negotiations could include all aspects of services and fees. If a contract is not finalized in a reasonable period of time, the City will open negotiations with the next ranked Applicant.

Right of Rejection

The City reserves the right, in its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Applicants must comply with all of the terms of this RFP and all applicable state laws and regulations.

If an applicant seeks to restrict the rights of the City or otherwise qualify their proposal, the City may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

The City reserves the right, in its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the City. Where the City waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Applicant from full compliance with the RFP. Notwithstanding any minor variance, the City may hold any Applicant to strict compliance with the RFP.

Disclosure of Proposal Contents

All proposals and other materials submitted in response to this RFP procurement process become the property of the City. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process; however, names of persons or firms submitting proposals may be disclosed as a public record upon request. Upon the completion of the evaluation of proposals, the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Act. submitting a proposal, the Applicant acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

Each Applicant should be aware that although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City is not in a position to establish that the information, which an Applicant submits, is a trade secret. If a request is made for information marked “confidential”, the City will provide the Applicant who submitted such information with reasonable notice to allow the Applicant to seek protection from disclosure by a court of competent jurisdiction.

Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the City and Applicants will be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

RFP and Proposal Incorporated into Final Contract

This RFP and the successful Proposal may be incorporated into the final contract, at the discretion of the City.

Proposal Amendment

The City will not accept any amendments, revisions, or alterations to Proposals after the Proposal Deadline unless any such amendment is formally requested, in writing, by the City.

Warranty

The selected Applicant will warrant that the proposal will conform in all material respects to the requirements and specifications as stated in this RFP and as demonstrated during the evaluation process. In addition, the requirements as stated in this RFP will become part of the subsequent agreement.

Rights of the City

The City reserves the right to:

- Make the selection based on its sole discretion.
- Reject any and all proposals.
- Issue subsequent Requests for Proposals.
- Postpone opening proposals if necessary, for any reason.
- Remedy errors in the Request for Proposal process.
- Approve or disapprove the use of particular subcontractors.
- Negotiate with any, all, or none of the Applicants.
- Accept other than the lowest monetary offer.
- Waive informalities and irregularities in the proposals.
- Enter into an agreement with another Applicant in the event the originally selected Applicant defaults or fails to execute an agreement with the City.
- Include provisions in the contract allowing the City Council to terminate the agreement at its sole and entire discretion upon the provision of thirty day (30) written notice.

ATTACHMENT 2
Proposal from Richards Watson & Gershon



In Your Community
At Your Side

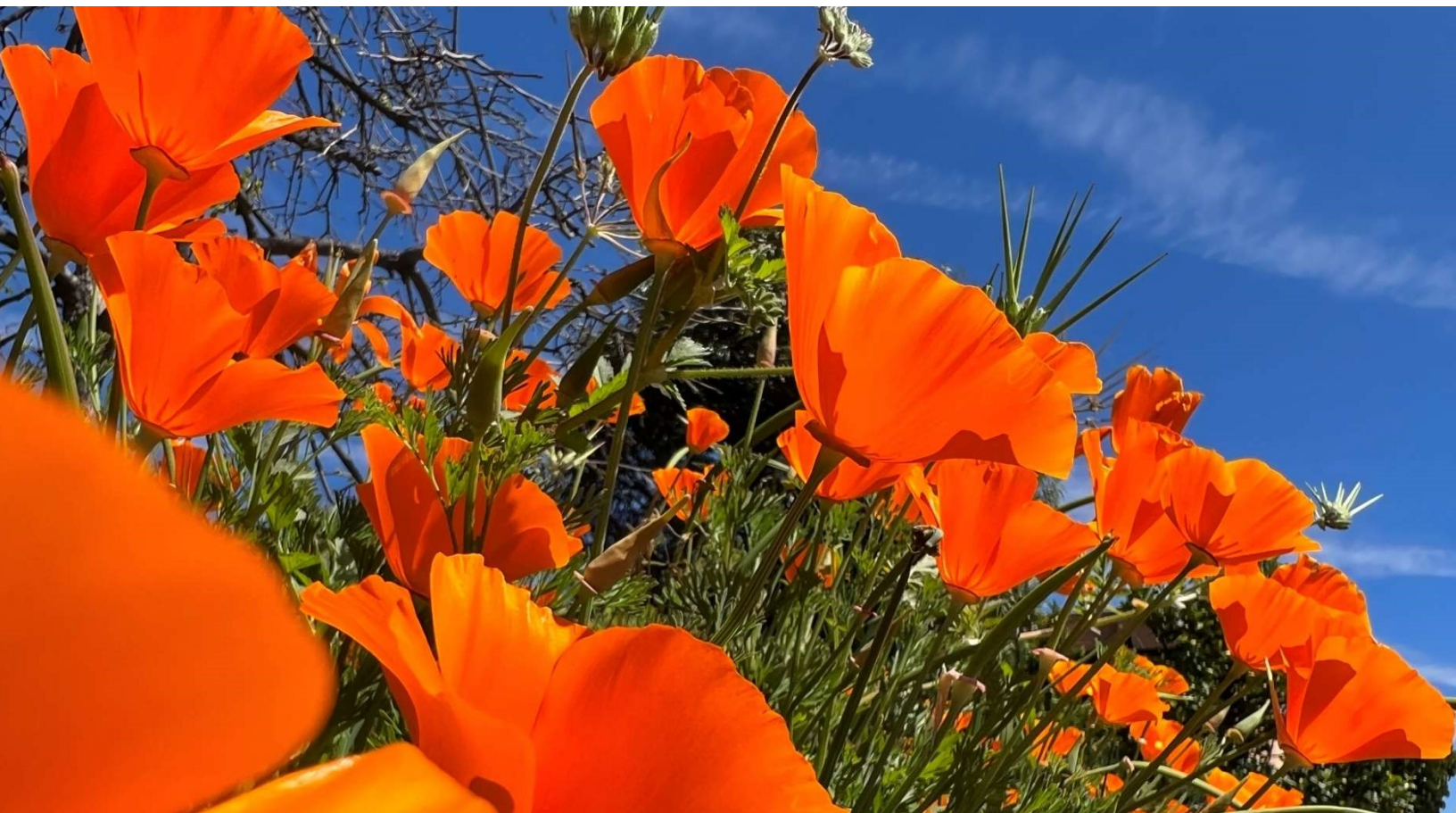
City of South Pasadena

Proposal for City Attorney Services

April 6, 2023

Roxanne Diaz

350 South Grand Avenue, 37th Floor
Los Angeles, California 90071
213.626.8484
rdiaz@rwglaw.com



April 6, 2023

Domenica K. Megerdichian
Deputy City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, California 91030-3214

Reference: ***Response to RFP CM-23-001 - City Attorney Services***

Dear Ms. Megerdichian:

Richards, Watson & Gershon (RWG) is pleased to respond to the City of South Pasadena's Request for Proposal for City Attorney Services.

RWG has been providing legal services for cities and public agencies for more than 65 years. From the first foray of our founder Glenn R. Watson to incorporate the new City of Dairy Valley (now Cerritos) in 1956 to our current statewide public law practice, RWG is proud of its role in helping California communities shape their future. We are a full-service law firm and currently serve as City Attorney to 24 California municipalities, and as general or special counsel to local and regional public agencies across the state.

As City Attorney, we propose Roxanne Diaz. Roxanne will be assisted in the primary provision of legal services by Stephanie Cao as Assistant City Attorney, as well as myself in providing Land Use and Housing services. In addition, our entire team of public law attorneys and legal specialists will support the City of South Pasadena in the substantive areas that are important to it.

Our proposal makes the same pledge we have made to our clients and upheld for more than 65 years: we will provide the highest quality professional legal services in a prompt and cost-effective manner.

We would be excited and honored to serve as City Attorney. Most of our attorneys are career public lawyers and all of our attorneys appreciate the special opportunity we have to practice our chosen expertise for the public benefit. We understand and welcome the opportunity to work with the City of South Pasadena. We are confident that RWG's experienced team and extensive resources would provide the best possible representation of the City.

Our contact information is as follows:

Richards, Watson & Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, California 90071
Phone: 213.626.8484

Roxanne Diaz
Phone: 213.626.8484
E-mail: rdiaz@rwglaw.com

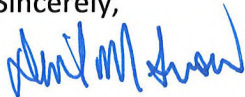
David Snow
Phone: 213.626.8484
E-mail: dsnow@rwglaw.com

This proposal and fee schedule are valid and binding for 120 days following the proposal due date of April 6, 2023 with an automatic extension should RWG be selected for contract negotiation.

We have completed a preliminary conflicts check of our public and private clients and, we are not precluded from representing South Pasadena but have identified a conflict related to a specific matter, which we further discuss in the Additional Information section of our proposal.

We appreciate your consideration of our proposal and look forward to discussing it with the City Council. In the meantime, if you or others at the City have any questions or comments, please do not hesitate to contact Roxanne or me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'David M. Snow'.

David M. Snow
Vice President, Board of Directors

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Exhibit 6 RWG Representative Public Law Client List

Exhibit 7 Sample Billing Statement

Executive Summary

RWG has a successful history of representing cities like the City of South Pasadena in achieving their goals and protecting their small-town character and unique identity. We also understand how cities are under pressure to conform to state and federal law mandates and how those mandates often conflict with a community's identity and goals. We are proposing a team with substantial experience in representing vibrant and innovative cities that desire to have a City Attorney participate as a member of the City's management team. Roxanne Diaz is proposed to be City Attorney. Roxanne is a shareholder in the Firm's Public Law Department and concentrates her practice on the representation of public agencies in a wide range of governmental law issues. She has over 25 years of experience in local government, including service as City Attorney and Assistant City Attorney in multiple California cities. Roxanne will attend the City Council meetings.


Stephanie Cao is proposed as Assistant City Attorney and the City's Planning Commission Attorney. Stephanie is a shareholder in the Firm's Public Law Department and assists clients with a wide variety of topics such as compliance with the Brown Act, Public Records Act, zoning and land use matters, code enforcement and contract drafting and compliance. She has also served as City Attorney and is currently serving several municipalities in the role of Chief Assistant City Attorney and Assistance City Attorney. Stephanie will attend the Planning Commission meetings and assist Roxanne with the day-to-day work of the City.


David Snow is proposed as the City's Land Use and Housing attorney. David is a shareholder in the Firm's Public Law Department and has over 30 years of experience, ten of those as a public agency land use planner, and later serving as outside counsel for complex land use projects throughout the state and also as City Attorney and Assistant City Attorney in multiple California cities. David is also a member of the American Institute of Certified Planners (AICP) and will attend Planning Commission and/or City Council meetings when particular matters warrant his expertise.


Why RWG?


We are committed to providing the City of South Pasadena high quality legal services in a cost-efficient manner. Although we are lawyers first, we are keenly aware that the delivery of legal services in the public arena is not the same as in the private sector. Our role is to assist the City Council and its management team in providing efficient and effective people-based services to the City's residents, businesses, and guests. We work behind the scenes to help the City shine and accomplish its goals, while not being the center of attention or "out in front" of the City Council or the City Manager. We also recognize that the City Attorney's role is to be a legal advisor and not a policymaker. Our proposed team will work collaboratively with City staff to achieve the City Council's goals, but we will not overstep our role or insert ourselves where

not needed. Recognizing that, we believe that we are the right choice right now for the City of South Pasadena for the following reasons:

-  **We understand our role as the City’s legal “advisor.”** We provide the City with clear and understandable advice and guidance with options weighing the pros and cons so the City Council and City Manager can make informed decisions. We are not afraid of the political consequences of giving the right legal advice but we are sensitive about how we deliver it. As an advisor, we provide the roadmap for the City’s decision making. This means we are collaborative, strategic, and practical.

-  **We are a calming influence in the room.** We are professional in demeanor and presence. We read the dynamics of the room and adjust accordingly. Whether it is being an advocate, an enforcer, a shield, or if the situation calls for it - taking one for the team, we understand that legal advice cannot be given in a vacuum.

-  **We understand financial constraints.** We do not seek to spend unnecessary resources and public money to over-lawyer a project. Rather, we service the City’s realistic legal needs. We use experienced attorneys to handle specialized issues quickly and efficiently. We work with City staff to help them learn to prepare routine documents, notices, etc. We recognize that cities view legal services as a necessary expense. We like to think that your legal services team is also an investment. Our goal is for the City to see the return on its investment in RWG. Additional information about our cost effective approach is discussed further below.

-  **We practice and serve with integrity.** That is our reputation. That is our promise.

Applicant/Firm Information

Official Name, Address, and Entity

Richards, Watson & Gershon, A Professional Corporation
350 South Grand Avenue, 37th Floor
Los Angeles, California 90071
Telephone: 213.626.8484

Richards, Watson & Gershon is a Professional Corporation and is not a subsidiary of any other firm or company. Our federal tax identification number is 95-3292015.

Proposed City Attorney and Point of Contact

**Richards, Watson & Gershon,
A Professional Corporation**
350 South Grand Avenue, 37th Floor
Los Angeles, California 90071
Phone: 213.626.8484

Roxanne Diaz
Proposed City Attorney and Point of
Contact
Phone: 213.626.8484
E-mail: rdiaz@rwglaw.com

Office Locations

The City would be primarily supported by attorneys in our Los Angeles office. We also have offices in Orange County, Temecula, San Francisco, the Central Coast, and Sacramento, and subject matter specialists in those offices may serve the City from time to time.

Los Angeles Office - Headquarters
350 South Grand Avenue, 37 Floor
Los Angeles, California 90071
213.626.8484

Applicant/Firm Background

Richards, Watson & Gershon provides California cities access to experienced specialists and statewide experts and the flexibility to scale the volume of services required to meet a city's exact needs and accommodate changing demands over time.

We practice statewide from our offices in Los Angeles, Orange County, Temecula, San Francisco, the Central Coast and Sacramento. We understand the challenges faced by California cities and work to identify creative and practical solutions that are tailored to the particular needs of each client. We have built a reputation as the lawyers of choice for cities seeking effective, reliable, and efficient legal counsel to achieve their goals. Our attorneys have expertise in the wide variety of legal issues faced by public entities. We regularly represent our clients in transactional matters, administrative proceedings, and litigation at all levels of the state and federal court systems.

RWG was founded in Los Angeles in 1954 and is a statewide leader in providing legal services to municipalities and other public agencies. We currently serve as City Attorney to 24 California municipalities and, in total, serve as General Counsel, or Special Counsel to more than 50 local and regional public agencies throughout California. Over our 69 years of representing public agencies, we have represented hundreds of public agencies including cities, special districts, community services districts, school districts, water districts, airports, counties, and joint powers authorities.

A Premier Full-Service Firm

RWG delivers a full spectrum of legal services with a specialized focus on public agency law, including:

- Administrative Law and Government Regulation
- Affordable Housing
- Appellate Law
- California Coastal Act
- California Environmental Quality Act (CEQA) / National Environmental Protection Act (NEPA)
- Civil Rights and Constitutional Law
- Code Enforcement
- Conflicts of Interest
- Hazardous Materials
- Housing Laws
- Labor and Employment
- Land Use and Planning
- Litigation
- Municipal Taxation
- Municipal Torts
- Ordinances and Resolutions
- Police and Fire Practices
- Political Reform Act
- Public Finance
- Public Works, Construction, and Contracting
- Real Estate
- Telecommunications
- Tort Defense
- Transportation
- Utilities and Franchising
- Water Law
- Writs and Appeals

Seasoned City Attorney Team

As stated in our Executive Summary, RWG is proposing a seasoned City Attorney team of the Firm's shareholders to serve the City of South Pasadena. Roxanne Diaz will serve as City Attorney and has over 25 years of experience in public law. Stephanie Cao will serve as Assistant City Attorney and the City's Planning Commission Attorney. Stephanie is also a resident of South Pasadena and has served on the City's Public Safety Commission. David Snow will serve as the City's Land Use and Housing Counsel with over 30 years of experience, both in planning and as an attorney. Copies of their biographies and the other specialists in our Firm are included in Exhibit 1.

With regard to the public recognition of the attorneys at RWG, many of our attorneys have been recognized in various capacities including as Southern California Super Lawyers. No more than 5% of Southern California attorneys earn a spot on the Super Lawyers list each year. Roxanne was selected to the Rising Stars list for State, Local & Municipal law in 2004, 2005, 2006 and 2007. David Snow was selected to the Rising Stars list in 2008 for Environmental, Land Use & Zoning. The Rising Stars list is similarly selective and honors lawyers who are under 40 or have been practicing less than 10 years.

Office Locations

The City would be primarily supported by attorneys in our Los Angeles office.

Los Angeles Office

350 South Grand Avenue, 37 Floor
Los Angeles, California 90071
213.626.8484

Staff Services

RWG's more than 65 attorneys are supported by a staff of paralegals, professional legal assistants, management staff, and others working in numerous offices and support departments. This includes our records center, an office services center, and information technology department. We also maintain teleconference and video conference capabilities, and electronic research resources. Our broad range of staff and professionals, paired with the latest in technology and management practices, allows us to serve each of our client's unique needs in a timely, cost-effective, and productive manner.

Paralegals

We propose to use our Firm's paralegals on assignments for the City when it is most cost-effective and efficient to do so. For example, Tracy Smith, our Paralegal Manager, is an Advanced Certified

Paralegal and is NALA Certified with advanced certification in Trial Practice and Discovery. Tracy and our paralegal team often work with our litigators on assembling records in writ cases or performing discovery tasks. On the municipal law front, Tracy is versed in the Public Records Act and our paralegal team can assist with public records requests as well as provide assistance with drafting and/or reviewing resolutions or routine contracts.

Applicant/Firm Qualifications

Experience - Scope of Work

RWG proposes to provide legal services that assist South Pasadena in carrying out its mission in providing effective and efficient municipal services for the community while preserving its quality of life and small-town character in a 21st century environment. We will provide services to South Pasadena in a professional, responsible, and unbiased manner at all times. We are able to provide all of the legal services listed in the Scope of Services.

Specifically, we are prepared to assist the City by:

- Providing clear and concise solution-oriented legal advice and consultation on a daily basis, as requested by members of the City Council, the City Manager, City Commissions, or City staff;
- Attending City Hall office hours at the times and days established between the City Attorney and City Manager;
- Attending City Council and Planning Commission meetings, as well as any other meetings as requested;
- Providing guidance concerning requirements of the Brown Act, Conflicts of Interest, the Political Reform Act, the Public Records Act, CEQA, land use and zoning, tort liability and risk, due process and other legal requirements;
- Providing trainings to elected and appointed officials and City staff, including but not limited to: AB 1234 Ethics Training, Ralph M. Brown Act Training, Public Records Request contracts/agreements, and other legal-related trainings as-needed;
- Preparing, reviewing, and revising staff reports, resolutions, ordinances, legal opinions, contracts, deeds, leases, and all other legal documents as needed by the City;
- Assisting with land use, property acquisitions, property disposals, public improvements, easements, dedications, and right-of-way vacations to help the City promote orderly development;
- Providing legal advice on land use and planning matters and compliance with CEQA for public and private projects;

- Coordinating and/or advising the City in litigation matters including litigation not covered by the City's general liability or worker's compensation insurance or otherwise handled by outside legal counsel;
- Representing the City in litigation matters when assigned to the City Attorney by the City Council;
- Preparing quarterly status reports briefly summarizing the status of litigation matters as well as advising the City Council and City Manager of significant developments in such litigation;
- Representing the City in inter-agency projects and other legal matters;
- Coordinating with and managing outside legal counsel on City litigation and providing oversight of the City's risk management program and general liability claims;
- Providing legal advice and assistance to the City Manager and all operating departments in a collaborative and solution-oriented manner;
- Reviewing compliance with public records for public records requests, records destruction, and assist with contract development;
- Counseling the City regarding taxes, assessments, fees, and other financial advice, including budget and ACFR review and long-term financing options;
- Drafting and updating the City's General Plan, Specific Plans, Municipal Code, and Zoning Code, including regulations related to state and federal housing legislation.
- Monitoring pending and current state and federal legislation and court decisions, as appropriate, and providing written updates on those that have the potential to affect the City, along with suggested action or changes in operations or procedures to assure compliance;
- Providing counsel on personnel matters including disciplinary actions and training; and
- Generally, overseeing and managing the legal affairs of the City and ensuring compliance with all applicable laws.

As demonstrated throughout this proposal, we are exceptionally qualified to provide legal services to the City of South Pasadena. We will provide these services in the manner that the City desires, and we will tailor our services to best fit the City's needs, budget, and style of

governance. We recognize that not all public agencies are alike and we are committed to working with the City to learn how we best can serve its needs and achieve its goals.

Experience - Municipal Legal Services and Areas of Expertise

The depth and diversity of our public law practice enables RWG to serve virtually all of a public agency's legal needs. We have handled the entire spectrum of municipal concerns, including incorporating new cities, dissolving redevelopment agencies, forming joint powers authorities ("JPAs) and assessment districts, annexing territory, establishing city-county and city-city contract relationships, as well as providing day-to-day services as City Attorney. Below is a more in-depth overview and summary of the Firm's experience in specific areas of municipal law.

Open Government and Ethics

Providing advice on the Brown Act, the Public Records Act, the Political Reform Act, and Government Code Section 1090 is a daily part of our practice. We have developed an AB 1234 Ethics training program that has been very well received by our clients. We prepare codes of conduct and lobbyist registration ordinances for our clients and we understand and embrace the higher ethical standards that are expected of public officials.

Land Use and CEQA

Our attorneys have expertise in all aspects of land use planning, including the drafting and implementation of general plans, specific plans, zoning ordinances, and subdivision ordinances and the application of state and federal environmental laws. Due to our experience as City Attorneys, we are well-versed in the procedural intricacies of planning and zoning law, ensuring that the approval or denial of a project will have a solid administrative record. RWG has extensive experience in negotiating complex development agreements for complex development projects, including large private-public partnerships, and drafting conditions of approval for projects of all sizes. We often are called upon to draft innovative zoning ordinances and to provide advice on novel regulatory questions. That said, we have drafted hundreds of traditional zoning ordinances as well as assisted on zoning code updates for our clients. In addition, our attorneys regularly work with local agency planning staffs and commissions providing needed advice on a range of planning matters including advising public agencies where we are not the city attorney or agency counsel.

RWG's attorneys have been advising public entities concerning CEQA compliance since the statute was enacted in 1970. The proposed team of attorneys described above is well-versed in the details of CEQA, including the use of subsequent and supplemental environmental documents, addenda, and the ever-changing criteria for the study of various environmental topics such as traffic, air quality, climate change, historical resources, public services, cumulative

impacts, and tribal cultural resources. We often work closely with lead agencies' CEQA consultants and planners to ensure that the EIR or mitigated negative declaration for a project will withstand legal scrutiny. We have a long history of successfully creating records that withstand CEQA challenges.

Below is a small sample of our work for interesting projects in the areas of land use and CEQA.

Client Name	Description/ Nature of the Work	Size and Complexity of the Project
City of Beverly Hills	Provide legal advice to the City Council, the Planning Commission and Cultural Heritage Commission, as well as the Community Development Department, on a full range of land use and CEQA issues.	Matters range from smaller single-family residential and multi-family residential projects, to major hotel renovations and condominium projects with development agreements, including innovative zoning and land use regulations.
Burbank-Glendale-Pasadena Airport Authority	Land use and CEQA advice related to plans for a replacement passenger terminal building.	The replacement passenger terminal project is exceedingly complex given the history of the Bob Hope Airport, its relationship with the City of Burbank, and various constraints on Airport property. The CEQA process was successfully completed within the client's tight processing deadlines.
City of Pasadena	Special Counsel to the City in advising on an EIR and a development agreement for the redevelopment of Parsons Site. The Firm also provided advice regarding compliance for approval of a music festival.	The Parsons project proposed the redevelopment of an existing office building site to convert existing surface parking areas to subterranean parking, and mixed used commercial, office, and residential development near high-quality transit services. Separately, an EIR was prepared for a proposal to sponsor annual music festival events at the Rose Bowl, presenting interesting analytical challenges given nature of the project.

Client Name	Description/ Nature of the Work	Size and Complexity of the Project
City of East Palo Alto	Special Counsel work to the City to assist with the Facebook-Campus project in providing comments on the EIR as well as the City of Menlo Park’s General Plan update EIR.	Assisted the City in reviewing and commenting on environmental documents to ensure that the projects, which are outside of East Palo Alto City boundaries, identified impacts in the City and incorporated all appropriate mitigation.
City of San José	Special Counsel to the City advising on a development agreement with Google for the Downtown West Mixed-Use Plan enabling development of up to 7.3 million gross square feet of office space, 4,000 new housing units, 15 acres of parks and open space, and related infrastructure and amenities.	Assisted the City Attorney’s office in drafting and negotiating the development agreement and related entitlement documentation for the project.

Housing

RWG has extensive experience in California’s complex land use and housing matters. Since the State’s passage of the 2017 Housing Package, we have assembled an internal team of attorneys that dedicate time to monitor and stay up-to-date with California’s housing-related land use laws, including but not limited to Housing Element Law, the Housing Accountability Act, the Housing Crisis Act of 2019 (SB 330), Density Bonus Law, No Net Loss, the California Home Act (SB 9), Accessory Dwelling Units, and streamlined housing approvals (SB 35, AB 2011, and SB 6). For example, RWG attorney Diana Varat frequently presents legislative updates to city staff, planning commissions, and city councils to educate local officials on how best to comply with state law and simultaneously strive to maintain and create vibrant communities. RWG has drafted numerous ordinances to implement housing element law on topics including: accessory dwelling units, inclusionary housing, density bonuses, emergency shelters, transitional and supportive housing, and reasonable accommodations procedures.

We also have substantial expertise related to compliance with the recently enacted rigorous surplus property rules, the disposition of successor agency housing assets, and fulfilling the

former redevelopment agency's housing obligations. Finally, we regularly assist clients with matters related to state and federal fair housing laws.

Real Estate

RWG has broad and deep experience in real estate matters. Our attorneys regularly represent our public agency clients in connection with the acquisition, disposition, development, leasing, financing, and restructuring of commercial, industrial, and residential real estate, including infrastructure and bond financing, and the implementation of low-income housing loan and grant programs. We have structured transactions through a number of market cycles, and have led our clients into new structures as the economy has adjusted to market conditions.

We regularly assist public agencies on acquisition of property for public uses, including public facilities, parks, parking lots, and public infrastructure projects, such as light rail expansion projects, road widening and extension projects and realignments, freeway interchange projects, storm drain easements, grade separation projects, flood control easements, water transmission lines, and sewer lines. We represent public agencies in all aspects of the condemnation process, from the pre-acquisition planning phase to final resolution of the proceedings, including negotiated settlement, mediation, trial, and appeal. We advise public agencies regarding applicable state and federal regulations on projects involving federal funds, projects with Caltrans oversight, and on Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements, including legal issues pertaining to relocation assistance. We also regularly negotiate and prepare purchase and sale agreements, leases, easements, and licenses/rights of entry. Last, one of RWG's attorneys previously represented Caltrans as a Deputy State Attorney and before that as a right-of-way agent for over ten years and this experience and knowledge has been helpful to a number of our clients in transactions with Caltrans.

Taxes and Fees

We understand the fiscal challenges faced by cities today, and we regularly assist our public agency clients to establish and increase fees, taxes, and assessments in compliance with the strict limits on local governments' revenue powers, including Propositions 13 and 218 and the related initiatives, and Propositions 62 and 26. RWG is recognized as a statewide leader in the interpretation and implementation of the constitutional and statutory provisions enacted by these initiatives. We also have expertise in development impact fees (AB 1600 fees), and affordable housing impact fees. We also review investment policies for compliance with state laws and advise on state laws regarding general finance procedures.

Public Works

RWG assists public agencies with procuring services necessary to construct facilities for public benefit, including water transmission facilities, sewers, storm drains, and many other public works. In addition to the Public Contract Code's rigorous procurement process, public works projects are also subject to comprehensive Labor Code requirements. Navigating the comprehensive rules governing procurement of contractors, administering construction projects, resolving contractor disputes, as well as dealing with bid protests and subcontractor claims that arise all too often, and ensuring compliance with the Labor Code requirements, necessitates having guidance by attorneys experienced in all aspects of delivery of public works projects. RWG has many years of experience in assisting public agencies with their public works projects--from the conceptual stage through successful project completion, including resolution of any disputes and claims.

Project Negotiation, Agreements, and Contracts

Drafting and Implementation of Agreements and Contract Compliance

Due to RWG's broad representation of many California cities and other governmental entities the Firm has negotiated, drafted, and assisted with the implementation of numerous agreements on behalf of its clients with a variety of vendors, contractors, and consultants, including vendors who provide services for and within the city, such as solid waste franchise agreements, agreements for accounting services, agreements with financial institutions for banking services, and agreements with private entities that perform engineering and planning services. We also work with our cities to update their municipal codes related to purchasing procedures, including bid processes and delegation of authority to staff for contracting. We ensure compliance with the variety of state laws regarding contracts and public work bid procedures.

Project Negotiation

The Firm has extensive experience negotiating agreements on behalf of cities regarding a variety of projects, including: development agreements with developers of private projects, agreements with contractors who perform public works projects, telecommunications providers seeking to build new facilities in street rights-of-way or on other public properties, and leases or sales of property.

Public Safety

RWG represents several full-service cities that have their own police and fire departments. Our attorneys have experience in representing law enforcement agencies in response to *Pitchess* Motions and *Henthorn/Giglio* requests and have appeared at hundreds of hearings. In addition, we regularly advise police departments regarding other records requests, such as civil and

criminal discovery requests, subpoenas, and Public Records Act requests, including those that request records under SB 1421 and AB 748. Our attorneys routinely defend police officers at deposition when it is expected that the officer will be asked to disclose confidential personnel information. We also provide training specific to police departments, for example related to *Pitchess* Motions.

Since the onset of SB 1421 and new changes in the law regarding the confidentiality of peace officer personnel records, our attorneys have provided presentations and trainings to law enforcement agencies and associations across the state on SB 1421 and AB 748. This training is focused on helping law enforcement agencies understand (i) the specific records that are now subject to disclosure, (ii) the redactions that may be made to those records, (iii) and the timelines for disclosures. We have also been called upon by some of our police department clients to review and redact the administrative investigation files that are subject to disclosure and prepare redacted versions of such records to produce in response to Public Records Act requests.

Litigation and Litigation Approach

Litigation Approach and Philosophy

Our litigators are consulted by our advisory attorneys at the first sign of potential litigation. In some instances, litigation may be avoided altogether by discussing the concerns of the parties and working toward resolving the problem. Initial perceptions about the scope and gravity of a potential litigation matter sometimes prove incorrect. Early communication may clarify positions and pave the way for cost-effective solutions before people become entrenched in their positions and begin incurring significant legal fees. If litigation is inevitable, we ensure that we communicate our evaluation of the matter as early as possible in order to manage the City's expectations both from a strategy and cost perspective.

When a client is served with a lawsuit, our litigators consult with city staff most knowledgeable about the relevant events. We also work with the City's risk management staff to determine at the outset whether insurance might cover the alleged claims, and to tender those claims accordingly. If necessary, we have filed appeals of coverage decisions made by joint powers insurance authorities.

We will prepare an initial case assessment for the City Council, City Manager, Risk Manager, or other city staff as appropriate. That assessment sets forth all options, and the advantages and disadvantages of each, based on available information and will provide a litigation budget. This early assessment is particularly critical in matters not covered by insurance. The City may then provide informed direction on whether to explore early settlement, whether to gather more information, whether to litigate the case, or whether to pursue another avenue involving a combination of strategies. Of course, the assessment of a case may change as the litigation

progresses and additional facts surface. Our litigators immediately inform the City Attorney and appropriate city staff of any developments that alter previous advice.

Litigation Overview

Turning to the types of cases we handle, our litigators provide expertise in defending all manner of tort claims -- ranging from alleged dangerous conditions of public property to wrongful death claims arising from fatal accidents on public property, catastrophic landslides, law enforcement shootings, and other events. Litigators collaborate extensively with public safety staff outside of the courtroom, meeting regularly with staff on best practices to minimize risk of liability. RWG's litigators have tried numerous cases to verdict before juries and judges in both state and federal courts. In high stakes cases, RWG's appellate team will work directly with trial counsel where warranted, and with client approval, to ensure the most favorable record if the matter is appealed.

Our litigators also bring significant experience in defending against claims brought against cities by former employees, current full-time or part-time employees, and probationary employees. Lawsuits in this area range from alleged discriminatory disciplinary action based on protected status to constructive or wrongful termination. RWG attorneys have defended public agencies throughout California in numerous administrative hearings and arbitrations involving alleged employment discrimination.

RWG litigators excel in representing public agencies in disputes involving public works projects, including construction defect cases, prevailing wage disputes, stop notice matters, and all breach of contract causes of action, such as delay claims, adequacy of construction specifications, liquidated damages, and unforeseen changed conditions. As an example, we achieved a favorable ruling in federal court that led a surety to pay the full amount of a performance bond - \$4.9 million -- after a developer defaulted on its obligation. The bond guaranteed public infrastructure involving two master-planned communities. We also recently successfully settled a construction defect case against a general contractor, architect, and construction manager for \$3.4 million arising from massive leaks and other defects in a historic building.

We have successfully defended hundreds of petitions for writs of mandate under Code of Civil Procedure Section 1085 (traditional mandate) and Code of Civil Procedure Section 1094.5 (administrative mandamus). The subject areas involved in these lawsuits are too numerous for a comprehensive listing here, but CEQA cases comprise a significant part of our writ defense work. We have successfully defended against numerous CEQA lawsuits brought by neighborhood groups opposed to an approved project, as well as cases brought by a developer challenging the denial of a project. Our writ cases frequently involve challenges to the validity of various ordinances, including zoning ordinances, and challenges to the approval or denial of discretionary

land use permits of all types. Elections law cases comprise a perennial part of our practice. We have challenged, and also defended challenges to the constitutional validity of ballot measures and the validity of ballot titles, ballot summaries, ballot questions, and ballot arguments.

In addition to the areas of law mentioned above, we have defended cases involving federal and state anti-discrimination laws in the areas of housing, public access, disability, inverse condemnation, annexation, public financing, municipal solid waste disposal, juvenile curfews, view preservation, firearms regulation, preferential parking, vehicle solicitation of day laborers, legislative term limits, mobile home rent control, and numerous other areas.

Our litigators have defended many challenges brought under the United States Constitution, including First Amendment free speech, free assembly, free exercise of religion, and establishment clause cases. We also have significant expertise in defending Second Amendment challenges to local zoning regulations and other local firearms laws. The Fourth Amendment's prohibition against unlawful searches and seizures figures prominently in many of our cases representing public safety officers. The Fifth Amendment ban against takings without just compensation arises with some regularity in cases challenging the denial of land use permits. Equal Protection and Due Process claims frequently accompany other challenges to legislative and quasi-adjudicative land use decisions. In addition to the Federal Constitution, counterpart provisions in the California Constitution frequently provide additional grounds for the legal challenges we have successfully defended.

RWG has extensive expertise and experience prosecuting city code violations. We partner with clients to update their code enforcement procedures and to expand their enforcement tools to include administrative citation procedures. In cases where traditional nuisance abatement or administrative citation remedies will not be effective, we succeed in obtaining civil injunctions requiring property owners to take corrective action and comply with local laws. We work closely with code enforcement staff to study and understand the specific circumstances of a code violation, and to develop the most effective approach for resolving the violation.

We have been very successful in defending the decisions of our municipal clients and examples of our litigation experience is listed in Exhibit 2.

Employment and Labor

RWG's Employment and Labor Law Department represents public sector employers, both as general and special counsel, in all aspects of the employment relationship, including contract negotiations, discipline and termination, discrimination and harassment charges, disability law rights and obligations under FEHA and ADA, Fair Labor Standards Act claims, drafting and implementation of personnel policies, personnel investigations, trainings on workplace

harassment and other personnel policies, labor relations, litigation, grievances and discipline appeals, and benefits administration. Our employee relations philosophy emphasizes the identification and resolution of issues before they result in liability or problems for a public employer.

Waste Management

RWG regularly provides advice to public entities on solid waste, diversion, organic waste, recycling matters, and franchise and solid waste collection agreements. RWG has assisted cities with their development of solid waste, recycling, and organic waste reduction ordinances and permit programs, and compliance with the requirements of AB 939 and SB 1383.

Election Law

RWG routinely represents public agencies on election and political law matters. We have extensive experience with initiatives, referenda and recalls, and we have drafted dozens of ballot measures, impartial analyses, initiative titles and summaries, and local campaign finance ordinances. On an annual basis, we advise city clerks on numerous election law matters such as calling elections, drafting ballot measures, qualifying initiative and referendum petitions, and addressing challenges to the election process. We also have successfully handled several important cases involving the application and interpretation of state election laws and we have spoken to audiences across the state on election law matters.

Environment and Natural Resources

RWG's environmental litigation lawyers have achieved favorable results for both public and private sector clients in a variety of complex environmental litigation matters arising under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 *CERCLA*, commonly known as Superfund, the Resource Conservation and Recovery Act (RCRA), the Clean Water Act, the California Environmental Quality Act (CEQA), and other federal, state, and common laws. We specialize in prosecution and defense of cost recovery litigation, litigation over contaminated sites, and environmental insurance coverage claims.

RWG also represents clients in a variety of environmental transactional and compliance matters. This area of practice includes advising clients on due diligence related to real property transactions, indemnity agreements, remediation of contaminated sites, brownfields projects, reporting obligations, and compliance with permits, such as National Pollution Discharge Elimination System (NPDES) permits. We also have considerable experience in representing clients in administrative enforcement matters.

Our environmental law experience includes issues stemming from hazardous materials and environmental contamination/brownfields. We help clients navigate the complex world of environmental remediation, guiding them through the oversight process, identifying responsible parties, reviewing land use covenants, and drafting agreements to reduce our clients' long-term liability. Our litigation team has successfully represented our clients in obtaining relief from responsible parties as well as defending against claims that our clients were responsible for contamination.

Principal Attorneys

At RWG, we believe that the City Attorney's most important role is to understand the City Council's goals and priorities, and then apply the legal services necessary to accomplish those goals in a legally compliant manner. While the City Attorney will be the primary contact with the City Council and City Manager, we believe a city is best represented, and most efficiently served, when attorneys with relevant expertise are assigned to work on specific matters to provide the highest quality product and promote efficiency. We are proposing a team of highly accomplished attorneys with important local government experience that will provide both expertise and value to the City of South Pasadena.

Roxanne Diaz will serve as the City Attorney and will be supported by Stephanie Cao as Assistant City Attorney and David Snow as Land Use and Housing Counsel. Depending on the workload and if needed, Marian Slocum has been designated as Deputy City Attorney. Both Stephanie and Marian are residents of South Pasadena. Marian has lived in the City since kindergarten and attended South Pasadena public schools. Additionally, we offer a team of legal specialists in various substantive areas that are important to the City of South Pasadena.

Each member of the primary City Attorney team are immediately available to provide the requested legal services to South Pasadena. Roxanne represents two small cities in Los Angeles County and does not have a conflict with South Pasadena's City Council meeting nights. Currently her meeting schedule is as follows: the second and fourth Monday of each month and the fourth Wednesday of each month. She attends those meetings either in person or by Zoom pursuant to the client's preference. Stephanie is available to attend the City's Planning Commission meeting. David is available to attend meetings as needed.

Below is a description of the experience of the South Pasadena City Attorney team along with the various subject matter experts and copies of their biographies are included in Exhibit 1.



Roxanne Diaz | City Attorney and Point of Contact

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Roxanne is a shareholder in the Public Law Department at Richards, Watson & Gershon and has been representing municipalities for over twenty-five years. Roxanne currently serves as City Attorney for two small cities in Los Angeles County, the City of Hidden Hills and the City of Maywood. She previously served as the City Attorney for the City of Indio, a large full-service city in the Coachella Valley as well as the City of Norwalk, a large contract city in Los Angeles County. Roxanne's experience ranges from representing small quaint communities to large developing cities and as such, she has a depth of experience in the variety of issues that are faced by municipalities. The sampling below illustrates Roxanne's experience and areas of expertise.

- Roxanne specializes in municipal law, land use, planning, the Brown Act, the Public Records Act, and Conflicts of interest. Essentially, she advises public entities on all aspects of municipal governance. She regularly works with city council members, planning departments, developers, and decision-makers on all types of land use issues, from specific plans for large mixed-use developments to variances and conditional use permits for controversial developments. She also negotiates complex contracts for atypical and unusual services to public agencies. Roxanne participates in and oversees litigation for her clients on a variety of subject matters ranging from tort cases to contract disputes and land use matters.
- Roxanne, due to her representation of full service cities, fields questions from City staff, including public safety, on the wide variety of topics faced by a full service city such as South Pasadena. She works directly with City staff members at all levels on a daily basis creatively and effectively to answer their questions, which often come up at a moment's notice while in the field or in the office.
- Roxanne participates in and oversees litigation, and is involved in case and settlement strategy for her clients on a variety of subject matters ranging from tort cases to contract disputes and land use matters. While she was Chief Assistant City Attorney for the City of Beverly Hills, Roxanne oversaw the hiring, managing and budgeting of outside counsel, who were hired to handle litigation matters that were not handled internally by RWG. She

ensured that outside counsel provided frequent updates to the City, she managed litigation budgets, was involved in case strategy and served as the liaison between the City Attorney, City Council, and outside counsel. She fulfills this role in a much smaller capacity in the City of Maywood where she works with the City's Third Party Claims Administrator in overseeing outside counsel, primarily on tort cases, and often attends mediations and conducts strategy sessions with the City Manager the City's Third Party Claims Administrator.

- Roxanne was the lead negotiator for the City of Indio for a landmark development agreement with Goldenvoice, LLC, the promoters and owners of the world's largest and most famous music festival franchise, the Coachella Valley Music and Arts Festival and Stagecoach, which take place in the City of Indio every spring. David Snow assisted in the preparation and review of a thousand-plus-page unusual environmental impact report that evaluated the environmental effects of "music." The development agreement ensures that the Coachella and Stagecoach festivals stay in the City of Indio through 2030 and allows Goldenvoice the ability to expand from its current three-festival format to a total of five festivals each year. In doing so, RWG negotiated and secured a guaranteed per-ticket fee, which provides much needed revenue to the City of Indio, as well as a related reimbursement agreement to ensure the festivals are cost-neutral to the city.
- Roxanne is well known for her expertise in the Public Records Act and the Brown Act. She is one of the original authors of *The People's Business, A Guide to the California Public Records Act*, published by the League of California Cities. She has served as a trainer in the areas of the Public Records Act and Brown Act for the City Clerk's Association of California. This program trains city staffs across the state and serves as an introduction for those interested in becoming a city clerk. She also is a frequent speaker for the California Special District's Association on the intersection of public records and records retention, conflicts of interest and good governance and she has developed several webinars for the association including "Form 700-Easier Than it Looks" and "Records Retention."
- Roxanne is a frequent speaker on transparency in local government and ethics and, more recently, homelessness. She provides AB 1234 training throughout the state and has been a speaker at the Independent Cities Association and California Cities Associations on ethics. She also has worked with clients in drafting local ethics ordinances for their cities.
- Roxanne also is involved in various professional organizations. She has actively been involved in the City Attorney's Department of the California League of Cities, serving on various committees and as the League's Parliamentarian for their annual business meetings from 2013 until 2021. She is a past Board Member of the California City Manager's Foundation, and was the Past President of the City Attorney's Association of Los Angeles County.

- Roxanne is also active in her community with a focus on education, having been a speaker at schools and organizations advocating the importance of education to inner-city students. Currently, Roxanne serves on the Board of Students Run Los Angeles (SRLA), a non-profit organization that challenges at-risk secondary students to experience the benefits of goal setting and improve their health through the training and completion of the Los Angeles Marathon. She is also on the Board of Reach Academy for Young Men, a non-profit organization concentrated on creating programs for young men focused on learning, leadership and growth in a relational, mentor-led, and positive environment. Lastly, Roxanne is a past Board Member of The John Thomas Dye School Board of Trustees, an independent K-6 day school in Los Angeles that is committed to purposeful learning and the cultivation of character. She served on the Board for nine years including leadership positions on various subcommittees.



Stephanie Cao | Assistant City Attorney

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Stephanie is a shareholder of the Firm and a member of the Public Law and Litigation Departments. Stephanie grew up in the San Gabriel Valley and now, along with her husband and two children, call South Pasadena their forever home. Stephanie loves the City, frequently participates in community activities, and most recently served two terms on the City’s Public Safety Commission. She has a keen interest in seeing the City continue to grow and thrive.

- Stephanie is currently the Assistant City Attorney for Beverly Hills, the Assistant City Attorney for Monrovia, and Assistant General Counsel for the Greater Los Angeles County Vector Control District.
- Stephanie concentrates on the representation of public agencies and special districts in a wide range of governmental law issues and litigation matters in both state and federal courts.
- Stephanie attends city council, planning commission, and board of trustee meetings, fielding questions from council members, commissioners, board of trustee members, and public

agency staff on a wide variety of topics such as compliance with the Brown Act, Public Records Act, subpoena requests, and the Political Reform Act.

- Stephanie also advises on the adoption and implementation of laws and procedures applicable to cities and special districts and prepares written legal opinions on various related matters.
- Stephanie regularly represents and advises public agencies on matters including the drafting of contracts, resolutions, ordinances, litigation, proposed and enacted legislation and associated legal authority compliance, property rights, governmental tort claims, public works law, civil and constitutional law, and condemnation. She has served as legal counsel to over 20 public agencies in Southern California and is well-versed in the areas of legal compliance, ensuring continued compliance with the applicable legal acts and authorities in furtherance of risk avoidance, and negotiating favorable settlements for her clients.
- She also advises numerous clients on various enforcement issues, helping her clients recover costs and assure the continued viability of enforcement programs. She works closely with enforcement teams, providing assistance in identifying and selecting cost-efficient and effective options to obtain compliance, enhance public health safety, rehabilitate properties, and maintain safer, cleaner neighborhoods. Stephanie has significant experience with code compliance and enforcement, including administrative citations and fines, cost-recovery programs, civil litigation, medical marijuana-related issues, permitting and inspection warrant issues, and nuisance abatement liens and assessments.



David Snow | Land Use

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Dave is a shareholder of the Firm and serves as a member of RWG’s Management Committee. He specializes in advising public agencies regarding land use regulation, CEQA, and NEPA.

The sampling below illustrates Dave’s experience and qualifications:

- Dave is Assistant City Attorney for the City of Beverly Hills, where he serves as counsel to the Planning Commission and Cultural Heritage Commission. He previously served as the City Attorney for the City of Yucaipa for over ten years.
- Dave regularly advises clients on the complexities of land use matters including complying with constitutional limitations, and planning and zoning statutes. Projects include adoption of general plan updates and amendments, specific plans, development agreements, and zoning ordinances. Dave recently assisted the City of San José in negotiating a development agreement with Google related to a significant mixed use project, and previously assisted the City of East Palo Alto in the review of environmental documents related to the Facebook Campus project located just outside its City boundaries.
- Dave is well versed in housing legislation and regularly advises cities on the issues and challenges in interpreting and implementing the ever evolving state housing laws.
- Dave has been implementing CEQA and reviewing CEQA documents on behalf of public agencies for over 30 years, first as a public agency land use planner, and later as legal counsel. Projects include large scale specific plans, coastal resort development, college expansion plans, city general plan updates, surface mining, music festivals in the Cities of Indio and Pasadena, controversial mixed use hotel/residential projects, and transit projects. He also advises on NEPA issues when federal action is involved.
- Dave is a regular presenter on CEQA and land use matters, and previously served as an adjunct professor at the University of California, Irvine, teaching a course on land use development control. Dave has an in depth understanding of Tribal Cultural Resources in the CEQA context, and has spoken extensively on the topic with representatives from various tribes and the Native American Heritage Commission.
- Dave is a member of the American Planning Association and the American Institute of Certified Planners. He previously served two terms as the Vice President, Policy and Legislation, of the American Planning Association, California Chapter (APA California), the premier professional organization representing the field of city and regional planning in California. Dave also serves on the APA California Amicus Committee in reviewing and developing sound planning positions on key California litigation.
- Dave previously served on the League of California Cities Legal Advocacy Committee, which reviews and provides recommendations and input regarding requests for amicus support in cases involving issues important to California cities.



Marian Slocum | Deputy City Attorney

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As a member of RWG’s Public Law Department, Marian advises local governments and other public agencies on advisory matters that deal with the Brown Act, the Political Reform Act, the Public Records Act, planning and zoning laws, and other legal issues public agencies may face. She also assists staff with transactional matters including drafting and reviewing ordinances, resolutions, contracts, and staff reports. Marian reviews current and pending legislation and counsels clients with respect to changes in the law. Marian is a life-long resident of the City of South Pasadena having lived in the City since she was five years old and attended South Pasadena public schools from kindergarten through high school.



Diana Varat | Land Use/Housing

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Drawing from her background in urban planning, Diana has advised dozens of public agencies in California on complex land use and housing matters. Diana has focused her practice on compliance with California’s housing-related land use laws, including Housing Element Law, the Housing Accountability Act, the Housing Crisis Act of 2019 (SB 330), Density Bonus Law, Accessory Dwelling Units, and streamlined housing approvals (SB 35).

As an expert in ethics laws, Diana also helps public officials analyze potential conflicts of interest under the Political Reform Act and Government Code Section 1090. With her guidance, public

officials have sought and received favorable advice from the Fair Political Practices Commission, allowing them to participate in agency decisions without violating conflict of interest laws.

The sampling below illustrates Diana’s experience and qualifications:

- Diana provides legal assistance regarding housing and land use laws to cities across California, including the Cities of Sunnyvale, Mill Valley, Davis, Newport Beach, Agoura Hills, and Simi Valley. She formerly served as the Assistant City Attorney for the Cities of Agoura Hills and Manhattan Beach. Diana has helped prepare and review general plan updates (with a special focus on housing element updates), specific plans, and zoning code amendments. She has drafted numerous ordinances on topics including: accessory dwelling units, inclusionary housing, density bonuses, emergency shelters, transitional and supportive housing, and reasonable accommodations procedures.
- Diana also frequently assists planning department staff and planning commissions in their review of specific project applications. In addition to ensuring CEQA compliance, Diana analyzes local agency obligations under the Housing Accountability Act and Density Bonus Law to ensure that her clients review proposed housing projects in conformance with state law, comply with applicable procedural requirements, and reduce litigation risk. Projects include transit-oriented specific plans, mixed-use infill projects, controversial housing projects, and smaller projects like accessory dwelling units and SB 9 applications.
- Diana frequently presents on housing and land use matters, and has served as a lecturer at both the University of California, Los Angeles and the California State University, Northridge, where she taught a course on the Legal Foundations of Planning. Diana frequently provides legislative updates regarding new housing and land use laws for city staff, planning commissions, and city councils, and has provided the annual legislative update to the Orange County Section of the California APA since 2018.
- Diana is a member of the American Planning Association and previously served as the Vice Director of Policy for the Los Angeles Section of the American Planning Association. She earned her Master of Arts in Urban Planning at UCLA concurrently with her law degree.



Ginetta Giovinco | CEQA and Land Use Litigation

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Ginetta is a shareholder and currently serves as Chair of the Firm’s Coastal Department and is a member of the Firm’s Management Committee. Ginetta specializes in CEQA and land use litigation, including writs of mandate and appeals. Ginetta also provides advisory legal services, including on land use matters where litigation is anticipated. The sampling below illustrates Ginetta’s experience and qualifications:

- Ginetta has litigated more than 80 cases in state and federal court, including more than 50 land use and CEQA cases. Ginetta regularly advises public agencies on CEQA compliance in connection with the processing of initial studies, negative declarations, and environmental impact reports.
- Ginetta is a co-author of chapters in the *California Administrative Mandamus* (3d ed.), *California Civil Writ Practice* (4th ed.), and *California Civil Discovery Practice* (4th ed.) treatises published by the Continuing Education of the Bar.
- Ginetta has several published appellate decisions, including:
 - *Save Our Access-San Gabriel Mountains v. Watershed Conservation Authority* (2021) 68 Cal.App.5th 8 (upholding trial court conclusion that CEQA does not categorically require analysis of alternatives other than the statutorily-required “no project” alternative in an environmental impact report, and reversing trial court to hold that the project’s reduction in parking was not an environmental impact, thereby obtaining a complete victory on all issues in the case; represented public agency).
 - *Covina Residents for Responsible Development v. City of Covina, et al.* (2018) 21 Cal.App.5th 712 (holding that CEQA exemption which took effect three months before city approved project applied and exempted consideration of project’s parking impacts; represented city).

- *San Diegans for Open Government, et al. v. City of San Diego, et al.* (2016) 6 Cal.App.5th 995 (clarifying level of administrative appeal review required for subsequent CEQA review; represented real party in interest).
 - *Coalition for a Sustainable Future in Yucaipa v. City of Yucaipa, et al.* (2015) 238 Cal.App.4th 513 (establishing limitations on when attorneys’ fees may be awarded in CEQA litigation under Private Attorneys General Act catalyst theory; represented city).
 - *Eiskamp v. Pajaro Valley Water Management Agency* (2012) 203 Cal.App.4th 97 (upholding dismissal of a challenge to an ordinance that increased groundwater augmentation charges for well operators; represented water agency).
 - *South Orange County Wastewater Authority v. City of Dana Point* (2011) 196 Cal.App.4th 1604 (holding that a mitigated negative declaration prepared for a rezoning project was not required to study the impacts of an existing sewage treatment plant on the project; represented real party in interest).
 - *Habitat Trust for Wildlife, Inc. v. City of Rancho Cucamonga* (2009) 175 Cal.App.4th 1306 (upholding city’s right to select a qualified conservation entity to receive mitigation lands dedicated by a developer; represented city).
- Ginetta is AV Preeminent Rated by Martindale-Hubbell, has an Avvo rating of 10/10, and was named a Southern California Super Lawyer from 2014 through 2018.



Robert Ceccon | Tort and Police Liability Litigation

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Bob is a shareholder and public entity litigator with extensive trial experience. He is the Chair of the Litigation Department. Bob has tried to verdict more than 25 lawsuits and arbitrated dozens more. He represents governmental entities in lawsuits alleging dangerous conditions of public property, police liability, and inverse condemnation.

Bob is an expert on the California Tort Claims Act. He authored a book for the California Continuing Education of the Bar titled *"Action Guide: Handling Claims Against Government*

Entities." He co-authored the California Continuing Education of the Bar's "*California Government Tort Liability Practice*," which is regarded as the leading treatise on that subject.



Jennifer Petrusis | Police Advisory and Liability Litigation

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Jennifer is a shareholder and a member of the Firm's Litigation Department. She has devoted her practice to advising and representing police departments and public agencies. With extensive experience in civil litigation and knowledge of criminal law and procedure, Jennifer is in the unique position of being able to advise and represent police departments and their members in a variety of contexts.

Jennifer splits her practice between being a legal advisor to police departments, and vigorously litigating on behalf of cities, public employees, and peace officers. As a police defense litigator, Jennifer has represented police officers in police liability and civil rights lawsuits alleging excessive force, wrongful death, false arrest, false imprisonment, illegal search and seizure, malicious prosecution, personal injury, and other torts. Additionally, Jennifer's experience in representing cities and their employees includes lawsuits alleging constitutional rights violations and various allegations of tort liability and damage claims, including inverse condemnation, employment claims, and dangerous condition of public property.

Jennifer also regularly advises her police clients regarding policies and procedures, including those regarding new and emerging technologies such as body-worn cameras, automated license plate readers, and long-range acoustic devices. Jennifer represents several police departments in Pitchess and Brady Motions, and assists records staff in responding to various types of document requests, such as Public Records Act requests, subpoenas, criminal discovery requests, and civil discovery requests. Jennifer also regularly files petitions to retain and destroy confiscated deadly weapons and advises property and evidence technicians on various retention and return of property matters.

Jennifer is one of the relatively few private civil attorneys with experience in obtaining a gang injunction. Jennifer was part of the team that obtained an injunction on behalf of the City of

Monrovia against the activities of two rival criminal street gangs. The injunction prohibits members of the two gangs from publicly congregating together, and from engaging in specified activities, within a three and one-half square mile "Safety Zone" the court designated in parts of Monrovia and adjacent unincorporated areas of Los Angeles County.

Jennifer is also General Counsel for the South Bay Regional Public Communications Authority, a Joint Powers Authority that provides police and fire dispatch services to several cities in the South Bay.

Jennifer is also a code prosecutor and has represented several cities in administrative, criminal, and civil code enforcement matters including for the Cities of Artesia, Jurupa Valley, Temecula, Manhattan Beach, Mission Viejo, Moorpark, Calimesa, La Mirada, Laguna Niguel, Seal Beach, and Banning.

Jennifer represents the police departments of the Cities of Beverly Hills, Banning, Brea, Covina, Davis, Fairfield, Indio, Manhattan Beach, Monrovia, Seal Beach, and for the Hollywood Burbank Airport. Additionally, Jennifer provides legal advice and represents the Cities of Agoura Hills, Banning, Beverly Hills, Calimesa, Gardena, Hidden Hills, Highland, Jurupa Valley, La Mirada, Moorpark, Rancho Cucamonga, Temecula, Westlake Village, and Yucaipa.



Robin Harris | Taxes, Assessments, and Fees

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Robin is a shareholder of RWG and has more than 35 years of experience in public finance, public agency law, solid waste, and redevelopment law. Robin represents our clients in a wide range of financial transactions, including the formation of assessment districts and community facilities districts, and the levy of taxes and fees. Robin is experienced in the areas of redevelopment agency and successor agency tax-allocation bonds, special assessment bonds, Mello-Roos bonds, certificates of participation and revenue bonds, including bonds issued pursuant to the Marks-Roos Local Bond Pooling Act. Robin is experienced in all aspects of redevelopment law and for the past ten years has assisted in the wind down of dissolved redevelopment agencies.

Robin has assisted numerous local agencies in forming assessment districts under the Municipal Improvement Act of 1913, the Landscaping and Lighting Act of 1972, and the Business Improvement District Acts, as well as other statutes, and has extensive experience regarding the implications of Propositions 13, 62, 218, and 26 on such financing mechanisms as well as taxes and fees. Robin also has extensive experience advising cities regarding compliance with SB 1383 and the Surplus Act.



Rebecca Green | Labor and Employment

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Rebecca is a shareholder and Chair of the Labor and Employment Department. She represents cities and other public agencies on labor and employment issues including hiring and recruitment, compliance with state and federal labor regulations, drafting and implementing personnel policies, discrimination and harassment prevention, reasonable accommodation and the interactive process, discipline and termination. Rebecca also conducts personnel investigations and provides training to ensure compliance with rapidly changing labor and employment laws. She represents cities in personnel hearings, including appeals of discipline, and negotiates with employee associations to resolve grievances and reach memoranda of understanding under the Meyers-Milias-Brown Act.

As a litigator, Rebecca also represents clients in labor and employment disputes, including in mediation, arbitration, administrative hearings, and litigation in state and federal court. Rebecca's experience as a litigator gives her a unique insight into the prevention and negotiation of employment disputes, with an eye toward staving off litigation.



Paula Baeza | Real Estate

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E-mail: pbaeza@rwglaw.com

Paula represents city and public agency clients on eminent domain and real estate issues. Paula works closely with clients in project planning and the pre-acquisition phase of the eminent domain process to analyze any issues that may arise in the proposed acquisition. Paula's experience is that taking an active role in the pre-acquisition stage, ensuring the clients follow the pre-acquisition procedures and facilitating meetings with clients, impacted owners, utility holders, and appraisers often results in successful negotiation, early resolution of acquisitions, and minimizes the legal issues in any filed eminent domain proceedings.

Paula has represented the Cities of Anaheim, Brea, Buena Park, Indio, Manteca, Moorpark, Rancho Cucamonga, Seaside, Temecula, and Yucaipa and the former Palm Desert Redevelopment Agency on acquisitions and real property-related issues. She is currently lead acquisition counsel for the Cities of Banning, Jurupa Valley, and Temecula.

Paula's practice focuses on representing cities and public agencies on acquisition-related issues, including pre-acquisition issues, analysis of property interests required for a project, appraisal and negotiation issues, relocation assistance, preparation of purchase and sale agreements, rights of entry, and analysis of title and escrow documents. Paula handles eminent domain proceedings involving challenges to the public agency's right to take, precondemnation damage claims, severance damage claims, claims for loss of business goodwill, and other valuation issues.

Paula has assisted clients on acquisition of property for public facilities, parks, parking lots, public works projects, road widening, extension projects and realignments, freeway interchange projects, storm drain easements, flood control easements, water transmission lines, and sewer lines. Paula advises clients regarding applicable state and federal regulations on projects involving federal funds and projects with Caltrans oversight.

Experience - Value Added

In further elaborating on what we bring to the City, it is without question that RWG clients reap the efficiency benefits that come from having one of the largest municipal law practices in California at their side. RWG maintains an extensive library of forms to minimize the time spent by attorneys on routine documents such as standard contracts and boilerplate responses to public records requests. RWG also regularly issues “e-Alerts” to advise our clients about “breaking news” as it occurs. Three sample e-Alerts are attached as Exhibit 3.

RWG’s large public agency client base means that any one public agency client will pay only a small fraction of the cost for legal work on matters that are common to other public agency clients. Such matters include annual reports on new legislation and the drafting of ordinances or policies in response to new court decisions. Virtually all work on the COVID-19 Pandemic, housing legislation, redevelopment dissolution, and NPDES permit review, as examples, have been on a shared cost basis that created economy for all of our affected clients. Those costs are not shared with clients that are not facing such issues.

The Firm’s Public Law Department holds regular and frequent meetings where attorneys come together to discuss topics of interest in the municipal law field. As necessary, the Department assigns a particular attorney or group of attorneys to research and analyze an issue in more depth, and report back to the entire group.

Our departments have extensive and ongoing training programs for our attorneys. The Firm organizes meetings where attorneys provide presentations on matters such as the Brown Act, the role of counsel at public meetings, election law, conflicts of interest, the Subdivision Map Act, eminent domain, water law, CEQA, and various other legal topics. In addition, RWG is actively involved in several public law organizations, including the League of California Cities and the California Special District Association. Our attorneys spend considerable time attending educational conferences, as well as lecturing and writing about events of current legal importance.

Methodology and Work Plan

A stable client service team with well-defined roles is critical for ensuring that the City’s needs and service expectations are continuously met. In the RWG model, the City Attorney manages legal resources to ensure that the City receives the highest quality services in the most efficient manner to control legal costs. RWG is committed to giving the City the attention of our talented group of attorneys, and to delivering timely, high quality, and practical advice on a cost-efficient basis. We believe that establishing a client service team at the outset of a representation is an invaluable measure to ensure that the City’s needs and service expectations are continuously met.

When it comes to interactions and our working relationship with the City Manager, City staff, and City Council, we regard accessibility and responsiveness as two of the most critical factors in the provision of legal services. Roxanne understands the importance of developing open relationships with the City Council, the City Manager, and City staff to allow effective communication, in accordance with the City's policies. We can be reached at virtually all times. Roxanne and all of our attorneys are committed to providing the City with prompt responses to questions and work product requests. We take pride in our ability to provide a complete and accurate response to assignments and inquiries within whatever reasonable time constraints are imposed and to manage our cases with extensive client communication and input. Ordinarily, we will respond promptly within 24 hours of its receipt. Furthermore, all of our attorneys are available to attend meetings in person on short notice.

In addition to the designated team of attorneys, RWG has over 65 attorneys and a staff that includes numerous management and support departments, including a records center, an office services center, and information technology. We also have teleconference, video conference, and electronic research resources. Our broad range of staff and professionals, paired with the latest in technology and management practices, allows us to serve the City's unique needs in a timely, cost-effective, and productive manner. We do not bill for support staff services. Our communication infrastructure and technology resources allow us to work seamlessly with attorneys in each of RWG's offices.

The role of the City Attorney is to be a legal advisor and facilitator and not a policy maker. RWG's attorneys are nonpartisan at all times when providing legal services. We view the City Attorney's role as a member of the management team who works cooperatively with the City Manager and City staff to achieve the goals established by the City Council while protecting the municipality from legal risk. We help find legally compliant solutions to problems and assist City staff with the development of programs and policies that further the City Council's directives.

In meetings, Roxanne will participate at the level expected and desired by the City Council. Unless a legal question arises, generally it is not necessary or appropriate for the City Attorney to interject in a meeting's discussion until requested by the Mayor, a city council member, or city staff.

Roxanne will provide office hours at City Hall on regular City Council meeting days or any other days requested by the City Manager. Roxanne has found that regular meetings or "check-ins" with the City Manager and Department Heads is critical in forming a good working relationship and she ensures that her interactions are straight-forward, clear, and without legalese. With respect to the City Council, there is no one-size fits all approach. Each council member will have their communication style and approach. As such, Roxanne will meet with each council member so that expectations are set early on in the relationship. Substantively, we understand and do

not lose sight of the fact that the City Attorney's role is to implement the policies and direction of the City Council as a whole and to provide unbiased advice.

In addition, during office hours Roxanne will be available to meet with City staff as appropriate. These in-person conferences are invaluable both for learning the factual context for a particular matter and for brainstorming solutions to problems.

Preparation. Prior to the commencement of City Attorney services, Roxanne would meet with the City Manager, current City Attorney, and Department Heads to discuss pending and upcoming projects as well as ask questions regarding how each department utilizes the services of the City Attorney. Roxanne understands that every city is unique and believes it is important from the outset to understand the City Council's goals in the delivery of legal services before she begins the assessment process. This initial intake of the City's processes, documents, and workload will enable Roxanne to determine not only how best to deliver legal services but also introduce, recommend, and, if desired, implement efficiencies without sacrificing quality.

Another important aspect of our preparation is to build rapport and trust with the City's leadership team.

In addition to ensuring that we are on the same page in terms of the philosophy of providing legal services, Roxanne also would become generally familiar with the City's General Plan and Municipal Code as well as City Council's policies and procedures. RWG's preparation will be provided at no cost to the City.

Plan for the Delivery of Services

For a municipality like South Pasadena, we anticipate that Roxanne, Stephanie, and David will handle the majority of the assignments from the City. That said, there may be a need for specialized legal services, and in that case, it is most efficient and effective to have such tasks assigned to an attorney who specializes in that field. We believe the municipality is best represented, and most efficiently served, when the City Attorney not only handles matters for the City but also operates as a manager of legal services. In the RWG model, the City Attorney manages available resources to ensure that assignments are completed promptly, quality is maintained, and legal costs are controlled.

As City Attorney, Roxanne will work closely with the City Council, the City Manager, and City staff to ensure that all assignments are handled in an efficient and timely manner and as requested by the City Council or City staff. Other Firm attorneys with relevant expertise may be assigned to work on specific matters to provide the highest quality product and promote efficiency.

Work Assignments and Response Times

Roxanne will provide the highest level of service to South Pasadena by creating and maintaining open relationships with the City Council, the City Manager, and City staff to allow effective communication, in accordance with the City's policies. Although Roxanne, Stephanie, and David will be South Pasadena's lead attorneys, the City Council, City Manager, and City staff will know and work with a core group of our attorneys on a regular basis.

Initially, assignments will be sent to Roxanne who will handle the matter or route the matter to the appropriate member on the City Attorney team. Once we have an understanding of the needs of the City, Roxanne can determine if it is more efficient and effective to route questions and assignments to the City Attorney team member that has the expertise in that area. We have also included a Deputy City Attorney as part of the City Attorney team if the workload warrants this additional support. In short, the City always has someone to contact.

Our attorneys have a great deal of experience and often can provide a city official with an immediate general discussion of the issues involved in a particular question. For routine questions our goal is to respond as quickly as possible but within 24 hours. Of course, some complex questions cannot be answered on the spot and will require further research and analysis before a final answer or legal position can be taken on a matter. While a number of tasks depend on the complexity and urgency of the matter such as drafting ordinances or development agreements, our goal is to respond in a manner that is efficient with an excellent work product and within the time-frames needed or specified by the City. With over 65 attorneys, the Firm can immediately assign someone to handle a matter, and often that person already has background knowledge that facilitates a quick and efficient response. Roxanne is available to the City Council and City Manager by phone, text, or email at any time. Messages and calls from the City Manager and City Council will be returned promptly. Roxanne takes pride in being accessible and available to the City Council and City Manager.

Reporting of the Status of Projects, Requests, and Litigation

As an additional service, we provide written reports to the City Council and City Manager on threatened or pending litigation or other significant legal developments affecting the City.

For example, to effectively monitor pending lawsuits and control litigation costs, RWG has developed a litigation log that can be updated and provided on a quarterly basis, as the City requested in its Request for Proposals. This report tracks the status of each lawsuit, the risk of liability, potential monetary exposure, and the legal fees and costs incurred to date. A sample of the litigation log is included as Exhibit 4, but it can be tailored to suit the City's needs.

As discussed in the “Litigation Approach” section above, litigation can be one of the most unpredictable costs in a City’s legal budget because the City does not fully control the process. Whenever our clients are considering initiation of litigation or have been named in a lawsuit, we provide a rigorous evaluation of the cost of proceeding to trial versus the financial and policy impacts of a settlement. At every juncture where a decision is appropriate, we will seek the City Council’s direction whether to proceed or attempt to settle the matter. In seeking that direction, we will estimate the cost to the City of litigating a case to completion (including the cost to file motions, try the case, and pursue or defend an appeal).

Staff Training

RWG provides training to City staff in both relevant substantive laws and in the use of forms or templates for routine items. This training reduces the need of City staff to seek assistance from the City Attorney’s office on basic matters. In the last year, Roxanne has provided training in a number of areas including Planning and Land Use 101, the Anatomy of a Contract, local government fundamentals (Brown Act, Public Records Act and Conflicts of Interest), and Records Retention. In addition, Roxanne has developed a training program related to the processing and compliance with the Public Records Act. In providing this training, our goal is to help City staff understand their duties under the Act, develop the skill-set of how to review and analyze public records requests and be self-sufficient in the processing of records requests. A sample of one of Roxanne’s training programs is attached as Exhibit 5. As you will see, the information is communicated in a manner to keep City staff engaged and it eliminates as much legal jargon as possible. Roxanne believes that legal concepts can be taught in a common-sense and practical approach.

When new substantive laws are passed, we often provide specialized training to specific departments such as the Planning Department. In the last several years, we have provided training on the following topics: yearly housing and land use law updates, accessory dwelling units, the housing element, Housing Crisis Act, the Permit Streamlining Act, and the California Environmental Quality Act. Recently, Roxanne provided a specialized training in AB 2449 related to post-COVID teleconferencing of public meetings.

In addition, RWG provides training to the City Council and its Commissions. RWG has developed an AB 1234 Ethics training program that has been very well received by our clients and we can provide the City with this in-person training every year. We also provide our clients access to our on-demand AB 1234 webinar free of charge. In addition, when new council members are elected, we provide individual training on the Brown Act and Conflict of Interest laws as well as meeting management. This helps to orient newly elected council members with the legal and ethical limitations associated with their work on behalf of the public.

RWG will provide without charge one two-hour AB 1234 training session each fiscal year and up to 15 hours of training each fiscal year on topics mutually agreed upon with the City Manager.

Overall, our training sessions are designed to increase efficiency, improve performance, and reduce legal costs. We also provide to our clients annual updates of handbooks (in paper and electronic form) that explain the Brown Act, the Public Records Act, and the Political Reform Act.

Client List

Included as Exhibit 6 is RWG's Representative Public Law Client List.

Team Availability

Roxanne, Stephanie, David, and Marian are immediately available to provide the requested legal services to South Pasadena. Roxanne represents two small cities in Los Angeles County and does not have a conflict with South Pasadena's City Council meeting nights. Stephanie is available to attend the City's Planning Commission meetings as well as provide office hours on meeting days and provide services to the City as needed. David and Marian are available to provide assistance as needed.

References

Roxanne Diaz' References

Reference Name	Reference Related Experience
<p>Jennifer Vasquez, City Manager City of Maywood 4319 East Slauson Avenue Maywood, California 90270 Phone: 323.562.5712 E-mail: jennifer.vasquez@cityofmaywood.org</p>	<p>Roxanne currently serves as the City Attorney for the City of Maywood. Roxanne has worked with Ms. Vasquez since her appointment as City Manager in 2019.</p> <p>Roxanne provides all general municipal services to the City and the City Council working through the City Manager. She oversees litigation that is handled by RWG as well as litigation that is handled by outside counsel, mainly tort litigation.</p>
<p>Mark Scott, Retired City Manager City of Indio Confidential Home Address Phone: 559.801.1151 E-mail: mascott905@gmail.com</p>	<p>Roxanne worked with Mr. Scott when he was City Manager for the City of Indio from 2017 until he retired in 2021. Previously, she worked with Mr. Scott in Beverly Hills.</p>
<p>Glenn Miller, City Council Member City of Indio 100 Civic Center Drive Indio, California 92201 Phone: 760.275.6000 E-mail: gmiller@indio.org</p>	<p>Roxanne worked with Council Member Miller when she was City Attorney for the City of Indio from 2011 through 2022.</p> <p>Roxanne handled all aspects of the City's general municipal services, which included a police department and a separate water agency. She was on-site every other week for several days at a time and worked closely with the City Manager, members of the City Council and various department heads. She managed litigation handled by RWG as well as outside counsel.</p>

Reference Name	Reference Related Experience
<p>Jennifer Perez, City Council Member City of Norwalk 12700 Norwalk Boulevard Norwalk, California 90650 Phone: 562-818-2192 Email: jperez@norwalkca.gov</p>	<p>Roxanne worked with Council Member Perez both as City Attorney and Planning Commission Attorney for the City of Norwalk during the years 2010 through 2019.</p> <p>Roxanne handled all aspects of the City’s general municipal services, which included a separate transportation agency, while she was City Attorney from 2015 through 2019. Roxanne was previously the Planning Commission Attorney from 2001-2015.</p>
<p>Richard Montgomery, Mayor City of Manhattan Beach 1400 Highland Avenue Manhattan Beach, California 90266 Phone: 310.780.3577 E-mail: rmontgomery@manhattanbeach.gov</p>	<p>Roxanne was the first City Attorney for the City of Manhattan Beach when they transitioned from an in-house City Attorney to a contract City Attorney in 2011. She provided all general municipal services for this full-services city and worked on-site at City Hall for several days each week.</p> <p>She also managed successfully, specific litigation related to the former City Manager and City Attorney, with the use of outside counsel. RWG still serves as City Attorney since Roxanne transitioned from the City in 2012. In addition, Roxanne worked with Mayor Pro Tem Montgomery in his role with the Independent Cities Association. Roxanne has been a speaker at a number of the conferences Mayor Pro Tem Montgomery has organized.</p>

Stephanie Cao's References

Reference Name	Reference Related Experience
<p>Nancy Hunt-Coffey, City Manager City of Beverly Hills 455 North Rexford Drive Beverly Hills, California 90210 Phone: 310.285.1080 E-mail: nhuntcoffey@beverlyhills.org</p>	<p>Stephanie is the Beverly Hills Chief Assistant City Attorney since September 2021.</p> <p>She provides support and serves as primary back-up to the City Attorney; attends City Council meetings; attends commission and committee meetings as requested; and assists staff with legal issues and staff reports.</p>
<p>Susanne Kluh, General Manager Greater Los Angeles County Vector Control District 12545 Florence Avenue Santa Fe Springs, California 90670 Phone: 562.758.6501 E-mail: sklueh@GLAmosquito.org</p>	<p>Stephanie currently serves as the Assistant General Counsel since July 2017.</p> <p>Stephanie provide support and serves as primary back-up to General Counsel; attends Board of Director meetings; attends committee meetings as requested; and assists staff with legal issues and staff reports.</p>
<p>Hector Delgado, South El Monte Councilmember and Greater Los Angeles County Vector Control District Board Member 1415 Santa Anita Avenue South El Monte, California 91733 Phone: 626.579.6540 E-mail: hdelgado@soelmonte.org</p>	<p>Stephanie worked with Council Member Delgado when Stephanie was the Planning Commission Attorney in the City of South El Monte. Currently, Stephanie works with Mr. Delgado in her role as Assistant General Counsel for the Los Angeles County Vector Control District ("District").</p> <p>For the City and District, Stephanie provided general municipal and district legal services respectively. She also attended Planning Commission meetings in South El Monte and currently attends Board meetings for the District when needed.</p>

David Snow's References

Reference Name	Reference Related Experience
<p>Ray Casey, Former City Manager City of Yucaipa Confidential Home Address Phone: 951.453.1957 E-mail: Ray.casey60@yahoo.com</p>	<p>Ray was the City manager during Dave's tenure as City Attorney for the City of Yucaipa, and they worked on all manner of legal issues on behalf of the City.</p> <p>One of the challenges facing the City was flood control, and as a team, they structured a complex planning exercise and multi-agency deal to enable City development of a drainage basin that controls flooding and provides groundwater recharge, and sale of entitled residential property to assist in funding the project.</p>
<p>Ryan Gohlich, Assistant City Manager City of Beverly Hills 455 North Rexford Drive Beverly Hills, California 90210 Phone: 310-285-1118 E-mail: rgohlich@beverlyhills.org</p>	<p>Dave provides land use and planning counsel to the City of Beverly Hills starting in 2006. He has worked with Mr. Gohlich on land use and planning matters for nearly 15 years. Together, they worked on the processing of controversial development projects in the City.</p>

Pricing

Tracking and Managing Legal Costs

RWG will aid the City in the tracking and management of legal expenses in numerous ways. First, our proposed fee structure and commitment to keep the rates in effect until July 1, 2025, will provide the City with certainty regarding its legal fees for that period.

Second, RWG can assign department task codes as part of the General Services category. This would allow the City Manager and City Council to determine the use of legal services by department as well as provide the City an efficient manner in which to review RWG's invoices.

Third, RWG's large public agency client base means that any one public agency client will pay only a small fraction of the cost for legal work on matters that are common to other public agency clients. Such matters include annual reports on new legislation and the drafting of ordinances or policies in response to new court decisions. Virtually all our work on NPDES permit review, as an example, was done on a shared cost basis that created economy for all our affected clients. Our extensive library of forms minimizes the time spent by attorneys on routine documents such as standard contracts and boilerplate responses to public records requests.

RWG is proposing a retainer rate structure with a discounted rate for a block of 50 hours each month. Under this rate structure, the City will be billed \$11,750 per month for the first 50 hours of "General Services" time defined below (the equivalent of \$235 per hour). If the City requires fewer than 50 hours of General Services in a calendar month, the unused balance of such hours shall be credited first to any Special Services and next to any Litigation Services rendered that month to ensure that the City obtains the full economic benefit of the initial 50 hour discounted General Services rate in a calendar month. If the City requires more than 50 hours of General Services in a month, the additional hours will be billed to the City at a rate of \$245 per hour.

Special Services, Litigation Services, Third-Party Services, Paralegal Services, and Bond Counsel Services would be compensated on an hourly fee basis. The rates for each of these categories are listed in the table below, and the categories are described in detail in the section below.

Labor Rates (billed in six-minute increments)	
General Services (Retainer)	\$11,750 per month
General Services (Excess of 50 hours per month)	All Attorneys..... \$245 per hour
Special Services (Other than Public Records Act Requests)	All Attorneys..... \$280 per hour
Special Services (Public Records Act Requests)	All Attorneys..... \$225 per hour
Litigation Services (other than <i>Pitchess</i> Motions and Code Enforcement)	All Attorneys..... \$310 per hour
Litigation Services (<i>Pitchess</i> Motions and Code Enforcement)	All Attorneys..... \$245 per hour
Third-Party Services	All Attorneys..... RWG standard rates less 10%
Paralegal Services	All substantive areas \$195 per hour
Training Services (one AB 1234 training and up to 15 hours of additional training each fiscal year)	No charge. Additional training if requested will be billed as part of the General Services (Retainer)

General Services. General Services are defined to include all services that are not otherwise defined herein as Special Services, Litigation Services, Third-Party Services, Paralegal Services, or Bond Counsel Services. General Services include, without limitation, the following services unless performed in regard to services defined as other than General Services:

1. In-person attendance by the City Attorney or Assistant City Attorney to City Council meetings unless excused by the City Manager;
2. In-person attendance by the City Attorney or Assistant City Attorney to Planning Commission meetings at the designation of the City Manager;
3. Office hours or other communications with City staff and legal services provided to the City.
4. Attendance at Executive Team meetings, City staff meetings, and any other meetings of Commissions and Committees on an as needed basis as directed by the City Manager;
5. Legal research and legal advice, opinions, assistance, and consultation related to municipal law issues to the City Council and Planning Commission, and their various committees and sub-committees, the City Manager, and City staff;
6. Preparation and review of legal opinions, staff reports, ordinances, resolutions, agreements, forms, notices, certificates, deeds, leases/licenses, and other documents for the City Council or Planning Commission as requested;
7. Oversight of legal matters handled by outside counsel;
8. Legal services for entities created by the City Council;

9. Training and/or advice to the City Council, Commissioners, and City staff related to the Brown Act, AB 1234, conflicts of interest, the Political Reform Act, meeting parliamentary procedures, and other legal requirements imposed by statute;
10. Written updates to new state or federal legislation or judicial decisions and suggest action or procedures to ensure compliance; and
11. Such other legal services as may be directed by the City Council or City Manager from time to time.

The extent of RWG's onsite presence will be set and structured in consultation with the City Manager. General Services will be billed to, and compensated by, the City as described above. RWG will not bill the City for travel time incurred by the City Attorney or Assistant City Attorney to and from the City for regular meetings of the City Council or City Planning Commission.

Special Services. Special Services are defined to include the following advisory (non-litigation) services:

1. Real Estate matters;
2. Labor and Employment matters;
3. Environmental Law Services, including but not limited to, Hazardous Waste, Clean Air Act, and Clean Water Act issues;
4. Advisory services in connection with complex land use matters, which are defined to mean negotiation, drafting, and related CEQA and/or NEPA work on (a) development agreements and related entitlements, (b) entitlements for land use projects of twenty (20) or more residential units, (c) commercial or mixed use projects in excess of two (2) acres;
5. Housing legal services on tasks or projects requiring ten (10) or more hours;
6. Redevelopment/successor agency advisory matters;
7. Water and water rights law advisory matters;
8. Telecommunications matters;
9. Taxes, fees, and, charges matters (e.g. Proposition 218 & Mitigation Fee Act);
10. Advisory services related to public construction disputes; and
11. Public Records Act Requests.

Special Services, other than Public Records Act Requests, will be billed to, and compensated by, the City at a composite hourly rate of \$280 per hour for all attorneys. We understand Public Records Act requests have been time consuming and costly to the City in the past. Understanding the nature and extent of those requests, our services related to Public Records Act requests will be billed to, and compensated by, the City at a further discounted composite hourly rate of \$225

per hour for all attorneys. Travel time incurred for Special Services would be compensated at the Special Services rate, although we do not anticipate incurring any significant travel time for special services.

Litigation Services. Litigation Services are defined as the representation of the City in all aspects of the initiation, advancement, or defense of claims in litigation, arbitration, or mediation. Additionally, Litigation Services include representation of the City in administrative proceedings before other public agencies. Litigation Services shall be billed to, and compensated by, the City at composite hourly rates of \$310 per hour for all attorneys, except as to services for *Pitchess* Motions and Code Enforcement, which shall be billed to, and compensated by, the City at a discounted composite hourly rate of \$245 per hour for all attorneys. Travel time incurred for Litigation Services would be compensated at the Litigation Services rates.

Third-Party Services. Legal services that the City elects to have reimbursed by third-parties shall be compensated at a 10% discount from the Firm's then-standard hourly rates. Travel time incurred for Third-Party Services would be compensated at the Third-Party Services rates.

Paralegal Services. Services performed by paralegals shall be billed to, and compensated by, the City at a composite hourly rate of \$195 per hour for all Paralegals in all substantive areas. Travel time incurred for Paralegal Services would be compensated at the Paralegal Services rates.

Bond Counsel Services.

Bond Counsel Services will be defined as bond counsel, disclosure counsel and/or issuer counsel services in connection with the issuance of bonds or other obligations by the City, or any entity created, formed or controlled by the City. Bond Counsel Services will be billed to, and compensated by, the City as follows:

1. RWG shall charge a composite hourly rate for all attorneys of \$395 per hour for any of these services. The maximum total fee charged for an issuance shall not exceed an amount that the City Manager deems fair and reasonable.
2. RWG's costs and expenses shall be paid in accordance with its legal services agreement.
3. In the event the proceedings for issuance of the bonds are terminated before closing, RWG would expect to be paid for its services to the date of abandonment at the hourly rate set forth above, not to exceed an amount that the City Manager deems fair and reasonable.
4. If providing Bond Counsel Services involves the formation of a joint powers authority or another entity controlled by the City, RWG shall provide such Bond Counsel Services

(including formation of the entity) on the same compensation terms as specified in its legal services agreement.

5. Supplemental bond counsel fees for unanticipated circumstances:
 - a. As to lease revenue bonds, in some instances it may be necessary to call upon the real estate expertise at our Firm to resolve unanticipated issues that arise over questions of title, encumbrances, or other matters relating to the leased assets. In those instances, we will bill our additional time devoted to such unanticipated issues at a composite rate of \$295 per hour. We will notify the City at the earliest point possible if we believe that the work rises to the level of additional time subject to this paragraph. The total fee for this additional work will not exceed an amount which the City Manager deems fair and reasonable, and would be supplemental to the fee amounts due under subsection 1 above.
 - b. As to the refunding of existing tax-exempt bonds, in some instances our review of the timing or purposes of expenditures of proceeds of the refunded bonds, or the use of property financed or refinanced with proceeds of the refunded bonds, could require unanticipated supplemental analysis. In those instances, we will bill our additional time at a composite rate of \$295 per hour. We will notify the City at the earliest point possible if we believe that the work rises to the level of supplemental analysis subject to this paragraph. The total fee for this supplemental analysis will not exceed an amount which the City Manager deems fair and reasonable, and would be supplemental to the fee amounts due under subsection 1 above.

Billing Method

Time incurred in providing legal services will be billed in six-minute increments to billing accounts set up as specified by staff. Our invoices provide explanations of tasks performed, dates of work, and the names of the attorneys that performed the work. Electronic payments are the Firm's preferred method of payment. Bills are submitted to the client monthly with payment due during the following 30 days. We have included a sample invoice as Exhibit 7.

Reimbursable Costs

In addition to legal fees, we will bill the City for costs in connection with our representation. Mileage and hourly rates will be charged to and from our Los Angeles office based on the federal government's standard mileage rate. Other costs include copying documents (\$.05/page), court fees, litigation costs, travel costs, messenger and delivery services, and other similar costs. Such costs frequently are billed to the Firm from third-party vendors and therefore there sometimes will be a delay between the time such costs are incurred and the time when they appear on your

bill. Please note that we make every effort to be as efficient and cost-effective as possible. For example, we transmit documents by e-mail whenever possible to avoid postage charges and we use e-filing options with the court when allowed and feasible rather than a messenger service.

Staff Training

RWG will provide without charge one two-hour AB 1234 training session each fiscal year and up to 15 hours of training each fiscal year on topics mutually agreed upon with the City Manager. Any additional time spent preparing for and providing training would be billed on an hourly basis as General Services (Retainer).

Adjustments

RWG proposes that commencing on July 1, 2025, and on each July 1 thereafter, the monthly and hourly rates charged above automatically shall be increased by a percentage amount equal to the percentage increase in the United States Department of Labor, Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers for the Los Angeles-Long Beach-Anaheim region (or other applicable region as agreed upon by RWG and the City) statistical area ("CPI") for the twelve-month period ending on the immediately prior April 30. Should the Los Angeles-Long Beach-Anaheim CPI cease to be published in its entirety, or on a periodic basis ending on April 30, RWG and the City shall negotiate in good faith for a mutually acceptable alternative. Any other adjustments in the rates shall require prior approval of the City Council. However, our rates will not increase by more than five percent (5%) in any given year without City Council approval even if the CPI increase exceeds that amount.

Specialized Services

As part of the RWG's Fee Schedule/Pricing, the services outside of the General Services Retainer shall be those defined as "General Services-Excess of 50 hour per month," "Special Services-Other than Public Records Act Requests," "Special Services-Public Records Act Requests," "Litigation Services-Other than *Pitchess* Motions and Code Enforcement," "Litigation Services-*Pitchess* Motions and Code Enforcement," "Third-Party Services," "Paralegal Services," and "Bond Counsel Services."

With regard to any specialized services or matters that may need to be outsourced (i.e. not handled by the City Attorney law firm), generally the City's insurance carrier or its joint powers insurance authority requires that tort litigation matters be handled by panel counsel. We work with many cities where tort litigation is handled by another law firm and we work with the City's Risk Manager to oversee the handling of those matters to the extent requested. Other legal services that may be outsourced relate to investigations in employment matters as well as legal services related to police disciplinary hearings so as not to create a conflict situation for the City

Attorney in its representation of the final decision maker, which is generally the City Manager. Last, there may be a need to engage special counsel in nuanced tax matters or intellectual property matters.

In each circumstance we would discuss these matters with the City Manager and the City Council to ensure that the City's interest are best represented. Roxanne has experience in retaining third-party attorneys to handle specialized or other matters and she is able to discuss the thought-process behind this strategy more in-depth with the Ad Hoc Committee or the City Council.

Additional Information and Conflicts of Interest

We have completed a preliminary conflicts check of our public and private clients and, at this time, we are not aware of any actual legal or business conflicts that would preclude us from representing the City except in any matters related to Holy Family Church. If such a matter would arise, RWG would be required by the California Rules of Professional Conduct to seek a conflict waiver from Holy Family Church.

By way of background, in 1996 a former RWG attorney represented Holy Family Church in obtaining land use approvals from the City in conjunction with Holy Family's "Vision Project." Even though the work has long been completed and we no longer represent Holy Family Church, the City was an adverse party and RWG would be precluded from representing the City on matters related to Holy Family Church without the aforementioned waiver.

While not a conflict, RWG served as the General Counsel for the Foothill Gold Line Construction Authority ("Authority") until July 2014. As you know, the City has statutory authority to appoint both a voting member and non-voting member to the Authority Board. Recently, we were engaged to advise the Authority on discrete CEQA issues that arise related to the Glendale to Montclair phase. We were also recently retained to handle a CEQA litigation matter for the Authority, but that matter has now been dismissed. We do not see our past or current work with the Authority as a conflict given that the work involves project extensions farther east of South Pasadena. Notwithstanding, we believed it was important to disclose this information to the City in the interest of transparency.

Last, by way of information, RWG was engaged in 2014 to represent the City in the litigation matter of *Nansen, et al. v. City of South Pasadena, et al.*, which we did so successfully.

Exhibit 1

Attorney Biographies

Roxanne DIAZ

Shareholder

LOS ANGELES

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Roxanne advises public clients on public law and land use issues, CEQA, the Brown Act, conflicts of interest and ethics, and the Public Records Act. With more than twenty-five years of experience, Roxanne has established herself as one of the state's leading local government law experts.

WORK FOR CLIENTS

Roxanne is City Attorney for the Cities of Hidden Hills and Maywood. She has also served as City Attorney for the Cities of Indio, Manhattan Beach, and Norwalk. Roxanne is widely respected by City Councilmembers, staff, and community leaders for her knowledge of municipal law, her commitment to transparency, and her calm, practical approach to solving problems. Roxanne assists the public agencies she represents on various legal issues that may range from drafting ordinances and contracts, land use matters and advising on conflict and governance.

Roxanne is active in several professional organizations including the League of California Cities and previously served as Parliamentarian for its annual meeting.

PROFESSIONAL EXPERIENCE

Prior to joining Richards, Watson & Gershon, Roxanne was an extern to the Honorable Thomas E. Carlson, Chief Justice of the United States Bankruptcy Court for the Northern District of California.

HONORS & AWARDS

Managing Editor, *Hastings Women's Law Journal*

PRACTICE AREAS

Municipal & Public Agency Law

FOCUS AREAS

Brown Act & Open Government

Conflicts of Interest and Local Government Ethics

Development Agreements

Land Use Planning & Zoning (Municipal)

Public Records & E-Documents

EDUCATION

J.D., University of California College of the Law, San Francisco

B.A., California State University, Fullerton

Southern California Super Lawyers, 2004-2007

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Past Parliamentarian, League of California Cities

Past President, City Attorney's Association of Los Angeles County

Past Member, League of California Cities Legal Advocacy Committee

Past Member, California Special Districts Association Professional Development Committee

Past Member, Education Committee for the California Special Districts Association

Past Board Member, The John Thomas Dye School Board of Trustees, which is located in Los Angeles

Board Member, Students Run Los Angeles

Board Member, Reach Academy for Young Men

EXPERIENCE

HIGHLIGHTED PROJECTS

Roxanne has represented several clients in the area of performing arts including being the lead negotiator on a landmark development agreement with Goldenvoice, LLC, the promoters and owners of the world's largest and most famous music festival franchises, the Coachella Valley Music and Arts Festival and Stagecoach, which take place in the City of Indio every spring. The development agreement ensures that the Coachella and Stagecoach festivals stay in the City of Indio through 2030 and allows Goldenvoice the ability to expand from its current three-festival format to a total of five festivals each year, which it did so with the successful Desert Trip concert event. Roxanne assisted the City of Indio in securing a guaranteed per-ticket fee, which provides much needed revenue to the city, as well as a related reimbursement agreement to ensure the festivals are cost-neutral to the city. In addition, the firm assisted in the preparation and review of a thousand-plus-page unusual environmental impact report that evaluated the environmental effects of "music."

PRESENTATIONS

Form 700 - Easier Than It Looks

California Special Districts Association/South Coast Water District, October 2022

Brown Act and Public Records Act

California Special Districts Association/San Bernardino County LAFCO, November 2022

Rules of Engagement - Are you Ready to Govern?

California Special Districts Association, February 2023

Contract Training

City of Beverly Hills, October 2022

Roxanne Diaz Named League Parliamentarian

League of California Cities Annual Conference, October 16-18, 2019

The Hidden Costs of Tackling Homelessness

California Special Districts Association Annual Conference, September 25-28, 2019

The Hidden Costs of Tackling Homelessness

Mayors & Council Members Executive Forum, June 19, 2019

Insta, Tweet and Snap - Technology and The Public Records Act

West Valley Water District, December 7, 2017

PUBLICATIONS

The People's Business: A Guide to the California Public Records Act

League of California Cities, Public Records Act Publication Committee, 2008

Stephanie CAO

Shareholder

LOS ANGELES

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As a shareholder in both the Public Law and Litigation Departments, Stephanie Cao represents public agencies of diverse sizes in a wide-range of governmental law issues and state and federal court litigation matters. Stephanie advises and represents public agencies on issues including governmental tort claims, public works laws, civil and constitutional laws, ethics laws, condemnation, contract drafting, and compliance.

Stephanie serves as the Chief Assistant City Attorney for the City of Beverly Hills, Assistant City Attorney for the City of Monrovia, and Assistant General Counsel for the Greater Los Angeles County Vector Control District. Stephanie has also served as City Attorney for the City of San Marino and Assistant City Attorney for the City of South El Monte. She works with staff to adopt and implement new laws and procedures, and assists staff with residential and commercial projects for zoning and permitting compliance. She also works closely with city enforcement teams, providing assistance in identifying and selecting cost-efficient and effective options to obtain compliance, enhance public safety, rehabilitate properties, and maintain safer, cleaner neighborhoods.

Stephanie has extensive experience in representing governmental entities in court, including successful disposition of lawsuits at the demurrer and summary judgment stages. She has trial and mediation experience, and is well-versed in obtaining favorable settlements for her clients.

WORK FOR CLIENTS

Stephanie has represented Artesia, Baldwin Park, Beverly Hills, Brea, Burbank-Glendale-Pasadena Airport Authority, Greater Los Angeles County Vector Control District, Highland, Jurupa Valley, Manhattan Beach, Monrovia, Newport Beach, Palmdale, Pasadena, Rancho Cucamonga, San Marino, Santa Ana, Seal Beach, South El Monte, Temecula, Upland, Vista, Yucaipa, and the Beaumont-

PRACTICE AREAS

Litigation
Municipal & Public Agency
Law

FOCUS AREAS

Cannabis
Civil Litigation
Land Use Planning & Zoning
(Municipal)
Municipal Code Enforcement

EDUCATION

J.D., Loyola Law School, Los
Angeles

B.A., University of California,
Irvine

Cherry Valley Water District.

PROFESSIONAL EXPERIENCE

Prior to joining Richards, Watson & Gershon, Stephanie specialized in complex multi-party actions including business, construction, public works, and general civil litigation at Chapman, Glucksman, Dean & Roeb in Los Angeles, California.

Stephanie previously worked for the Honorable Judge Elizabeth Allen White and Honorable Aurelio Munoz of the Los Angeles Superior Court. She has also performed pro bono work, representing indigent juvenile clients through the Center of Juvenile Law and Policy.

In 2011, Stephanie became a trained mediator under the Dispute Resolution Program Act.

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Member, Los Angeles County Bar Association

EXPERIENCE

PUBLISHED OPINIONS

- ▶ ***Huckey v. Temecula***, 2019 WL 3368680. Certified for publication in the Fourth Appellate District of the Court of Appeal, Division 2 on July 26, 2019
- ▶ ***Mercury Casualty Co. v. Pasadena***, 14 Cal.App.5th 917 (2017), reh'g denied, review denied 11/15/17. Certified for publication in the Second Appellate District of the Court of Appeal, Division 3 on August 24, 2017

HIGHLIGHTED REPRESENTATIONS

- ▶ ***Huckey v. Temecula***. Represented City of Temecula in a sidewalk trip and fall lawsuit based on the "trivial defect" defense, resulting in a landmark decision. Obtained a published opinion where the California Court of Appeal found that sidewalk slab rises of up to one and one-half inches are generally trivial defects as a matter of law, and the City was not liable for the plaintiff's injuries.

Plaintiff alleged that he tripped on a sidewalk slab rise that measured approximately one and one-quarter inches. He further alleged that, as a result of the fall, he sustained a brain injury, that he was unable to speak without slurring his speech, and that he was totally disabled. This case is significant because many lawyers and risk-management professionals believe that the trivial defect defense is only available if a sidewalk rise is three-

quarters of an inch or less. However, this decision expands the scope of the “trivial defect” defense, finding that rises of nearly double that height are trivial defects.

- ▶ **Mercury Casualty Co. v. Pasadena.** Represented City of Pasadena as trial and appellate counsel in an important, first of its kind, inverse condemnation case involving a hurricane-force windstorm in 2011 involving Mercury’s insureds’ residence that was extensively damaged when a 110 foot street tree fell on their house during a windstorm in which wind speeds reached over 100 m.p.h. Obtained a published opinion where the California Court of Appeal reversed the trial court’s decision, ordering the trial court to enter judgment in the city’s favor.

The decision rests upon the court’s single conclusion that the street tree that fell was not a work of public improvement because “there was no evidence it was planted as part of a planned project or design serving a public purpose or use.” Important for all cities, the court further concluded that “the City’s tree maintenance plan . . . does not subject the City to liability for an inverse condemnation claim because no evidence was presented that the plan was deficient.” This case is a significant case for cities, with far-reaching benefit for other public agencies that maintain extensive street tree inventories and urban forests.

NEWS

Online AB1234 Ethics Training
05.26.2021

Court of Appeal Holds That a One and One-Quarter Inch Sidewalk Slab Rise Is A Trivial Defect
07.11.2019

Public Official Liable for Banning Constituent from Facebook Page
01.25.2019

PUBLICATIONS

Cause to Review Retainer Arbitration Clauses
Los Angeles Daily Journal, 2013 DJDAR 11506 (August 26, 2013)

David SNOW

Shareholder

LOS ANGELES

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A city attorney who specializes in land use and CEQA, Dave's over 20 years of legal experience is built upon a decade of experience as a public agency planner. He is adept at guiding projects through the complex and often politically charged land use entitlement and CEQA process, and aiding public agencies in arriving at decisions that will withstand legal challenge.

WORK FOR CLIENTS

Dave is Assistant City Attorney for the City of Beverly Hills, and has represented cities and public agencies throughout California on complex land use, planning, and CEQA matters, including the cities of Brea, Compton, East Palo Alto, Fairfield, Hawthorne, Indio, Pasadena, Rancho Palos Verdes, Seaside, Temecula, San Buena Ventura, and Yucaipa. Dave advises the Burbank-Glendale-Pasadena Airport Authority on land use and CEQA matters, and represented the Gold Line Construction Authority.

PROFESSIONAL EXPERIENCE

Prior to joining RWG in 2001, Dave spent a decade as a public agency planner. Dave attended Loyola Law School's evening program while concurrently serving as the Deputy Planning Director in the City of Rancho Palos Verdes.

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Member, American Institute of Certified Planners (AICP)

Member, American Planning Association and APA California Chapter

PRACTICE AREAS

Environment & Natural Resources

Municipal & Public Agency Law

FOCUS AREAS

Airports, Rail & Transit

Brown Act & Open Government

CEQA (California Environmental Quality Act) (Environmental)

Development Agreements

Historic Preservation

Land Use Planning & Zoning (Environmental)

Land Use Planning & Zoning (Municipal)

Subdivision Map Act

EDUCATION

J.D., Loyola Law School, Los Angeles

B.S., Clarkson University

Member, APA California Amicus Committee

Longstanding Member of the APA California Legislative Review Team

APA California Chapter Vice President of Policy and Legislation (2011 – 2014)

APA California Chapter National Policy and Legislation Representative (2009-2010)

APA California Chapter, Los Angeles Section Vice Director of Policy and Legislation (2004-2010)

Frequent lecturer on planning, land use and CEQA issues

EXPERIENCE

HIGHLIGHTED PROJECTS

- ▶ Burbank-Glendale-Pasadena Airport Authority – Replacement Terminal EIR and Development Agreement
- ▶ City of Yucaipa General Plan Update and EIR
- ▶ Beverly Hilton Specific Plan, City of Beverly Hills
- ▶ 9900 Wilshire Specific Plan / One Beverly Hills Project Amendment, City of Beverly Hills
- ▶ Indio Music Festival Development Agreement EIR, City of Indio
- ▶ Review of Facebook Campus Expansion EIR, City of East Palo Alto
- ▶ Parsons Project, City of Pasadena
- ▶ Terranea Resort, Rancho Palos Verdes
- ▶ City of Beverly Hills Historic Preservation Ordinance
- ▶ Opposition to Liberty Quarry Proposal, City of Temecula
- ▶ Marin Clean Energy CEQA Advice on Solar Facility and Power Purchase Agreement
- ▶ Wal-Mart Project, City of Fairfield
- ▶ Assisted City of San Jose with Google Project Development Agreement

NEWS

Governor Signs New Housing and Parking Legislation

09.29.2022

New Law Requires Ministerial Approval of Duplexes and Urban Lot Splits

09.21.2021

General Public Testimony About Impacts Insufficient to Meet "Fair Argument" CEQA Test

08.09.2021

PRESENTATIONS

2018 Legislative Update

American Planners Association, Orange County Section, 04.18.2019

Administrative Records: The Foundation of Land Use and CEQA Challenges

League of California Cities City Attorney's Department Spring Conference, 05.2017

Summary of Significant Legislation from 2016

Planning Directors Association of Orange County / APA Orange County Section Planning, 03.2017

Tribal Cultural Resources and CEQA (Assembly Bill 52)

United Auburn Indian Community, 02.2017

AB52 Tribal Consultation Update

CLE 12th Annual CEQA Conference, 12.2016

Connecting the Dots: Strategies for Making Findings

APA California State Conference, 10.10.2016

Tribes and CEQA: New Rules for Tribal Consultation Under AB52

LSI, Cabazon, 06.2016

Summary of Significant Legislation from 2015

Planning Directors Association of Orange County / APA Orange County Section Planning, 02.2016

AB52 Tribal Consultation Roundtable

APA California State Conference, 10.2015

Tribal Cultural Resources and CEQA (Assembly Bill 52)
State Bar of California Webinar, 06.2015

Summary of Significant Legislation from 2014
Planning Directors Association of Orange County, 02.2015

AB52 Tribal Consultation
California Land Use Law and Planning Update, 01.2015

AB52 New Tribal Consultation Requirements
CLE 10th Annual CEQA Conference, 12.10.2014

Marian SLOCUM

Associate

LOS ANGELES

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Marian Slocum is an associate in the Public Law Department. Marian provides expertise and advises municipalities and public agencies on matters including housing law and public employment law among others.

PROFESSIONAL EXPERIENCE

Prior to joining Richards, Watson & Gershon, Marian externed for the Independent Assessor's Office for the Board of Fire Commissioners for the Los Angeles Fire Department gaining experience with public employment law, externed for the City of Los Angeles City Attorney's Office's Housing Division, gaining experience with state and local housing law, and externed for the United States Bankruptcy Court. Marian also has extensive mediation experience through the Mediation Clinic at USC, where she conducted mediations for the California Department of Fair Employment and Housing, Equal Employment Opportunity Commission, and for cases at Los Angeles Superior Court Small Claims Court.

HONORS & AWARDS

Copy Editor, USC Gould Review of Law and Social Justice

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Member, Los Angeles County Bar Association

PRACTICE AREAS

Labor & Employment

FOCUS AREAS

Conflicts of Interest and Local Government Ethics

Low & Moderate Income Housing

EDUCATION

J.D., USC Gould School of Law

B.A., Bryn Mawr College

NEWS

New Law Clarifies Process for Removing Disruptive Individuals from Public Meetings Under the Brown Act
08.29.2022

City's Refusal to Fly Religious Flag Violates the First Amendment
05.11.2022

Content-Neutral Ordinance May Apply Different Rules to On- And Off-Premises Signs
04.26.2022

Diana VARAT

Of Counsel

LOS ANGELES

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Drawing from her background in urban planning, Diana Varat has advised dozens of public agencies in California on complex land use and housing matters. Diana has extensive experience preparing and reviewing general plan updates, specific plans, and zoning code amendments. Since the State's passage of the 2017 Housing Package, Diana has focused her practice on compliance with California's housing-related land use laws, including Housing Element Law, the Housing Accountability Act, the Housing Crisis Act of 2019 (SB 330), Density Bonus Law, No Net Loss, and streamlined housing approvals (SB 35). Diana frequently presents legislative updates to City staff, Planning Commissions, and City Councils to educate local officials on how best to comply with State law and simultaneously create vibrant communities. Diana has drafted numerous ordinances to implement housing element law on topics including: accessory dwelling units, inclusionary housing, density bonuses, emergency shelters, transitional and supportive housing, and reasonable accommodations procedures.

As an expert in ethics laws, Diana helps public officials analyze potential conflicts of interest under the Political Reform Act and Government Code Section 1090. With her guidance, public officials have sought and received favorable advice from the Fair Political Practices Commission, allowing them to participate in agency decisions without violating California's conflict of interest laws. Every year, Diana updates the firm's Conflicts of Interest Handbook to help public officials navigate California's complex conflict laws.

In addition to her legal practice, Diana serves as a Lecturer in the Department of Urban Studies & Planning at California State University, Northridge. At CSUN, she currently teaches a course on "The Legal Foundations of Planning." Since 2013, Diana also has served as a Lecturer in the Department of Urban Planning at the UCLA Luskin School of Public Affairs, where she has taught courses on urbanization in the U.S. and the development of Los Angeles. In 2017, she

PRACTICE AREAS

Municipal & Public Agency
Law

FOCUS AREAS

Conflicts of Interest and Local
Government Ethics

Land Use Planning & Zoning
(Municipal)

EDUCATION

J.D., University of California,
Los Angeles School of Law

M.A., Urban Planning,
University of California, Los
Angeles

B.A., University of California,
Berkeley

advised a group of UCLA students in preparing their final project for the Masters degree, analyzing the community impacts of the LA River revitalization process along the Lower LA River.

WORK FOR CLIENTS

Diana previously served as the Assistant City Attorney for the cities of Agoura Hills and Manhattan Beach. In her role as Of Counsel to the firm, Diana now focuses on implementing State housing laws, conflicts of interest questions, and complex land use and planning projects for numerous cities, including Beverly Hills, Calimesa, La Habra, Norwalk, Rancho Cucamonga, San Marino, Temecula, and Yucaipa.

PROFESSIONAL EXPERIENCE

Before embarking on her law degree, Diana worked for the City Planning Department for the City of Dresden, Germany. Diana also previously served as the Project Associate for the Woodrow Wilson International Center for Scholars' Comparative Urban Studies Project in Washington, D.C.

HONORS & AWARDS

American Planning Association, Planning & Law Division Fellowship, 2006

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Member, American Planning Association

Vice-Director of Policy, 2010-2012, APA-LA

Member, Los Angeles County Bar Association

NEWS

Sober Living Homes May Challenge Zoning Regulations in Court
01.12.2023

Governor Signs New Housing and Parking Legislation
09.29.2022

The Housing Accountability Act Does Not Apply to an Application for a Single-Family Home
07.01.2022

City Approval of Density Bonus Project Upheld

02.14.2022

City's Denial of SB 35 Streamlining for Mixed-Use Project Overtuned

05.10.2021

FPPC Revises the "Public Generally" Exception for Public Officials with Conflicts of Interest

10.07.2020

FPPC Revises Public Disclosure and Abstention Requirements for Public Officials with Conflicts of Interest

07.01.2020

New Rules for Conflicts of Interests Involving Sources of Income and Business Entities

10.01.2019

A New "500-Foot Rule" for Conflicts of Interest Involving Real Property Interests

03.22.2019

Governor Brown Signs SB 231 Regarding Stormwater Fees

10.23.2017

Governor's Housing Package

10.23.2017

Independent Contractors Potentially Subject to Liability Under California Conflict of Interest Laws

06.28.2017

Legislature Enacts Law To Encourage Urban Farming

01.16.2014

PRESENTATIONS

2022 Legislative Update

American Planning Association, Orange County Section, 04.28.2022

Converging Emergencies: Housing & Land Use Equity

Municipal Law Institute, 03.05.2021

Completing Your Form 700 & Spotting Potential Conflicts of Interest

California Special Districts Association, 02.22.2021

Housing Element Updates & The Future of Housing Approvals
Association of California Cities – Orange County, 12.09.2020

SB 330 From the Trenches: How California’s Housing Crisis Act Impacts Local Governments and Developers
LACBA, Land Use Planning and Environmental Subsection, 06.24.2020

2019 Legislative Update
American Planning Association, Orange County Section, 04.20.2020

Planning Law
LA-APA's AICP Exam Training Session, 04.04.2020

Zoning, Processing & Approving Housing Projects: A 2019 Legislative Update
Orange County City Attorneys’ Association, 11.21.2019

Navigating Housing Development in a New Era
City Attorneys' Spring Conference, 05.09.2019

Planning Law
LA-APA's AICP Exam Training Session, 04.27.2019

2018 Legislative Update
American Planners Association, Orange County Section, 04.18.2019

Ginetta GIOVINCO

Shareholder

LOS ANGELES

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Ginetta specializes in land use matters, including the California Environmental Quality Act (CEQA) and the California Coastal Act. Ginetta's practice encompasses both advisory work and litigation, allowing her to handle matters seamlessly from the administrative level through trial and the appellate courts. Ginetta is frequently asked to assist on controversial projects that appear headed towards litigation, including providing advice on CEQA compliance, local coastal programs, and land use entitlements. Ginetta's combination of substantive knowledge, strategic thinking, and advocacy skills make her one of the state's leading writ litigators, resulting in five published Court of Appeal decisions in eight years. These cases include important decisions addressing exemptions from CEQA for projects in transit priority areas (*Covina Residents for Responsible Development v. City of Covina, et al.* (2018) 21 Cal.App.5th 712), clarifying the level of administrative appeal review required for subsequent CEQA review (*San Diegans for Open Government, et al. v. City of San Diego, et al.* (2016) 6 Cal.App.5th 995), and establishing limitations on when attorneys' fees may be awarded in CEQA litigation (*Coalition for a Sustainable Future in Yucaipa v. City of Yucaipa, et al.* (2015) 238 Cal.App.4th 513).

Complementing her land use practice, Ginetta has developed an expertise in legal issues affecting special districts. Ginetta currently serves as General Counsel to the Clovis Veterans Memorial District. Ginetta also has represented water agencies and community services districts in litigation, and often handles matters involving matters before local agency formation commissions (LAFCOs).

WORK FOR CLIENTS

Ginetta currently serves as General Counsel to the Clovis Veterans Memorial District.

PRACTICE AREAS

Coastal
Litigation

FOCUS AREAS

CEQA (California Environmental Quality Act) (Litigation)
Coastal Litigation
Coastal Regulation & Development
Land Use Planning & Zoning (Environmental)
Land Use Planning & Zoning (Litigation)
Land Use Planning & Zoning (Municipal)
Local Coastal Programs
Mobilehome Parks & Rent Control
Validation Actions (Litigation)
Writs & Appeals

EDUCATION

J.D., University of California, Los Angeles, School of Law
B.A., *summa cum laude*, Phi

Ginetta frequently represents clients in litigation involving writs of mandate, land use (including CEQA and the California Coastal Act), and validation actions involving complex finance matters. Most recently, Ginetta has successfully defended challenges to land use decisions of the cities of Beverly Hills, Covina, Manhattan Beach, Pasadena, and Yucaipa.

Beta Kappa, The American University

PROFESSIONAL EXPERIENCE

Ginetta currently serves as Chair of the Firm's Coastal Department and previously served as Assistant Chair of the Firm's Litigation Department.

Ginetta is also a member of the Firm's Management Committee.

HONORS & AWARDS

Ginetta has been selected to the Southern California Super Lawyers List in 2014-2018, and previously was selected to the Southern California Rising Stars List in 2010-2013.

Ginetta is AV Preeminent Rated by Martindale-Hubbell.

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Member, Association of Environmental Professionals

Member, International Municipal Lawyers Association

Member, Los Angeles County Bar Association

Member, Los Angeles County Bar Association Judicial Appointments Committee

Member, Environmental Section, State Bar of California

EXPERIENCE

PUBLISHED OPINIONS

- ▶ ***Save Our Access-San Gabriel Mountains v. Watershed Conservation Authority*** (2021) 68 Cal.App.5th 8 (upholding trial court conclusion that

CEQA does not categorically require analysis of alternatives other than the statutorily-required “no project” alternative in an environmental impact report, and reversing trial court to hold that the project’s reduction in parking was not an environmental impact, thereby obtaining a complete victory on all issues in the case; represented public agency).

- ▶ ***Covina Residents for Responsible Development v. City of Covina, et al.*** (2018) 21 Cal.App.5th 712 (holding that CEQA exemption which took effect three months before city approved project applied and exempted consideration of project’s parking impacts; represented city).
- ▶ ***San Diegans for Open Government, et al. v. City of San Diego, et al.*** (2016) 6 Cal.App.5th 995 (clarifying level of administrative appeal review required for subsequent CEQA review; represented real party in interest).
- ▶ ***Coalition for a Sustainable Future in Yucaipa v. City of Yucaipa, et al.*** (2015) 238 Cal.App.4th 513 (establishing limitations on when attorneys’ fees may be awarded in CEQA litigation under Private Attorneys General Act “catalyst” theory; represented city).
- ▶ ***Eiskamp v. Pajaro Valley Water Management Agency*** (2012) 203 Cal.App.4th 97 (upholding dismissal of a challenge to an ordinance that increased groundwater augmentation charges for well operators; represented water agency).
- ▶ ***South Orange County Wastewater Authority v. City of Dana Point*** (2011) 196 Cal.App.4th 1604 (holding that a mitigated negative declaration prepared for a rezoning project was not required to study the impacts of an existing sewage treatment plant on the project; represented real party in interest).
- ▶ ***Habitat Trust for Wildlife, Inc. v. City of Rancho Cucamonga*** (2009) 175 Cal.App.4th 1306 (upholding city’s right to select a qualified conservation entity to receive mitigation lands dedicated by a developer; represented city).

RECENT LITIGATION VICTORIES

- ▶ ***San Marino Heritage, et al. v. City of San Marino.*** Successful defense of city’s use of categorical exemption and determination that no historic resource was present; no appeal filed.
- ▶ ***The Inland Oversight Committee v. City of Covina.*** Successful defense of city’s use of mitigated negative declaration under CEQA; no appeal filed.
- ▶ ***Coalition for Preservation of the Arroyo v. City of Pasadena.*** Successful defense in trial court and on appeal of CEQA challenge to environmental impact report (EIR) for the use of the Rose Bowl as a temporary NFL location.
- ▶ ***Dunex, Inc. v. City of Oceanside.*** Second chaired bench trial leading to judgment in city’s favor on \$30 million dollar inverse condemnation claim stemming from city’s denial of mobile home park conversion.
- ▶ Successful prosecution of multiple validation actions, including for multi-tiered bond transaction, Property Assessed Clean Energy (PACE) program, and refunding of pension obligation bonds.

NEWS

General Public Testimony About Impacts Insufficient to Meet “Fair Argument” CEQA Test
08.09.2021

Ginetta Giovinco Appointed to the LACBA Judicial Appointments Committee
07.17.2018

Robert CECCON

Shareholder

LOS ANGELES

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E rcecon@rwglaw.com



Robert Ceccon is one of RWG's most experienced litigators. He has taken over 25 cases to judgment as lead counsel in trials in both state and federal courts, and has arbitrated dozens more. He has argued before the California Court of Appeal. His over three decades of experience have spanned the entire range of tort liability and damage claims against public agencies, including inverse condemnation, solid waste, police practices, employment claims, wrongful death claims, and dangerous conditions. He has achieved significant victories for his clients in complex multi-party cases where millions in compensatory or punitive damages were at stake. Bob serves as RWG's Litigation Department Chair. He is co-author of California Government Tort Liability Practice, which California Courts of Appeal have cited hundreds of times.

Bob is a natural trial attorney. He attributes his success to some of the skills he learned growing up in Boston's South End: thinking on his feet, anticipating problems quickly, and utilizing the art of persuasion. Bob combines people skills with the most current audiovisual courtroom techniques to paint a vivid picture that brings the facts of a case to life for a judge or jury.

Bob never shies away from a tough case. When the County of Ventura needed an experienced trial lawyer to defend it in the La Conchita landslide cases alleging 10 deaths and tens of millions of dollars in claimed damages, it called Bob. More recently, the City of Brea asked Bob to defend it in an excessive force case brought by the family of a criminal suspect fatally wounded in an officer-involved shooting. Bob and his trial team prevailed using the same tools they apply in every case: thorough investigation, persuasive writing and tireless commitment to the client.

PRACTICE AREAS

Litigation

Municipal & Public Agency
Law

FOCUS AREAS

Inverse Condemnation

EDUCATION

J.D., University of California,
Los Angeles, School of Law

B.A., Columbia University

WORK FOR CLIENTS

Bob has represented the cities of Barstow, Beverly Hills, Brea, Buena Park, Calimesa, Carson, Compton, Hesperia, Indio, Lynwood, Malibu, Oceanside, Palmdale, Pasadena, Rancho Cucamonga, Redondo Beach, Rialto, Stanton, Temecula, Upland, West Hollywood, and the County of Ventura.

HONORS & AWARDS

Los Angeles Daily Journal, Top Verdicts of 2013 (San Bernardino County Flood Control District v. City of Upland)

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Los Angeles County Bar Association

EXPERIENCE

HIGHLIGHTED REPRESENTATIONS

- ▶ ***Fishback v. County of Ventura.*** Bob represented the County of Ventura as lead trial counsel in this significant environmental protection case involving illegal dumping of 8,000 truckloads of unpermitted construction debris into the canyons above Simi Valley, California. Bob obtained judgment in favor of the county ordering defendants to clean up all unpermitted fill material, and to pay \$21.7 million in statutory penalties to the county — the maximum statutory penalty under the Public Resources Code. This case represents the first California case of statutory penalties ever awarded for illegal disposal of solid waste.
- ▶ ***Alvis v. County of Ventura.*** Bob represented the County of Ventura as a lead trial counsel in defense against two lawsuits brought by over 80 plaintiffs in connection with the 2005 landslide in La Conchita, California that resulted in 10 deaths and destruction of 16 homes. Bob prevailed against damage claims based on theories of dangerous condition of public property, wrongful death, nuisance, and inverse condemnation resulting from alleged negligence in approving plans for a retaining wall intended to protect against such a landslide. The Court granted summary adjudication in favor of the county based on design immunity and substantial evidence that the county reasonably approved the design of the wall. The ruling, which resulted in dismissal of all personal injury claims, is the first appellate decision in 2 decades to address the approval element of design immunity, and clarified the type of defects that can be claimed a changed condition.
- ▶ ***Dunex, Inc. v. City of Oceanside.*** Bob represented the City of Oceanside as lead trial counsel in connection with an inverse condemnation lawsuit involving mobile home law in the context of a mobile home park conversion to residential ownership in the Coastal Zone, which is subject to regulation under the Coastal Act. The suit alleged that the city's mobile home rent control ordinance resulted in a taking that caused at least \$30 million in

damages. The Court ruled in favor of the city, holding the plaintiff could not prove a claim because it had made a reasonable return on investment for the plaintiff.

- ▶ ***Collender v. City of Brea***. Bob represented the City of Brea and its police officer as lead trial counsel in connection with an officer involved fatal shooting of an unarmed man. The decedent was alleged to have committed an armed robbery and was reaching towards his pocket when the officer attempted to arrest him. The shooting was captured on video. Plaintiffs claimed that the city defendants used excessive force. The jury deliberated for less than a day and found in favor of defendants.

SAMPLING OF PUBLISHED APPELLATE VICTORIES

- ▶ ***Mercury Casualty Co. v. City of Pasadena, 14 Cal.App.5th 917 (2017), reh'g denied, review denied 11/15/17.*** Inverse condemnation case involving damage from a tree that fell in a severe windstorm. The appellate court reversed judgment for Mercury after a trial, and ordered judgment to be entered for city, because the tree that fell was not a work of public improvement as "there was no evidence it was planted as part of a planned project or design serving a public purpose or use."
- ▶ ***Alvis v. County of Ventura, 178 Cal.App.4th 536 (2009).*** In the La Conchita landslide litigation brought by over 80 plaintiffs, the appellate court affirmed the design immunity defense to plaintiffs' claim for dangerous condition of public property, finding that the county's discretionary approval of construction of a wall was sufficiently informed and the design was sufficiently reasonable for design immunity, and no changed condition defense to design immunity applied.

NEWS

A Plaintiff Cannot File a Lawsuit Against a Public Entity Before the Entity Rejects a Government Claim
11.02.2020

Published Court of Appeal Decision Holds That Sidewalk Slab Rises of up to One and One-Half Inches Are Generally Trivial Defects as a Matter of Law
07.29.2019

Court of Appeal Holds That a One and One-Quarter Inch Sidewalk Slab Rise Is A Trivial Defect
07.11.2019

Local Public Entities Have "Unambiguous Power" to Impose Their Own Claim Presentation Requirements
04.03.2018

U.S. Supreme Court Clarifies Probable Cause Standard for Warrantless Arrests

02.02.2018

Police Officer Entitled to Qualified Immunity Unless It is "Beyond Debate" that Conduct Violated Clearly Established Law

12.07.2015

Public Entity Immune From Liability To Plaintiff Injured By "Tree Swing" On Public Property

11.24.2015

PRESENTATIONS

Join RWG at the Eminent Domain Institute's Annual Conference

Eminent Domain Institute, 03.05.2020

Taking and Defending Depositions in Law Enforcement Excessive Force Actions

06.28.2019

Avoiding Liability for Falling Trees in Urban Forests

California League of Cities: Public Works Officer Institute, 04.04.2019

City Trees and Urban Forests – Understanding Inverse Condemnation Liability

California League of Cities: City Attorneys' Conference, 04.03.2018

How to Prepare and Present an Opening Statement

09.07.2016

Trial Debriefing: *Collender v. Brea*

09.07.2016

Taking and Defending Depositions

09.07.2016

How to Move for Summary Judgment

09.07.2008

PUBLICATIONS

City Trees and Urban Forests: Understanding Inverse Condemnation Liability

California Special Districts, Volume 14, Mar-Apr 2019

Handling Claims Against Government Entities: Here's How and When to Do It
Action Guide, Continuing Education of the Bar - California, 2018

California Government Tort Liability Practice (Co-Author)
Continuing Education of the Bar - California, 2014

Jennifer PETRUSIS

Shareholder

LOS ANGELES

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Jennifer Petrusis has devoted her practice to advising and representing police departments and public agencies. With extensive experience in civil litigation and knowledge of criminal law and procedure, Jennifer is in the unique position of being able to advise and represent police departments and their members in a variety of contexts.

Jennifer splits her practice between being a legal advisor to police departments, and vigorously litigating on behalf of cities, public employees, and peace officers. As a police defense litigator, Jennifer has represented police officers in police liability and civil rights lawsuits alleging excessive force, wrongful death, false arrest, false imprisonment, illegal search and seizure, malicious prosecution, personal injury, and other torts. Additionally, Jennifer's experience in representing cities and their employees includes lawsuits alleging constitutional rights violations and various allegations of tort liability and damage claims, including inverse condemnation, employment claims, and dangerous condition of public property.

Jennifer also regularly advises her police clients regarding policies and procedures, including those regarding new and emerging technologies such as body-worn cameras, automated license plate readers, and long-range acoustic devices. Jennifer represents several police departments in *Pitchess* and *Brady* Motions, and assists records staff in responding to various types of document requests, such as Public Records Act requests, subpoenas, criminal discovery requests, and civil discovery requests. Jennifer also regularly files petitions to retain and destroy confiscated deadly weapons and advises property and evidence technicians on various retention and return of property matters.

Jennifer is one of the relatively few private civil attorneys with experience in obtaining a gang injunction. Jennifer was part of the team that obtained an injunction on behalf of the City of Monrovia against the activities of two rival

PRACTICE AREAS

Litigation

FOCUS AREAS

Litigation (Labor & Employment)

Municipal Code Enforcement

Police Practices (Litigation)

EDUCATION

J.D., University of California, Los Angeles School of Law

B.A., *summa cum laude*, University of California, Los Angeles

criminal street gangs. The injunction prohibits members of the two gangs from publicly congregating together, and from engaging in specified activities, within a three and one-half square mile "Safety Zone" the court designated in parts of Monrovia and adjacent unincorporated areas of Los Angeles County.

Jennifer is also General Counsel for the South Bay Regional Public Communications Authority, a Joint Powers Authority that provides police and fire dispatch services to several cities in the South Bay.

Jennifer is also a code prosecutor and has represented several cities in administrative, criminal, and civil code enforcement matters including for the Cities of Artesia, Jurupa Valley, Temecula, Manhattan Beach, Mission Viejo, Moorpark, Calimesa, La Mirada, Laguna Niguel, Seal Beach, and Banning.

WORK FOR CLIENTS

Jennifer represents the police departments of the Cities of Beverly Hills, Banning, Brea, Covina, Davis, Fairfield, Indio, Manhattan Beach, Monrovia, Seal Beach, and for the Hollywood Burbank Airport.

Additionally, Jennifer provides legal advice and represents the Cities of Agoura Hills, Banning, Beverly Hills, Calimesa, Gardena, Hidden Hills, Highland, Jurupa Valley, La Mirada, Moorpark, Rancho Cucamonga, Temecula, Westlake Village, and Yucaipa.

PROFESSIONAL EXPERIENCE

Prior to joining Richards, Watson & Gershon in 2006, Jennifer was an associate with Nelson & Fulton, a law firm that provides civil defense representation for the Los Angeles County Sheriff's Department and represents the Sheriff's Department in *Pitchess* Motions. Between Nelson & Fulton and Richards, Watson & Gershon, Jennifer has devoted her entire practice of law to representing law enforcement agencies and public agencies, and she has appeared at hundreds of *Pitchess* and *Brady* Motion-related hearings.

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Member, International Municipal Lawyers Association

Member, Los Angeles County Bar Association

EXPERIENCE

HIGHLIGHTED REPRESENTATIONS

- ▶ ***Collender v. City of Brea***. Jennifer represented the City of Brea and one of its police officer as second chair trial counsel in connection with an officer involved fatal shooting of an unarmed man. The decedent was alleged to have committed an armed robbery and was reaching towards his pocket when the officer attempted to arrest him. The shooting was captured on video. Plaintiffs claimed that the City defendants used excessive force. The jury deliberated for less than a day and found in favor of defendants.
- ▶ **Gang Injunction on behalf of City of Monrovia**. Jennifer was part of the team that obtained an injunction on behalf of the City of Monrovia against the activities of two rival criminal street gangs. The injunction prohibits members of the two gangs from publicly congregating together, and from engaging in specified activities, within a three and one-half square mile "Safety Zone" the court designated in parts of Monrovia and adjacent unincorporated areas of Los Angeles County.

NEWS

Local Firearms Ordinance Upheld

10.19.2022

"Good Cause" Requirement for Concealed Firearm License Invalidated

06.29.2022

Safety Risk Justifies Short-Notice Clearing of Homeless Encampments Along a Freeway

05.16.2022

Ninth Circuit Upholds California's Ban on Large-Capacity Firearm Magazines

12.06.2021

Hearing Required Before Return of Confiscated Weapons

10.04.2021

New Law Regulates Use of Deadly Force by Peace Officers

09.03.2019

Law Enforcement Agencies Must Disclose SB 1421 Records Created Before January 1, 2019

04.05.2019

Law Enforcement Agencies Must Disclose Video and Audio Recordings Relating to a “Critical Incident” and Certain Investigation Records Without Pitchess Process Under New Laws

10.01.2018

Fourth Amendment Search Warrant or Consent Requirement Applies to Unauthorized Rental Car Drivers and Vehicles Parked on Private Property

06.06.2018

Fourth Amendment Search Warrant or Consent Requirement Applies to Unauthorized Rental Car Drivers and Vehicles Parked on Private Property

06.06.2018

U.S. Supreme Court Clarifies Probable Cause Standard for Warrantless Arrests

02.02.2018

PRESENTATIONS

Harrasment Prevention Training

New Mayors and Councilmembers Academy, 03.29.2022

Elected Officials & Employment Laws: When the Rules Don't Apply

League City Attorneys' Spring Conference, 04.30.2021

Public Records Act and the New Disclosure Requirements: AB 748 and SB 1421

Alameda County Chiefs of Police and Sheriff's Association, 01.23.2019

Have Body Cameras Changed Policing?

George E. Brown, Jr. Federal Courthouse, Courtroom 4, 09.27.2018

Body-Worn Cameras in Critical Incidents

Orange County City Attorney's Association, 07.2018

Body-Worn Cameras in Critical Incidents

Independent Cities Association, 01.2018

Body-Worn Cameras and Critical Incidents

League of California Cities Annual Conference, 09.2017

Legal Issues Surrounding Property & Evidence

California Association For Property & Evidence (CAPE), 03.2016

Confiscated Weapons Petitions
League of California Cities Webinar, 02.2013

PUBLICATIONS

Sky High? The Federal-State Marijuana Law Conflict and Airline Travelers
Air and Space Lawyer, Volume 34, Number 1, 2021

Robin HARRIS

Shareholder

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Robin has more than 35 years of experience in public finance, public agency law, and redevelopment law. Robin represents our clients in a wide range of financial transactions, including the formation of assessment districts and community facilities districts, and the levy of taxes and fees. Robin is experienced in the areas of redevelopment agency and successor agency tax-allocation bonds, special assessment bonds, Mello-Roos bonds, certificates of participation and revenue bonds, including bonds issued pursuant to the Marks-Roos Local Bond Pooling Act. Robin is experienced in all aspects of redevelopment law and for the past 10 years has assisted in the wind down of dissolved redevelopment agencies.

WORK FOR CLIENTS

Robin has assisted numerous local agencies in forming assessment districts under the Municipal Improvement Act of 1913, the Landscaping and Lighting Act of 1972, and the Business Improvement District Acts, as well as other statutes, and has extensive experience regarding the implications of Propositions 13, 62, 218, and 26 on such financing mechanisms as well as taxes and fees. Robin also has extensive experience advising cities regarding compliance with SB 1383.

Following years of representing redevelopment agencies, with an emphasis on affordable housing and redevelopment plan amendments and adoptions, Robin now advises cities and successor agencies regarding the implications of the Redevelopment Dissolution Law. Robin's advice regarding compliance with the Redevelopment Dissolution Law has included dissolution of former redevelopment agencies; establishment of redevelopment successor agencies and oversight boards; reinstatement and repayment of City loans; preparation of long-range property management plans, recognized obligation payment schedules, administrative budgets, and annual housing reports; review of pass-through agreements, the due diligence reviews, and the California State

PRACTICE AREAS

Municipal & Public Agency Law

Public Finance

FOCUS AREAS

Financing Districts

Redevelopment Dissolution

Taxes, Assessments & Fees

EDUCATION

J.D., *magna cum laude*,
University of Illinois College of Law

B.S., *summa cum laude*, Illinois
State University

Controller asset transfer reviews; disposition of properties; the expenditure of bond proceeds; and monitoring of dissolution-related statewide litigation and legislation. In addition, Robin provides extensive advice in connection with the expenditure by housing successors of moneys in the Low and Moderate Income Housing Asset Fund and the implications of SB 341. Robin previously advised the City of Los Angeles in winding down its extensive redevelopment activities and property disposition.

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Member, National Association of Bond Lawyers

Member, The State Bar of California

Member, Los Angeles County Bar

NEWS

Measures Adopting Municipal Water Rates Cannot Be Challenged by the Referendum Process
08.13.2020

Cannabis Tax Measure Accompanied by an "Advisory Measure" Is a Valid General Tax
08.31.2018

States May Require Sales Tax Collection by Out-of-State Internet Sellers
06.26.2018

Rebecca GREEN

Shareholder

LOS ANGELES

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E rgreen@rwglaw.com



Rebecca represents cities, special districts, and other public agencies on labor and employment issues including hiring and recruitment, compliance with state and federal labor regulations, drafting and implementing personnel policies, discrimination, and harassment prevention, reasonable accommodation and the interactive process, discipline and termination. Rebecca also conducts personnel investigations and provides training to ensure compliance with the rapidly evolving arena of labor and employment law. She represents clients in personnel hearings, including appeals of discipline, and negotiates with employee associations to resolve grievances and form memoranda of understanding under the Meyers-Milias-Brown Act.

A seasoned trial attorney, Rebecca represents clients in employment disputes, including in mediation, arbitration, administrative hearings and litigation. She has successfully litigated collective actions under the Fair Labor Standards Act and individual claims brought under the Fair Employment and Housing Act, as well as a variety of disputes ranging from breach of employment contract to Private Attorney General Act and whistleblower lawsuits.

PROFESSIONAL EXPERIENCE

Rebecca began her legal career as a white collar criminal defense attorney at Kirkland & Ellis in Washington, D.C., where she worked with clients to ensure compliance with federal and international laws. She moved to California to clerk for the Honorable Richard A. Paez on the United States Court of Appeals for the Ninth Circuit. Following her clerkship, Rebecca worked as a civil trial attorney, representing clients in a wide variety of areas and focusing on employment litigation. She also gained significant experience advising clients on employment matters and negotiating employment disputes with the goal of pre-litigation resolution.

PRACTICE AREAS

Labor & Employment

FOCUS AREAS

Discipline & Termination

Discrimination & Harassment

Litigation (Labor & Employment)

EDUCATION

J.D., Harvard Law School

M.A., Harvard University

B.A., cum laude, Swarthmore College

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Member, Leadership Council on Legal Diversity

NEWS

Governor Extends COVID-19 Supplemental Paid Sick Leave

09.30.2022

Governor Approves 2022 COVID-19 Supplemental Paid Sick Leave

02.11.2022

OSHA Announces COVID-19 Vaccine Mandate

11.05.2021

EEOC Issues New Guidance Regarding Religious Accommodations for COVID-19 Vaccine Mandates

10.29.2021

Employee's Speech Undermining Public Employer in the Course of Duties Is Not Protected

08.26.2021

Governor Approves COVID-19 Supplemental Paid Sick Leave

03.22.2021

"Beyond Bostock" by Rebecca Green Is Los Angeles Lawyer Magazine's February Cover Story

02.09.2021

Governor Signs Law Impacting COVID-19 Workplace Exposures

09.21.2020

Governor Signs Law Creating "Bona Fide Business-to-Business Contracting" Exemption to AB 5 for Public Agencies

09.08.2020

Department of Labor Addresses "Back to School" Issues Regarding Leave Under the Families First Coronavirus Response Act

08.31.2020

Supreme Court Reaffirms "California Rule" for Public Agency Employee Pensions and Upholds PEPRA Changes

07.31.2020

EEOC Issues Updated Guidance Regarding COVID-19 Response

06.19.2020

Workplace Discrimination Against LGBTQ Employees Is Prohibited by Federal Law

06.17.2020

CalPERS Expands Its COVID-19 Frequently Asked Questions Webpage

05.08.2020

New Regulations Help Define the Families First Coronavirus Response Act (FFCRA)

04.03.2020

Department of Labor Issues New Guidance on the Families First Coronavirus Response Act

03.30.2020

New Regulations Regarding Employment of Retired Annuitants

03.19.2020

California Supreme Court Allows Elimination of "Air Time" Benefit but Avoids Reconsideration of the "California Rule"

03.08.2019

Court of Appeal Takes Practical Approach to Police Discipline Statute of Limitations

07.09.2018

Mandatory Union Agency Fees Violate First Amendment

06.27.2018

PRESENTATIONS

Harrassment Prevention Training

New Mayors and Councilmembers Academy, 03.29.2022

Elected Officials & Employment Laws: When the Rules Don't Apply

League City Attorneys' Spring Conference, 04.30.2021

Sexual Harassment Prevention for Elected Local Agency Officials

Institute for Local Government, 08.01.2019

Policy and Procedure Writing

Victorville City Hall, 03.13.2019

Sexual Harassment Prevention for Elected Local Agency Officials
California Contract Cities Association, Indian Wells, 12.11.2018

Workplace Implications of the Me Too and Time's Up Movements
Municipal Management Association of Southern California, Women's Leadership Summit, Yorba Linda, California,
05.09.2018

PUBLICATIONS

"Beyond Bostock"
Los Angeles Lawyer Magazine, 02.2021

Paula BAEZA

Shareholder

ORANGE COUNTY | TEMECULA

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Paula represents city and public agency clients on eminent domain and real estate issues. Paula works closely with clients in project planning and the pre-acquisition phase of the eminent domain process to analyze any issues that may arise in the proposed acquisition. Paula's experience is that taking an active role in the pre-acquisition stage, ensuring the clients follow the pre-acquisition procedures and facilitating meetings with clients, impacted owners, utility holders, and appraisers often results in successful negotiation, early resolution of acquisitions, and minimizes the legal issues in any filed eminent domain proceedings.

WORK FOR CLIENTS

Paula has represented the Cities of Anaheim, Brea, Buena Park, Indio, Manteca, Moorpark, Rancho Cucamonga, Seaside, Temecula and Yucaipa and the former Palm Desert Redevelopment Agency on acquisitions and real property-related issues. She is currently lead acquisition counsel for the Cities of Banning, Indio, Jurupa Valley, and Temecula.

Paula's practice focuses on representing cities and public agencies on acquisition-related issues, including pre-acquisition issues, analysis of property interests required for a project, appraisal and negotiation issues, relocation assistance, preparation of purchase and sale agreements, rights of entry, and analysis of title and escrow documents. Paula handles eminent domain proceedings involving challenges to the public agency's right to take, precondemnation damage claims, severance damage claims, claims for loss of business goodwill, and other valuation issues.

Paula has assisted clients on acquisition of property for public facilities, parks, parking lots, public works projects, road widening, extension projects and realignments, freeway interchange projects, storm drain easements, flood

PRACTICE AREAS

Eminent Domain
Municipal & Public Agency
Law
Real Estate

FOCUS AREAS

Condemnation Actions
Eminent Domain (Litigation)
Infrastructure Projects
Real Estate Acquisition &
Right-of-Way
Real Estate Transactions
Relocation Assistance

EDUCATION

J.D., Loyola Law School, Los
Angeles

A.B., Stanford University

control easements, water transmission lines, and sewer lines. Paula advises clients regarding applicable state and federal regulations on projects involving federal funds and projects with Caltrans oversight.

Paula is the Assistant Chair of the Eminent Domain Department at Richards, Watson & Gershon.

PROFESSIONAL EXPERIENCE

Paula joined Richards, Watson & Gershon in 1998.

Before pursuing a career in law, Paula served as a California State Senate Fellow in 1990-1991 where she worked on a broad range of public policy issues and projects. After the Senate Fellowship, Paula served as a volunteer coordinator for a state assembly campaign and later served as district staff for a Riverside County Supervisor where she assisted constituents on many issues involving the county. These experiences in public policy and politics shaped Paula's desire to assist cities and public agencies on issues that impact local communities.

HONORS & AWARDS

California Senate Fellow (1990-1991)

Senior Production Editor, Loyola of Los Angeles International and Comparative Law Journal

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Member, Riverside County Bar Association

Member, Los Angeles County Bar Association

Member, International Right of Way Association, Chapter 57

EXPERIENCE

▶ *Jurupa Valley Limonite Avenue Widening Project.*

Assisted the City of Jurupa Valley to acquire portions of twelve parcels for the widening of Limonite Avenue from Etiwanda Avenue to Bain Street. The project required the acquisition of portions of ten parcels owned by private property owners and portions of two larger parcels owned by a public agency. Worked with city staff on offer letters, purchase and sale agreements, and settlement agreements. Represented the city on two eminent domain proceedings that resulted in negotiated settlements.

▶ *French Valley Parkway/I-15 Improvements Phase II.*

Assisted the City of Temecula to acquire certain fee interests, easement interests, and temporary construction easements on several parcels and helped the city to meet a critical right-of-way certification deadline. Worked with city staff on the pre-acquisition steps, prepared purchase and sale agreements, settlement agreements, and assisted the city with escrow. Prepared agenda reports, resolutions of necessity, and filed eminent domain proceedings for certain property interests required for Phase II. Assisted the city with negotiating agreements in connection with several of the subject property interests acquired for Phase II, including the property interests that were the subject of the filed eminent domain proceedings.

▶ *Overland Drive Extension Project.*

Assisted the City of Temecula on several fee acquisitions and partial acquisitions in connection with the city's plans to extend Overland Drive from Commerce Center Drive to Enterprise Circle West, which impacted four businesses that operated on three of the larger parcels. Assisted the city on negotiations with the owners and business owners of these parcels regarding just compensation, loss of business goodwill, and relocation issues. The acquisitions were successfully resolved without the filing of any eminent domain proceedings.

▶ *State Route 99/State Route 120 East (Yosemite Avenue).*

Assisted the City of Manteca to acquire portions of approximately 25 parcels for the State Route 99/State Route 120 East (Yosemite Avenue) Interchange and Road Widening Project. This project required cooperation with Caltrans, certification of right-of-way and rights of entry. Worked with staff on appraisal review, offers and negotiations, agenda reports, resolutions of necessity, settlement agreements, and purchase and sale agreements. Most of the acquisitions were resolved prior to a resolution of necessity hearing. Represented the city in eight eminent domain proceedings that were resolved by negotiated settlements early on in the litigation.

PRESENTATIONS

Trials and Tribulations of a Partial Acquisition

International Right of Way Association, Chapter 1 Valuation Seminar, 2010

Practical Applications in Eminent Domain

Orange County City Attorney's Association, 2010

Exhibit 2

Sample Litigation Victories

Sample Litigation Victories

We have been very successful in defending the decisions of our municipal clients and below are examples of our litigation experience.

- ▶ ***Fishback v. County of Ventura.*** RWG represented the County of Ventura as lead trial counsel in this significant environmental protection case involving illegal dumping of 8,000 truckloads of unpermitted construction debris into the canyons above Simi Valley, California. RWG obtained judgment in favor of the county ordering defendants to clean up all unpermitted fill material, and to pay \$21.7 million in statutory penalties to the county — the maximum statutory penalty under the Public Resources Code. This case represents the first California case of statutory penalties ever awarded for illegal disposal of solid waste.
- ▶ ***Dunex, Inc. v. City of Oceanside.*** RWG successfully represented the City of Oceanside in connection with an inverse condemnation lawsuit involving mobile home law in the context of a mobile home park conversion to residential ownership in the Coastal Zone, which is subject to regulation under the Coastal Act. The suit alleged that the City's mobile home rent control ordinance resulted in a taking that caused at least \$30 million in damages. The Court ruled in favor of the City, holding the plaintiff could not prove a claim because it had made a reasonable return on investment for the plaintiff.
- ▶ ***Collender v. City of Brea.*** RWG successfully represented the City of Brea and one of its police officers in connection with an officer-involved fatal shooting of a man who later was found to have been unarmed. The decedent was alleged to have committed an armed robbery and was reaching towards his pocket when the officer attempted to arrest him. The shooting was captured on video. Plaintiffs claimed the City defendants used excessive force. The jury deliberated for less than a day and found in favor of defendants.
- ▶ ***Gang Injunction on behalf of City of Monrovia.*** RWG successfully obtained an injunction on behalf of the City of Monrovia against the activities of two rival criminal street gangs. The injunction prohibits members of the two gangs from publicly congregating together, and from engaging in specified activities within a three and one-half square mile "Safety Zone" the court designated in parts of Monrovia and adjacent unincorporated areas of Los Angeles County.
- ▶ ***The Inland Oversight Committee v. City of Covina.*** RWG successfully defended the City's use of mitigated negative declaration under CEQA.
- ▶ ***Coalition for Preservation of the Arroyo v. City of Pasadena.*** RWG successful defended in trial court and on appeal, a CEQA challenge to an environmental impact report (EIR) for the use of the Rose Bowl as a temporary NFL location.

Published Appellate Victories

- ▶ ***Mercury Casualty Co. v. City of Pasadena***, 14 Cal.App.5th 917 (2017). This was an inverse condemnation case involving damage from a tree that fell in a severe windstorm. The appellate court reversed judgment for the insurer and ordered judgment to be entered for the City, because the tree that fell was not a work of public improvement as “there was no evidence it was planted as part of a planned project or design serving a public purpose or use.”
- ▶ ***Alvis v. County of Ventura***, 178 Cal.App.4th 536 (2009). In the La Conchita landslide litigation brought by over 80 plaintiffs, the appellate court affirmed the design immunity defense to plaintiffs’ claim for dangerous condition of public property, finding that the County’s discretionary approval of construction of a wall was sufficiently informed and the design was sufficiently reasonable for design immunity, and no changed condition defense to design immunity applied.
- ▶ ***Covina Residents for Responsible Development v. City of Covina, et al.***, (2018) 21 Cal.App.5th 712. The appellate court held that a CEQA exemption which took effect three months before City approved a project applied and exempted consideration of project’s parking impacts.
- ▶ ***Gonzales v. City of Norwalk***, (2017) 17 Cal.App.5th 1295. The appellate court ruled that municipalities may make technical changes to a utility users tax without the need for voter approval under Propositions 62 and 218.
- ▶ ***San Diegans for Open Government, et al. v. City of San Diego, et al.***, (2016) 6 Cal.App.5th 995. The appellate court clarified the level of administrative appeal review required for subsequent CEQA review.
- ▶ ***Coalition for a Sustainable Future in Yucaipa v. City of Yucaipa, et al.***, (2015) 238 Cal.App.4th 513. The appellate court established limitations on when attorneys’ fees may be awarded in CEQA litigation under Private Attorneys General Act “catalyst” theory.
- ▶ ***Eiskamp v. Pajaro Valley Water Management Agency***, (2012) 203 Cal.App.4th 97. The appellate court dismissed a challenge to an ordinance that increased groundwater augmentation charges for well operators.
- ▶ ***South Orange County Wastewater Authority v. City of Dana Point***, (2011) 196 Cal.App.4th 1604. The appellate court held that a mitigated negative declaration prepared for a rezoning project was not required to study the impacts of an existing sewage treatment plant on the project.

Exhibit 3

Sample E-Alerts

NEWSROOM

Anti-Camping Ordinance Found to Be Unconstitutional

ALERT

01.04.2023

The government may not criminalize the use of bedding materials in public by individuals experiencing homelessness when shelter beds are unavailable.

In *Johnson v. City of Grants Pass*, the Ninth Circuit Court of Appeals held that the City of Grants Pass' anti-camping ordinance, which prohibited the use of items necessary to facilitate sleeping, such as pillows and blankets outside on public property, violated the Eighth Amendment's Cruel and Unusual Punishment Clause. *Johnson* relied primarily on the constitutional limitations on anti-sleeping ordinances established in *Martin v. City of Boise*.

In *Martin*, the Ninth Circuit invalidated an anti-sleeping ordinance which imposed criminal penalties for sitting, sleeping or lying outside on public property in **a decision the U.S. Supreme Court let stand**. The Ninth Circuit held that municipalities could not criminally punish individuals for sleeping outside, when they had no indoor sleeping options, or their use of rudimentary precautions to protect themselves from the elements.

The *Johnson* court went further, and concluded that, in addition to a right to sleep outdoors, individuals experiencing homelessness have a limited constitutional right to possess items essential to sleeping. Given that sleeping outdoors is one aspect of experiencing homelessness, the court held, banning the use of items like pillows or blankets that allow the person to survive constitutes the criminalization of homelessness. In essence, allowing a person with no other sleeping arrangement to sleep outside **without** these materials is a constitutionally unsound, empty gesture.

These constitutional protections are not boundless. Public entities are only required to allow sleeping outside with bedding if they do not provide sufficient shelter space. The permitted items must serve sleeping purposes and as **rudimentary** cautions against the elements, which, as the court noted, necessarily excludes fires, stoves, and other structures like tents. The amount of bedding materials per individual may likewise be restricted.

In light of the *Johnson* decision, anti-sleeping or anti-camping ordinances remain vulnerable to constitutional challenge: whether on Eighth Amendment or other constitutional grounds. Cities should carefully review their enforcement schemes since the court cautioned that civil penalties, too, can be transformed into unconstitutional criminal penalties. Civil or administrative penalties that are later "intertwined" with criminal prosecution, as was the case in *Johnson*, constitute criminalization and should therefore not be imposed.

For more information about this case or issues related to homelessness, please contact **Natalie Kalbakian** or your RWG attorney.

// NEWSROOM

Campaign Contributions Can Create Conflicts of Interest for Local Elected Officials Under New Law

ALERT

01.03.2023

Governor Newsom recently signed **SB 1439**, which defines a new conflict of interest involving contributors of more than \$250 to a local elected official, and establishes new abstention and disclosure requirements. The Fair Political Practices Commission ("FPPC") has recently determined that SB 1439 only applies prospectively after the law's effective date.

As of January 1, 2023, the law introduces the following changes:

▶ **What does SB 1439 mean for local elected officials' obligations to disclose campaign contributions and recuse themselves?**

A campaign contribution of more than \$250 to a local elected official can now create a conflict of interest. Local elected officials who have willfully and knowingly accepted, solicited, or directed a contribution of more than \$250 from a party, participant, or their agent, within 12 months before a proceeding involving that contributor's contract, license, permit, or use entitlement must disclose the contribution on the record and recuse themselves before the proceeding unless the violation was properly cured.

▶ **Who is covered under the new law?**

Local elected officials are now covered under the changes to Government Code section 84308 of the Political Reform Act, which previously only applied to appointed officials.

▶ **How will SB 1439 change local elected officials' campaign fundraising?**

Local elected officials must not accept, solicit, or direct a contribution of more than \$250 from any party, participant, or their agent, if they know or have reason to know that the contributor has a financial interest in a decision while the proceeding is pending and for 12 months after the final decision is rendered. Local elected officials should consider self-limiting the contributions they accept from contributors who typically have business before the agency to \$250 or less.

▶ **What type of contributor triggers these restrictions?**

The law covers parties, participants, or their agents in a proceeding. Most notably, "participants" include non-parties who actively support or oppose a particular decision and who have a financial interest in the decision. As an example, a close neighbor to a property that is the subject of a land use decision may be a "participant" even if the neighbor's property is not the subject of the decision.

▶ **How can local elected officials cure a violation of these new requirements?**

Local elected officials who receive a prohibited donation may subsequently participate in a proceeding if they properly cure the violation. A failure to properly cure a violation within the timeframes outlined below will result in disqualification.

If the prohibited contribution was received 12 months prior to a final decision in a proceeding, the local elected official has up to 30 days from the time he or she knew or should have known about the contribution and the proceeding involving a license, permit or other use entitlement to return the contribution. This necessarily excludes contributions accepted *during* a proceeding as a local elected official would have seen the item on an agenda by that time.

If the prohibited contribution was unwillingly or unknowingly received during the 12 months after the final decision, the local elected official may cure the violation by returning the excess amount within 14 days of accepting, soliciting, or directing the contribution, whichever comes latest. SB 1439 now means that local elected officials must pay careful attention to their contributors of more than \$250 and their potential involvement in proceedings.

▶ **Must local elected officials review their 2022 contributions in light of these requirements?**

No. On **December 22**, the FPPC unanimously agreed that contributions made in 2022 will not count for purposes of the new requirements. In other words, local elected officials should monitor their contributions after the effective date of January 1, 2023.

▶ **Key Takeaways**

SB 1439 now creates disqualifying conflicts of interest for local elected officials and extends the period during which officials must decline contributions from 3 months, as appointed officials were previously required, to 12 months.

If you have any questions about SB 1439, any possible constitutional challenges, or its implications for local agencies, please contact **Craig Steele, Natalie Kalbakian** or your agency's RWG attorney.

NEWSROOM

A Public Agency Meeting Agenda Must Identify a Project's CEQA Exemption Under the Brown Act

ALERT

10.27.2022

The Brown Act requires that a public agency meeting agenda include a "brief general description of each item of business to be transacted or discussed at the meeting . . ." An agency's adoption of an environmental document under the California Environmental Quality Act (CEQA), such as an environmental impact report or negative declaration, is a distinct item of business that must be disclosed on the agenda, even if the environmental document is one component of a larger project. In *G.I. Industries v. City of Thousand Oaks*, the court of appeal extended this Brown Act requirement to CEQA findings of exemption.

In *G.I. Industries*, the City of Thousand Oaks considered the award of a franchise agreement to a waste hauler. The posted agenda omitted any reference to the city finding the agreement exempt from CEQA. On the day of the meeting, following the 72-hour agenda posting deadline, the city supplemented the agenda with a staff recommendation that the city council find the franchise agreement exempt from CEQA for several reasons. Later that day, the city council approved the franchise agreement and found the agreement exempt from CEQA.

The court of appeal concluded that the posted agenda violated the Brown Act by omitting the city council's CEQA finding—a distinct item of business transacted at the meeting. The Brown Act applies even though CEQA does not require a formal public hearing for an exemption. The court rejected the suggestion that city staff had already made the CEQA determination long before the meeting because, the court said, the city council makes the ultimate decision on whether a CEQA exemption applies. Even where staff makes such a determination, the agenda must give notice of the CEQA exemption. The court declared the City's CEQA exemption void and remanded the case back to the trial court to evaluate whether the agreement itself is void.

The court noted that its "decision will not unduly burden local public agencies" as most city activities do not qualify as "projects" under CEQA because they have no potential environmental effect. Based on this case, public agencies should identify the CEQA determination on all items of business that potentially qualify as a "project" under CEQA.

If you have any questions, or would like more information about the Brown Act, please contact **Nicholas Ghirelli** or any other attorney in our **Public Law Department**.

Exhibit 4

Sample Litigation Log

CITY OF _____
ACTIVE LITIGATION LOG
RICHARDS WATSON GERSHON

CASE NO.	CASE NAME	OPPOSING COUNSEL	CASE PROG	CASE CODE	FILE DATE	OUT-COME	CLAIM LIAB.	ATTY EST LIAB.	LIT COST TO DATE FEES/ COSTS	EST TOTAL LIT COST/ BUDGET	DESCRIPTION	SETTLEMENT DEMAND/ OFFER
USDC CV 123-45 MK (MMKX)	Smith v. City of _____ (Attorney Initials)	Name/firm of opposing counsel	02	pol	1/97	R	unspecified	too early to estimate	15,637/ 1,754	35,000	Plaintiff claims false arrest and imprisonment.	None
LASC SC 12345	Jones v. City of _____ (Attorney Initials)	Name/firm of opposing counsel	03	tf	1/95	RP	10,000	20,000	2,550/ 453	5,000	Plaintiff suffered broken ankle in slip and fall on sidewalk ramp.	None

KEYS:


KEY FOR CASE PROG.	KEY FOR CASE CODE:	OUTCOME:
01 – Letter State	pi – personal injury	R – Remote
02 – Pleading	tf – trip and fall	RP – More than remote but less than probable
03 – Discovery	auto – automobile accident	P – Probable
04 – Arbitration	pol – police liability	
05 – Pretrial	code – code violation	
06 – Trial	misc – miscellaneous	
07 – Post Trial	cont – contract dispute	
08 – Settlement	writ – writ action	
09 – Post Settlement	prop – property damage	
10 – Appeal	cons – construction dispute	
11 – Dormant	lab – labor/personnel	
12 – Suspended		
13 – Other		


NOTE:


This litigation log contains estimates of potential liability and litigation costs for each listed case which are based on the information known to the City at this time. Such estimates are subject to change as new information is discovered. In particular, please note that the column entitled “Attorney Estimated Liability” is based on the assumption that liability is found against the City. In many cases, however, liability is seriously disputed. If no liability on the City’s part is ultimately determined by a court, there would be no damages or other relief awarded. Also, please remember that the outcome of litigation cannot be guaranteed or precisely predicted. There always is a risk of an

Exhibit 5

Sample Training Program

 Anatomy of a Contract




 Anatomy of a Contract

Why We Need Contracts

- Benefits
- Risks


Types of Contracts

Overview of Key Contract Provisions

 Anatomy of a Contract

"A verbal contract isn't worth the paper it's written on."


Samuel Goldwyn

 Anatomy of a Contract


****What is the Most Important Organ?**


???????

Heart, Brain, Lungs, Kidneys, Skin, Stomach, Gallbladder??


 Anatomy of a Contract

Rockefeller Center, New York

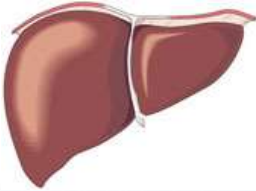


 Anatomy of a Contract

Greek Legend of Prometheus
or
What I Learned Watching the Discovery Channel



Anatomy of a Contract



Anatomy of a Contract

Dr. Oz Says...
(Does anyone know who he is anymore)

The Liver is the Most Important Organ

Anatomy of a Contract

The SCOPE OF WORK is the Liver

What...goods or services am I purchasing or contracting for?

When...will I receive the goods or services?

Anatomy of a Contract

The SCOPE OF WORK is the Liver

Who...is responsible for providing the goods or services, or maintenance, etc?

Where...will the goods or services be delivered?

How...will the goods or services be provided or installed?

Anatomy of a Contract

Contract Expectations

Understanding of Work or Purchase

- Goal, Issue or Problem to be Addressed

Determining What You Need

- What Services or Tasks Need to be Performed
- Are There Expectations for How the Tasks Must be Carried Out
- How Will You Know the Service Has been Provided and Tasks are Completed

Anatomy of a Contract

Tips for Writing a Scope of Work

- Hold the Vendor Accountable
- Be Precise
- Use Active Voice and Task-Oriented Statements
- Avoid Abbreviations and Acronyms
- Avoid Using Ambiguous Words and Phrases
- Use Consistent Terminology
- State the Due Dates
- Exclusions are Important
- Using the Proposal as the Scope- Friend or Foe?

Anatomy of a Contract

Case Study

Goal: To contract for expanded brush clearance by using goats. City has a 100 foot brush clearance requirement for (i) an adjacent HOA community and (ii) an adjacent public open space preserve both of which are next to the City's boundaries. City will engage a contractor to extend that clearance to 200 feet at City's cost.

Scope of Work: Contractor will provide goats to reduce invasive weeds and other vegetation per the walk through and the map.

Problems?

Anatomy of a Contract

Case Study

Problems:

- The contractor did not conduct the extended brush clearance.
- Map did not depict the extra 100 feet of clearance
- Map was not clear in terms of the areas for clearance
- The purpose of the walk through was to let Contractor know where to clear brush but the areas were not documented in writing or otherwise
- Contractor completed 25% of work but was paid 66% of contract price when the goats stopped working and were removed

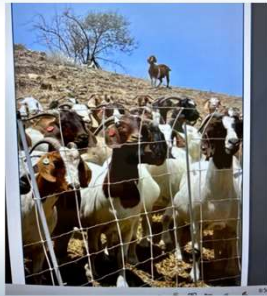
Anatomy of a Contract

Case Study-Lessons Learned

New Contractor-Revised Scope of Work

- Contractor will conduct brush clearance services using goats that graze on the vegetation and weeds in the service areas.
- Scope includes specifics regarding the two areas where goats will graze and has the associated acreage of each area listed.
- There is still a walk through but it is now associated with a map that clearly outlines the two areas and area is staked during walk-through.
- Compensation provides for second payment (50% of the contract price) only if 50% of the work is completed to the satisfaction of City Manager.

Goats!



Anatomy of a Contract

You Gotta Have Heart!



A big part of financial freedom is having your HEART and mind free from worry about the WHAT-IFS of LIFE

Suze Orman -

Anatomy of a Contract

Compensation-The Heart of a Contract

Hourly Rate

- Rate Sheet – list positions and hourly rates
- Should have a not-to-exceed or maximum compensation amount

Flat Fee

- Fixed amount or lump sum for all the services
- Beware of flat fee with max number of hours

Payment Frequency

- Monthly invoice
- Tied to deliverables or milestones?

Contingency

- Pros and Cons

Anatomy of a Contract

Compensation-The Heart of a Contract

Reimbursable Expenses

- Review closely-hidden costs
- List expenses and any pre-approval requirements or maximum amounts
- Copying, faxes, mileage, word processing, surcharges, mark-ups
- Travel, car rentals, airfare, hotel

Anatomy of a Contract

Best Practices for Complicated Contracts: Use a chart or outline to describe billing rates.

Tasks	N. County	L. Norwalk	S. Mainland	J. Linn	M. Carter	R. Coker	Total Hours	Costs
Hourly Rate	\$155	\$155	\$155	\$125	\$110	\$110		
1.0 Initiate and Manage Project	20	0	0	10	0	10	40	\$5,400.0
2.0 Gather Contractual Information	10	25	30	20	10	5	100	\$14,250.0
3.0 Profile Operations & Service Levels	10	10	15	10	10	5	60	\$8,325.0
4.0 Evaluate Service Delivery System	10	13	17	10	10	5	65	\$9,200.0
5.0 Conduct Human Resources Analysis	10	10	10	10	10	5	55	\$7,200.0
6.0 Evaluate Organizational Structure	10	5	5	10	10	5	45	\$6,000.0
7.0 Draft and Issue Reports	5	5	5	20	15	5	60	\$7,800.0
Total Hours	75	68	82	94	65	40	424	
Total Cost of Consultant Time								\$58,425.0
Business & Administrative Expenses								\$6,525.0
Total Cost of Project Not to Exceed								\$64,950.0

Anatomy of a Contract

****What is something that you do all day, every day, no matter where you are or who you are with?**

Anatomy of a Contract


Breathe

“Until I feared I would lose it, I never loved to read. One does not love breathing.”

Harper Lee

Anatomy of a Contract

Our Lungs




You Can't Let Them Collapse--

Anatomy of a Contract

Or Elapse...

(Please Laugh Here)

“Insurance and Indemnification”



Anatomy of a Contract

Reasons for Indemnity and Insurance.

- The City can be held liable for damages caused by its contractors
- The person doing the work should be responsible for minimizing risk.
- The City should be able to rely on the contractor's expertise to do the job safely and properly, and if the contractor doesn't complete the work as promised, it should pay for the consequences.
- Indemnity encourages proper performance on the part of the contractor.
- Risk is placed upon those best able to control the work.
- The City has a source for payment of claims against it.
- It helps to maintain the City's budget for the services.

Anatomy of a Contract

Indemnity and Insurance

Indemnification Provisions

- Spells out who is responsible when a problem occurs (third party claims or lawsuits)
 - Different standards for design professionals (architect, landscape architect, engineer, land surveyor)

Insurance Provisions

- Spells out the types and amounts of insurance necessary to guarantee that the other party has the financial means needed to pay for its responsibilities under the indemnification clause
 - Insurance requirements should be tailored to the type of contract

Anatomy of a Contract

Indemnity and Insurance

Indemnification

- The obligation to compensate for a financial loss or damages

Hold Harmless

- To absolve (another party) from any responsibility for damage or other liability arising from the transaction

Defend

- Obligation to defend party in court

Negligence

- Failure to take reasonable steps to prevent harm to others

Liability


- Obligation to pay for a financial loss pay for a financial loss.

Anatomy of a Contract

****What Holds our Organs in Place?**

Anatomy of a Contract

Bones



Every Contract Has Bones

Anatomy of a Contract

Bones-Boilerplate Provisions

- Name of Contracting Party
- Effective Date of Agreement
- Term
- Termination
- Assignment
- Work Product
- Records Retention
- Attorneys Fees
- Work Product

Anatomy of a Contract

Bones-Boilerplate Provisions

- Independent Contractor
- Permits and Licenses
- Nondiscrimination
- Notice
- Exhibits and Precedence
- Third Party Beneficiaries
- Entire Agreement

Anatomy of a Contract

Bones

Extensions

- Who can extend
- Same terms and conditions
- Document Extension

Termination


- Who Can Terminate
- Under What Terms
- Notice Requirements
- Compensation


Anatomy of a Contract

Resolving Disputes

- Gather Information from All Sides
 - Get a full picture of the problem
 - Ask open ended questions
- Meet to Talk About Problem and Brainstorm
 - Ground rules-not a place for blame or anger
- Build Common Ground in the Meeting
 - Use words such as "we all can agree..." "this is important for both of us"
- Validate that Solution Will Work
 - Ensure that the solution will work
- Document, Document and Document

Anatomy of a Contract

If I Only Had a Brain 



Anatomy of a Contract


In the Wizard of Oz, the scarecrow received a diploma.

According to Oz, the only thing separating Scarecrow from other great thinkers was this diploma, so he gave him one.

Anatomy of a Contract

Brain-The Art of Negotiation






Anatomy of a Contract


Brain-The Art of Negotiation Top 10 (or 11) List

1. Know What You Want
2. Be Confident
3. Know Your Counterpart
4. What are the Alternatives



Anatomy of a Contract


5. Show Respect
6. Communicate Your Position
7. Ask Questions
8. Empathize
9. Consider Precedents
10. Timing
11. Take Notes



Anatomy of a Contract

Contract Management


- Monitor Performance
 - Time-lines
 - Invoices
- Acceptance Criteria?
 - Tests or inspections
 - Determine that goods/services meet criteria
 - What does contract provide about acceptance
 - When are services complete
 - Trigger for warranties or maintenance



Anatomy of a Contract

Last Thoughts

- Use City Form Contracts
- Do Not Use a Vendor Contract without Contacting City Attorney's Office or Supervisor (as appropriate)
- Vendors Will Agree to our Standard Agreement
- When in Doubt... Ask



Anatomy of a Contract

Thank You!

Exhibit 6

Representative Public Law Client List

REPRESENTATIVE PUBLIC LAW CLIENT LIST

CURRENT CITY ATTORNEY REPRESENTATIONS

Agoura Hills	Davis	Manhattan Beach	Rancho Cucamonga
Banning	Fairfield	Maywood	San Bruno
Beverly Hills	Hidden Hills	Mill Valley	Seal Beach
Brea	Highland	Monrovia	Solvang
Calimesa	Jurupa Valley	Moorpark	Temecula
Covina	La Mirada	Pismo Beach	Westlake Village

OTHER GENERAL AND SPECIAL COUNSEL CLIENTS

CITIES, TOWNS & COUNTIES – SPECIAL COUNSEL

Adelanto	Inglewood	Petaluma	Santa Clarita
Alhambra	La Habra	Pittsburg	Sausalito
Anaheim	Laguna Niguel	Placentia	Seaside
Baldwin Park	Lemon Grove	Redondo Beach	Simi Valley
Blythe	Livermore	Rialto	Sonoma County
Buena Park	Long Beach	Richmond	South Lake Tahoe
Carlsbad	Los Gatos	Sacramento County	Sunnyvale
Commerce	Madera County	San Buenaventura	Taft
Compton	Manteca	San Carlos	Tehachapi
Contra Costa County	McFarland	San Diego	Torrance
Culver City	Montclair	San José	Upland
Del Rey Oaks	Morro Bay	San Juan Capistrano	Ventura County
Downey	Newport Beach	San Luis Obispo, City of	Vernon
Folsom	Oceanside	San Luis Obispo County	Vista
Fremont	Oxnard	San Rafael	Wasco
Hawthorne	Palm Desert	Santa Ana	Westminster
Hayward	Palmdale	Santa Barbara	Whittier
Huntington Beach	Palo Alto	Santa Clara, City of	Yucaipa
Indio	Pasadena	Santa Clara County	

SUCCESSOR AGENCIES*

Agoura Hills	Hawthorne	Moorpark	Seaside
Blythe	Highland	Palm Desert	Turlock
Compton	Manteca	Pasadena	Whittier
Covina	Monrovia	Seal Beach	Yucaipa
Fairfield			

* Successor agencies are agencies that were constituted as a result of the dissolution of former redevelopment agencies. We have not separately listed these successors’ respective redevelopment agencies that we previously represented.

HOUSING AUTHORITIES

Compton	Highland	Pasadena	Whittier
Covina	Huntington Park	Poway	Yucaipa
Fairfield	Manteca	Temecula	

JOINT POWERS AUTHORITIES

Agoura Hills Calabasas Community Center	I-5 Consortium of Cities	Orange County Fire Authority	Silicon Valley Clean Energy Authority
Burbank-Glendale-Pasadena Airport Authority	Indian Wells Valley Groundwater Authority	Pioneer Community Energy	Sonoma Clean Power
CSCDA Community Improvement Authority	Las Virgenes-Malibu Council of Governments	Salida Area Public Facilities Financing Agency	South Bay Regional Public Communications Authority
California Statewide Comm. Development Authority	Los Cerritos Wetlands Authority	San Bernardino County Transportation Authority	Southeast Water Coalition
Central Basin Water Rights Panel	Marin Clean Energy	San Francisquito Creek	Tri-City Mental Health Authority
Clean Energy Alliance	Marin Emergency Radio Authority	Schools Infrastructure Financing Agency	Valley Clean Energy Alliance
East Bay Community Energy Authority	Marin General Services Authority		Watershed Conservation Authority
Gateway Integrated Resources Management Plan Authority	Metro Gold Line Foothill Extension Construction Authority		

SCHOOL DISTRICTS

Claremont Unified School District

Modesto City Schools

LOCAL AGENCY FORMATION COMMISSIONS

San Francisco

SPECIAL DISTRICTS AND SPECIAL PURPOSE AGENCIES

Conservation

Mountains Recreation &
Conservation Authority

Fire

Burney Fire Protection District

Rancho Cucamonga Fire
Protection District

Ross Valley Fire Service

Libraries

Palos Verdes Library District

Parks & Community Services

Cambria Community
Services District

Granada Community
Services District

Nipomo Community
Services District

Rubidoux Community Services
District

Sonoma County Community
Development Commission

Health & Human Services

First 5 LA

L.A. Care Health Plan

Utilities

Bolinas Community Public
Utility District

Lost Hills Utility District

Vector Control

Greater L.A. County
Vector Control District

Veterans Memorial District

Clovis Veterans
Memorial District

Water & Waste Management

Antelope Valley East Kern
Water Agency

Beaumont-Cherry Valley
Water District

Borrego Springs
Watermaster

Green Valley County
Water District

Los Osos Basin Management
Committee

Madera County Groundwater
Sustainability Agency

Marina Coast
Water District

Montecito Sanitary District

San Mateo County Flood
and Sea Level Rise
Resiliency District

San Mateo County
Harbor District

Six Basins Watermaster

Exhibit 7

Sample Billing Statement



T 213.626.8484
 F 213.626.0078
 Fed. I.D. No. 95-3292015

350 South Grand Avenue
 37th Floor
 Los Angeles, CA 90071

CONFIDENTIAL

This material is subject to the attorney-client privilege and/or attorney work product protection, or otherwise is privileged or confidential. Do not disclose the contents hereof. Do not file with publicly-accessible records.

CITY OF
 123 Main Street
 City, CA 99999

January 1, 2023
 Invoice # 11111

Re: 22222-0001 GENERAL

For professional services rendered through December 31, 2022:

			Hours
12/10/22	ABC	REVIEW TRAFFIC COLLISION REPORT; REQUEST ADDITIONAL REPORT FOR OTHER COLLISIONS THAT HAD TAKEN PLACE PRIOR TO AND AFTER THE SMITH ACCIDENT	1.10
12/14/22	ABC	CORRESPONDENCE WITH MS. JOHNSON; REVIEW FILE DOCUMENTS; CORRESPONDENCE WITH POLICE RECORDS DEPARTMENT	1.40
12/14/22	DEF	REVIEWED DOCUMENTS REGARDING POTENTIAL LIABILITY FOR "POOLS OF DARKNESS"	.50
12/15/22	AAA	TELEPHONE CONFERENCE WITH MS. SMITH REGARDING LITIGATION	.10
12/20/22	DEF	RESEARCH RECENT CASE LAW ON MUNICIPAL LIABILITY INVOLVING MALFUNCTIONING STREET LIGHTS	1.50
12/21/22	DEF	RESEARCH ON MUNICIPAL LIABILITY FOR STREETLIGHT OUTAGES IN OTHER STATES	3.00
12/22/22	DEF	PREPARE MEMORANDUM TO MS. JOHNSON SUMMARIZING RECENT DEVELOPMENTS IN MUNICIPAL LIABILITY LAW RELATING TO MALFUNCTIONING STREET LIGHTS	2.00
Total Hours			9.60



T 213.626.8484
 F 213.626.0078
 Fed. I.D. No. 95-3292015

350 South Grand Avenue
 37th Floor
 Los Angeles, CA 90071

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CITY OF
 123 Main Street
 City, CA 99999

January 1, 2023
 Invoice # 11111

Re: 22222-0001 GENERAL

For professional services rendered through December 31, 2022:

Timekeeper Summary

Timekeeper	Hours Worked	Rate Per Hour	Fee Amount
AAA	.10	---	---
ABC	2.50	---	---
DEF	7.00	---	---
Totals	9.60	---	---

Current Legal Fees..... \$0.00
 Current Client Costs Advanced \$0.00
Total Current Fees and Costs \$0.00

TERMS: PAYMENT DUE UPON RECEIPT

PLEASE RETURN THIS PAGE WITH YOUR REMITTANCE TO

RICHARDS, WATSON & GERSHON
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071

RICHARDS WATSON GERSHON

LOS ANGELES OFFICE

350 South Grand Avenue, 37th Floor
Los Angeles, California 90071
Telephone: 213.626.8484
Facsimile: 213.626.0078
e-mail: la@rwglaw.com

ORANGE COUNTY OFFICE

1 Civic Center Circle, PO Box 1059
Brea, California 92822-1059
Telephone: 714.990.0901
Facsimile: 714.990.6230
e-mail: oc@rwglaw.com

TEMECULA OFFICE

41000 Main Street, Suite 316
Temecula, California 92590-2764
Telephone: 951.695.2373
Facsimile: 951.695.2372
e-mail: tem@rwglaw.com

SAN FRANCISCO OFFICE

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San Francisco, California 94104
Telephone: 415.421.8484
Facsimile: 415.421.8486
e-mail: sf@rwglaw.com

SACRAMENTO OFFICE

2300 N Street, Suite 3
Sacramento, CA 95816
Telephone: 916.244.2022
Facsimile: 800.552.0078
e-mail: sac@rwglaw.com

CENTRAL COAST OFFICE

847 Monterey Street, Suite 206
San Luis Obispo, California 93401
Telephone: 805.439.3515
Facsimile: 800.552.0078
e-mail : cc@rwglaw.com

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ATTACHMENT 3
Contract with Richards Watson & Gershon
for City Attorney Services

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LEGAL SERVICES AGREEMENT

City of South Pasadena

THIS LEGAL SERVICES AGREEMENT (“Agreement”) is made and entered into as of June 7, 2023, by and between the City of South Pasadena (“City”), a California Municipal Corporation, and the law firm of Richards, Watson & Gershon (“RWG”), A Professional Corporation. In consideration of the mutual promises set forth herein, the parties agree as follows:

1. **Recitals.** This Agreement is made with respect to the following purposes and facts that each party agrees are true and correct:

A. City is a municipal corporation and seeks a contract legal services provider to serve as its City Attorney;

B. RWG is a professional corporation and possesses the necessary skills and qualifications to provide City Attorney services as described in this Agreement;

C. City and RWG desire to enter into this Agreement to memorialize the terms by which RWG will serve as City Attorney and provide legal services to the City.

2. **Scope of Work.** RWG shall perform legal services for the City as directed by the City Council, except as provided in Section 6 with respect to matters in which RWG has a conflict under the Rules of Professional Conduct or California law. RWG shall at all times, without limitation, faithfully and competently perform all tasks described herein in a manner satisfactory to City and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. Legal services shall include the following, unless otherwise directed by the City Council:

A. Attendance at City Council meetings and Planning Commission meetings, and any other commission, committee or other meetings directed by the City Manager (hereafter “City Manager” shall include the City Manager’s designee), unless excused therefrom by the City Manager;

B. Attendance at staff meetings when directed by the City Manager;

C. Legal research and legal advice to the City Council, Planning Commission, other City commissions, various committees and sub-committees, the City Manager and City Staff as requested by the City or as deemed relevant to the City by the City Attorney;

D. Preparation, amendment and review of ordinances, resolutions, and agreements as requested;

E. Representation of the City in non-adversarial administrative proceedings, legislative hearings and other intergovernmental matters as requested;

F. Representation of the City and City officials and employees in claims and litigation filed by or against the City as requested;

G. Oversight of legal matters handled by outside counsel;

I. Legal services for entities created by the City Council;

- J. Bond counsel, disclosure counsel, and issuer counsel services in connection with the issuance of bonds or other obligations by the City, or any entity created by the City as requested;
- K. Municipal Code criminal prosecution services as requested; and
- L. Such other legal services as may be directed by the City Council or City Manager from time to time.

3. **Term.** This Agreement shall commence on June 7, 2023, and shall continue in effect until terminated by the City or RWG. City or RWG may terminate this Agreement at any time, with or without cause, by giving thirty (30) days written notice to the other party prior to termination of this Agreement. In the event of termination, RWG shall comply with all provisions of the Rules of Professional Conduct for the termination of a client relationship, shall assist the City in transition to a new city attorney or firm, and shall be compensated for such assistance at the rates provided for in this Agreement.

4. **Designation of City Attorney and City Prosecutor.** Roxanne Diaz shall be designated as City Attorney and City Prosecutor for the City, provided she is affiliated with the firm of RWG, to serve at the will and pleasure of the City Council. Roxanne Diaz will be the RWG attorney with primary responsibility for providing legal services for the City, and will be the principal contact for the City, the City Council, and City staff. Other RWG attorneys, including Assistant City Attorneys and Assistant City Prosecutors, will be assigned to work on legal matters for the City as needed under the City Attorney's supervision. Stephanie Cao of RWG initially shall be appointed as Assistant City Attorney. The City Council may request changes to the lawyer or lawyers employed by RWG that have been designated City Attorney or Assistant City Attorney pursuant to this Agreement, and the parties shall work together to make any such requested changes.

5. **Compensation, Expenses and Billing.**

A. **Compensation Rates.** RWG shall be compensated for the performance of legal services in accordance with the schedule ("Compensation Rate Schedule"), attached to this Agreement as Exhibit A and incorporated herein as though set forth in full. The terms of this Agreement and the Compensation Rate Schedule also shall apply to legal services performed for entities affiliated with the City that may be established. Except as provided in subsection B of this Section, the Compensation Rate Schedule attached as Exhibit A shall remain in effect until amended by mutual agreement of the parties.

B. **Adjustment in Rates by Change in CPI.** Commencing July 1, 2025, and annually thereafter, the hourly rates set forth on Exhibit A shall automatically increase by the percentage increase, if any, in the Consumer Price Index for All Urban Consumers for the Los Angeles-Long Beach-Anaheim region. The calculation shall be made using the month of April over the month of April in the prior year. Any such annual adjustment that exceeds 5 percent (5%) shall require prior written approval of the City Council. If the Los Angeles-Long Beach-Anaheim CPI ceases to be published in its entirety, or on a periodic basis ending on April 30, RWG and the City shall negotiate in good faith for a mutually acceptable alternative. Any other adjustments in rates shall require prior approval of the City Council.

C. **Reimbursable Expenses and other Costs.** RWG shall be compensated for expenses and costs as set forth in the attached "Compensation Rate Schedule."

D. **Billing.** RWG shall provide to City a monthly invoice for services provided, time spent providing those services, a description of the services provided and costs incurred in the form customarily supplied by RWG to public agency clients being billed on an hourly basis. City shall

process and cause such invoices to be paid promptly and no later than within thirty (30) days of receipt of invoice.

E. Task Codes. For legal services provided under the "General Services" billing matter, RWG shall further delineate the general services provided to the City by department. Task codes will be assigned to each department and time incurred for services to that department will be billed to the corresponding task code (i.e. City Manager, City Clerk, Public Works, Planning, etc.). For legal services provided under the "Special Services" billing number, RWG shall further delineate the special services provided to the City by category. Task Codes will be assigned to each category of services that corresponds to the list of special services described in Exhibit A and time incurred for services under that category will be billed to the corresponding task code (i.e. real estate, labor and employment, complex land use, Public Records Act, etc.). The monthly invoice will include the services provided by task code. The City will consult with the City Manager in designating and naming all task codes.

6. Conflicts of Interest. RWG shall comply with all applicable laws and professional rules and standards relating to any known conflict of interest involving the City, City official and City employees and matters upon which RWG is providing legal services under this Agreement. RWG shall not reveal confidential information of the City except with the consent of the City Manager, City Council or as otherwise required by law. RWG shall notify the City Manager or City Council, depending on the circumstances, of any conflict of interest related to matters upon which it is providing legal services under this Agreement upon discovery of any such conflicts. In the event that such conflict is not or cannot be waived or resolved, City shall retain alternate legal counsel and, to the extent permitted by law and professional responsibility requirements, RWG shall assist and cooperate with such legal counsel retained by the City on the matter for which the conflict arose.

7. Client Files.

A. At the conclusion of RWG's legal representation of the City, the original client files for the work performed under this Agreement for the City shall be delivered to City upon City's written request. RWG will be entitled to make copies of the client files. City shall take possession of any and all original contracts, and other such important documents that may be in the client files and RWG shall have no further responsibility with regard to such documents.

B. If City does not take possession of all client files at the conclusion of RWG's legal representation of the City, RWG shall store such client files for a period of at least one (1) year. At the conclusion of such one (1) year period, RWG may send to City a notice, advising of RWG's intention to dispose of the client files. The City shall have sixty (60) days from the date of such notice to take possession of the client files. If City does not take possession of the client files during that time, City agrees that RWG may dispose of the client files without further notice.

8. Insurance.

A. Coverage Levels. RWG shall maintain at all times during the term of this Agreement policies of insurance with at least the minimum coverage specified below:

- 1) General liability insurance with a combined single limit of not less than Two Million Dollars (\$2,000,000);
- 2) Workers' compensation coverage in compliance with California law;

3) Professional liability coverage with a minimum limit of liability of Two Million Dollars (\$2,000,000.00) per claim and Four Million Dollars (\$4,000,000.00) in the aggregate. Such insurance may be subject to a self-insured retention or deductible to be borne entirely by RWG which shall not exceed Two Hundred Fifty Thousand Dollars (\$250,000.00) per claim, without prior approval of the City Council;

B. Requirements. All required policies of insurance specified above shall:

1) Except as to professional liability insurance, provide minimum thirty (30) days' notice of cancellation by insurer, except in the event of non-payment of premium, in which case ten (10) days' notice is to be provided;

2) Be maintained in full force and effect throughout the term of this Agreement; and

3) Be placed with insurance carriers with an A.M. Best rating of no less than A-:VII or otherwise acceptable to City.

9. Independent Contractor. No employment relationship is created by this Agreement. RWG shall be an independent contractor of City, except that at all times they are providing services under the Agreement, RWG's shareholders and employees shall be acting as public officials.

10. General Provisions.

A. Non-Discrimination. In the performance of this Agreement, RWG shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, sex, age, national origin, sexual orientation or medical condition.

B. Assignment/Delegation. This Agreement contemplates the personal professional services of RWG to City and neither this Agreement, nor any portion thereof, shall be assigned or delegated by either party without the prior written consent of both parties.

C. Interpretation. The following rules of legal construction shall apply:

1) This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed under the substantive laws of the State of California.

2) The section captions and headings in this Agreement have been inserted for convenience only, and shall not be considered or referred to in resolving questions of interpretation or construction.

3) Whenever in this Agreement the context may so require, the singular shall refer to, and be deemed to include, the plural.

D. Survival. All provisions of this Agreement that would be required to survive the termination of this Agreement to be effective and/or implemented shall be deemed to survive such termination.

E. Attorney's Fees. The parties acknowledge and agree that each will bear its own costs, expenses and attorney's fees arising out of or connected with the negotiation, drafting, and execution of this Agreement.

F. Notices, etc. Any notice required to be given shall be deemed to have been given (a) by depositing such notice in the United States mail, postage prepaid, (b) when sent by a nationally recognized overnight courier service, or (c) personal delivery, and addressed as follows:

TO CITY:

City of South Pasadena
1414 Mission Street
South Pasadena, California 91030
Attention: City Manager

TO RWG:

Roxanne Diaz, Esq.
Richards, Watson & Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, California 90071

Either party may, from time to time, by written notice to the other, designate a different address or contact person, which shall be substituted for the one above specified. Notices, invoices, and other documents delivered under this Agreement shall be deemed delivered (i) upon receipt by personal service or overnight delivery by service that provides proof of delivery, or (ii) as of the fifth (5th) day after deposit in the United States mail.

G. Signatories. Each signatory warrants and represents that he or she is competent and authorized to execute this Agreement on behalf of the party for whom he or she purports to sign.

H. Entire Agreement. This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

I. Modification of Agreement. This Agreement and the provisions set forth herein may be modified only by way of a written amendment to this Agreement that has been approved and executed by and on behalf of both RWG and the City.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to sign below as of the date first written above.

CITY OF SOUTH PASADENA

Arminé Chaparyan, City Manager

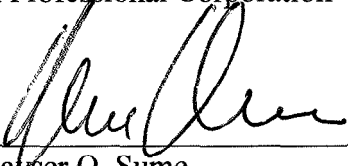
Date

Attest:

Mark Perez, City Clerk

Date

RICHARDS, WATSON & GERSHON,
A Professional Corporation



Kayser O. Sume
Chairman, Board of Directors

6-1-2028

Date

EXHIBIT A

RICHARDS, WATSON & GERSHON COMPENSATION RATE SCHEDULE FOR CITY OF SOUTH PASADENA (EFFECTIVE JUNE 7, 2023)

Legal services provided by Richards, Watson & Gershon (“RWG”) to the City of South Pasadena (“City”) shall be billed to, and compensated by, the City as follows:

A. General Services.

General Services are defined to include all services that are not otherwise defined herein as Special Services, Litigation Services, Third-Party Services, Paralegal Services, or Bond Counsel Services. General Services include, without limitation, the following services unless performed in regard to services defined as other than General Services:

1. In-person attendance by the City Attorney or Assistant City Attorney to City Council meetings and Planning Commission meetings, unless excused by the City Manager;
2. In-person attendance by the City Attorney or Assistant City Attorney to committee and commission meetings (other than Planning Commission meetings) at the designation of the City Manager;
3. Office hours on site at the City or virtual, as agreed between RWG and the City Manager, or other communications with City staff and legal services provided to the City;
4. Attendance at Executive Team meetings, City staff meetings, on an as needed basis as directed by the City Manager;
5. Legal research and legal advice, opinions, assistance, and consultation related to municipal law issues to the City Council and Planning Commission, and their various committees and sub-committees, the City Manager, and City staff, as requested by the City or as deemed relevant to the City by the City Attorney;
6. Preparation and review of legal opinions, staff reports, ordinances, resolutions, agreements, forms, notices, certificates, deeds, leases/licenses, and other documents for the City Council or Planning Commission as requested by the City;
7. Oversight of legal matters involving the City and handled by outside counsel;
8. Legal services for entities created by the City Council as requested by the City;
9. Training and/or advice to the City Council, Commissioners, and City staff related to the Brown Act, AB 1234, conflicts of interest, the Political Reform Act, meeting parliamentary procedures, and other legal requirements imposed by statute, provided that RWG shall provide without charge one two-hour AB 1234 training session each fiscal year and up to 15 hours of training each fiscal year on topics mutually agreed upon with the City Manager, as provided below in paragraph I of this Exhibit A;

10. Written updates to new state or federal legislation or judicial decisions and suggestions for action or procedures to ensure compliance; and
11. Such other legal services as may be directed by the City Council or City Manager from time to time.

General Services will be billed to, and compensated by, the City at a rate of \$11,750 per month for the first 50 hours of General Services (the equivalent of \$235 per hour). If the City requires fewer than 50 hours of General Services in a calendar month, the unused balance of such hours shall be credited first to any Special Services, and next to any Litigation Services rendered that month to ensure that the City obtains the full economic benefit of the initial 50 hour discounted General Services rate in a calendar month. If the City requires fewer than 50 hours of General Services in a calendar month, and there are any remaining General Services hours for a calendar month after they have been credited to Special Services and Litigation Services for such calendar month as described above, the unused balance of such General Services hours shall be credited to General, Special or Litigation Services for the following month or months. If the City requires more than 50 hours of General Services in a month, the additional hours will be billed to, and compensated by, the City at a composite hourly rate of \$245 per hour for all attorneys. Travel time incurred by the City Attorney or Assistant City Attorney to and from the City for regular meetings of the City Council or City Planning Commission shall not be compensated.

B. Special Services.

Special Services are defined to include the following advisory (non-litigation) services:

1. Non-routine Real Estate matters;
2. Non-routine Labor and Employment matters;
3. Non-routine Environmental Law Services, including but not limited to, Hazardous Waste, Clean Air Act, and Clean Water Act issues;
4. Advisory services in connection with complex land use matters, which are defined to mean negotiation, drafting, and related CEQA and/or NEPA work on (a) development agreements and related entitlements, (b) entitlements for land use projects of twenty (20) or more residential units, (c) commercial or mixed use projects in excess of two (2) acres;
5. Housing legal services on tasks or projects requiring ten (10) or more hours;
6. Redevelopment/successor agency advisory matters;
7. Water and water rights law advisory matters;
8. Non-routine Telecommunications matters;
9. Taxes, fees, and charges matters (e.g. Proposition 218 & Mitigation Fee Act);
10. Advisory services related to public construction disputes; and
11. Public Records Act Requests, including review of documents and responses.

Special Services, other than Public Records Act Requests, will be billed to, and compensated by, the City at a composite hourly rate of \$280 per hour for all attorneys. Services related to Public Records

Act requests will be billed to, and compensated by, the City at a discounted composite hourly rate of \$225 per hour for all attorneys and \$195 per hour for paralegals. When possible, Public Records Act requests and responses shall be handled by RWG's paralegals to provide the most cost effective approach for the City. Travel time incurred for Special Services, other than Public Records Act Requests, will be compensated at the Special Services rate. Travel time incurred for Public Records Act requests will be compensated at \$225 per hour for all attorneys and \$195 per hour for all paralegals.

C. Litigation Services.

Litigation Services are defined as the representation of the City in all aspects of the initiation, advancement, or defense of claims in litigation, arbitration, or mediation. Additionally, Litigation Services include representation of the City in administrative proceedings before other public agencies. Litigation Services shall be billed to, and compensated by, the City at a composite hourly rate of \$310 per hour for all attorneys, except as to services for *Pitchess* Motions and Code Enforcement, which shall be billed to, and compensated by, the City at a discounted composite hourly rate of \$245 per hour for all attorneys. Travel time incurred for Litigation Services would be compensated at the Litigation Services rates.

D. Third-Party Services.

Third-Party Services are defined as any legal services that the City elects to have reimbursed by third-parties. Third-Party Services shall be billed to, and compensated by, the City at a 10% discount from the Firm's then-standard hourly rates. Travel time incurred for Third-Party Services would be compensated at the Third-Party Services rates.

E. Paralegal Services.

Paralegal Services are defined as services performed by paralegals in all substantive areas. Paralegal Services shall be billed to, and compensated by, the City at a composite hourly rate of \$195 per hour for all paralegals. Travel time incurred for Paralegal Services would be compensated at the Paralegal Services rates.

F. Bond Counsel Services.

Bond Counsel Services are defined as bond counsel, disclosure counsel and/or issuer counsel services in connection with the issuance of bonds or other obligations by the City, or any entity created, formed or controlled by the City. Bond Counsel Services will be billed to, and compensated by, the City as follows:

1. RWG shall charge a composite hourly rate for all attorneys of \$395 per hour for any of these services. The maximum total fee charged for an issuance shall not exceed an amount that the City Manager deems fair and reasonable.
2. RWG's costs and expenses shall be paid in accordance with its legal services agreement.
3. In the event the proceedings for issuance of the bonds are terminated before closing, RWG would expect to be paid for its services to the date of abandonment at the hourly rate set forth above, not to exceed an amount that the City Manager deems fair and reasonable.
4. If providing Bond Counsel Services involves the formation of a joint powers authority or another entity controlled by the City, RWG shall provide such Bond Counsel Services (including

formation of the entity) on the same compensation terms as specified in its legal services agreement.

5. Supplemental bond counsel fees for unanticipated circumstances:

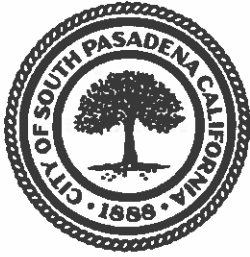
- a. As to lease revenue bonds, in some instances it may be necessary to call upon the real estate expertise at our Firm to resolve unanticipated issues that arise over questions of title, encumbrances, or other matters relating to the leased assets. In those instances, we will bill our additional time devoted to such unanticipated issues at a composite rate of \$295 per hour. We will notify the City at the earliest point possible if we believe that the work rises to the level of additional time subject to this paragraph. The total fee for this additional work will not exceed an amount which the City Manager deems fair and reasonable, and would be supplemental to the fee amounts due under subsection 1 above.
- b. As to the refunding of existing tax-exempt bonds, in some instances our review of the timing or purposes of expenditures of proceeds of the refunded bonds, or the use of property financed or refinanced with proceeds of the refunded bonds, could require unanticipated supplemental analysis. In those instances, we will bill our additional time at a composite rate of \$295 per hour. We will notify the City at the earliest point possible if we believe that the work rises to the level of supplemental analysis subject to this paragraph. The total fee for this supplemental analysis will not exceed an amount which the City Manager deems fair and reasonable, and would be supplemental to the fee amounts due under subsection 1 above.

G. Reimbursable Costs and Other Expenses.

RWG will bill the City for RWG's reasonable costs and expenses incurred in connection with its representation of the City. Mileage and hourly rates, when travel time is authorized, will be charged to and from our Los Angeles office based on the federal government's standard mileage rate. Other costs that will be billed to the City include copying documents (\$.05/page), court fees, litigation costs, travel costs, messenger and delivery services, and other similar costs, which will be billed at their actual cost, without any upcharge. Such costs frequently are billed to the Firm from third-party vendors and therefore there sometimes will be a delay between the time such costs are incurred and the time when they appear the City's bill.

H. Training.

RWG will provide without charge one two-hour AB 1234 training session each fiscal year and up to 15 hours of training each fiscal year on topics mutually agreed upon with the City Manager. Any additional time spent preparing for and providing training would be billed on an hourly basis as General Services.



City Council Agenda Report

ITEM NO. 19

DATE: June 7, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Domenica K. Megerdichian, Deputy City Manager

SUBJECT: **Consideration of South Pasadena Chamber of Commerce Business Improvement Tax (BIT) Proposal for Funding for FY 2023-24 in the Amount of \$128,500**

Recommendation

It is recommended that the City Council review additional information related to the FY 2023-24 South Pasadena Chamber of Commerce Business Improvement Tax (BIT) and consider revised funding proposal in the amount of \$128,500, and provide further direction to staff.

Executive Summary

Since 1977, the City of South Pasadena has held a financial agreement with the South Pasadena Chamber of Commerce for the use of Business Improvement Tax (BIT) funding to allow for programs and to promote the business community, encourage economic stability and development in the City. The Chamber has historically been a resource to South Pasadena businesses, and hosts events such as the quarterly Arts Crawl and the annual Eclectic Music Event, to promote South Pasadena businesses, and to draw residents and visitors to the downtown area. The City enters into an annual agreement with the Chamber of Commerce to determine funding levels and deliverables on these efforts.

Background

Since 2007, the City has allocated between \$105,500 to \$135,500 of BIT funds to the Chamber, and the funding has required that the Chamber earmark \$12,000 for pass-through funding to the South Pasadena Tournament of Roses. While historically the BIT has been a pass-through account, in 2018, the Chamber was notified that annual revenues were not meeting projections, and the City's General Fund balance was used to cover installment payments to the Chamber. The FY 2019-20 and FY 2020-21 budgets modified the annual allocation to the Chamber to the lower range of \$105,500 to account for the decreased revenues. Additional revenue losses were experienced in 2020 as a result of the pandemic, deferred payments for business licenses, and decreased filming activity. As the business community recovers from the pandemic, revenues are expected to increase over time.

Staff has worked with the Chamber of Commerce Board on reviewing and improving upon this year's funding proposal, which was discussed at length at the May 30, 2023 Budget Workshop before City Council. The City Council expressed continued support of the Chamber of Commerce, and agreed that while additional funding requests are understandable, the City Council would not support the funding request of \$157,000. Staff was directed to work with the Chamber of Commerce on a revised proposal for the City Council's consideration, and staff met with Laurie Wheeler, President Jason Mak, and Board member Kris Morrish, on June 1, 2023 to discuss and develop the revised proposal herein.

Additionally, Mayor Pro Tem Zneimer requested that the Chamber's budget, expenditures and revenues of the Farmers' Market, and that of the Eclectic Festival, be shared with the City Council for this discussion. The City of South Pasadena and the South Pasadena Chamber of Commerce hold a contractual agreement for the operation and management of the South Pasadena Farmers' Market, and the request for financials for both events are within the specified terms of the BIT and the Farmers' Market agreements. Those items will be made available on Monday, June 5, 2023, after the posting of this staff report and agenda.

Analysis

The Chamber of Commerce submitted three versions of the funding proposal to the City, and all were remitted to the City Council. The latest version of the proposal, and the one that was discussed at the City Council Budget Workshop, is provided as Attachment 1. City staff and the Chamber have met and discussed the Chamber's funding proposal, including:

- Increased costs associated with the deliverance of the annual Eclectic festival. The Chamber Board will also look into opportunities for new business modeling for a more financially viable event plan for the future.
- The City has historically financially supported the South Pasadena Tournament of Roses at an amount of \$12,000 that can be removed from the BIT account, and paid directly.
- Line items such as staff costs for advertising and website improvements shall be addressed by the Chamber's budget, as they are business decisions and not reliant on City funding; the BIT funds shall be maximized for deliverables to the business community.

As such, a revised funding request is as follows:

Art Crawls Events	\$30,000
Eclectic Music Festival	\$25,000 (no additional City staffing costs to be levied)
SPTOR Pass Through	\$12,000
Advertising	\$8,000
Holiday Décor	\$10,000
Website Improvements	\$9,000

Business Center	\$8,000
Administration	\$40,500
Total	\$128,500

The City Council recently approved of a new City Special Event and Co-Sponsorship program, which includes the policy decision to pass on staff overtime costs to event organizers. The Eclectic Music Event costs the City \$15,000 in public safety costs. With this revised proposal, we reduce the funding ask for the Eclectic event by \$15,000, but also suggest that the City Council approve not levying any staff costs specific to the 2024 Eclectic Music Event.

BIT funds are collected through a percentage of business license tax for businesses physically located in the parking and business district located in South Pasadena, as well as citywide filming permits. Home occupation, businesses located outside of South Pasadena that do business in South Pasadena, and businesses located outside of the tax area do not contribute to the BIT, and BIT revenues fluctuate based on business license and permit revenues. For FY 2023-24, the projected BIT revenue is estimated at \$60,000-62,000, and the filming permit revenues are estimated at \$32,000, for a total of \$92,000-94,000 of revenue. Any funding levels over this amount would be dependent on General Fund reserves.

Alternatives (if applicable)

City Council may also consider the following alternatives to this recommendation, or any others they may discuss as a part of this report:

1. The Farmers' Market agreement provides for a 7% gross revenues payment to the City, with a breakdown of 5% for Right-of-Way and 2% for Capital Improvement Projects, which are paid to the City quarterly. These funds have been paid timely, and we are in year one of five of a current agreement for the Farmers' Market. Reducing or eliminating the gross receipts element of the Farmers' Market agreement can be an alternative way to increase funds to the Chamber of Commerce, while minimizing reliance of General Fund Reserves. Staff recommends a review of this option at the time of renewal.
2. Maintain status quo

Fiscal Impact

The FY 2022-23 Budget provided for a \$105,500 funding level to the Chamber of Commerce (Attachment 2). The most recent funding proposal for FY 2023-24 was \$157,000, and projected revenues for the BIT including filming permits is about \$92,000. City Council has verbalized the policy decision to continue financially supporting the Chamber of Commerce, and staff seeks direction on the level of funding. Any funds committed over the \$92,000 projected revenue levels will rely upon General Fund Reserve balances.

Key Performance Indicators and Strategic Plan

The partnership with the Chamber of Commerce in providing business programming and assistance lends to the 2021-26 Strategic Plan areas 2b and 2c related to commitments to Economic Development.

Commission Review and Recommendation

This item has not been reviewed by a Commission.

Attachment:

- 1) FY 2023-24 BIT Proposal
- 2) July 20, 2023 Staff Report and FY 2022-23 BIT Agreement
- 3) Requested Financials of the Chamber of Commerce (Eclectic Music Festival and Farmers' Market)- *Materials Available Monday, June 5, 2023*

ATTACHMENT 1
FY 2023-24 BIT Proposal

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South Pasadena Chamber of Commerce

Memo to: Arminé Chaparyan, City Manager, Domenica Megerdichian, Deputy City Manager

CC: Chamber Board of Directors

Date: Friday, March 17, 2023, updated May 20, 2023

From: Laurie Wheeler

Subject: 2023-2024 Proposed BIT Request

The Business Improvement Tax (BIT) ordinance (Ordinance # 1738) was created in 1978 by City Council after the voters approved adding a tax to the annual business license fee. It was designed specifically to provide funding for the Chamber of Commerce, as the “one voice” for business in South Pasadena. The BIT has been, and continues to be, vital to the Chamber when it was implemented to bridge the traditional gap between funding and service expectations caused by the small business sector in a bedroom community.

Each year during the budget process for the upcoming fiscal year, the City Council designates an allocation from the BIT Fund to the Chamber, which is to be used to fulfill the requirements of the BIT Ordinance. The allocation amount is determined, in part, by the anticipated revenue that will be received from business licenses. The allocation for the 2022-2023 fiscal year is \$105,500. Of that allocation, \$12,000 is mandated as a pass-through to the South Pasadena Tournament of Roses.

For the 2023-2024 fiscal year, the Chamber is requesting an allocation of funds in the amount of \$157,500. Of that, \$12,000 will continue to be used to fund the SPTOR. We are asking for this amount to continue to provide the programming and events that benefit the businesses in South Pasadena, in particular, the Eclectic Music Festival & Arts Crawl.

The Chamber fulfills all of the requirements of the BIT ordinance, and delivers on the requirements of the annual contract. Those requirements include:

1. The coordination of the holiday decorations
2. Investment in the promotion of public events that take place on or in public places
3. Furnishing music in public place
4. Engagement in the general promotion of retail trade activities in the 91030 zip code.

The Chamber budget is allocated into three categories, the Business Improvement Tax (BIT), Chamber revenue and the weekly Farmers’ Market. The BIT fund budget, along with statements of projected revenues for the year is below. Once approved, the contract will take effect on July 1, 2023.

CHAMBER 2022-2023 BUDGET SNAPSHOT

	BIT	Chamber	Farmers' Market	Total
Income	\$105,500	\$102,216	\$234,225	\$441,941
Expense	\$105,500	\$113,229	\$220,350	\$439,079
Fund Balance	\$ 0	(\$ 11,013)	\$ 13,875	\$ 2,862

To this end, the Chamber continues to operate an award-winning Farmers' Market, and remits 7% of the revenue generated by the Farmers' Market to the City (5% right-of-way and 2% CIP). In addition, the Chamber serves as a business resource center, visitor information center, community art gallery and is a well-respected resource for connecting individuals and organizations in creating a strong community.

The BIT funds have been and will continue to be used to benefit the business community: Arts Crawls - held quarterly to encourage shopping and dining in the South Pasadena business district.

- Outreach and coordination with merchants to program special events
- Street closure (summer and fall)
- Interactive art activities for all ages
- Graphics and posters for promotion and marketing
- Advertising - print, digital, social media
- Communications - news releases, articles, maps

Business and Visitor Resource Center - The Chamber office serves as a resource for businesses and visitors.

- Fields and responds to calls, visits and e-mail inquiries from the public as well as businesses
- Serves as a community art gallery, curated by the South Pasadena Arts Council
- Offers literature, transit schedules, local newspaper (South Pasadena Review), and other guides, resources, news and information, as well as a display of member business cards, flyers and promotional materials.

Holiday Décor -

- The Chamber owns a very modest collection of holiday décor, which is stored, installed and removed by an outside vendor each year.
- Additionally, prior to the 2022 holiday season, the Chamber supplemented BIT funds to add lights to trees on Mission Street.
- In 2023, the City and Chamber worked to replace those lights; and at the request of the Deputy City Manager, we will hold \$5,000 of the 2022-23 BIT fund to augment the décor plan for 2023 season.

Website - A resource for businesses, residents and visitors

- Event information, maps, flyers, etc. are posted on the website, where anyone can access information, registration and details for these local events.

- Funds will be used to increase the viewing capacity of the website. During the 2023 Eclectic, over 80,000 people attempted to access the event map, causing the site to ‘crash’.
- Member businesses are listed by category and many are in a “Guide to South Pasadena”, which is arranged by category, with links to the business websites, photos, etc.
- Learning Center – features resources, videos, information to assist businesses directly with their operational needs.
- Community Calendar is a resource for the entire community as it lists events sponsored by organizations and businesses; serving multiple purposes and users

SPTOR – Since the Chamber was first created, in 2004, the BIT contract always included a mandate to fund the SPTOR float efforts. The Chamber would be open to working with the city to facilitate continuing SPTOR support outside of BIT.

The Chamber anticipates that the funding from the BIT of the above categories will remain consistent, even though costs have increased and the Arts Crawls (in particular) have grown in popularity, participation, and activity levels.

Eclectic Music Festival – As indicated on the document attached as well as in the estimated budget below, the BIT did not provide funding for the Eclectic in 2019, 2022 or 2023. The event was supported by fund raisers, local sponsor support, vendor and artisan contributions, revenue from beverage sales, as well as Chamber events and activities, including the Farmers’ Market. Although it is an extremely popular and successful event, the Eclectic has been operating on a ‘shoestring’ budget. To date, the planning, organizing, designing and coordinating work has been done by the Chamber staff (of 2 people) supplemented by volunteers, with a few paid contractors. The funding allocation requested would allow the Chamber to augment and stabilize the infrastructure, improve signage, wayfinding and marketing, as well as covering any city staffing costs as per the City’s newly adopted Co-Sponsorship Policy. The infrastructure component would include retaining the services of a professional event planning firm, who could also help secure additional corporate sponsorship support, as well as more equipment, such as barricades, security and logistics staff, and wayfinding.

<u>Service/Item</u>	<u>Estimated Cost</u>
Professional Event Planning firm	\$20,000
Contracted staff (would include security, logistics)	\$ 4,000
Equipment (barricades, fencing, etc.)	\$ 4,000
City Staffing	<u>\$15,000</u>

One of the primary goals of this request is that the Chamber will be able to use this year’s allocation to develop a sustainable, ongoing source of funds to produce the Eclectic. This will be accomplished through corporate sponsorship. The event planning firm will assist with that endeavor by identifying, contacting, and working with potential sponsors. These sponsors will enable the Chamber to continue to produce this event for the businesses and community,

which will, in turn, allow the Chamber to use our funding to further the support, promotions and events throughout the year that help the small businesses in South Pasadena thrive.

Further, it is not expected that the requested funding increase will cover the costs of the Eclectic. Costs overall have increased significantly (sound/staging, labor, rental equipment, etc.). As the event grows, so does the need to program more and varied activities for the guests. New requirements for one-day vendors at the City Co-Sponsored and special events will require more coordination with each vendor to ensure compliance.

Advertising – The requested funds for advertising will be used to increase the promotion, outreach and support we can provide merchants.

- Develop, refine and launch the Discover South Pas program in partnership with the City
- Design and produce a branded “shop local” street banner and promotional campaign
- Develop a holiday shopping campaign in collaboration with the local businesses
- Enhance and expand the marketing and advertising reach for various events, such as the Arts Crawl (print and digital ads, additional wayfinding and informational signage for the events)

The following is a summary break-down of the funding of the programs and projects funded with the BIT allocation. Each of these meets the criteria for which the funds can be used:

Business Improvement Tax Allocations

	2022-2023		2023-2024	
Events – Arts Crawls	\$30,000	28%	\$30,000	19%
Events – Eclectic Music Festival			\$40,000	25%
SPTOR	\$12,175	11%	\$12,000	8%
Advertising	\$		\$ 8,000	5%
Holiday Decorations	\$10,000	10%	\$10,000	6%
Website	\$ 3,225	3%	\$ 9,000	6%
Business Resource Center (rent)	\$ 9,300	9%	\$ 8,000	5%
Administration	\$40,800	39%	\$40,500	26%
TOTAL	\$105,500		\$157,500	

Also attached to this report are some preliminary historical statistics about the Eclectic Music Festival. Also included is a budget comparison between the 2019 and 2023 Eclectic Music Festivals. The 2020 and 2021 events were cancelled due to Covid. The Eclectic returned in 2022, but on a smaller scale and footprint. The 2019 event provides a valid comparison, since

both events included a full street closure of Mission Street between Fair Oaks and Meridian. The 2023 budget is still a draft, and is in the process of being finalized as the event wrap-up continues.

We respectfully request the renewal of our annual contract f 2023-2024 in the amount of \$157,500. We will continue to provide services, resources and events that benefit the entire business community, and encourage visitors to Eat-Shop-Enjoy South Pasadena. Finally, the Chamber and this event have not been immune to rising labor and material costs across categories required to put on this event. We do anticipate that these costs will continue to increase as they are, and as we attract more visitors to South Pasadena, thus we are calling for the increased budget to make this event sustainable for years to come. Thank you for your consideration.

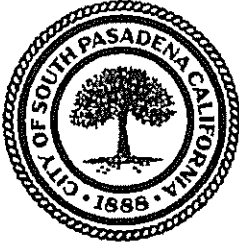
Respectfully submitted,
Laurie Wheeler
President/CEO

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ATTACHMENT 2

July 20, 2023 Staff Report and FY 2022-23 BIT Agreement

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City Council Agenda Report

ITEM NO. 19

DATE: July 20, 2022

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Domenica K. Megerdichian, Deputy City Manager

SUBJECT: **Approval of an Agreement with the South Pasadena Chamber of Commerce (Chamber) for Continued Funding from Business Improvement Tax (BIT) Revenues for Economic Development Activities**

Recommendation Action

It is recommended that the City Council authorize the City Manager to execute an agreement with the South Pasadena Chamber of Commerce (Chamber) for continued funding from Business Improvement Tax (BIT) revenues for economic development activities.

Background

In 1977, the City Council adopted Ordinance No. 1738 establishing a BIT to collect funds that may be used for business improvement activities in the City.

The Chamber of Commerce represents and advocates for the business community in South Pasadena. The City has supported the efforts of the Chamber with BIT funds to allow for programs to promote the business community in order to encourage economic stability and development in the City. The Chamber is a resource for connecting individuals and organizations in creating a strong community. The Chamber organizes several events including the quarterly Art Crawl, and the annual Eclectic Music Festival. These events create the basis of the "Arts Based Economic Development strategy" that help define the quality of life in South Pasadena. The Chamber works to support South Pasadena businesses with various marketing and promotional activities, and is often the first point of contact in welcoming and assisting businesses. The Chamber operates a business resource center, visitor information center, and a community art gallery, and hosts monthly "Shop Talks" and after-hours mixers for the business community.

BIT funds are collected through a percentage of business license tax for businesses physically located in the parking and business district located in South Pasadena, as well as citywide filming permits. Home occupation, businesses located outside of South Pasadena that do business in South Pasadena, and businesses located outside of the tax area do not contribute to the BIT, and BIT revenues fluctuate based on business license and permit revenues.

Analysis

Since 2007, the City has allocated between \$105,500 to \$135,500 of BIT funds to the Chamber, and the funding has required that the Chamber earmark \$12,000 for pass-through funding to the South Pasadena Tournament of Roses. While historically the BIT has been a pass-through account, in 2018, the Chamber was notified that annual revenues were not meeting projections, and the City's General Fund balance was used to cover installment payments to the Chamber. The FY 2019-20 and FY 2020-21 budgets modified the annual allocation to the Chamber to the lower range of \$105,500 to account for the decreased revenues. Additional revenue losses were experienced in 2020 as a result of the pandemic, deferred payments for business licenses, and decreased filming activity. As the business community recovers from the pandemic, revenues are expected to increase over time.

The agreement outlines the Chamber's work plan which includes services and activities promoting the South Pasadena business community. The term of the agreement is for one year, and may be extended on an annual basis by the City Manager provided that the City approves any subsequent City budget which includes a line item for the expenditure of BIT revenues for uses similar to this Agreement.

BIT funds will be used to further Chamber programming, per the requirements of the ordinance, including:

1. The coordination of the holiday decorations;
2. Investment in the promotion of public events that take place on or in public places;
3. Furnishing music in public place;
4. Engagement in the general promotion of retail trade activities in the 91030 zip code.

The BIT revenues for this year as of May 31, 2022 amount to \$82,220, and the Fiscal Year 2022-23 Adopted Budget carried over the \$105,500 from last year's budget. Upon City Council's approval of this agreement, staff will utilize this agreement period to analyze the pandemic-recovery BIT, and will work in partnership with the Chamber on identifying their funding needs/requests moving forward.

Fiscal Impact

The FY 2022-23 budget has allocated a total of \$105,500 for this agreement.

Attachments:

1. Draft Agreement with Chamber of Commerce
2. Business Improvement Tax (BIT) Revenue Data

ATTACHMENT 1

Draft Agreement with Chamber of Commerce

AGREEMENT
BETWEEN THE CITY OF SOUTH PASADENA AND
THE SOUTH PASADENA CHAMBER OF COMMERCE

THIS AGREEMENT is made and entered into this 20th day of July, 2022 by and between the CITY OF SOUTH PASADENA, a municipal corporation, hereinafter referred to as "City", and the SOUTH PASADENA CHAMBER OF COMMERCE, a California corporation, hereinafter referred to as "Chamber".

WHEREAS, in 1977, the City Council adopted Ordinance No. 1738 establishing a Business Improvement Tax (BIT) to collect funds that may be used for the following four purposes:

1. Decoration of any public place in the area;
2. Promotion of public events which are to take place on or in public places in the area;
3. Furnishing of music in any public place in the area;
4. The general promotion of retail trade activities in the area; and

WHEREAS, a new Chamber of Commerce was established to represent and advocate for the business community in South Pasadena, has created goals and objectives and a work plan and budget, and has submitted a proposal for a scope of work to be funded by Business Improvement Tax (BIT) BIT funds, and

WHEREAS, the City wishes to have carried out a program to promote the business community in order to encourage economic stability and development, and

WHEREAS, the City wishes to support the efforts of the Chamber of Commerce as permitted under Ordinance No. 1738, and

WHEREAS, Chamber is willing to undertake the services hereinafter set forth on behalf of City in the manner and for the purpose hereinafter provided;

NOW, FOR, AND IN CONSIDERATION of the mutual covenants, promises and agreements contained herein, City and Chamber agree as follows:

1. For the entire term of this Agreement, Chamber agrees to do and perform the following services and activities as part of its work plan during the term of this Agreement:
 - a. Marketing activities including multimedia advertising campaign, branding, and website review, update, and maintenance;

- b. Economic development activities promoting and representing the South Pasadena business community at meetings and functions and in brochures and business directories;
- c. Creating and staffing a business resource center providing information and services to the South Pasadena business community;
- d. Events and programs of interest and support to the South Pasadena business community;
- e. Outreach to all members of the business community in the execution of these activities in order to create a single unified organization for the South Pasadena businesses;
- f. Independently, and at the request of City, confer with business representatives to encourage and urge the establishment of their business, commercial or industrial activities in City;
- g. Participate in, support and cooperate with City, to the best of its ability and to the extent authorized by Chamber's governing body, programs sponsored or encouraged by City for promotion of the business community;
- h. Place on Chamber's board of directors' agenda for policy direction City requests for Chamber cooperation and public support of improvement programs sponsored, advanced or undertaken by City and the Community Redevelopment Agency of the City of South Pasadena;
- i. Welcome new businesses to the community by both a written communication of welcome and a personal contact (phone or in-person) where possible, by a representative of Chamber;
- j. Independently, and as requested by City, advertise City at Chamber functions throughout the region at other conferences and activities as may be deemed beneficial to extolling the advantages of business development within City;
- k. Make written progress reports to the Deputy City Manager, to be transmitted to City Council no less than once per calendar quarter, including showing all information required by City, including, but not limited to the services provided by Chamber hereunder during the applicable quarter;
- l. Meet periodically, but no less than quarterly, with Deputy City Manager to review Chamber's progress in meeting its program and budget goals for the year, and to report on the services provided under this contract.

- m. Prior to raising them publicly, make every good faith effort to notify City, through its Deputy City Manager of concerns raised by Chamber Board members, regarding actions or inactions of City pursuant to this Agreement;
 - n. Indemnify, hold harmless and defend City, its officers, employees and agents from any and all actions, claims, liabilities, losses, expenses, awards, damages and judgments, including attorney's fees and court costs, which are related to or result from any action or inaction of Chamber or its officers, employees or agents relating to this Agreement or the use of the compensation paid hereunder, except that the Chamber shall not be responsible under the foregoing with respect to any Losses to the extent that a court of competent jurisdiction or arbitrator determines that such losses resulted from the City's or indemnified person's willful misconduct, bad faith, or gross negligence; and
 - o. Provide general commercial liability insurance and automobile liability insurance in amounts and with endorsements required by the City, as well as worker's compensation insurance in an amount required by State law.
 - p. Make one annual presentation at a City Council meeting on efforts pertaining to this agreement, accomplishments, highlights, joint efforts with the City, as an annual year-in-review.
2. City shall compensate Chamber by the sum of \$105,500 for the 2022-23 fiscal year for the services described above in accordance with the following terms:
- a. *Chamber Budget.* Chamber shall provide City with an adopted annual budget, including specific expenditures of BIT funding, before the first disbursement of City funds, as well as a copy of IRS 990 (first page) for the Chamber when completed during the fiscal year of the effective date of this Agreement and for each complete Chamber fiscal year thereafter for the term of this Agreement. City will not be obligated to make any payments to Chamber until and unless those documents are submitted to the Deputy City Manager. Entire tax documents can be made available to the City at City's request, to be viewed at the Chamber office.
 - b. *Schedule of Disbursement.* The annual compensation shall be disbursed in unequal quarterly installments upon receipt of a Chamber invoice and the written quarterly report; the schedule for payment is as follows: 40% of total amount payable in the first quarter; 20% in the second quarter, 20% in the third quarter and the remainder 20% in the fourth quarter.
 - c. *Disbursement for Various Services and Associations.* The Chamber is required and solely responsible for the disbursement of a portion of its

annual allocation for various services and to other Associations in accordance with the City adopted annual budget. The City's adopted budget for FY 2022-23 requires the following disbursement:

1. A minimum of \$12,000 shall be set aside for the South Pasadena Tournament of Roses
- d. *Payment for Additional Services & Programs.* From time to time the City Council may authorize payment for Chamber services and programs beyond the immediate scope of this Agreement. In such cases, City will pay for such services only after receipt of an invoice from Chamber. Payment is due within 30 days after receipt of required documentation, satisfactory to the Deputy City Manager; and
- e. *Discussion of Concerns.* Prior to raising them publicly, City shall make every good faith effort to notify Chamber, through its President/CEO or a majority of Chamber's Executive Board members, of concerns raised by City Council members, or staff regarding actions or inactions of Chamber pursuant to this Agreement.
3. Chamber shall not utilize any monies received under this Agreement for the endorsement, opposition, or participation in any public office campaign or other political or lobbyist activity unless such use is a legally authorized expenditure for City and prior approval of the City Council is obtained.
4. Chamber shall keep such books and records as shall be necessary to perform the services required by this Agreement and to enable City to evaluate the cost and the performance of such services. Books and records shall be kept and prepared in accordance with generally accepted accounting principles and shall be maintained for five years after their preparation.
5. City shall have the right to audit Chamber's records pertaining to this Agreement and the services to be performed hereunder. Chamber agrees to make available all pertinent records for the purpose of conducting such an audit at Chamber offices, during normal business hours. Such records shall be maintained for five years after their preparation.
6. Chamber and any agent or employee of Chamber shall act in an independent capacity and not as officers or employees of City. City assumes no liability for Chamber's actions or performance, nor assumes responsibility for taxes, bonds, payments, or other commitments, implied or expressed, by or for Chamber. Chamber shall not have authority to act as an agent on behalf of City unless specifically authorized to do so in writing. Chamber acknowledges that it is aware that because it is an independent contractor, City is making no deduction from any amount paid to Chamber and is not contributing to any fund on its behalf. Chamber disclaims the right to any fee or benefits except as expressly provided for in this Agreement.

7. This Agreement may be terminated in whole or in part at any time by either party hereto upon 90 days' written notice to the other whereupon all rights and obligations of both parties hereto shall terminate as to the executory provisions of this Agreement, and the payments from City to Chamber hereunder shall be adjusted on a pro rata basis to the date of termination.
8. The term of this Agreement shall be for the period from July 20, 2022 to June 30, 2023; provided, that if the City approves any subsequent City budget which includes a line item for the expenditure of BIT revenues for uses similar to this Agreement, the City Manager is authorized to extend this Agreement for an additional period of time for use of those revenues covered by the approved expenditure and subject to modifications the parties deem appropriate or the City requires. This Agreement may be extended on an annual basis by the City Manager.
9. Resolution of Disputes:
 - A. Disputes regarding the interpretation or application of any provisions of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties.
 - B. If any action, at law or in equity, is brought to enforce or to interpret any provisions of this Agreement, the prevailing party in such action shall be entitled to recover reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.
10. The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.
11. In the performance of this Agreement, Chamber shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age physical or mental handicap, medical condition, or sexual orientation.
12. If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions nevertheless will continue in full force and effect without being impaired or invalidated in any way.

13. This Agreement shall be governed by and construed in accordance with laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.
14. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this Agreement shall be valid and binding. Any modification of the Agreement shall be effective only if it is in writing and signed by all parties.

IN WITNESS HEREOF, the parties have executed this Agreement on the dates written on the next page.

CITY OF SOUTH PASADENA:

DATED: _____

BY: _____
Arminé Chaparyan, City Manager

CHAMBER OF COMMERCE:

DATED: _____

BY: _____
Andrew Berk, Board Chair

DATED: _____

BY: _____
Laurie Wheeler, President/CEO

ATTEST:

Christina Munoz, Deputy City Clerk
(seal)

APPROVED AS TO FORM:

Andrew Jared, City Attorney

ATTACHMENT 2

Business Improvement Tax (BIT) Revenues Data

Business Improvement Tax Revenue FY 2021-2022

From Business Licenses:

Jul-21	\$ 4,281
Aug-21	\$ 6,470
Sep-21	\$ 4,223
Oct-21	\$ 4,182
Nov-21	\$ 6,277
Dec-21	\$ 2,861
Jan-22	\$ 3,509
Feb-22	\$ 3,294
Mar-22	\$ 5,685
Apr-22	\$ 5,927
May-22	\$ 4,364
Jun-22	n/a
<u>subtotal</u>	<u>\$ 51,072</u>

From Filming Permits:

Jul-21	\$ 2,652
Aug-21	\$ 1,196
Sep-21	\$ 3,744
Oct-21	\$ 2,964
Nov-21	\$ 3,068
Dec-21	\$ 2,704
Jan-22	\$ 3,380
Feb-22	\$ 1,612
Mar-22	\$ 4,992
Apr-22	\$ 2,808
May-22	\$ 2,028
Jun-22	n/a
<u>subtotal</u>	<u>\$ 31,148</u>

Total BIT received as of May 31, 2022 for Fiscal Year 2021-2022 : \$82,220

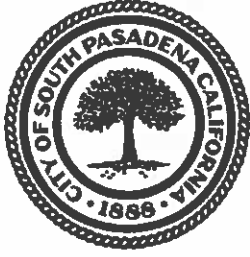
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ATTACHMENT 3

Requested Financials of the Chamber of Commerce
(Eclectic Music Festival and Farmers' Market)

Materials Available Monday, June 5, 2023

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City Council Agenda Report

ITEM NO. 20

DATE: June 7, 2023

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

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

SUBJECT: **Adoption of a Resolution Determining and Establishing an Appropriations Limit for Fiscal Year 2023-24 in Accordance with Article XIII B of the California Constitution**

Recommendation

It is recommended that the City Council adopt a resolution revising the City of South Pasadena's (City) FY 2023-24 Appropriations Limit.

Executive Summary

Voters Passed Gann Limit in 1979 to Constrain Government Spending. In the wake of Proposition 13 (1978)—the landmark initiative that limited local property taxes—voters passed another measure that limited the spending side of government operations. Proposition 4 (1979) amended the State Constitution to impose spending limits—technically, appropriations limits—on the state and most local governments. The limits are sometimes referred to as “Gann limits” in reference to one of the measure’s coauthors, Paul Gann. The fundamental purpose of the limits was to keep inflation and population adjusted appropriations under the 1978 79 level. The measure required revenues in excess of the limit to be rebated to taxpayers.

Background

The “Gann Initiative” (established by 1979’s Proposition 4) restricts the amount of tax-generated monies government entities can spend in a given fiscal year. Incorporated into Article XIII B of the State Constitution, the Gann Appropriations Limit specifies that appropriations funded by taxes may be increased annually by the higher of the change in California per capita income or nonresidential assessed valuation due to new construction and the change in South Pasadena population or Los Angeles County population.

Discussion/Analysis

The data used to calculate the City’s Fiscal Year 2023-24 limit are the change in California per capita income, 4.44%, and Los Angeles County population decrease, -0.75%. The

GANN Limit for Fiscal Year 2023-24

June 7, 2023

Page 2 of 2

application of these growth factors to the City's FY 2022-23 Appropriations Limit produces the City's FY 2023-24 limit of \$32,722,499.

For FY 2023-24, the appropriations subject to the limit are \$1,031,657 below the legally mandated limit. At this time, it is recommended the City Council adopt the proposed resolution setting the City's Appropriation Limit for FY 2023-24. The City will continue to closely monitor revenues during this fiscal year to determine if the actual revenues will exceed the Limit. Should the revenues from the proceeds of taxes exceed the legal Limit, alternatives for recalculations and/or a return of excess proceeds will need to be considered at that time.

Fiscal Impact

While there is no negative fiscal impact to the City, if revenues exceed the appropriations limit, the impact will be brought forward to council.

Attachments:

1. Resolution Revising an Appropriations Limit for FY 2023-24
2. Gann Appropriations Limit Calculation (Exhibits A, B, C, D) for FY 2023-24

ATTACHMENT 1

Resolution Adopting an Appropriations Limit for FY 2023-24

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RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DETERMINING THE APPROPRIATIONS LIMIT FOR FISCAL
YEAR 2023-24 IN ACCORDANCE WITH ARTICLE XIII B OF THE
CALIFORNIA CONSTITUTION AND GOVERNMENT CODE
SECTION 7910**

WHEREAS, Article XIII B was added to the Constitution of the State of California at the Special Statewide election held November 6, 1979 (commonly known as Proposition 4); and

WHEREAS, Government Code Section 7910 was added to Chapter 12.05 by Statute at the Regular Session of the California Legislature; and

WHEREAS, Proposition 111, which, among other things, provides new annual adjustment formulas for the Appropriations Limit, was approved by the voters in June, 1990; and

WHEREAS, The League of California Cities and the State of California Department of Finance have published population and per capita income growth indexes, as well as guidelines for the uniform application of Proposition 111; and

WHEREAS, Government Code Section 7910 requires the governing body of each local jurisdiction to adopt, by resolution, its Appropriation Limit; and

WHEREAS, said Appropriations Limit must be adhered to in preparing and adopting the City of South Pasadena's (City) annual Budget.

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

SECTION 1. In compliance with Article XIII B of the Constitution of the State of California, and Government Code Section 7910, the City hereby revise the City's Appropriation Limit for the Fiscal Year (FY) 2023-24 from \$31,568,147 to \$32,722,499.

SECTION 2. In the computation of such limits, the City selected population factors for South Pasadena, rather than those for County of Los Angeles, for use in FY 2023-24.

SECTION 3. In regard to the cost-of-living factors used in the computation of the Appropriations Limit, the City used the change in California per capita income, rather than the change in assessed valuation due to new nonresidential construction.

SECTION 5. 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 7th day of June, 2023.

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

Mark Perez, Deputy City Clerk

Andrew Jared, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7th day of June, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mark Perez, Deputy City Clerk

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ATTACHMENT 2

Gann Appropriations Limit Calculation (Exhibits
A, B, C, D) for FY 2023-24

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Exhibit A
South Pasadena
Appropriations (Gann) Limit Calculation
 Fiscal Year 2023-24

I Appropriation Limit

Prior Year, 2022-23 Adopted Limit		\$31,568,147
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0444	
Change in South Pasadena Population (Note 2)	<u>0.9941</u>	<u>1.0382</u>
Current Year, 2023-24 Appropriation Limit		\$32,775,250

II Appropriations Subject to Limit

Estimated 2023-24 Revenues, All City Funds		\$73,558,624
Less: Non-Proceeds of Taxes (See Exhibit B)		(41,393,621)
Less: Exclusions (See Exhibit C)		<u>(474,160)</u>
Total City Appropriations Subject to Limit		\$31,690,843

III Amount Over/(Under) Limit (I - II) (\$1,084,407)

IV Total City Appropriations as a % of Limit 96.69%

Note 1: Change in California per capita income, 4.44%
 (Provided by the State of CA - Department of Finance)

Note 2: South Pasadena population decrease by 0.59%.
 Total City population as of January 1, 2023 is 26,273.
 (Provided by the State of CA - Department of Finance)

Exhibit B
Non-Proceeds of Taxes
Fiscal Year 2023-24

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
101 General Fund			
Property Tax	15,794,477	-	15,794,477
Library Special Tax	375,149	-	375,149
Sales Tax	6,093,321	-	6,093,321
PSAF Sales Tax (Exempted by Statute)	-	384,712	384,712
Business License Tax	408,400	-	408,400
Utility Users Tax	4,352,462	-	4,352,462
Property Tax - VLF/Swap	3,905,907	-	3,905,907
Franchise Fees	-	1,061,477	1,061,477
Real Property Transfer Tax	210,000	-	210,000
Licenses/Permits	-	387,800	387,800
Fines/Penalties	-	58,000	58,000
Use of Money and Properties	-	1,345,014	1,345,014
Revenues from Other Agencies	-	475,500	475,500
Current Services	-	4,141,520	4,141,520
Other Revenues	-	46,508	46,508
Reimbursement from Other Funds	-	483,384	483,384
Total General Fund	31,139,716	8,383,915	39,523,631
Other Funds			
103 Insurance Funds	-	3,671,883	3,671,883
105 Facilities & Equipment Repair	-	44,395	44,395
106 Technology Surcharge	-	32,000	32,000
110 OPEB Trust Fund	-	58,560	58,560
205 Local Transit (Prop A)	-	821,973	821,973
207 Local Transit (Prop C)	-	661,776	661,776
208 TEA/Metro Fund	-	2,722	2,722
210 Sewer (Enterprise Fund)	-	2,288,250	2,288,250
213 SB2 Planning Grant	-	135,000	135,000
214 Rogan HR5394 Grant	-	1,087,899	1,087,899
215 Lighting and Landscape Maintenance	-	905,062	905,062
217 PEG Fees	-	11,433	11,433
218 Clean Air (AB2766)	-	36,011	36,011
220 Business Improvement Tax	60,000	31,875	91,875
223 Gold Line Mitigation	-	1,139	1,139
227 SA-CRA	-	196,600	196,600
228 Housing Authority	-	49,427	49,427
230 State Gas Tax	-	784,432	784,432
232 County Park Bond	-	118,000	118,000
233 Measure R	-	506,776	506,776
234 LACMTA Measure M MAT	-	475,000	475,000
236 Measure M	-	577,234	577,234
237 Road Maint. & Rehab (Applied to State's Limit)	-	691,569	691,569
238 MSRC Grant	-	246,925	246,925
239 Measure W	-	257,722	257,722
240 Measure M MSP	-	250,000	250,000
241 Measure H	-	18,500	18,500
243 Measure R - MSP	-	475,000	475,000
245 Bike & Pedestrian Path	-	31,103	31,103
247 SGVCOG Grants	-	45,000	45,000
255 Capital Growth	-	70,877	70,877
260 CDBG	-	427,381	427,381
270 Asset Forfeiture	-	4,177	4,177
272 State COPS Grants	-	233,566	233,566
275 Park Impact Fees	-	174,757	174,757
276 Historic Preservation Grant	-	101	101
277 HSIP Grant	-	307,862	307,862
278 Housing Element Grant	-	4,000	4,000
281 CA State Library Building Grant	-	368,445	368,445
295 Arroyo Seco Golf Course (Enterprise)	-	1,649,650	1,649,650
500 Water (Enterprise Fund)	-	15,532,978	15,532,978
503 Water Efficiency Fund	-	282,158	282,158
510 Water & Sewer Impact Fees	-	209,172	209,172
927 Redevelopment Obligations Trust Fund	-	196,600	196,600
Total Other Funds	60,000	33,974,993	34,034,993
Less Interesting Earnings from Nonproceeds of Taxes		-2,240,558	-2,240,558
Subtotal All Funds	31,199,716	40,118,350	71,318,066
Interest Earnings	965,287	1,275,271	2,240,558
Total All Funds	32,165,003	41,393,621	73,558,624

Exhibit C Excluded Costs Fiscal Year 2023-24

Category	Amount
Federal Mandates	
Social Security/Medicare	376,160
Non-Incidental Overtime - FLSA	98,000
	<hr/>
	474,160
Qualified Debt Service	
	<hr/>
	-
Total Excluded Costs	474,160

Exhibit D Interest Earnings Fiscal Year 2023-24
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Category	Amount
Non-Interest Tax Proceeds	31,199,716
Exclusions	(474,160)
	30,725,556
Total Non-Interest Budget	71,318,066
Tax Proceeds as Percent of Budget	43.08%
Interest Earnings	2,240,558
Amount of Interest Earned from Taxes	965,287
Amount of Interest Earned from Non-Taxes	1,275,271



City Council Agenda Report

ITEM NO. 21

DATE: June 7, 2023
FROM: Arminé Chaparyan, City Manager AC
PREPARED BY: John Downs, Interim Finance Director
SUBJECT: Adoption of Fiscal Year 2023-24 Annual Budget Report and Resolution

Recommendation

Staff recommends that the City Council:

1. Adopt the Fiscal Year 2023-24 Annual Budget;
2. Approve GANN limit;
3. Approve Master Fee Schedule; and
4. Adopt A Resolution adopting the Fiscal Year 2023-24 Annual Budget

Background

The City of South Pasadena adopts a comprehensive Annual Adopted Budget ("Budget") for all funds including the General Fund. In addition to the General Fund, there are Enterprise Funds, Special Funds and Internal Service Funds. Unlike the General Fund, Enterprise funds such as the Water and Sewer Funds can be for-profit, and serve to provide a public service while making sure that they are solvent, where revenues meet or exceed expenses. The City also has Special Funds which include but are not limited to Prop A, Prop C, and Metro grants. These funds must be spent on a specific purpose, are usually funded via a federal, state or county source, and are highly regulated by a third-party secured by the grantor. Internal Service funds are implemented within the agency to ensure that all funds are paying/receiving their fair share of revenue and expenses, as is the case with the City's Fund 103 - Insurance Fund, which collects from the appropriate internal entity so each entity can be charged its fair share of insurance costs.

The current year's Budget process was based on a zero-based budget process, which translated to every department budget starting at a zero baseline and building up a budget only for the necessary items of expenditure in FY 2023-24. This process began in March 2023 and involved a collaborative effort between all departments and staff, and entailed department meetings, revenue and expenditure analyses, and projections for the year ahead. Once all departments have submitted their proposal for the upcoming fiscal year, they confer on the final proposal with the City Manager, and an initial draft is compiled.

The proposed draft budget is presented to the City Council members for review and feedback with all Department Directors, presented to the Finance Commission for review and feedback. At their June 1, 2023 meeting, the Finance Commission unanimously recommended this budget for City Council's consideration.

A budget study session was held with the City Council and community on May 30, 2023, where staff solicited input and received direction on the proposed budget. The City Council is holding this discussion tonight to formally review the 2023-2024 Proposed Annual Budget and to consider approval of the GANN limit as well as the Master Fee Schedule.

Analysis

FY 2023-24 General Fund Revenue

General Fund revenues are projected to be at \$39,563,231.

The chart below summarizes the General Fund Operating revenues from FY 2019/20 to the Adopted FY 2022/23. The Budgeted FY 2022-2023 Revenues were estimated to be \$42,849,230, and the estimate for June 30, 2023 is \$36,588,626. The difference in estimated revenues for FY 2022-2023 is due to recording the State and Local Fiscal Recover Funds (SLRF) of \$6,059,235 from the General Fund into its own fund, but the City is anticipating an increase to \$39,563,231 for FY 2023-2024 due to increases of \$1,162,715 in Property Taxes, \$166,712 in Sales Taxes, \$289,359 in Utility Users Taxes, \$54,477 in Franchise Fees, \$450,906 in Uses of Money and Property, \$239,866 in Fire Interagency Support, \$517,257 in Current Services and \$93,438 of other revenues.

Revenue Category	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
Property Taxes	15,491,557	16,773,318	17,906,070	18,140,368	18,537,792	19,700,384
Assessments & Special Taxes	342,237	347,931	364,223	360,000	360,000	375,149
Sales Taxes	2,864,474	5,132,645	6,096,613	6,346,000	6,311,321	6,478,033
Utility Users Taxes	3,445,454	3,738,531	3,875,268	4,299,703	4,063,103	4,352,462
Franchise Fees	950,130	1,200,408	1,289,532	1,217,000	1,217,000	1,271,477
License & Permits	861,697	808,280	814,081	903,280	764,777	796,200
Fines & Forfeitures	264,601	143,449	52,291	140,000	56,500	58,000
Use of Money & Property	989,984	4,788,970	(495,381)	508,500	894,109	1,345,014
Other Agencies	64,239	955,205	179,525	6,489,295	235,634	475,500
Current Services	2,985,842	3,079,621	3,836,129	3,877,200	3,624,263	4,141,520
All Other Revenues	74,367	183,717	250,501	84,500	40,743	86,108
Reimbursement From Other Funds	483,384	483,384	483,384	483,384	483,384	483,384
Total GF Revenues	28,817,965	37,635,460	34,652,238	42,849,230	36,588,626	39,563,231

General Fund FY 2022-2023 Projected Summary

The General Fund Balance starting July 1, 2022 was \$18,931,422. Revenues are \$36,588,626 and expenditures are expected to total \$35,681,208. Transfers out of

\$2,210,847 and reserve adjustments of \$1,834,998 leave a projected end balance for June 30, 2023 of \$19,462,991. The increase of expenditures and transfers out is due to unanticipated vendor payments for prior years services, additional positions, higher utility costs and incurring an unanticipated CJPIA invoice related prior years general liability and worker's compensation claims of \$1,654,761.

General Fund	
Beginning Balance 07/01/23	\$ 18,931,422
Revenues	36,588,626
Expenditures	(35,681,208)
Transfers Out	(2,210,847)
Reserve Adjustments	1,834,998
Projected End Balance 6/30/24	\$ 19,462,991

General Fund FY 2022-2023 Projected Reserves

The projected General Fund Reserves end balance for June 30, 2023 totals \$4,464,943, with deletions totaling \$1,834,998 from the Storm Water Reserve, Library Park Drainage Reserve, Slater Reimbursement Reserve, SR-110 Interchange Project (Rogan Fund Match), and the Stables CIP Reserve.

	Beginning Balance FY 22-23	Additions	Deletions	Ending Balance FY 22-23
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reserve	700,000			700,000
Storm Water	600,000		300,000	300,000
Library Park Drainage Reserve	22,000		22,000	-
Financial Sustainability Reserve	900,000			900,000
Slater Reimbursement Reserve	345,876		40,000	305,876
Vehicle Replacement Reserve	100,000			100,000
SR-110 Interchange Proj (Rogan Fund)	1,410,000		1,410,000	-
Stables CIP Reserve	62,998		62,998	-
Mental Health Reserve	200,000			200,000
Total:	6,299,941	-	1,834,998	4,464,943

General Fund Summary for FY 2023-2024 Projected Summary

The General Fund Balance starting July 1, 2023 is estimated to be \$19,462,991. Revenues are estimated at \$39,563,231 and expenditures are expected to total \$39,450,055. Transfers In of \$4,693, transfers out of \$1,265,000 and reserve adjustments of \$500,000 are projected leaving a projected end balance for June 30, 2024 of \$18,815,860. The increase of expenditures are due to Employee Labor negotiations and salary adjustments, one-time costs primarily due to the development of the City’s Housing Element, new permitting software and furniture purchases as well as the impact of inflation on the purchase of goods and services.

General Fund	
Beginning Balance 07/01/23	\$ 19,462,991
Revenues	39,563,231
Expenditures	(39,450,055)
Transfers In	4,693
Transfers Out	(1,265,000)
Reserve Adjustments	500,000
Projected End Balance 6/30/24	\$ 18,815,860

General Fund FY 2023-2024 Projected Reserves

The projected General Fund Reserves end balance for June 30, 2024 totals \$3,964,943, with deletions totaling \$500,000 from the Storm Water Reserve as well as the re-programming of the Mental Health Reserve toward staffing costs, in consideration of the significant funding that has been allocated by Senator Portantino and Congresswoman Chu toward the San Gabriel Valley Care (SGV CARE), previously known as the Mental Health Mobile Co-Response Team.

	Beginning Balance FY 23-24	Additions	Deletions	Ending Balance FY 23-24
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reser	700,000			700,000
Storm Water	300,000		300,000	-
Financial Sustainability Reserve	900,000			900,000
Slater Reimbursement Reserve	305,876			305,876
Vehicle Replacement Reserve	100,000			100,000
Mental Health Reserve	200,000		200,000	-
	4,464,943	-	500,000	3,964,943

General Fund Revenues

A majority of General Fund Revenues continue to come from Property and Sales Tax:

- \$20,075,533 (51%) comes from property taxes and special taxes
- \$6,478,033 (16%) from sales tax
- \$4,352,462 (11%) from utility users tax
- \$4,141,520 (11%) from current city services
- Remainder 11% from use of money & property, and other revenue sources

General Fund Expenditures

The goal for the Fiscal Year 2023-24 budget season was to build a status-quo budget based on a zero-based budget, which allowed each Department to go through the exercise of starting from zero to build their respective budgets from the ground up, and to justify every line item. This exercise led to the leaning out of the budget to provide for the funding to make some priority and necessary staffing growth. Employee Wages and Benefits, and City Operations and Maintenance make up more 97% of Expenditures. Increases are due to Employee Labor negotiations and salary adjustments to bring staff that were significantly behind (10-30%) up to more comparative salaries. In this budget we also ask for funding for a complete Comprehensive Classification and Compensation Study to further delve into our staff positions, pay and wages.

As signified in the Midyear Budget report to City Council and Finance Commission, the City continues to feel the impact of inflation, with rising costs to doing business, purchasing goods and materials, across the board.

- \$27,009,805 (68%) wages & benefits
- \$12,182,249 (31%) operations & maintenance
- \$258,000 (1%) capital projects

Positional Changes

- Add one new full-time Accounting Technician I in Finance
- Upgrade two part-time Management Aide positions to one full-time Management Aide position in Community Services
- Upgrade one part-time Community Services Coordinator to one full-time Community Services Coordinator in Community Services
- Upgrade one part-time Management Aide to one full-time Management Assistant in Fire
- Add one new full-time Human Resources Specialist position in Management Services
- Upgrade one part-time Community Improvement Coordinator to one full-time Community Improvement Coordinator in Community Development
- Add one new full-time Management Assistant in Community Development
- Add one new full-time Principal Engineer in Public Works
- Add one new full-time Water Operations Supervisor in Public Works
- Add one new full-time Management Analyst (Water/Sustainability) in Public Works
- Add one new full-time Sergeant (Office of Professional Standards) in Police

- Add one new full-time Police Clerk I in Police
- Add one new full-time Police Administrative Assistant in Police

General Fund Operating Expenditures by Type

The chart below summarizes the General Fund Operating expenditures by types from FY 2019/20 to the Proposed FY 2023/24.

General Fund Operating Expenditures by Type

Fd	Category/Fund	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
101	Wages & Benefits	19,457,515	22,108,355	25,216,188	24,289,564	24,177,311	27,009,805
101	Operations & Maintenance	6,677,254	5,875,483	7,495,907	12,678,219	11,177,997	12,182,249
101	Capital Outlay	95,613	39,802	13,005	305,400	155,900	258,000
101	Other Expenses	-	-	-	-	-	-
101	Transfer Out	-	-	-	-	-	-
101	Capital Projects	-	-	-	795,000	170,000	-
101	- General Fund Total	26,230,381	28,023,640	32,725,100	38,068,183	35,681,208	39,450,055

General Fund Operating Expenditures By Department

The chart below summarizes the General Fund Operating expenditures by department from FY 2019/20 to the Proposed FY 2023/24. Of note for this fiscal year:

- Public Safety, composed of the Fire and Police Departments, accounts for 48% of the General Fund budget.
- While the Public Works General Fund portion is only 10%, it is important to note that other functions of the department are accounted for in other funds such as the Water, Sewer and other special funds.

(continued on next page)

General Fund Operating Expenditures by Department

Department/Program Exp	Actual	Actual	Actual	Budgeted	Estimated	Proposed
	2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
City Council	45,401	35,890	45,446	49,194	71,388	81,903
City Manager	1,512,868	1,577,656	1,815,368	1,201,339	1,116,593	1,274,785
Management Services						
Management Services	-	-	6,615	480,230	415,995	496,105
City Clerk	113,311	115,512	-	470,283	389,517	447,319
Elections	185,743	76,843	93,242	166,000	110,809	63,900
Human Resources	324,830	350,761	-	898,923	905,818	915,553
Transportation Planning	12,835	287	90	-	-	-
Legal Services	492,566	607,285	572,032	895,140	895,140	420,000
Information Systems	573,881	541,110	-	833,200	889,657	1,151,511
Finance						
Finance	755,116	871,011	1,040,325	1,203,880	1,144,568	1,050,473
City Treasurer	9,211	8,444	9,993	8,752	8,752	9,239
Non-Dept/Overhead	1,060,512	996,366	2,264,416	2,694,140	2,669,105	2,539,444
Police	9,171,740	10,400,998	11,384,907	11,032,589	11,020,087	11,512,034
Fire						
Fire	5,435,419	6,315,749	7,716,685	6,670,340	7,198,725	7,300,602
Emergency Preparedness	91,913	31,932	46,904	55,000	51,000	55,000
Public Works						
Admin & Engineering	586,534	618,493	572,717	924,621	526,444	1,243,249
Environmental Services	54	653	55,009	304,980	140,241	207,480
Park Maintenance	497,591	476,793	581,680	1,086,294	504,755	975,901
Facilities Maintenance	799,206	826,985	901,702	1,171,959	907,533	1,344,778
Community Development	1,876,257	1,819,769	2,428,641	3,622,199	3,047,629	4,152,225
Library	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
Community Services						
Senior Services	330,809	202,374	237,957	431,985	390,480	532,959
Community Services	172,667	217,223	276,302	356,440	421,305	373,413
Recreation and Youth Services	656,232	323,135	835,939	783,405	818,737	1,090,949
Capital Projects	-	-	-	-	170,000	-
Total GF Expenditures	26,230,381	28,023,640	32,725,100	37,273,183	35,681,208	39,450,055

Fiscal Impact

The net General Fund fiscal impact of the Proposed Budget is a positive increase to fund balance of \$113,176.

Key Performance Indicators and Strategic Plan

This item is in line with the Finance Department’s Key Performance Indicator. The Annual Budget is being presented in order to provide a more transparent year and help Departments stay on track with their revenue and expenditures.

Community Outreach

The proposed budget document has been made available for public review through the posting of the document for the Finance Commission meetings, on the City’s website, through the City’s social media and e-newsletter communications tools. The City held a Public Community Meeting on May 18, 2023 and Special City Council Meeting on May 30, 2022 where the public had the ability to comment and provide feedback on this item.

Commission Review and Recommendation

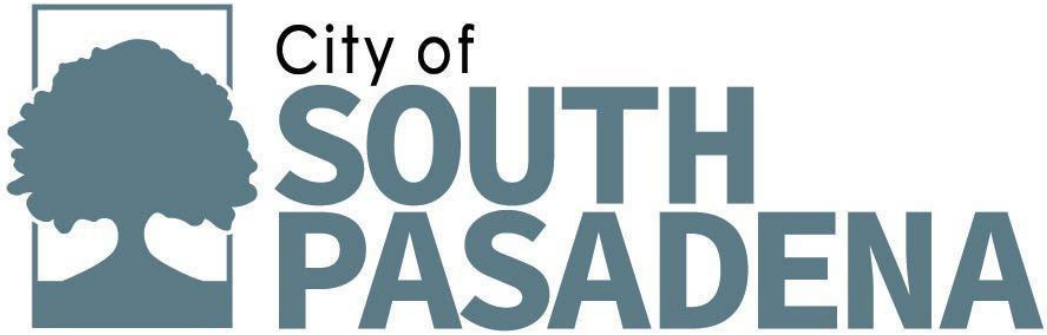
The Finance Commission met on May 16, 2022 to receive a presentation on the FY 23/24 Proposed Budget, and provided good feedback to staff deliberate on the Proposed Budget. The Commission met a second time on June 1, 2023 for further discussion, and unanimously approved their recommendation for the City Council to consider adoption.

Attachments:

- 1) Proposed Fiscal Year 2023-24 Annual Budget
- 2) GANN limit
- 3) Master Fee Schedule
- 4) Resolution adopting the Fiscal Year 2023-24 Annual Budget

ATTACHMENT 1
Proposed Fiscal Year 2023-24 Annual Budget

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Proposed DRAFT Budget For the 2023-2024 Fiscal Year

Mayor
Jon Primuth

Mayor Pro Tempore
Evelyn G. Zneimer

Councilmember
Jack Donovan

Councilmember
Janet Braun

Councilmember
Michael A. Cacciotti

City Treasurer
Zhen Tao

City Manager
Arminé Chaparyan

Population 26,314 (2021)

Draft June 7, 2023

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.

VISION STATEMENT

We are a culturally and economically diverse, and fiercely independent community that cherishes creativity, education and our small-town character, committed to building a more just and environmentally and financially sustainable future.

CORE VALUES

not in priority order

- Honesty and Integrity
 - Teamwork
- Outstanding customer-friendly service
 - Responsiveness
- Open and accessible government
 - Community participation
 - Fiscal responsibility

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About South Pasadena

The City of South Pasadena is located approximately six miles northeast of downtown Los Angeles, between the cities of Pasadena, San Marino, Los Angeles and Alhambra. It has a population of 26,314. Founded in 1874 by the Indiana Colony, the City was incorporated as a General Law city of the State of California on March 2, 1888. South Pasadena is known for its tree-lined streets, historic California Craftsman-style homes, unique small businesses and its outstanding public schools. This small-town atmosphere makes South Pasadena one of California's most desirable locations. South Pasadena has quality education, a strong religious community, an extensive network of parks and a rich architectural heritage. Dynamic civic organizations, a population of ethnic and cultural diversity, and a vital seniors' group further enrich our small-town quality of life. Small, proud and independent, the City of South Pasadena has battled for a hundred years to preserve its status as a distinct—and distinctive—community. South Pasadena possesses a full-service City government that provides high-quality services in general administration, police, fire, library, public works, community development, and redevelopment projects.



City History

In early 1874, the area that is now South Pasadena was a part of the San Gabriel-Orange Grove Association. In 1875, the stockholders of the association voted to name their town Pasadena and just three years later, residents living in the southern portion of Pasadena considered themselves South Pasadenans.

In February of 1888, in order to control their own territory, South Pasadenans voted eighty-five to twenty-five for incorporation. A board of trustees was elected and Ammon B. Cobb was appointed as the first marshal, with Marshal B. Selmen as his deputy.

On March 2, 1888, South Pasadena officially incorporated with a population of slightly over 500.

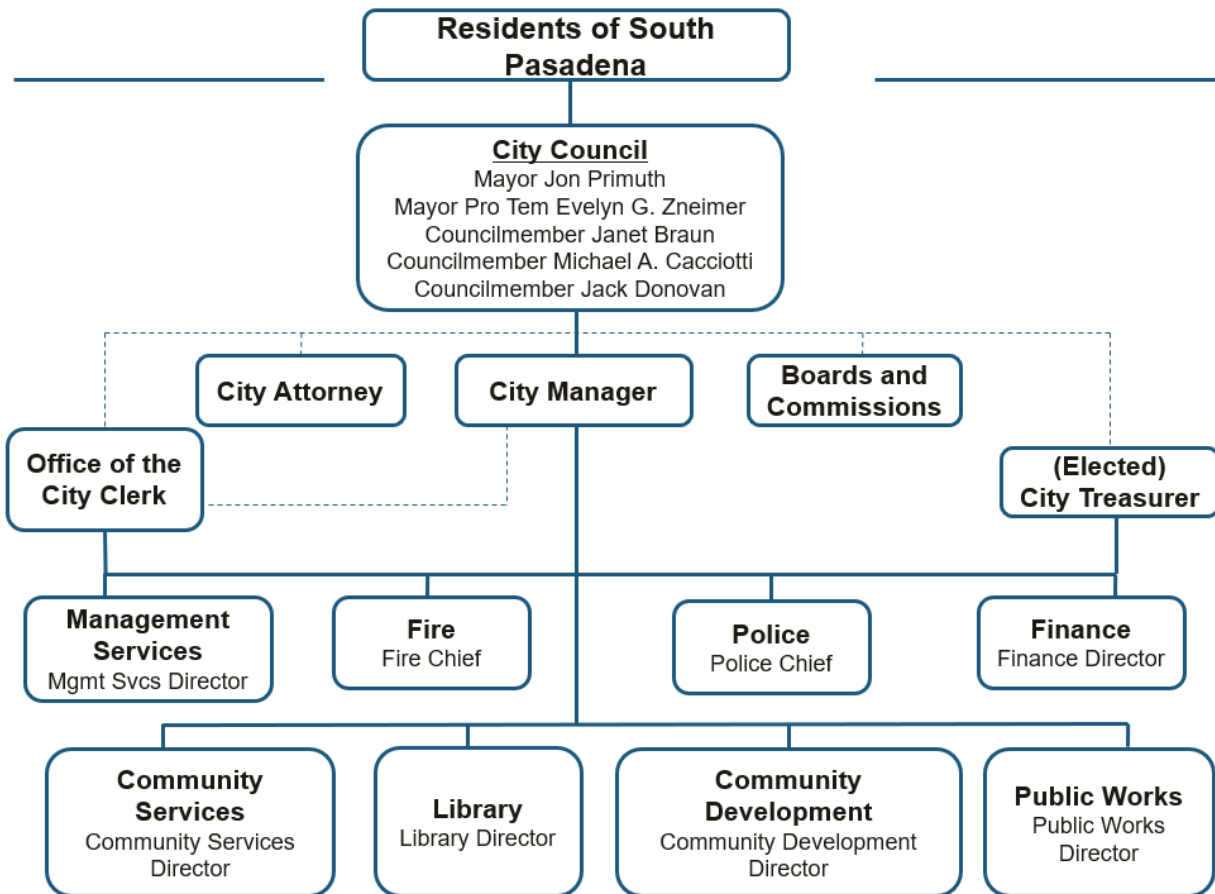
The City's boundaries established in 1889 are essentially the same today. South Pasadena consists of 3.44 square miles of prime residential property. In 1876, unimproved land with water was selling from \$75 to \$150 an acre. Today a vacant lot in South Pasadena can be sold for more than \$200,000.

Few cities in California are better recognized for the quality of its small-town atmosphere and rich legacy of intact late 19th and early 20th century neighborhoods and residences. South Pasadena also has a strong claim to having the oldest and most historic sites in the San Gabriel Valley. For many centuries, its adjacency to a natural fording place along the Arroyo Seco had served as a gateway to travel and commerce for aboriginal peoples here and along the coast. It was here that Hahamognas greeted Portola and the missionaries who later established the San Gabriel Mission a few miles to the west.

The initial buildings on the Rancho San Pascual, which subsequently gave birth to the Cities of Pasadena, South Pasadena and Altadena, were built here. The first of these adobe structures became headquarters for General Flores and his staff in 1847 where they agreed to surrender to American forces, ending Mexican Colonial rule in California.

In 1888, South Pasadena incorporated the southern portion of the Indiana Colony and land south and eastward to the Los Angeles border, becoming the sixth municipality in Los Angeles County. With the establishment of the Raymond Hotel and the Cawston Ostrich Farm, the small community was able to attract tourists and increasingly large waves of new residents to the Pasadena area in the late 19th and early 20th Centuries. With completion of the Pacific Electric Short Line, putting the entire city within easy walking distance of the "red car" stations, South Pasadena also became one of the first suburbs of Los Angeles. It is now certainly one of the best-preserved cities, maintaining a small-town quality and humanity in the scale of its buildings, its residential streetscapes and historic commercial core.

Municipal Organizational Chart



City Manager's Budget Message

Fiscal Year 2023-24

June 7, 2023

Honorable Mayor and City Council,

It is my pleasure to present to you the Fiscal Year (FY) 2023-2024 Annual Budget, which we embarked on under the theme of continued Transparency and Collaboration. As we close out this year, we reflect on the progress and improvements made during Fiscal Year 2022-23 across all our City departments, in professionalizing the agency and delivering it to new standards, and in the level of service we provide our community.

This year, we continued our efforts in completing organizational assessments, including the Finance and Community Services departments, and embarking on the Police assessment. These assessments provide the agency an opportunity to review staffing and resources, work flows and outputs, research and incorporate industry best practices, review and improve upon policy, and deliver each department, and the agency, to the next level. The Library has also completed a Strategic Plan and held a Joint study session with the City Council and Library Board of Trustees to discuss the future of the site. On the topic of site assessments, we have completed a facility assessment of the Library site, and will be beginning the City Hall site assessment shortly.

Hand in hand with the assessments, the City has remained committed to hiring the best and the brightest in our industry, and have facilitated over 50 recruitments and hirings in the last year, and also experienced the transitioning of a number of staff during this unprecedented recruiting season. New hires including the hiring of a new Deputy Finance Director/Controller for operational oversight, and a Senior Management Analyst in creating the City's Housing Division, in late 2022. This budget resources our departments to transition from temporary to permanent staffing, and allows us to focus the year ahead. **GWD: Get Work Done.**

The City continues implementing the 2021-2026 Strategic Plan, which highlights and resources the priorities of the City Council and community. With the City's Strategic Plan over 50% completed, and the onboarding of a new Councilwoman and City Treasurer in early 2023, staff will facilitate a Strategic Plan revisit, including community engagement and input, in Fall 2023, to revisit our priorities and ensure we are on track to meet the needs of the community.

We have engaged with our community more than before, and continue that commitment. Our launch of the City's mobile app, SouthPas Mobile, provided resources, information and customer requests at community member fingertips, and also provided another engagement tool with our constituents. We have released a Request for Proposal for a new City website, anticipated to launch end of year, which will be a user-friendly, welcoming resource to community members, visitors and staff. Community engagements and surveys gleaned information on communications preferences, input on the proposed budget, the housing element, and more. In working with the City Council, we have better utilized the tremendous brain power and servitude of our City commissions in providing actionable recommendations for consideration in policymaking, as well as come together on a number of study sessions focused on streets, housing, and the future of the library site, for brainstorming and priority setting efforts.

This year saw the return of our City's events and programming, including the Commissioner Congress as well as a City Hall Open House event to introduce the new staff to the community and welcome everyone back post-COVID. In this budget we have included a wish list of items we have heard back on from the City Council and the community, with the first phase costs listed below:

- Vision 2050- \$100,000
- Library Master Plan- \$150,000
- Multi-Cultural City Celebration- \$50,000

As we close out our pandemic years, we look to the future and to transitioning to the new normal, which includes a further commitment to resident and business support, resources and service. Our Economic Development Team continues building upon their programming and service to the City, working to put our business community on the map, in championing and strengthening the local economy, and in welcoming new investment to the community. Another significant transition includes the award of a new contract for City Attorney Services. The City Council directed staff to work with a Council sub-committee in developing and released a Request for Proposal for City Attorney Services, and staff from the City Manager's Office worked diligently on the process— City Council will consider the award of contract in June 2023.

We have established a Housing Division in the Community Development Department, and they have hit the ground running on key priorities and programs, including the Housing Element and various programs, the Caltrans surplus properties and the policy decisions that City Council will soon begin to make on the opportunity to exercise first right of refusal on those properties, research on the no-fault eviction moratorium as it related to our 52% of renter residents. The budget proposes almost \$1M in Housing Element implementation and programmatic efforts, including:

- Tenant protection- \$400,000
- Racially Restrictive Covenants- \$100,000
- Cultural Heritage Ordinance Update- \$200,000
- Inclusionary Housing Ordinance (IHO) In-Lieu Fee Study- \$23,000
- Ballot Measure on Height Limit Study- \$100,000
- General Plan/ Downtown Specific Plan consultant (Rangwalla)- \$150,000

We have also furthered our commitment to the social services, veterans, elder adults and various partner agencies. While not a direct service provider, the City recognizes that a number of service providers touch and serve our community, and we have identified the opportunity to establish a Social Services Task Force, which leverages resources available to our community, identify gaps in service to pursue further partnerships. The team has launched a Social Services Resource Guide and a Elder Adults Resource Guide, and will continue looking for opportunities here.

The year ahead holds many priorities and goals: implement the City Hall Electrification Project, which includes infrastructure investments at City Hall and the transition of the Police fleet vehicles to electric, street repaving and infrastructure improvements, the programmatic efforts in our Housing Element and transitioning to compliance and implementation including the finalizing of the General Plan and Downtown Specific Plan, the implementation of the Slow Streets Program. Staff will actively look for opportunities to solicit grant funding for City programming.

We look forward to the progress we will make with our City Council, Commissions and Boards, community members and staff.

Finances

Specifically, on the City's financials, we have made great strides. The City has adopted citywide policies and protocols, delivered a timely Mid-Year Budget Report to Council, has made notable improvements on the City audit, and is delivering a timely budget and 5-year Capital Improvement Program (CIP). We delivered on our commitment for transparency and information sharing, having delivered quarterly budget updates that have now shifted to monthly updates, delivering monthly operational status updates during a height of transition, and intentionally sharing pertinent information with the Finance Commission along with the City Council. We continue the commitment to share information and bring the community along with our efforts as good stewards of our finances.

The agency is financially healthy, and great efforts are being made to implement best practices, policies and protocols to best serve our agency and community. The City received \$6.1 million in State and Local Fiscal Recovery Funds for the fiscal year 2022-2023. City Council prioritized partial use of the funds toward significant resource replacements and citywide technological advances to support improved service and oversight, as well as improving the user experience.

For the FY 2023-2024 Budget, the Finance Department embarked on establishing a zero-base budget, and worked with all City Departments in utilizing this process to provide a collaborative product that provides a clean start to the budget document in justifying all appropriations. The FY 2023-2024 proposed Budget includes a minimal increase in expenditures versus the revenue received, and also addresses two large issues that staff became aware of in March 2023: an outstanding invoice of \$1.6M due to CJPIA, and about a \$1M structural issue in Workers Compensation Insurance Fund. These items have been accounted for and addressed in this budget, and staff will prioritize a review and improvements of the City's insurance procedures, carriers and process in the year ahead.

Financial Policies and Procedures

On September 7, 2022, the City Council adopted the 2022 Finance Policies and Procedures in order to, among other things, establish rules and regulations to establish efficient procedures for the purchase of supplies, services and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchases function, and to assure the quality of purchases. On December 7, 2022, City Council adopted the Second Reading and Adoption of an ordinance of the City of South Pasadena, California, Amending Section 2.99-29 of Article XI Relating to "Purchasing Procedures", and Sections 2.99-35 and 2.99-37 of Article XIII "Awarding Public Works Contracts" of Chapter 2 of the South Pasadena Municipal Code.

On March 15, 2023, the Finance Department presented the Fiscal Year 2022-23 City Council Budget Policies at the Joint meeting of the City Council with Finance Commission, for review and direction. After deliberation, the City Council voted on the document with some edits to be made in working with the Finance Commission, and that document was approved at the May 16, 2023 Finance Commission and May 17, 2023 City Council meetings, respectively. The Finance Department will continue working with the Finance Commission on establishing a bi-annual review of the City Council's adherence to these policies, at the mid-year mark and at the end of each fiscal year. Together, these documents and efforts will continue to contribute to our

commitment of good financial stewardship of our agency and community, coupled with working on a five-year projection of forecasting into the new fiscal year.


Budget Input

The FY 2023-24 Budget document includes the detailed Proposed Fiscal Year 2023-24 Budget document, Capital Improvement Plan and Miscellaneous Fee Schedule. Staff conducted Community input opportunities by hosting an online survey for Budget input, which gleaned 165 comments. The two major items determined from the online survey were continued Public Safety support, and improvements to infrastructure. The City also hosted two in person and virtual Community Budget Forums on May 18, 2023, and a review of the final proposed document to Finance Commission on June 1, 2023.

The budget process has focused on a zero-based budget that included a major clean up of the budget document as well as the Capital Improvement Program (CIP) five-year document. The process was collaborative across all City departments, and resources requested are to provide for workload catch up as well as adding capacity to meet the needs of the years ahead.

Thanks to the City Council, our Finance Commission, and all City Departments and staff for their diligence, hard work and efforts in producing this guiding document. I appreciate the continued support of the South Pasadena residents of the City and our efforts in serving our community. We look forward to a positive and fruitful 2023-24 fiscal year.

Respectfully submitted,



Arminé Chaparyan
City Manager

General Fund Operating Revenue History

The chart below summarizes the General Fund Operating revenues from FY 2019/20 to the Adopted FY 2022/23. The Budgeted FY 2022-2023 Revenues were estimated to be \$42,849,230, and the estimate for June 30, 2023 is \$36,588,626. The difference in estimated revenues for FY 2022-2023 is due to recording the State and Local Fiscal Recover Funds (SLRF) of \$6,059,235 from the General Fund into its own fund, but the City is anticipating an increase to \$39,563,231 for FY 2023-2024 due to increases of \$1,162,715 in Property Taxes, \$166,712 in Sales Taxes, \$289,359 in Utility Users Taxes, \$54,477 in Franchise Fees, \$450,906 in Uses of Money and Property, \$239,866 in Fire Interagency Support, \$517,257 in Current Services and \$93,438 of other revenues.

Revenue Category	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
Property Taxes	15,491,557	16,773,318	17,906,070	18,140,368	18,537,792	19,700,384
Assessments & Special Taxes	342,237	347,931	364,223	360,000	360,000	375,149
Sales Taxes	2,864,474	5,132,645	6,096,613	6,346,000	6,311,321	6,478,033
Utility Users Taxes	3,445,454	3,738,531	3,875,268	4,299,703	4,063,103	4,352,462
Franchise Fees	950,130	1,200,408	1,289,532	1,217,000	1,217,000	1,271,477
License & Permits	861,697	808,280	814,081	903,280	764,777	796,200
Fines & Forfeitures	264,601	143,449	52,291	140,000	56,500	58,000
Use of Money & Property	989,984	4,788,970	(495,381)	508,500	894,109	1,345,014
Other Agencies	64,239	955,205	179,525	6,489,295	235,634	475,500
Current Services	2,985,842	3,079,621	3,836,129	3,877,200	3,624,263	4,141,520
All Other Revenues	74,367	183,717	250,501	84,500	40,743	86,108
Reimbursement From Other Funds	483,384	483,384	483,384	483,384	483,384	483,384
Total GF Revenues	28,817,965	37,635,460	34,652,238	42,849,230	36,588,626	39,563,231

General Fund FY 2022-2023 Projected Summary

The General Fund Balance starting July 1, 2022 was \$18,931,422. Revenues are \$36,588,626 and expenditures are expected to total \$35,681,208. Transfers out of \$2,210,847 and reserve adjustments of \$1,834,998 leave a projected end balance for June 30, 2023 of \$19,462,991. The increase of expenditures and transfers out is due to unanticipated vendor payments for prior years services, additional positions, higher utility costs and incurring an unanticipated CJPIA invoice related prior years general liability and worker’s compensation claims of \$1,654,761.

General Fund	
Beginning Balance 07/01/22	\$18,931,422
Revenues	36,588,626
Expenditures	(35,681,208)
Transfers Out	(2,210,847)
Reserves Adjustment	1,834,998
Projected End Balance 6/30/23	\$19,462,991
Fund Balances reflect spendable (unassigned) balances and excludes reserves.	

General Fund FY 2022-2023 Projected Reserves

The projected General Fund Reserves end balance for June 30, 2023 totals \$4,464,943, with deletions totaling \$1,834,998 from the Storm Water Reserve, Library Park Drainage Reserve, Slater Reimbursement Reserve, SR-110 Interchange Project (Rogan Fund Match), and the Stables CIP Reserve.

	Beginning Balance FY 22-23	Additions	Deletions	Ending Balance FY 22-23
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reserve	700,000			700,000
Storm Water	600,000		300,000	300,000
Library Park Drainage Reserve	22,000		22,000	-
Financial Sustainability Reserve	900,000			900,000
Slater Reimbursement Reserve	345,876		40,000	305,876
Vehicle Replacement Reserve	100,000			100,000
SR-110 Interchange Proj (Rogan Fund Match)	1,410,000		1,410,000	-
Stables CIP Reserve	62,998		62,998	-
Mental Health Reserve	200,000			200,000
Total:	6,299,941	-	1,834,998	4,464,943

General Fund Summary for FY 2023-2024 Projected Summary

The General Fund Balance starting July 1, 2023 is estimated to be \$19,462,991. Revenues are estimated at \$39,563,231 and expenditures are expected to total \$39,450,055. Transfers In of \$4,693, transfers out of \$1,265,000 and reserve adjustments of \$500,000 are projected leaving a projected end balance for June 30, 2024 of \$18,815,860. The increase of expenditures are due to Employee Labor negotiations and salary adjustments, one-time costs primarily due to the development of the City’s Housing Element, new permitting software and furniture purchases as well as the impact of inflation on the purchase of goods and services.

General Fund	
Beginning Balance 07/01/23	19,462,991
Revenues	39,563,231
Expenditures	(39,450,055)
Transfers In	4,693
Transfers Out	(1,265,000)
Reserve Adjustments	500,000
Projected End Balance 6/30/24	18,815,860

General Fund FY 2023-2024 Projected Reserves

The projected General Fund Reserves end balance for June 30, 2024 totals \$3,964,943, with deletions totaling \$500,000 from the Storm Water Reserve as well as the re-programming of the Mental Health Reserve toward staffing costs, in consideration of the significant funding that has been allocated by Senator Portantino and Congresswoman Chu toward the San Gabriel Valley Care (SGV CARE), previously known as the Mental Health Mobile Co-Response Team.

	Beginning Balance FY 23-24	Additions	Deletions	Ending Balance FY 23-24
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reserve	700,000			700,000
Storm Water	300,000		300,000	-
Financial Sustainability Reserve	900,000			900,000
Slater Reimbursement Reserve	305,876			305,876
Vehicle Replacement Reserve	100,000			100,000
Mental Health Reserve	200,000		200,000	-
	4,464,943	-	500,000	3,964,943

General Fund Revenues

A majority of General Fund Revenues continue to come from Property and Sales Tax:

- \$20,075,533 (51%) comes from property taxes and special taxes
- \$6,478,033 (16%) from sales tax
- \$4,352,462 (11%) from utility users tax
- \$4,141,520 (11%) from current city services
- Remainder 11% from use of money & property, and other revenue sources

General Fund Expenditures

The goal for the Fiscal Year 2023-24 budget season was to build a status-quo budget based on a zero-based budget, which allowed each Department to go through the exercise of starting from zero to build their respective budgets from the ground up, and to justify every line item. This exercise led to the leaning out of the budget to provide for the funding to make some priority and necessary staffing growth. Employee Wages and Benefits, and City Operations and Maintenance make up more 97% of Expenditures. Increases are due to Employee Labor negotiations and salary adjustments to bring staff that were significantly behind (10-30%) up to more comparative salaries. In this budget we also ask for funding for a complete Comprehensive Classification and Compensation Study to further delve into our staff positions, pay and wages.

As signified in the Midyear Budget report to City Council and Finance Commission, the City continues to feel the impact of inflation, with rising costs to doing business, purchasing goods and materials, across the board.

- \$27,009,805 (68%) wages & benefits
- \$12,182,249 (31%) operations & maintenance

- \$258,000 (1%) capital projects

Positional Changes

- Add one new full-time Accounting Technician I in Finance
- Upgrade two part-time Management Aide positions to one full-time Management Aide position in Community Services
- Upgrade one part-time Community Services Coordinator to one full-time Community Services Coordinator in Community Services
- Upgrade one part-time Management Aide to one full-time Management Assistant in Fire
- Add one new full-time Human Resources Specialist position in Management Services
- Upgrade one part-time Community Improvement Coordinator to one full-time Community Improvement Coordinator in Community Development
- Add one new full-time Management Assistant in Community Development
- Add one new full-time Principal Engineer in Public Works
- Add one new full-time Water Operations Supervisor in Public Works
- Add one new full-time Management Analyst (Water/Sustainability) in Public Works
- Add one new full-time Sergeant (Office of Professional Standards) in Police
- Add one new full-time Police Clerk I in Police
- Add one new full-time Police Administrative Assistant in Police

General Fund Operating Expenditures by Type

The chart below summarizes the General Fund Operating expenditures by types from FY 2019/20 to the Proposed FY 2023/24.

General Fund Operating Expenditures by Type

Fd	Category/Fund	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
101	Wages & Benefits	19,457,515	22,108,355	25,216,188	24,289,564	24,177,311	27,009,805
101	Operations & Maintenance	6,677,254	5,875,483	7,495,907	12,678,219	11,177,997	12,182,249
101	Capital Outlay	95,613	39,802	13,005	305,400	155,900	258,000
101	Other Expenses	-	-	-	-	-	-
101	Transfer Out	-	-	-	-	-	-
101	Capital Projects	-	-	-	795,000	170,000	-
101	- General Fund Total	26,230,381	28,023,640	32,725,100	38,068,183	35,681,208	39,450,055

General Fund Operating Expenditures By Department

The chart below summarizes the General Fund Operating expenditures by department from FY 2019/20 to the Proposed FY 2023/24. Of note for this fiscal year:

- Public Safety, composed of the Fire and Police Departments, accounts for 48% of the General Fund budget.
- While the Public Works General Fund portion is only 10%, it is important to note that other functions of the department are accounted for in other funds such as the Water, Sewer and other special funds.

General Fund Operating Expenditures by Department

Department/Program Exp	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
City Council	45,401	35,890	45,446	49,194	71,388	81,903
City Manager	1,512,868	1,577,656	1,815,368	1,201,339	1,116,593	1,274,785
Management Services						
Management Services	-	-	6,615	480,230	415,995	496,105
City Clerk	113,311	115,512	-	470,283	389,517	447,319
Elections	185,743	76,843	93,242	166,000	110,809	63,900
Human Resources	324,830	350,761	-	898,923	905,818	915,553
Transportation Planning	12,835	287	90	-	-	-
Legal Services	492,566	607,285	572,032	895,140	895,140	420,000
Information Systems	573,881	541,110	-	833,200	889,657	1,151,511
Finance						
Finance	755,116	871,011	1,040,325	1,203,880	1,144,568	1,050,473
City Treasurer	9,211	8,444	9,993	8,752	8,752	9,239
Non-Dept/Overhead	1,060,512	996,366	2,264,416	2,694,140	2,669,105	2,539,444
Police	9,171,740	10,400,998	11,384,907	11,032,589	11,020,087	11,512,034
Fire						
Fire	5,435,419	6,315,749	7,716,685	6,670,340	7,198,725	7,300,602
Emergency Preparedness	91,913	31,932	46,904	55,000	51,000	55,000
Public Works						
Admin & Engineering	586,534	618,493	572,717	924,621	526,444	1,243,249
Environmental Services	54	653	55,009	304,980	140,241	207,480
Park Maintenance	497,591	476,793	581,680	1,086,294	504,755	975,901
Facilities Maintenance	799,206	826,985	901,702	1,171,959	907,533	1,344,778
Community Development	1,876,257	1,819,769	2,428,641	3,622,199	3,047,629	4,152,225
Library	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
Community Services						
Senior Services	330,809	202,374	237,957	431,985	390,480	532,959
Community Services	172,667	217,223	276,302	356,440	421,305	373,413
Recreation and Youth Services	656,232	323,135	835,939	783,405	818,737	1,090,949
Capital Projects	-	-	-	-	170,000	-
Total GF Expenditures	26,230,381	28,023,640	32,725,100	37,273,183	35,681,208	39,450,055

FY 2023/2024 Budget Policies Draft

PURPOSE STATEMENT

To enhance fiscal transparency and maintain and improve fiscal sustainability, the City of South Pasadena annually adopts fiscal policies to establish a framework to ensure a balanced budget, maintain healthy reserves, appropriately fund the City's infrastructure needs, establish fees and charges, and ensure compliance with City Council directives. This policy is adopted annually as part of the Budget adoption process and may be revised by City Council action.

1. ANNUAL BUDGET

The City adopts an annual budget. The City's fiscal year starts on July 1st and concludes on June 30th. The annual budget for the new fiscal year will be adopted before June 30th.

The following are key elements of the City's budget and budget process:

- Budgetary appropriations are made by the City Council, through formal budget adoption.
- The City Manager submits the Proposed Budget to the City Council no later than the final City Council meeting in May.
- The budget is adopted by the City Council before June 30th, following a public meeting where constituents are given an opportunity to comment on the Proposed Budget.
- Prior to consideration by the City Council, the Proposed Budget will be reviewed by the Finance Commission.

2. BALANCED BUDGET

The City strives to maintain a balanced operating budget for all governmental funds (all funds except the enterprise funds), with total on-going revenues equal to or greater than total on-going expenditure, so that at year end all these funds have a positive fund balance and the General Fund balance is maintained.

- The budget is balanced at the individual fund level. The estimated revenue sources must be sufficient to cover proposed uses.
- Ongoing operations are funded by recurring revenues.
- City policies on reserve requirements for specific funds are adhered to in the budget.
- If shortfalls are projected after the budget adoption, during quarterly financial reviews, the City Manager will present a plan to address such shortfalls with sustainable measures in order to achieve a balanced budget by fiscal year-end.
- Non-recurring revenues or one-time funding may be used to balance the budget during economic downturns, or as a result of unforeseen events.

3. APPROPRIATIONS AND BUDGETARY CONTROL

The City Council holds public hearings and adopts the City's annual budget and may modify appropriations with majority approval. During the fiscal year, any budget adjustments (increases in appropriations at the fund level) that cannot wait for the Mid-Year review or that exceed the City Manager's budget authority described below, must be submitted by the City's departments for City Council review and approval. The review and approval may occur at any City Council meeting, at the request of staff or the City Council. The City Council approves any revisions that increase the total budgeted expenditures or revenues at the fund level, and any changes to permanent and full-time positions.

The legal level of expenditures is controlled at the fund level, and appropriations lapse at the end of each fiscal year. Re-appropriation by the City Council only occurs for multi-year infrastructure and capital projects.

Department Heads may, without Council approval, amend individual line items within any fund in the maintenance and operations portions of the budget without increasing total appropriations for that division. The City Manager may, without Council approval, amend individual line items within any fund, and between divisions and programs, in the personnel costs, maintenance and operations, capital outlay and capital projects portions of the budget without increasing total appropriations for that fund.

4. GENERAL FUND RESERVES

General Fund Reserves are described as:

- Unassigned Fund Balance - These reserves are in spendable form and may become either restricted, committed, or assigned. The City strives to attain a General Fund undesignated fund balance equal to a minimum 30% of General Fund revenues at year end.
- Assigned Fund Balance – These reserves are set aside or earmarked for particular purposes, and the authority to designate these reserves can be delegated, and may take less formal action to limit how the reserves are used.
- Restricted Fund Balance – These reserves are subject to restrictions that are legally enforceable by outside parties, such as bondholders.
- Committed Fund Balance – These reserves are designated by the City Council, and are designated for specific purposes, through formal action. Committed balances can be modified by the City Council taking formal action.

Committed (Designated) Reserves shall be reviewed and designated annually by the City Council prior to Budget adoption. Upon designation of a reserve for a specific purpose, the Council will ensure the following:

- The purpose of the reserve will be specified at the time of designation.
- The City Council will also identify whether the designation is a one-time designation or whether an amount specified by the City Council will be added to the designated reserve on an annual basis.
- Nothing limits the City Council's authority to un-designate, or re-designate any General Fund Designated Reserve for another governmental purpose, pursuant to formal City Council action.

5. ENTERPRISE FUND

The City requires the water, sewer, and golf course enterprise funds be self-supporting. The City recognizes that enterprise funds function with accounting practices that are different from those used by governmental funds. Therefore, for enterprise funds, the City will strive to maintain operating budgets that produce annual net revenues that meet or exceed the compliance requirements of debt coverage ratios generally.

The sewer fund was recognized as an enterprise fund starting in FY 2009/10, with the requirement of self-supporting funding. Water and sewer rate increases will assure that revenues exceed operating expenditures, including debt service. Budgeted water capital projects will be paid from a \$37.8 million 2016 Water Bond issuance. Bond debt service will be

paid out of water revenues. Sewer revenues along with a revolving loan from the State will pay for sewer capital improvements.

The Water Fund will maintain a reserve equal to 30% of revenues. The Sewer fund will maintain a reserve equal to 30% of revenues.

6. INFRASTRUCTURE

The City maintains a long-range fiscal perspective through the use of a Capital Improvement Program to maintain the quality of City infrastructure, including streets, sidewalks, sewers, drains, lighting, buildings, parks, and trees. The City Council adopts capital projects budgets and may modify appropriations with majority approval. All changes in appropriations at the fund level during the year must be submitted to the City Council for approval.

Beginning in FY 2013/14, the City's goal has been to commit a minimum of \$2,000,000 per year towards street improvements. This amount has fluctuated based upon available resources

7. ACCOUNTING AND REPORTING STANDARDS

The City will comply with all requirements of generally accepted accounting principles, and will publish an Annual Comprehensive Financial Report (ACFR) in compliance with generally accepted accounting principles, prepared in coordination with our independent auditors, no later than the first quarter of each calendar year. The ACFR, along with the Auditor's report on internal controls and compliance, will be presented to the City Council at a public meeting, after first being presented to the Finance Commission. The City shall endeavor to achieve audits with minimal auditor findings in the form of significant deficiencies. The City shall swiftly and thoroughly respond, to auditor findings of material weakness.

8. MIDYEAR AND INTERIM FINANCIAL REPORTING

The City will publish a midyear budget update in March of each year. The midyear budget update shall present estimated outcomes and the implications for the budget year. The report shall give attention to the financial issues and policy matters anticipated to have the most significant short and long-term financial planning importance to the City Council. Pursuant to the content of the midyear report, the City Council shall provide specific and general direction to staff for short- and long-term budgetary planning.

To comply with the policy, the City Manager will ensure the following:

- The midyear budget update will be presented to the City Council in February or March of each year.
- At the midyear budget update, staff will present to the City Council any necessary adjustments to the budget. The adjustments are based on additional funding, or major changes in revenues or expenditures, or previously approved budget adjustments.
- Monthly budget updates will be provided to the City Council starting in the Spring of 2023.

9. RISK MANAGEMENT

The City will identify and quantify all areas of financial and operating risk, and prepare contingencies for those risks, including legal liabilities, infrastructure maintenance,

emergency response, and contract and employee obligations. The City will work with the City's insurance providers to seek full coverage of actuarially projected needs.

Liability and Workers Compensation liability is reported in accordance with GASB 10, and further explained below.

- The City manages risk through a combination of purchased insurance and self-insurance.
- The City self-insured workers' compensation claims with a self-insured retention of \$125,000 and general/auto liability claims, with a self-insured retention of \$100,000 per covered claim. Excess workers' compensation and general/auto liability insurance coverage shall be purchased.
- An annual actuarial study shall be conducted to provide an estimate of the self-insured liability to be recorded by the City in accordance with Governmental Accounting Standards Board Statement No. 10. This statement requires the City to accrue a liability on its financial statements for a reasonable estimate of the cost of claims and expenses associated with all reported and unreported claims.
- The City's goal is to maintain reserves to fund its outstanding self-insured liabilities at the minimum level of 70 percent.
- The City shall maintain a Self-Insurance Fund to both fund the liability reserve and workers compensation, and recover all associated risk management costs, including claim payments, insurance premiums and any deductibles, and claim administration (internal and external). The fund's revenues shall be generated through assessments to City funds based on their claim experience and outstanding liabilities. These departmental assessments shall be evaluated annually and adjusted as needed.
- Staff shall report to the Finance Commission and City Council at least annually on the claims processed, amounts paid, and steps taken to manage and reduce the City's risk and liability.

10. DEBT AND INVESTMENTS

The City will consider the use of debt for long-term capital assets when the cost of debt is lower than the City's investment return, and when operating revenues are available to pay the debt. We will maximize the investment return on City Cash balances within the higher concerns of safety and liquidity. An investment policy will be submitted annually to the City Council for review and adoption in September or October of each year. The City shall at all times maintain compliance with the California Government Code with respect to the content and function of its Investment Policy.

Annually, the Investment Policy is reviewed by the City's Finance Commission, prior to being approved by the City Council. Additionally, the City Treasurer shall provide monthly reports to the City Council which shall include all reportable elements specified in the City's Investment Policy.

11. CONTROL OF FINANCIAL ASSETS

All financial assets will be under the direct authority of the City Treasurer and Finance Director. Regarding Capital Assets, the City will capitalize assets and equipment with individual minimum value of \$5,000 for non-infrastructure assets, and \$25,000 for infrastructure assets.

12. SCHEDULE OF FEES FOR SERVICES

The City will publish, and the Finance Department will update, the schedule of fees for services as a component of the annual budget. The Fee Schedule will be reviewed by the Finance Commission prior to implementation each July 1st.

13. LONG-TERM LIABILITIES

The City shall evaluate long-term liabilities (debt borrowing, compensated absences, claims and judgements, pensions, post-employment benefits (OPEB), on a case by case basis. The City will work with the California Public Employee Retirement System and the City's insurance providers to seek full coverage of actuarially projected needs.

Funding is budgeted on a pay-as-you-go basis for leave liabilities, and retiree health insurance costs. In accordance with GASB 45, a third-party actuarial valuation of the City's liability for annual retiree medical costs has been completed every two years since FY 2008/09.

14. GANN APPROPRIATIONS LIMIT

The City will annually adopt a Resolution establishing the City's appropriation limit (the Gann Limit) calculated in accordance with Article x111-B of the constitution of the State of California Government code and any other voter approved amendments or state legislation that affects the City's appropriations limit. The Gann Limit will be adopted by Resolution.

The City is restricted to an amount of annual appropriations from proceeds of taxes, and if proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller or returned to the taxpayers through revised tax rates or revised fee schedules. Alternatively, an excess of one year, may be offset against a deficit in the following year.

FY22/23 Fund Balance

Fund	Description	Beginning Fund Balance	Year-End Revenues	Year-End Expenditures	Transfers In	Transfers Out	Reserve Adjustments	Ending Fund Balance
101	General Fund (Undesignated)	18,931,422	36,588,626	35,681,208	-	2,210,847	1,834,998	19,462,991
101	GF (Council Designated Reserves)	6,299,941	-	-	-	-	(1,834,998)	4,464,943
103	Insurance Fund	(1,952,514)	3,220,620	4,686,289	1,489,285	-	-	(1,928,898)
104	Street Improvements Program	2,358,321	-	55,183	-	-	-	2,303,138
105	Facilities & Equip. Replacement	2,470,794	34,844	231,853	-	-	-	2,273,785
106	Technology Surcharge	23,225	28,000	-	-	-	-	51,225
108	SR 110 Gen Fund Reserve	-	-	100,000	338,483	-	-	238,483
110	OPEB Trust Fund	1,141,509	56,308	1,000	-	-	-	1,196,817
201	MTA Pedestrian Improvement	(29,951)	-	-	-	-	-	(29,951)
205	Prop "A"	1,858,066	657,124	696,249	-	-	-	1,818,941
206	SLFRF Fund	3,029,618	3,029,618	2,560,519	-	-	-	3,498,717
207	Prop "C"	1,217,459	538,724	276,799	-	-	-	1,479,384
208	TEA/Metro	151,469	2,136	-	-	-	-	153,605
209	Carlyle Library Bequest	-	2,800,000	-	-	-	-	2,800,000
210	Sewer	5,178,182	1,922,864	836,150	-	425,808	-	5,839,089
211	CTC Traffic Improvement	-	-	-	-	-	-	-
213	SB2 Planning Grant	-	50,000	50,000	-	-	-	-
214	Rogan HR5394 Grant	-	-	-	-	-	-	-
215	Street Light & Landscape	94,009	887,644	1,328,283	383,079	-	-	36,449
217	Public, Educ. & Gov't. Fund	189,911	10,195	-	-	-	-	200,106
218	Clean Air Act	153,513	35,407	-	-	-	-	188,920
219	CalRecycle Local Asst. Grant	-	-	-	-	-	-	-
220	Business Improvement Tax	(15,609)	91,125	112,000	-	-	-	(36,484)
223	Gold Line Mitigation Fund	63,408	894	-	-	-	-	64,302
226	Mission Meridian Public Garage	(362,057)	-	9,100	-	-	-	(371,157)
228	Housing Authority	116,972	48,284	11,700	-	-	-	153,556
230	State Gas Tax	919,457	705,028	836,175	-	-	-	788,310
232	County Park Bond	(210,465)	61,500	61,500	-	-	-	(210,465)
233	Measure R	1,443,120	22,668	44,927	-	-	-	1,420,861
236	Measure M	1,796,106	469,472	152,362	-	-	-	2,113,216
237	Road Maint. & Rehab. Acct.	1,242,193	604,433	-	-	-	-	1,846,626
238	MSRC Grant	(152,986)	-	4,550	-	-	-	(157,536)
239	Measure W	281,223	258,815	285,608	-	-	-	254,430
241	Measure H	(87,699)	18,000	-	-	-	-	(69,699)
242	Prop C Exchange	(345,047)	180,188	17,093	-	-	-	(181,951)
245	Bike & Pedestrian Paths	-	-	-	-	-	-	-
248	BTA Grants	(416,948)	-	-	-	-	-	(416,948)
249	Open Streets Grant	(311,796)	-	-	-	-	-	(311,796)
255	Capital Growth	588,529	48,537	100,000	-	-	-	537,066
260	CDBG	(2,584)	-	-	-	-	-	(2,584)
270	Asset Forfeiture	232,477	3,278	60,000	-	-	-	175,755
272	Police Grants - State (COPS)	389,869	227,116	130,000	-	-	-	486,985
274	Homeland Security Grant	(146,371)	-	-	-	-	-	(146,371)
275	Park Impact Fees	805,885	111,582	51,255	-	-	-	866,212
276	Historic Preservation Grant	5,627	79	-	-	-	-	5,706
277	HSIP Grant	(228,661)	69,397	372,256	-	-	-	(531,520)
278	Housing Element Grant	-	-	-	-	-	-	-
295	Arroyo Seco Golf Course	2,038,860	1,279,000	1,336,882	-	-	-	1,980,978
310	Sewer Capital Projects	(386,424)	-	425,808	425,808	-	-	(386,424)
327	2000 Tax Allocation Bonds	924,867	-	-	-	-	-	924,867
500	Water	84,113,145	9,716,510	7,033,455	-	3,006,226	-	83,789,974
503	Water Efficiency Fund	977,507	162,284	174,193	-	-	-	965,598
505	2016 Water Revenue Bonds	(32,554,670)	-	2,500,300	2,448,838	-	-	(32,606,132)
506	SRF Loan - Water	(171,384)	-	264,966	-	-	-	(46,350)
510	Water & Sewer Impact Fees	1,057,608	75,702	-	-	-	-	1,133,310
550	Public Financing Authority	(4,080,707)	-	531,676	557,388	-	-	(4,054,995)
927	Redev. Obligations Trust Fund	132,278	196,500	196,500	-	-	-	132,278
		98,770,697	64,212,502	61,215,838	5,642,881	5,642,881	-	101,767,361
227	Successor Agency to CRA	(206,373)	-	200,193	-	-	-	(406,566)
	Successor Agency Total	(206,373)	-	200,193	-	-	-	(406,566)
	TOTAL CITY & CRA	98,564,324	64,212,502	61,416,031	5,642,881	5,642,881	-	101,360,795

FY22/23 Reserves Balance

	Beginning Balance FY 22-23	Additions	Deletions	Ending Balance FY 22-23
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reserve	700,000			700,000
Storm Water	600,000		300,000	300,000
Library Park Drainage Reserve	22,000		22,000	-
Financial Sustainability Reserve	900,000			900,000
Slater Reimbursement Reserve	345,876		40,000	305,876
Vehicle Replacement Reserve	100,000			100,000
SR-110 Interchange Proj (Rogan Fund Match)	1,410,000		1,410,000	-
Stables CIP Reserve	62,998		62,998	-
Mental Health Reserve	200,000			200,000
Total:	6,299,941	-	1,834,998	4,464,943

FY23/24 Fund Balance

Fund	Description	Beginning Fund Balance	Year-End Revenues	Year-End Expenditures	Transfers In	Transfers Out	Reserve Adjustments	Ending Fund Balance
101	General Fund (Undesignated)	19,462,991	39,563,231	39,450,055	4,693	1,265,000	500,000	18,815,860
101	GF (Council Designated Reserves)	4,464,943	-	-	-	-	(500,000)	3,964,943
103	Insurance Fund	(1,928,898)	3,671,883	3,566,267	-	-	-	(1,823,282)
104	Street Improvements Program	2,303,138	-	-	-	2,303,138	-	0
105	Facilities & Equip. Replacement	2,273,785	44,395	531,502	144,225	1,525,097	-	405,805
106	Technology Surcharge	51,225	32,000	-	-	-	-	83,225
108	SR 110 Gen Fund Reserve	238,483	-	-	-	70,474	-	168,009
110	OPEB Trust Fund	1,196,817	58,560	1,000	-	-	-	1,254,378
201	MTA Pedestrian Improvement	(29,951)	-	-	-	-	-	(29,951)
205	Prop "A"	1,818,941	821,973	988,275	-	-	-	1,652,639
206	SLFRF Fund	3,498,717	-	3,498,717	-	-	-	-
207	Prop "C"	1,479,384	661,776	-	-	300,000	-	1,841,160
209	Carlyle Library Bequest	2,800,000	-	-	-	-	-	2,800,000
208	TEA/Metro	153,605	2,722	-	-	-	-	156,327
210	Sewer	5,839,089	2,288,250	1,240,680	-	958,308	-	5,928,350
211	CTC Traffic Improvement	-	-	-	-	-	-	-
213	SB2 Planning Grant	-	135,000	-	-	135,000	-	-
214	Rogan HR5394 Grant	-	1,087,899	-	-	1,087,899	-	0
215	Street Light & Landscape	36,449	905,062	1,715,682	-	-	-	(774,171)
217	Public, Educ. & Gov't. Fund	200,106	11,433	-	-	-	-	211,539
218	Clean Air Act	188,920	36,011	-	-	-	-	224,931
219	CalRecycle Local Asst. Grant	-	-	-	-	-	-	-
220	Business Improvement Tax	(36,484)	91,875	110,500	-	-	-	(55,109)
223	Gold Line Mitigation Fund	64,302	1,139	-	-	-	-	65,441
226	Mission Meridian Public Garage	(371,157)	-	15,000	-	-	-	(386,157)
228	Housing Authority	153,556	49,427	16,200	-	30,000	-	156,783
230	State Gas Tax	788,310	784,432	1,348,761	-	200,000	-	23,981
232	County Park Bond	(210,465)	118,000	118,000	-	-	-	(210,465)
233	Measure R	1,420,861	506,776	128,472	-	300,000	-	1,499,166
234	Measure M-MAT	-	475,000	-	-	475,000	-	-
236	Measure M	2,113,216	577,234	228,472	-	204,062	-	2,257,916
237	Road Maint. & Rehab. Acct.	1,846,626	691,569	-	-	585,093	-	1,953,102
238	MSRC Grant	(157,536)	246,925	-	-	246,925	-	(157,536)
239	Measure W	254,430	257,722	313,138	-	292,500	-	(93,485)
240	Measure M MSP	-	250,000	-	-	250,000	-	-
241	Measure H	(69,699)	18,500	-	-	-	-	(51,199)
242	Prop C Exchange	(181,951)	-	-	-	-	-	(181,951)
243	Measure R- MIP	-	475,000	-	-	475,000	-	-
245	Bike & Pedestrian Paths	-	31,103	-	-	25,000	-	6,103
247	SGVCOG Grants	-	45,000	45,000	-	-	-	-
248	BTA Grants	(416,948)	-	-	-	-	-	(416,948)
249	Open Streets Grant	(311,796)	-	-	-	-	-	(311,796)
255	Capital Growth	537,066	70,877	-	-	70,474	-	537,468
260	CDBG	(2,584)	427,381	19,599	-	407,782	-	(2,584)
270	Asset Forfeiture	175,755	4,177	60,000	-	-	-	119,933
272	Police Grants - State (COPS)	486,985	233,566	178,011	-	-	-	542,540
274	Homeland Security Grant	(146,371)	-	-	-	-	-	(146,371)
275	Park Impact Fees	866,212	174,757	-	-	1,025,000	-	15,969
276	Historic Preservation Grant	5,706	101	-	-	-	-	5,807
277	HSIP Grant	(531,520)	307,862	-	-	251,507	-	(475,165)
278	Housing Element Grant	-	4,000	-	-	-	-	4,000
281	CA State Library Building Forward	-	368,445	-	-	368,445	-	-
295	Arroyo Seco Golf Course	1,980,978	1,649,650	1,245,087	-	730,593	-	1,654,948
310	Sewer Capital Projects	(386,424)	-	425,808	425,808	-	-	(386,424)
327	2000 Tax Allocation Bonds	924,867	-	-	-	-	-	924,867
400	Capital Improvement Projects Fund	-	-	16,368,071	16,368,071	-	-	-
500	Water	83,789,974	15,532,978	9,813,920	-	5,970,826	-	83,538,207
503	Water Efficiency Fund	965,598	282,158	364,442	-	420,000	-	463,314
505	2016 Water Revenue Bonds	(32,606,132)	-	2,501,050	2,501,050	-	-	(32,606,132)
506	SRF Loan - Water	(436,350)	-	264,966	-	-	-	(701,316)
510	Water & Sewer Impact Fees	1,133,310	209,172	-	-	-	-	1,342,482
550	Public Financing Authority	(4,054,995)	-	529,276	529,276	-	-	(4,054,995)
927	Redev. Obligations Trust Fund	132,278	196,600	196,600	-	-	-	132,278
		101,767,361	73,401,624	85,282,549	19,973,123	19,973,123	-	89,886,436
227	Successor Agency to CRA	(406,566)	196,600	200,600	-	-	-	(410,566)
	Successor Agency Total	(406,566)	196,600	200,600	-	-	-	(410,566)
	TOTAL CITY & CRA	101,360,795	73,598,224	85,483,149	19,973,123	19,973,123	-	89,475,870

FY23/24 Reserves Balance

	Beginning Balance FY 23-24	Additions	Deletions	Ending Balance FY 23-24
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reserve	700,000			700,000
Storm Water	300,000		300,000	-
Financial Sustainability Reserve	900,000			900,000
Slater Reimbursement Reserve	305,876			305,876
Vehicle Replacement Reserve	100,000			100,000
Mental Health Reserve	200,000		200,000	-
	4,464,943	-	500,000	3,964,943

FY23/24 Transfers In

TRANSFERS IN FY 23-24			
Fund	Name	Description	Amount
101	General Fund	Accounting Adjustment	4,693
		Total Fund 101	4,693
105	Facil. & Equip. Replacement	Tesla Lease Model Y	144,225
		Total Fund 105	144,225
310	Sewer	Debt Service Principle	253,262
310	Sewer	Debt Service Interest	172,546
		Total Fund 310	425,808
400	CIP	Grevalia&Berkshire Pocket Park	825,000
400	CIP	Fremont/Huntington MAT Project	475,000
400	CIP	VoiP Phone System Installation	180,000
400	CIP	Golf Course Netting Replacemen	730,593
400	CIP	North-South Corridor ITS Dploy	1,228,848
400	CIP	CD Permit Management Software	260,000
400	CIP	CD Record Scan & Doc Managmnt	-
400	CIP	City/Civic EV Charging System	352,700
400	CIP	Arroyo Park EV Charging System	-
400	CIP	Fair Oaks Traffic Signal Const	13,042
400	CIP	Street Repairs - 2023	3,886,102
400	CIP	825 Mission Yard Security Gate	160,000
400	CIP	Citywide Facility Repair	366,271
400	CIP	FD Front Bay Door Replacement	80,000
400	CIP	PD Locker/Restroom Improvement	190,000
400	CIP	PD Improvements	17,000
400	CIP	PD Briefing Room Update	19,000
400	CIP	PD 1st Floor Inter Paint/Drywal	13,000
400	CIP	War Memorial Audio/Vis. Equipm	-
400	CIP	Pocket Park Construction	-
400	CIP	ADA Sidewalk Repairs	407,782
400	CIP	War Memorial HVAC Repairs	25,000
400	CIP	Rec. Facilities Key System	-
400	CIP	Fair Oaks ITS Project	-
400	CIP	Grevalia/Fair Oaks Int. Imprv	50,000
400	CIP	Ann. Water Main Repairs	2,000,000
400	CIP	Library HVAC Repairs	254,100
400	CIP	Library ADA Ramp, Light. & Imp	20,000
400	CIP	Water Facil. Site Improvements	88,000
400	CIP	Advanced Metering Infr. (AMI)	150,000
400	CIP	Pedestrian Crossing Devices	200,000
400	CIP	Rect. Rapid Flashing Beacons	264,962
400	CIP	Rio Hondo LRS Alham, Wash Trtm	5,000
400	CIP	EV Charging Station (MSRC)	-
400	CIP	Citywide Facilities Assessment/ Security Enh.	226,876
400	CIP	Library Security Camera System	20,000

FY23/24 Transfers In

TRANSFERS IN FY 23-24			
Fund	Name	Description	Amount
400	CIP	CMMS/Work Order System/GIS	115,000
400	CIP	Elevated Tanks-Raymond/Bilikie	120,000
400	CIP	Sewer Sys. Rep., Rehab&Replace	475,000
400	CIP	Westside Reservoir	525,000
400	CIP	Climate Action Plan	120,000
400	CIP	FD Diesel Exhaust System Replacement	50,000
400	CIP	308 San Pascual Residence Improvements	30,000
400	CIP	Agenda Management System	50,000
400	CIP	City Website System & Design	60,000
400	CIP	Library Facility Improvements	100,514
400	CIP	Library Roof	291,781
400	CIP	Library Master Plan	-
400	CIP	Parks Master Plan	150,000
400	CIP	Snake Trail Improvements	50,000
400	CIP	Senior Center Flooring	60,000
400	CIP	Arroyo Seco San Rafael & San Pascual Projects	437,500
400	CIP	Huntington Drive Green Street	250,000
400	CIP	City Hall Stormwater Project	500,000
400	CIP	Fremont/Huntington MIP Project	475,000
Total Fund 400			16,368,071
505	Water Rev Bonds	Debt Service - Fees	1,250
505	Water Rev Bonds	Issuance Cost Expense	-
505	Water Rev Bonds	Debt Service - Principal	1,035,000
505	Water Rev Bonds	Debt Service - Interest	1,414,588
505	Water Rev Bonds	Def Loss Amort Expense	258,250
505	Water Rev Bonds	Premium Amort Expense - 2016	(208,038)
Total Fund 505			2,501,050
550	Public Financing Authority	Debt Service - Fees	2,000
550	Public Financing Authority	Debt Service-Professional Svc	-
550	Public Financing Authority	Debt Service - Principal - 2013	450,000
550	Public Financing Authority	Debt Service - Interest - 2013	104,988
550	Public Financing Authority	Premium Amort Expense - 2013	(27,712)
Total Fund 550			529,276
Total Transfer In			19,973,123

FY23/24 Transfers Out

TRANSFERS OUT FY 23-24			
Fund	Name	Description	Amount
101	General Fund	VoiP Phone System Installation	180,000
101	General Fund	CD Permit Management Software	125,000
101	General Fund	City/Civic EV Charging System	250,000
101	General Fund	Agenda Management System	50,000
101	General Fund	City Website System & Design	60,000
101	General Fund	City Hall Stormwater Project	300,000
101	General Fund	Arroyo Seco San Rafael & San Pascual Projects	300,000
		Total Fund 101	1,265,000
104	Street Imp. Prog.	Street Repairs - 2023	2,298,445
104	Street Imp. Prog.	Accounting Adjustment	4,693
		Total Fund 104	2,303,138
105	Facil. & Equip. Replacement	825 Mission Yard Security Gate	160,000
105	Facil. & Equip. Replacement	Citywide Facility Repair	366,271
105	Facil. & Equip. Replacement	FD Front Bay Door Replacement	80,000
105	Facil. & Equip. Replacement	PD Locker/Restroom Improvement	190,000
105	Facil. & Equip. Replacement	PD Improvements	17,000
105	Facil. & Equip. Replacement	PD Briefing Room Update	19,000
105	Facil. & Equip. Replacement	PD1st Floor Inter Paint/Drywal	13,000
105	Facil. & Equip. Replacement	War Memorial HVAC Repairs	25,000
105	Facil. & Equip. Replacement	Library HVAC Repairs	109,263
105	Facil. & Equip. Replacement	Library ADA Ramp, Light. & Imp	20,000
105	Facil. & Equip. Replacement	Citywide Facilities Assessment/ Security Enh.	226,876
105	Facil. & Equip. Replacement	Library Security Camera System	20,000
105	Facil. & Equip. Replacement	FD Diesel Exhaust System Replacement	50,000
105	Facil. & Equip. Replacement	Library Facility Improvements	43,221
105	Facil. & Equip. Replacement	Library Roof	125,466
105	Facil. & Equip. Replacement	Library Master Plan	-
105	Facil. & Equip. Replacement	Senior Center Flooring	60,000
		Total Fund 105	1,525,097
108	SR 110 GF Reserve	North-South Corridor ITS Dploy	70,474
		Total Fund 108	70,474
207	Prop C	Street Repairs - 2023	300,000
		Total Fund 108	300,000
210	Sewer	CMMS/Work Order System/GIS	57,500
210	Sewer	Sewer Sys. Rep., Rehab&Replace	475,000
210	Sewer	Debt Service - Principal	253,262
210	Sewer	Debt Service - Interest	172,546
		Total Fund 210	958,308
213	SB2 Planning Grant	CD Permit Management Software	135,000
		Total Fund 213	135,000
214	Rogan HR5294 Grant	North-South Corridor ITS Dploy	1,087,899
		Total Fund 214	1,087,899

FY23/24 Transfers Out

TRANSFERS OUT FY 23-24			
Fund	Name	Description	Amount
228	Housing Authority	308 San Pascual Residence Improvements	30,000
		Total Fund 228	30,000
230	Gas Tax	Street Repairs - 2023	200,000
		Total Fund 230	200,000
233	Measure R	Street Repairs - 2023	300,000
		Total Fund 233	300,000
234	Measure M-MAT	Fremont/Huntington MAT Project	475,000
		Total Fund 234	475,000
236	Measure M	Street Repairs - 2023	177,565
236	Measure M	Rect. Rapid Flashing Beacons	26,497
		Total Fund 236	204,062
237	RMRA	Street Repairs - 2023	585,093
		Total Fund 237	585,093
238	MSRC	Tesla Lease Model Y	144,225
238	MSRC	City/Civic EV Charging System	102,700
		Total Fund 238	246,925
239	Measure W	Rio Hondo LRS Alham, Wash Trtm	5,000
239	Measure W	Arroyo Seco San Rafael & San Pascual Projects	37,500
239	Measure W	Huntington Drive Green Street	250,000
		Total Fund 239	292,500
240	Measure M MSP	Pedestrian Crossing Devices	200,000
240	Measure M MSP	Grevelia/Fair Oaks Int. Imprv	50,000
		Total Fund 240	250,000
243	Measure R - MIP	Fremont/Huntington MIP Project	475,000
		Total Fund 243	475,000
245	Bike & Pedestrian Path	Street Repairs - 2023	25,000
		Total Fund 245	25,000
255	Capital Growth	North-South Corridor ITS Dploy	70,474
		Total Fund 255	70,474
260	CDBG	ADA Sidewalk Repairs	407,782
		Total Fund 260	407,782
275	Park Impact Fees	Grevalia&Berkshire Pocket Park	825,000
275	Park Impact Fees	Parks Master Plan	150,000
275	Park Impact Fees	Snake Trail Improvements	50,000
		Total Fund 275	1,025,000
277	HSIP Grant	Fair Oaks Traffic Signal Const	13,042
277	HSIP Grant	Rect. Rapid Flashing Beacons	238,465
		Total Fund 277	251,507
281	CA State Library Bld. Forward	Library HVAC Repairs	144,837
281	CA State Library Bld. Forward	Library Facility Improvements	57,293
281	CA State Library Bld. Forward	Library Roof	166,315
		Total Fund 281	368,445
295	Arroyo Seco Golf	Golf Course Netting Replacemen	730,593
		Total Fund 295	730,593

FY23/24 Transfers Out

TRANSFERS OUT FY 23-24			
Fund	Name	Description	Amount
500	Water	Ann. Water Main Repairs	2,000,000
500	Water	Water Facil. Site Improvements	88,000
500	Water	Advanced Metering Infr. (AMI)	150,000
500	Water	CMMS/Work Order System/GIS	57,500
500	Water	Elevated Tanks-Raymond/Bilikie	120,000
500	Water	Westside Reservoir	525,000
500	Water	Debt Service - Fees	1,250
500	Water	Debt Service - Principal	1,035,000
500	Water	Debt Service - Interest	1,414,588
500	Water	Def Loss Amort Expense	258,250
500	Water	Premium Amort Expense - 2016	(208,038)
500	Water	Debt Service - Fees	2,000
500	Water	Debt Service - Principal - 2013	450,000
500	Water	Debt Service - Interest - 2013	104,988
500	Water	Premium Amort Expense - 2013	(27,712)
		Total Fund 500	5,970,826
503	Water Efficiency	Climate Action Plan	120,000
503	Water Efficiency	City Hall Stormwater Project	300,000
		Total Fund 503	420,000
		Total Transfer Out	19,973,123

Revenue Detail

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
4000-000	Property Tax - Current Secured	11,578,594	12,386,279	12,823,306	13,425,000	13,758,186	14,543,151
4010-000	Property Tax - Unsecured	115,324	435,198	759,197	416,300	416,300	448,243
4015-000	Property Tax - Residual SA	133,780	101,674	213,625	135,000	135,000	139,050
4020-000	Property Tax - Prior Years	(29,505)	(23,528)	2,129	(25,000)	3,000	3,090
4030-000	Property Tax - Int & Pen	35,319	45,544	51,961	30,000	30,000	30,900
4035-000	Property Tax - Postponement	-	18,790	29,653	-	-	30,542
4040-000	Highway Rental	117,783	112,115	112,334	112,114	112,114	115,477
4050-000	Homeowners Exemption	60,796	58,805	58,841	60,000	60,000	61,800
4060-000	Supplemental - Sec/Unsec	333,877	320,286	409,925	310,000	310,000	422,223
5002-000	Motor Vehicle In Lieu Adj.	3,145,589	3,318,155	3,445,099	3,676,954	3,713,192	3,905,907
Property Tax		15,491,557	16,773,318	17,906,070	18,140,368	18,537,792	19,700,384
4150-000	Library Special Tax	342,237	347,931	364,223	360,000	360,000	375,149
Assessments & Special Taxes		342,237	347,931	364,223	360,000	360,000	375,149
4200-000	Sales & Use Tax	2,149,095	2,398,132	2,730,069	2,892,000	2,949,321	2,972,321
4200-002	Sales Tax - Measure A	412,661	2,407,750	2,993,038	3,114,000	3,022,000	3,121,000
4201-000	PSAF - Prop 172 Sales Tax	302,718	326,764	373,506	340,000	340,000	384,712
Sales Tax		2,864,474	5,132,645	6,096,613	6,346,000	6,311,321	6,478,033
4230-001	Utility Tax - Water	774,712	960,932	844,642	1,079,703	860,095	903,100
4230-002	Utility Tax - Electric	1,429,355	1,562,810	1,750,422	2,000,000	1,960,473	2,136,916
4230-003	Utility Tax - Gas	450,337	489,887	590,186	570,000	570,000	643,302
4230-004	Utility Tax - Telephone	584,161	410,435	417,483	400,000	400,000	396,609
4230-006	Utility Tax - Cable	206,889	314,466	272,535	250,000	272,535	272,535
Utility Users Tax		3,445,454	3,738,531	3,875,268	4,299,703	4,063,103	4,352,462
4210-001	Franchise - Refuse	556,224	553,981	575,957	567,350	567,350	593,236
4210-002	Franchise - Cable TV	185,465	228,125	223,941	226,000	226,000	230,659
4210-003	Franchise - Electric	-	155,020	163,883	159,650	159,650	168,800
4210-004	Franchise - Gas	53,149	58,579	63,688	54,000	54,000	68,783
4220-000	Real Property Transfer	155,292	204,703	262,064	210,000	210,000	210,000
Other Taxes		950,130	1,200,408	1,289,532	1,217,000	1,217,000	1,271,477
4400-000	Business License	359,324	386,163	381,395	434,000	381,500	391,000
4405-000	Business License SB1186 Fee	9,445	9,779	9,353	9,000	9,000	9,400
4420-000	Bus Lic Penalties & Trans	16,075	6,011	5,497	5,000	11,000	8,000
4440-000	Tobacco Retail Permit	480	240	960	480	-	-
4460-000	Parking Permits	360,898	283,235	280,095	350,000	247,000	252,000
4445-000	Filming Permits	67,487	80,498	86,130	60,000	83,000	85,000
4465-001	Fire Permits	5,015	14,418	19,453	4,000	11,450	12,000
4470-001	Grading Permits	362	-	-	300	-	300
4470-002	Street / Curb Permits	27,117	27,793	25,231	30,000	21,827	30,000
4470-004	Street Closure Permits	5,672	-	4,461	3,000	-	3,000
4470-005	Newsrack Permits	573	-	462	500	-	500
4480-000	FOG Wastewater Permit	9,248	142	1,045	7,000	-	5,000
Licenses & Permits		861,697	808,280	814,081	903,280	764,777	796,200
4600-000	Vehicle Code Fines	46,821	34,108	48,049	30,000	18,000	18,500
4610-000	Parking Citations	207,821	100,057	(437)	100,000	37,000	38,000
4620-000	Other Court Fines	9,959	9,284	4,679	10,000	1,500	1,500
Fines & Forfeitures		264,601	143,449	52,291	140,000	56,500	58,000
4800-000	Interest Income	299,006	238,731	224,197	181,000	509,664	950,437
4802-000	Gain / Loss on Investments	7,853	25,833	(11,890)	-	-	-
4805-000	Unrealized Gain / Loss	201,885	(261,442)	(1,125,662)	-	-	-
4815-000	Chamber Farmers Mkt Cap Impr	2,250	4,665	11,572	3,000	6,455	5,022
4820-000	Rental - Stables	73,149	106,240	129,316	100,000	140,000	140,000
4820-001	Rental - Stables - CIP Rsv	7,678	48,693	69,608	55,000	60,000	60,000
4825-000	Rental - Tennis	63,700	79,100	78,896	75,600	98,000	108,000
4825-001	Rental - Tennis - CIP Rsv	700	4,900	-	8,400	-	-
4830-001	Rental - Cellular Site	-	4,374,440	-	-	-	-
4830-002	Rental - Cell Phone Site	44,536	23,013	-	-	-	-
4830-003	Rental - Cell Site - AT&T	32,392	15,062	-	-	-	-
4830-004	Cell Phone - CW/Bilicke	33,142	20,188	-	-	-	-
4830-005	Cell Phone - Verizon - San Pascual	29,477	17,524	26,197	-	-	-
4830-006	Cell Phone - Cingular OG	36,538	14,617	-	-	-	-
4830-009	Cell Phone - Cingular ASP	35,187	-	-	-	-	-
4830-010	Cell Phone - Verizon - MH	22,309	10,416	-	-	-	-
4840-000	Rental - War Memorial Building	26,146	(600)	23,707	50,000	30,000	32,000
4850-000	Rental - Eddie Park	3,541	-	1,415	3,000	2,000	2,000
4860-000	Rental - Library Comm Room	11,108	2,954	4,182	2,000	19,853	20,000
4870-000	Rental - Racquet Ball Ctr	-	-	-	-	-	-
4885-000	Rental - Sr Citizen Ctr	2,616	-	2,098	3,000	10,000	12,000

Acct	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
		2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
4890-000	Rental - Farmer's Market	5,625	11,662	12,617	5,000	16,137	12,555
4891-000	Rental - Orange Grove	2,861	-	-	2,500	-	-
4892-000	Rental - Misc	36,784	35,730	43,647	5,000	-	-
4893-000	Rental - Batting Cages	9,787	1,153	12,642	10,000	-	-
4894-000	Rental - Youth House	1,712	-	2,079	5,000	2,000	3,000
Use of Money & Property		989,984	4,788,970	(495,381)	508,500	894,109	1,345,014
5000-000	Motor Vehicle In Lieu	20,772	-	-	-	-	-
5400-000	Sale of Property	1,167	993	4,314	-	-	-
5020-000	State Reimb - Police Training	14,700	12,562	18,619	30,000	18,000	18,000
5030-000	State Mandated Cost	-	-	-	-	-	-
5071-003	Miscellaneous Grants	500	273,820	5,245	85,060	136,634	136,000
5071-005	Non-Federal Grants - Pub. Works	-	-	-	-	-	-
5071-007	Misc Federal Grant	-	328,205	-	-	-	-
5071-011	Library Svc. CENIC Grant	-	-	12,030	-	-	-
5073-001	Grants-Police	-	6,712	41,046	-	21,000	21,500
5073-002	Grants-Fire	27,100	-	-	-	-	-
5073-005	SLF Recovery Funds	-	-	-	6,059,235	-	-
5077-003	Metro Gold Line Authority	-	-	-	-	-	-
5310-001	Fire Interagency Support Reimb	-	332,914	98,272	315,000	60,000	300,000
Revenue From Other Agencies		64,239	955,205	179,525	6,489,295	235,634	475,500
5150-001	Business License App Fee	25,092	23,741	20,215	15,000	15,000	22,000
5150-002	Non Sufficient Fund Chg	294	105	140	300	-	-
Current Services-Finance		25,386	23,846	20,355	15,300	15,000	22,000
5200-001	Community Development Misc Fee	15,812	-	16,976	20,000	12,492	30,000
5200-002	Planning Fees	256,431	232,459	230,111	680,000	260,000	300,000
5200-003	Plan Check	350,036	334,541	760,453	475,000	635,000	700,000
5200-004	Building Permits	396,542	459,335	558,420	460,000	460,000	600,000
5200-007	Administrative Citations	1,200	1,545	-	1,200	10,000	25,000
5200-008	Design Review Fee	-	-	12,534	-	34,000	38,000
5200-009	Cultural Heritage (CHC) Fee	-	-	9,086	-	25,000	30,000
	Art Development Fee	-	-	-	-	-	7,500
Current Services-Community Development		1,020,020	1,027,880	1,587,581	1,636,200	1,436,492	1,730,500
5220-001	Engineering Fees - Misc	159,689	140,208	138,558	60,000	115,226	110,000
5220-002	Engineering Plan Check	2,786	345	234	2,500	1,176	2,500
5221-000	Public Works Plan Check Fees	-	-	1,044	-	-	-
5223-000	NPDES	101,720	78,305	79,225	90,000	61,733	94,000
5224-000	Public Works - Filming	1,295	-	-	-	-	-
Current Services-Public Works		265,489	218,859	219,061	152,500	178,136	206,500
5230-001	Police Special Svcs	10,926	189,262	3,385	5,000	2,500	2,500
5230-004	Vehicle Impound Fees	30,971	14,418	25,733	20,000	26,000	27,000
5230-005	Police Svcs - Filming	207,875	285,925	119,993	250,000	320,000	326,000
5280-001	Animal Control Fees	857	163	-	800	-	-
Current Services-Police		250,629	489,768	149,111	275,800	348,500	355,500
5255-000	Passport Services	14,646	301	-	7,000	-	-
Current Services-Library		14,646	301	-	7,000	-	-
5260-000	Library Fees	-	-	596	-	736	700
5260-002	Library Fines	30,190	575	79	-	-	-
5260-003	Library Replacements	2,950	763	7,979	5,000	7,500	6,200
5260-004	Library Equip. Rental	-	-	235	-	1,218	1,400
Current Services-Library		33,139	1,337	8,889	5,000	9,454	8,300
5265-002	Sr. Citizens Classes	17,436	41	11,525	28,000	14,000	16,000
5265-003	Sr. Citizens Membership	8,335	1,885	7,754	7,500	8,000	8,000
5265-004	Sr. Citizens Bus Trips	2,605	(40)	(230)	3,000	4,500	3,500
5265-005	Snr. Citizens Center Programs	1,104	300	9	1,000	1,077	1,120
5265-006	Bingo - Coffee - Med. I.D.	897	-	51	500	420	500
5270-001	Camp Med Fees	238,880	11,218	302,382	430,400	300,000	390,000
5270-002	Recreation Classes	108,560	195,086	286,146	250,000	200,000	230,000
5270-003	Special Events	10,262	4,897	8,212	10,000	9,000	10,000
5270-004	MTA Bus Pass - General	-	-	-	-	-	-
5270-005	Park/Field Reservations	26,035	7,296	91,736	60,000	50,000	60,000
5270-007	Adult Sports	-	-	-	-	-	-
5270-008	Concerts in the Park	-	-	1,450	10,000	13,000	25,000
5270-009	War Memorial Kitchen	2,500	-	1,179	2,500	1,250	2,500
Current Services-Community Services		416,614	220,684	710,215	802,900	601,247	746,620
5289-001	Fire Dept - Filming	113,240	134,098	75,195	100,000	145,860	130,000
5289-002	Fire Dept - Plan Check	57,987	41,646	38,584	45,000	23,227	25,000
5289-007	Fire Dept - Inspection	56,335	114,883	113,825	60,000	109,461	100,000
5290-001	Paramedic Fees	680,353	599,057	681,690	650,000	601,786	625,000
5300-000	Paramedic Subscriptions	27,560	27,108	82,805	27,500	25,000	35,000
5302-000	Fire Command Reimbursements	23,994	180,143	148,774	100,000	130,000	157,000
5305-001	Fire Miscellaneous	449	12	46	-	100	100
Current-Services-Fire		959,918	1,096,947	1,140,918	982,500	1,035,434	1,072,100
Current-Services-ALL		2,985,842	3,079,621	3,836,129	3,877,200	3,624,263	4,141,520

Acct	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
		2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
5420-000	Workers Comp Reimb	-	72,416	-	-	-	-
5425-000	Gen. Liability Insurance Reimb	-	-	-	-	-	-
5430-000	Damage to City Property	7,430	1,301	250	-	-	-
5440-000	Candidate Filing Fee	-	1,571	-	-	-	-
5460-000	Recycling Revenue	12,238	2,850	11,710	5,000	12,973	16,508
5460-001	Recycling Container	-	-	-	-	-	-
5490-000	Cash Over/Short	(764)	(1,578)	(21)	-	-	-
5501-001	Donations - Misc	70	3	93	-	-	-
5501-003	Donations - Senior Meals	2,806	23,913	-	54,000	-	39,600
5501-005	Donations - Library	-	-	-	-	-	-
5505-000	Miscellaneous	37,529	68,511	223,089	20,000	9,200	10,000
5505-001	Duplication Fees	7,698	8,394	1,510	4,000	2,000	4,000
5510-000	Credit Card Transaction Fee	7,360	6,337	8,092	1,500	9,000	9,000
5530-400	PD Reports & Misc Fees	-	-	5,778	-	7,570	7,000
5550-000	Prior Year Adjustment	(0)	-	-	-	-	-
Other Revenue		74,367	183,717	250,501	84,500	40,743	86,108
5610-000	Reimbursement-Sewer Fund	69,022	69,022	69,022	69,022	69,022	69,022
5640-000	Reimbursement-Water Fund	414,362	414,362	414,362	414,362	414,362	414,362
Reimbursements From Other Funds		483,384	483,384	483,384	483,384	483,384	483,384
101 - GENERAL FUND TOTAL		28,817,965	37,635,460	34,652,238	42,849,230	36,588,626	39,563,231
5410-000	Insurance Reimbursement - WC	77,299	53,052	528,610	80,000	360,620	381,137
5410-001	Insurance Reimbursement - GL	48,231	454,257	114,773	55,000	55,000	675,000
5420-000	Internal Service Charge - WC	671,573	681,985	671,480	765,000	765,000	647,946
5425-000	Internal Service Charge - GL	415,312	(408,000)	1,800,000	2,040,000	2,040,000	1,967,800
Other Revenue		1,212,415	781,294	3,114,863	2,940,000	3,220,620	3,671,883
103 - INSURANCE FUND TOTAL		1,212,415	781,294	3,114,863	2,940,000	3,220,620	3,671,883
4800-000	Interest Income	-	-	13,688	-	-	-
4802-000	Gain / Loss on Investments	-	-	(992)	-	-	-
4805-000	Unrealized Gain / Loss	-	-	(77,139)	-	-	-
Use of Money & Property		-	-	(64,442)	-	-	-
5505-000	Miscellaneous	4,000	-	-	-	-	-
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		4,000	-	-	-	-	-
104 - STREET IMPROVEMENTS PROGRAM FUND		4,000	-	(64,442)	-	-	-
4800-000	Interest Income	23,208	10,423	7,694	1,000	34,844	44,395
Use of Money & Property		23,208	10,423	7,694	1,000	34,844	44,395
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
105 - FACILITIES & EQUIP REPLACEMENT TOTAL		23,208	10,423	7,694	1,000	34,844	44,395
5520-000	Technology Surcharge	-	3,126	20,099	15,000	28,000	32,000
Other Revenue		-	3,126	20,099	15,000	28,000	32,000
106 - TECHNOLOGY SURCHARGE TOTAL		-	3,126	20,099	15,000	28,000	32,000
4802-000	Gains / Loss on Investment	-	-	16,544	-	56,308	58,560
Use of Money & Property		-	-	16,544	-	56,308	58,560
110 - OPEB TRUST FUND TOTAL		-	-	16,544	-	56,308	58,560
4200-000	Sales & Use Tax	505,425	528,052	642,891	626,217	626,217	768,191
Sales Tax		505,425	528,052	642,891	626,217	626,217	768,191
4800-000	Interest Income	30,002	18,059	5,220	10,000	26,907	34,282
4802-000	Gain / Loss on Investments	391	1,271	-	-	-	-
4805-000	Unrealized Gain / Loss	14,595	(12,865)	-	-	-	-
Use of Money & Property		44,988	6,466	5,220	10,000	26,907	34,282
5266-000	Dial - A - Ride Charges	2,787	1,671	2,217	5,000	2,500	2,500
Charges for Current Services		2,787	1,671	2,217	5,000	2,500	2,500
5500-000	MTA Bus Pass - Senior	3,040	160	1,000	5,000	1,500	5,000
5504-000	Prop A - NTD Disc. Incentive	12,156	30,364	-	10,000	-	12,000
5505-000	Miscellaneous	-	-	-	-	-	-
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		15,196	30,524	1,000	15,000	1,500	17,000
205 - LOCAL TRANSIT RETURN "A" TOTAL		568,396	566,713	651,328	656,217	657,124	821,973
5073-000	Miscellaneous	-	-	3,029,618	3,029,618	3,029,618	-
Other Revenue		-	-	3,029,618	3,029,618	3,029,618	-
206 - SLFRF FUND TOTAL		-	-	3,029,618	3,029,618	3,029,618	-
4200-000	Sales & Use Tax	419,251	438,000	533,265	519,430	519,430	637,194
Sales Tax		419,251	438,000	533,265	519,430	519,430	637,194
4800-000	Interest Income	22,104	12,329	3,478	9,000	19,294	24,582
4802-000	Gain / Loss on Investments	296	847	-	-	-	-
4805-000	Unrealized Gain / Loss	11,047	(8,571)	-	-	-	-
Use of Money & Property		33,447	4,605	3,478	9,000	19,294	24,582
4460-001	Parking Revenue	39,021	2,164	5,890	40,000	-	-
Charges for Current Services		39,021	2,164	5,890	40,000	-	-
207 - LOCAL TRANSIT RETURN "C" TOTAL		491,719	444,769	542,633	568,430	538,724	661,776

4800-000	Interest Income	10,843	2,375	475	-	2,136	2,722
4802-000	Gain / Loss on Investments	107	138	-	-	-	-
4805-000	Unrealized Gain / Loss	3,990	(1,400)	-	-	-	-
Use of Money & Property		14,940	1,114	475	-	2,136	2,722
5077-041	MTA Grant - Ped. Improv. - LTF	-	-	-	-	-	-
Revenue From Other Agencies		-	-	-	-	-	-
208 - TEA/METRO TOTAL		14,940	1,114	475	-	2,136	2,722
5071-000	Carlyle Library Bequest	-	-	-	-	2,800,000	-
Revenue From Other Agencies		-	-	-	-	2,800,000	-
209 - CARLYLE LIBRARY BEQUEST TOTAL		-	-	-	-	2,800,000	-
4800-000	Interest Income	124,084	68,264	58,032	60,000	101,213	182,699
4802-000	Gain / Loss on Investments	1,609	4,810	(2,579)	-	-	-
4805-000	Unrealized Gain / Loss	60,000	(48,674)	(200,653)	-	-	-
Use of Money & Property		185,693	24,399	(145,200)	60,000	101,213	182,699
5310-000	Sewer Service Charges	1,959,372	2,108,764	2,200,532	2,100,551	1,821,651	2,100,551
5315-000	Penalty - Sewer	3,071	-	-	5,000	-	5,000
5335-000	Water Impact Fees	-	-	-	-	-	-
Charges for Current Services		1,962,443	2,108,764	2,200,532	2,105,551	1,821,651	2,105,551
5505-000	Miscellaneous	-	-	-	-	-	-
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
210 - SEWER TOTAL		2,148,137	2,133,163	2,055,332	2,165,551	1,922,864	2,288,250
5071-006	Federal Grant - Rogan HR 5394	-	-	-	-	-	-
Revenue From Other Agencies		-	-	-	-	-	-
211 - CTC TRAFFIC IMPROVEMENT TOTAL		-	-	-	-	-	-
5071-000	SB2 Planning Grant	-	-	-	-	50,000	135,000
Revenue From Other Agencies		-	-	-	-	50,000	135,000
213 - SB2 PLANNING GRANT TOTAL		-	-	-	-	50,000	135,000
5071-000	Rogan HR5294 Grant	-	-	-	-	-	1,087,899
Revenue From Other Agencies		-	-	-	-	-	1,087,899
213 - ROGAN HR5394 GRANT TOTAL		-	-	-	-	-	1,087,899
4100-000	Street Light Assessments	890,461	892,903	898,450	900,000	887,149	900,000
Assessments & Special Taxes		890,461	892,903	898,450	900,000	887,149	900,000
4800-000	Interest Income	3,834	1,862	1,225	4,000	48	62
Use of Money & Property		3,834	1,862	1,225	4,000	48	62
5430-000	Damage to City Property	-	-	-	-	-	-
5501-012	Donations - Tree Dedications	11,727	13,536	20,437	5,000	447	5,000
Other Revenue		11,727	13,536	20,437	5,000	447	5,000
215 - STREET LIGHT & LANDSCAPE TOTAL		906,023	908,301	920,112	909,000	887,644	905,062
4800-000	Interest Income	2,398	822	564	1,000	2,695	3,433
Use of Money & Property		2,398	822	564	1,000	2,695	3,433
5250-000	PEG Fees	23,744	9,074	7,668	10,000	7,500	8,000
Revenue From Other Agencies		23,744	9,074	7,668	10,000	7,500	8,000
217 - PUBLIC, EDUC., & GOV'T. TOTAL		26,142	9,896	8,231	11,000	10,195	11,433
4800-000	Interest Income	3,285	1,697	393	1,500	2,207	2,811
4802-000	Gain / Loss on Investments	36	121	-	-	-	-
4805-000	Unrealized Gain / Loss	1,326	(1,224)	-	-	-	-
Use of Money & Property		4,646	594	393	1,500	2,207	2,811
5082-000	AB 2766 (SCAQMD) Fees	33,136	33,243	32,872	33,200	33,200	33,200
Revenue From Other Agencies		33,136	33,243	32,872	33,200	33,200	33,200
218 - CLEAN AIR ACT TOTAL		37,782	33,836	33,265	34,700	35,407	36,011
5071-009	CalRecycle SB1383 Local Asst. Grant	-	-	-	-	-	-
Revenue From Other Agencies		-	-	-	-	-	-
219 - CALRECYCLE GRANT TOTAL		-	-	-	-	-	-
4800-000	Interest Income	85	20	1	500	-	-
Use of Money & Property		85	20	1	500	-	-
5412-000	Business Improvement Tax	53,771	67,454	56,619	60,000	60,000	60,000
5412-001	BIT - Filming Permits	26,615	30,086	32,760	26,000	31,125	31,875
Other Revenue		80,386	97,540	89,379	86,000	91,125	91,875
220 - BUSINESS IMPROVEMENT TAX TOTAL		80,471	97,560	89,380	86,500	91,125	91,875
4800-000	Interest Income	966	299	195	-	894	1,139
Use of Money & Property		966	299	195	-	894	1,139
223 - GOLD LINE MITIGATION FUND TOTAL		966	299	195	-	894	1,139
4875-000	Rental - MMV Parking	3,685	-	-	-	-	-
Use of Money & Property		3,685	-	-	-	-	-
226 - MISSION MERIDIAN PUBLIC GARAGE TOTAL		3,685	-	-	-	-	-

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
4800-000	Interest Income	2,901	-	316	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4880-000	Rental - Nursery Property	-	-	-	-	-	-
Use of Money & Property		2,901	-	316	-	-	-
	Proceeds from Trust Fund	-	-	-	-	-	196,600
Other Revenue		-	-	-	-	-	196,600
227 - SA-CRA TOTAL		2,901	-	316	-	-	196,600
4800-000	Interest Income	1,868	1,007	243	-	1,984	2,527
4802-000	Gain / Loss on Investments	24	68	-	-	-	-
4805-000	Unrealized Gain / Loss	894	(693)	-	-	-	-
4810-000	Rental - Arroyo House	8,350	9,513	10,538	10,428	9,600	10,200
4880-000	Rental - Nursery/Theater Property	12,000	11,000	25,380	35,100	36,700	36,700
Use of Money & Property		23,136	20,896	36,161	45,528	48,284	49,427
228 - HOUSING AUTHORITY TOTAL		23,136	20,896	36,161	45,528	48,284	49,427
4800-000	Interest Income	24,463	12,314	2,825	10,000	13,065	16,646
4802-000	Gain / Loss on Investments	304	842	-	-	-	-
4805-000	Unrealized Gain / Loss	11,354	(8,518)	-	-	-	-
Use of Money & Property		36,121	4,638	2,825	10,000	13,065	16,646
5038-000	State Gas Tax - 2103	180,969	170,923	203,534	252,804	231,452	267,195
5039-000	State Gas Tax - 2105	133,878	130,520	142,999	165,606	162,698	176,937
5040-000	State Gas Tax - 2106	80,727	77,965	86,420	96,966	96,911	105,129
5050-000	State Gas Tax - 2107	169,046	160,651	171,078	226,244	194,902	212,525
5060-000	State Gas Tax - 2107.5	6,000	21,964	6,000	6,000	6,000	6,000
5070-000	State Gas Tax - SB1	29,505	-	-	-	-	-
Revenue From Other Agencies		600,126	562,024	610,031	747,620	691,963	767,786
5535-000	Loader Fee - Athens	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
230 - STATE GAS TAX TOTAL		636,247	566,662	612,856	757,620	705,028	784,432
4800-000	Interest Income	-	-	-	-	-	-
Use of Money & Property		-	-	-	-	-	-
5084-006	County Park Bond - (Prop A)	33,014	-	17,649	400,000	-	-
5084-008	County Park Bond - Maint	4,553	-	-	70,000	61,500	118,000
Revenue From Other Agencies		37,567	-	17,649	470,000	61,500	118,000
232 - COUNTY PARK BOND TOTAL		37,567	-	17,649	470,000	61,500	118,000
4200-000	Sales & Use Tax	313,988	328,956	399,884	389,573	-	477,895
Sales Tax		313,988	328,956	399,884	389,573	-	477,895
4800-000	Interest Income	29,154	12,829	3,864	10,000	22,668	28,881
4802-000	Gain / Loss on Investments	364	854	-	-	-	-
4805-000	Unrealized Gain / Loss	13,581	(8,642)	-	-	-	-
Use of Money & Property		43,099	5,041	3,864	10,000	22,668	28,881
233 - MEASURE R TOTAL		357,087	333,996	403,748	399,573	22,668	506,776
5071-022	LACMTA Measure M MAT	-	-	-	475,000	-	475,000
Revenue From Other Agencies		-	-	-	475,000	-	475,000
234 - LACMTA MEASURE M MAT TOTAL		-	-	-	475,000	-	475,000
4200-000	Sales & Use Tax	353,424	372,719	452,515	441,516	441,516	541,615
Sales Tax		353,424	372,719	452,515	441,516	441,516	541,615
4800-000	Interest Income	21,705	15,422	4,907	7,000	27,956	35,619
4802-000	Gain / Loss on Investments	300	1,096	-	-	-	-
4805-000	Unrealized Gain / Loss	11,190	(11,090)	-	-	-	-
Use of Money & Property		33,195	5,428	4,907	7,000	27,956	35,619
236 - MEASURE M TOTAL		386,619	378,147	457,422	448,516	469,472	577,234
5070-000	State Gas Tax - SB1	454,560	474,939	523,795	585,093	584,802	666,557
Sales Tax		454,560	474,939	523,795	585,093	584,802	666,557
4800-000	Interest Income	23,442	8,169	2,748	7,000	19,631	25,012
4802-000	Gain / Loss on Investments	338	515	-	-	-	-
4805-000	Unrealized Gain / Loss	12,606	(5,210)	-	-	-	-
Use of Money & Property		36,386	3,474	2,748	7,000	19,631	25,012
237 - ROAD MAINT. & REHAB. ACCT. TOTAL		490,946	478,413	526,543	592,093	604,433	691,569
5071-014	MSRC Grant	-	-	20,000	-	-	246,925
Revenue From Other Agencies		-	-	20,000	-	-	246,925
238 - MSRC GRANT TOTAL		-	-	20,000	-	-	246,925
4800-000	Interest Income	-	-	439	-	4,491	5,722
Use of Money & Property		-	-	439	-	4,491	5,722
5071-003	Miscellaneous Grant	-	273,748	253,983	251,179	254,324	252,000
Revenue From Other Agencies		-	273,748	253,983	251,179	254,324	252,000
239 - MEASURE W TOTAL		-	273,748	254,423	251,179	258,815	257,722

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
4200-000	Sales & Use Tax	-	-	-	250,000	-	250,000
	Sales Tax	-	-	-	250,000	-	250,000
	240 - MEASURE M MSP TOTAL	-	-	-	250,000	-	250,000
5230-007	Homeless Outreach Service	12,394	24,056	43,473	-	18,000	18,500
	Revenue From Other Agencies	12,394	24,056	43,473	-	18,000	18,500
	241 - MEASURE H TOTAL	12,394	24,056	43,473	-	18,000	18,500
5071-003	Miscellaneous Grants	-	204,264	-	-	-	-
5071-007	Misc. Federal Grants	-	-	7,672	-	180,188	-
	Revenue From Other Agencies	-	204,264	7,672	-	180,188	-
	242 - PROP C EXCHANGE TOTAL	-	204,264	7,672	-	180,188	-
5071-003	LACMTA Measure R MIP	-	-	-	-	-	475,000
	Revenue From Other Agencies	-	-	-	-	-	475,000
	243 - MEASURE R - MSP TOTAL	-	-	-	-	-	475,000
4800-000	Interest Income	0	75	-	-	-	-
4802-000	Gain / Loss on Investments	-	8	-	-	-	-
4805-000	Unrealized Gain / Loss	-	(83)	-	-	-	-
	Use of Money & Property	0	0	-	-	-	-
5035-000	SB 821 State Grants	48,280	-	-	24,172	-	31,103
	Revenue From Other Agencies	48,280	-	-	24,172	-	31,103
	245 - BIKE & PEDESTRIAN PATHS TOTAL	48,280	0	-	24,172	-	31,103
5071-010	SGVCOG Grants	-	-	-	-	-	45,000
	Revenue From Other Agencies	-	-	-	-	-	45,000
	247 - SGVCOG GRANTS TOTAL	-	-	-	-	-	45,000
5071-017	Mission St. Bikeway-BTA Grant	-	-	-	-	-	-
	Revenue From Other Agencies	-	-	-	-	-	-
	248 - BTA GRANTS TOTAL	-	-	-	-	-	-
5071-045	MSRC Grant - Golden Streets	-	-	-	-	-	-
5077-045	Metro Grant - Golden Streets	-	332,000	-	-	-	-
	Revenue From Other Agencies	-	332,000	-	-	-	-
	249 - OPEN STREETS GRANT TOTAL	-	332,000	-	-	-	-
4800-000	Interest Income	12,354	6,617	1,759	-	8,537	10,877
4802-000	Gain / Loss on Investments	157	445	-	-	-	-
4805-000	Unrealized Gain / Loss	5,848	(4,508)	-	-	-	-
	Use of Money & Property	18,360	2,554	1,759	-	8,537	10,877
5215-000	Growth Requirement - Resident	27,901	58,207	36,362	40,000	30,000	50,000
5216-000	Growth Requirement - Comm/ Indus	6,303	-	1,233	-	10,000	10,000
	Charges for Current Services	34,205	58,207	37,595	40,000	40,000	60,000
	255 - CAPITAL GROWTH TOTAL	52,564	60,761	39,354	40,000	48,537	70,877
5075-032	Sr. Program - D99575	-	42,708	18,383	26,281	-	-
5075-049	ADA Sidewalk	-	-	-	105,126	-	407,782
5075-055	CDBG-CV Grant	-	53,000	20,321	105,126	-	-
	Revenue From Other Agencies	-	95,708	38,704	236,533	-	407,782
5501-003	Donations - Senior Meals	30,719	20,579	24,354	28,000	-	19,599
5550-000	Prior Year Adjustment	-	-	-	-	-	-
	Other Revenue	30,719	20,579	24,354	28,000	-	19,599
	260 - CDBG TOTAL	30,719	116,287	63,058	264,533	-	427,381
4800-000	Interest Income	1,394	2,465	669	-	3,278	4,177
4802-000	Gain / Loss on Investments	38	181	-	-	-	-
4805-000	Unrealized Gain / Loss	1,408	(1,832)	-	-	-	-
	Use of Money & Property	2,839	814	669	-	3,278	4,177
5075-001	Asset Forfeiture - DOJ	140,941	76,501	30,813	-	-	-
	Revenue From Other Agencies	140,941	76,501	30,813	-	-	-
	270 - ASSET FORFEITURE TOTAL	143,780	77,315	31,482	-	3,278	4,177
4800-000	Interest Income	8,017	4,723	1,279	2,500	7,116	9,066
4802-000	Gain / Loss on Investments	110	298	-	-	-	-
4805-000	Unrealized Gain / Loss	4,105	(3,013)	-	-	-	-
	Use of Money & Property	12,231	2,008	1,279	2,500	7,116	9,066
5005-000	State Grant - COPS (AB3229)	155,948	156,727	161,285	100,000	220,000	224,500
	Revenue From Other Agencies	155,948	156,727	161,285	100,000	220,000	224,500
	272 - POLICE GRANTS - STATE TOTAL	168,179	158,735	162,564	102,500	227,116	233,566
4800-000	Interest Income	-	-	-	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-
	Use of Money & Property	-	-	-	-	-	-
	273 - POLICE SUBVENTIONS - CLEEP TOTAL	-	-	-	-	-	-

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
4800-000	Interest Income	67	-	-	-	-	-
Use of Money & Property		67	-	-	-	-	-
5036-000	Homeland Security Grant	-	-	-	44,369	-	-
Revenue From Other Agencies		-	-	-	44,369	-	-
274 - HOMELAND SECURITY GRANT TOTAL		67	-	-	44,369	-	-
4800-000	Interest Income	9,414	3,831	2,675	6,000	11,582	14,757
Use of Money & Property		9,414	3,831	2,675	6,000	11,582	14,757
5200-008	Park Impact Fees	187,167	164,527	103,108	160,000	100,000	160,000
Charges for Current Services		187,167	164,527	103,108	160,000	100,000	160,000
275 - PARK IMPACT FEE		187,167	164,527	103,108	160,000	111,582	174,757
4800-000	Interest Income	78	24	13	-	79	101
Use of Money & Property		78	24	13	-	79	101
5071-015	Historic Preservation Grant	-	-	40,000	-	-	-
Revenue From Other Agencies		-	-	40,000	-	-	-
276 - HISTORIC PRESERVATION GRANT TOTAL		78	24	40,013	-	79	101
5071-016	HSIP Grant	-	2,090	163	554,365	69,397	307,862
Revenue From Other Agencies		-	2,090	163	554,365	69,397	307,862
277 - HSIP GRANT TOTAL		-	2,090	163	554,365	69,397	307,862
5071-001	Miscellaneous Grant - State	-	-	-	-	-	4,000
Revenue From Other Agencies		-	-	-	-	-	4,000
278 - HOUSING ELEMENT GRANT TOTAL		-	-	-	-	-	4,000
5071-000	Miscellaneous Grant - State	-	-	-	-	-	368,445
Revenue From Other Agencies		-	-	-	-	-	368,445
281 - CA STATE LIBRARY BUILDING GRANT TOTAL		-	-	-	-	-	368,445
4800-000	Interest Income	154	29	-	2,000	-	-
4802-000	Gain / Loss on Investments	2	2	-	-	-	-
4805-000	Unrealized Gain / Loss	71	(18)	-	-	-	-
Use of Money & Property		227	13	-	2,000	-	-
5275-001	Green Fees / Mini Golf	642,207	1,111,553	945,801	963,000	696,000	997,500
5275-002	Range	312,210	564,930	359,545	540,000	478,000	536,000
5275-003	Golf Shop	51,627	43,937	50,203	86,700	65,000	71,850
5275-004	Food	41,475	36,750	25,987	33,200	28,000	31,700
5275-005	Filming	27,364	9,964	8,767	9,700	12,000	12,600
Charges for Current Services		1,074,883	1,767,133	1,390,303	1,632,600	1,279,000	1,649,650
295-ARROYO SECO GOLF COURSE TOTAL		1,075,110	1,767,146	1,390,303	1,634,600	1,279,000	1,649,650
4800-000	Interest Income	-	-	-	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-
Use of Money & Property		-	-	-	-	-	-
310 - SEWER CAPITAL PROJECTS TOTAL		-	-	-	-	-	-
4800-000	Interest Income	9,453	6,969	-	-	-	-
4802-000	Gain / Loss on Investments	291	759	-	-	-	-
4805-000	Unrealized Gain / Loss	10,839	(7,682)	-	-	-	-
Use of Money & Property		20,583	46	-	-	-	-
327 - 2000 TAX ALLOCATION BONDS TOTAL		20,583	46	-	-	-	-
9911-000	Transfers from Other Fund	-	-	-	-	-	-
Transfers In		-	-	-	-	-	-
400 - CAPITAL IMPROVEMENT PROJECTS FUND		-	-	-	-	-	-
4800-000	Interest Income	29,375	26,394	77,718	70,000	333,291	607,678
4802-000	Gain / Loss on Investments	-	2,824	(4,019)	-	-	-
4805-000	Unrealized Gain / Loss	(5,938)	(28,576)	(312,648)	-	-	-
Use of Money & Property		23,437	642	(238,949)	70,000	333,291	607,678
5320-000	Water Sales	10,816,540	11,508,051	12,102,176	12,572,000	9,296,044	12,572,000
5325-000	Standby Service Charge	26,097	129,569	67,649	74,800	42,389	74,800
5370-000	Penalty - Water/Rubbish	16,256	-	-	-	-	-
5327-000	Efficiency Fee	103,157	(9)	-	-	-	-
5330-000	Private Fire Service	47,294	42,444	37,491	46,795	31,332	30,000
5335-000	Water Impact Fees	-	-	-	-	-	-
Charges for Current Services		11,009,343	11,680,055	12,207,315	12,693,595	9,369,765	12,676,800

Acct	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
		2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
5360-000	Rubbish Clearing	(10,122)	-	(8)	-	-	-
5400-000	Sale of Property	-	-	-	-	-	-
5430-000	Damage to City Property	-	-	-	-	-	-
5505-000	Miscellaneous	596,727	-	9,302,561	-	-	-
5510-000	Misc Service Revenue	13,037	22,001	15,408	5,000	11,287	8,500
5525-000	Yard Waste	-	-	-	-	-	-
5530-000	Rubbish Billing Fees	-	-	-	-	-	-
5540-000	Service Fees	13,449	2,735	(81)	10,000	2,167	10,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
5560-000	Sewer Billing Fees	23,006	-	-	30,000	-	30,000
Other Revenue		636,096	24,736	9,317,881	45,000	13,453	48,500
5071-007	Water Quality Authority	-	-	-	-	-	-
5071-019	Federal Grant - EPA	90,833	-	-	-	-	-
5071-020	Prop 68 Groundwater Remediation Grant	-	-	-	2,200,000	-	2,200,000
5586-000	Loan Proceeds	-	-	-	-	-	-
Revenue From Other Agencies		90,833	-	-	2,200,000	-	2,200,000
500 - WATER TOTAL		11,759,710	11,705,433	21,286,247	15,008,595	9,716,510	15,532,978
4800-000	Interest Income	13,883	4,100	2,714	-	13,467	17,158
Use of Money & Property		13,883	4,100	2,714	-	13,467	17,158
5327-000	Efficiency Fee	105,232	215,966	203,565	225,000	148,817	225,000
Charges for Current Services		105,232	215,966	203,565	225,000	148,817	225,000
5071-003	Miscellaneous Grants	-	30,604	-	40,000	-	40,000
Revenue From Other Agencies		-	30,604	-	40,000	-	40,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
503 - WATER EFFICIENCY FUND		119,115	250,670	206,280	265,000	162,284	282,158
4800-000	Interest Income	2,799	-	197	-	-	-
Use of Money & Property		2,799	-	197	-	-	-
505 - 2016 WATER REVENUE BONDS TOTAL		2,799	-	197	-	-	-
4800-000	Interest Income	23,940	29,030	18,063	-	-	-
Use of Money & Property		23,940	29,030	18,063	-	-	-
506 - SRF LOAN - WATER TOTAL		23,940	29,030	18,063	-	-	-
4800-000	Interest Income	13,182	4,262	3,139	10,000	15,047	19,172
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-
Use of Money & Property		13,182	4,262	3,139	10,000	15,047	19,172
5335-000	Water Impact Fees	(25,955)	121,331	66,383	180,000	57,051	180,000
5336-000	Sewer Impact Fees	17,252	5,112	6,975	10,000	3,604	10,000
Charges for Current Services		(8,703)	126,443	73,358	190,000	60,655	190,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
510 - WATER & SEWER IMPACT FEES TOTAL		4,479	130,705	76,496	200,000	75,702	209,172
4800-000	Interest Income	1,842	-	7	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
Use of Money & Property		1,842	-	7	-	-	-
550 - PUBLIC FINANCING TOTAL		1,842	-	7	-	-	-
4800-000	Interest Income	1,987	-	-	-	196,500	196,600
Use of Money & Property		1,987	-	-	-	196,500	196,600
4000-000	Property Tax - Current Secured	193,700	285,849	172,383	196,500	-	-
Property Tax		193,700	285,849	172,383	196,500	-	-
927 - REDEV. OBLIGATIONS TOTAL		195,687	285,849	172,383	196,500	196,500	196,600
CITYWIDE TOTAL		50,126,258	59,990,586	71,050,222	75,456,389	64,212,502	73,598,224

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
4800-000	Interest Income	13,883	4,100	2,714	-	13,467	17,158
Use of Money & Property		13,883	4,100	2,714	-	13,467	17,158
5327-000	Efficiency Fee	105,232	215,966	203,565	225,000	148,817	225,000
Charges for Current Services		105,232	215,966	203,565	225,000	148,817	225,000
5071-003	Miscellaneous Grants	-	30,604	-	40,000	-	40,000
Revenue From Other Agencies		-	30,604	-	40,000	-	40,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
503 - WATER EFFICIENCY FUND		119,115	250,670	206,280	265,000	162,284	282,158
4800-000	Interest Income	2,799	-	197	-	-	-
Use of Money & Property		2,799	-	197	-	-	-
505 - 2016 WATER REVENUE BONDS TOTAL		2,799	-	197	-	-	-
4800-000	Interest Income	23,940	29,030	18,063	-	-	-
Use of Money & Property		23,940	29,030	18,063	-	-	-
506 - SRF LOAN - WATER TOTAL		23,940	29,030	18,063	-	-	-
4800-000	Interest Income	13,182	4,262	3,139	10,000	15,047	19,172
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-
Use of Money & Property		13,182	4,262	3,139	10,000	15,047	19,172
5335-000	Water Impact Fees	(25,955)	121,331	66,383	180,000	57,051	180,000
5336-000	Sewer Impact Fees	17,252	5,112	6,975	10,000	3,604	10,000
Charges for Current Services		(8,703)	126,443	73,358	190,000	60,655	190,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
510 - WATER & SEWER IMPACT FEES TOTAL		4,479	130,705	76,496	200,000	75,702	209,172
4800-000	Interest Income	1,842	-	7	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
Use of Money & Property		1,842	-	7	-	-	-
550 - PUBLIC FINANCING TOTAL		1,842	-	7	-	-	-
4800-000	Interest Income	1,987	-	-	-	196,500	196,600
Use of Money & Property		1,987	-	-	-	196,500	196,600
4000-000	Property Tax - Current Secured	193,700	285,849	172,383	196,500	-	-
Property Tax		193,700	285,849	172,383	196,500	-	-
927 - REDEV. OBLIGATIONS TOTAL		195,687	285,849	172,383	196,500	196,500	196,600
CITYWIDE TOTAL		50,126,258	59,990,586	71,050,222	75,456,389	64,212,502	73,558,624

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Budgeted	Estimated	Proposed
		2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
101	Wages & Benefits	19,457,515	22,108,355	25,216,188	24,289,564	24,177,311	27,009,805
101	Operations & Maintenance	6,677,254	5,875,483	7,495,907	12,678,219	11,177,997	12,182,249
101	Capital Outlay	95,613	39,802	13,005	305,400	155,900	258,000
101	Other Expenses	-	-	-	-	-	-
101	Transfer Out	-	-	-	-	-	-
101	Capital Projects	-	-	-	795,000	170,000	-
	101 - General Fund Total	26,230,381	28,023,640	32,725,100	38,068,183	35,681,208	39,450,055
103	Wages & Benefits	-	-	-	-	-	-
103	Operations & Maintenance	2,941,009	2,167,385	4,276,759	2,596,111	4,686,289	3,566,267
103	Capital Outlay	-	-	-	-	-	-
103	Other Expenses	-	-	-	-	-	-
103	Transfer Out	-	-	-	-	-	-
103	Capital Projects	-	-	-	-	-	-
	103 - Insurance Fund Total	2,941,009	2,167,385	4,276,759	2,596,111	4,686,289	3,566,267
104	Wages & Benefits	-	-	-	-	-	-
104	Operations & Maintenance	-	-	-	-	-	-
104	Capital Outlay	-	-	-	-	-	-
104	Other Expenses	-	-	-	-	-	-
104	Transfer Out	-	-	-	-	-	-
104	Capital Projects	998,213	150,934	15,491	2,298,445	55,183	-
	104 - Street Improvements Program Total	998,213	150,934	15,491	2,298,445	55,183	-
105	Wages & Benefits	-	-	-	-	-	-
105	Operations & Maintenance	(12,802)	-	-	143,000	120,000	531,502
105	Capital Outlay	42,645	77,691	942	120,000	-	-
105	Other Expenses	-	-	-	-	-	-
105	Transfer Out	-	-	-	-	-	-
105	Capital Projects	458	493,994	102,245	1,011,000	111,853	-
	105 - Facilities & Equip. Replacement Total	30,301	571,685	103,187	1,274,000	231,853	531,502
108	Wages & Benefits	-	-	-	-	-	-
108	Operations & Maintenance	-	-	-	-	-	-
108	Capital Outlay	-	-	-	-	-	-
108	Other Expenses	-	-	-	-	-	-
108	Transfer Out	-	-	-	-	-	-
108	Capital Projects	-	-	-	338,483	100,000	-
	108 - SR110 General Fund Reserve Total	-	-	-	338,483	100,000	-
110	Wages & Benefits	-	-	-	-	-	-
110	Operations & Maintenance	-	-	-	1,000	1,000	1,000
110	Capital Outlay	-	-	-	-	-	-
110	Other Expenses	-	-	-	-	-	-
110	Transfer Out	-	-	-	-	-	-
110	Capital Projects	-	-	-	-	-	-
	110 - OPEB Trust Fund Total	-	-	-	1,000	1,000	1,000

Fd	Category/Fund	Actual	Actual	Actual	Budgeted	Estimated	Proposed
		2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
205	Wages & Benefits	236,150	187,334	220,062	481,713	377,255	687,234
205	Operations & Maintenance	107,328	63,453	57,560	135,741	124,000	301,041
205	Capital Outlay	-	64,500	-	176,600	169,999	-
205	Other Expenses	-	-	-	-	-	-
205	Transfer Out	-	-	-	-	-	-
205	Capital Projects	-	-	-	-	24,995	-
	205 - Prop "A" Total	343,478	315,286	277,622	794,054	696,249	988,275
206	Wages & Benefits	-	-	-	-	-	-
206	Operations & Maintenance	-	-	-	5,547,392	2,277,911	3,498,717
206	Capital Outlay	-	-	-	282,608	282,608	-
206	Other Expenses	-	-	-	-	-	-
206	Transfer Out	-	-	-	-	-	-
206	Capital Projects	-	-	-	-	-	-
	206 - SLFRF Fund Total	-	-	-	5,830,000	2,560,519	3,498,717
207	Wages & Benefits	177,463	200,295	157,583	201,462	152,849	-
207	Operations & Maintenance	76,298	82,684	116,730	106,323	87,400	-
207	Capital Outlay	-	-	-	-	-	-
207	Other Expenses	-	-	-	-	-	-
207	Transfer Out	-	-	-	-	-	-
207	Capital Projects	-	11,460	21,090	322,450	36,550	-
	207 - Prop "C" Total	253,761	294,439	295,403	630,235	276,799	-
208	Wages & Benefits	-	-	-	-	-	-
208	Operations & Maintenance	-	-	-	-	-	-
208	Capital Outlay	-	-	-	-	-	-
208	Other Expenses	-	-	-	-	-	-
208	Transfer Out	-	-	-	-	-	-
208	Capital Projects	223,956	125,801	18,100	-	-	-
	208 - TEA/Metro Total	223,956	125,801	18,100	-	-	-
210	Wages & Benefits	455,309	424,165	420,465	527,144	481,228	586,758
210	Operations & Maintenance	146,680	74,703	410,511	664,222	354,922	653,922
210	Capital Outlay	18,806	77,123	-	-	-	-
210	Other Expenses	354,601	46,183	242,092	-	-	-
210	Transfer Out	-	-	-	-	-	-
210	Capital Projects	17,370	473,091	-	570,000	-	-
	210 - Sewer Total	992,767	1,095,266	1,073,068	1,761,366	836,150	1,240,680
213	Wages & Benefits	-	-	-	-	-	-
213	Operations & Maintenance	-	-	-	-	-	-
213	Capital Outlay	-	-	-	-	-	-
213	Other Expenses	-	-	-	-	-	-
213	Transfer Out	-	-	-	-	-	-
213	Capital Projects	-	-	-	160,000	50,000	-
	213 - SB2 Planning Grant Total	-	-	-	160,000	50,000	-

Fd	Category/Fund	Actual	Actual	Actual	Budgeted	Estimated	Proposed
		2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
214	Wages & Benefits	-	-	-	-	-	-
214	Operations & Maintenance	-	-	-	-	-	-
214	Capital Outlay	-	-	-	-	-	-
214	Other Expenses	-	-	-	-	-	-
214	Transfer Out	-	-	-	-	-	-
214	Capital Projects	-	3,211	-	-	-	-
	214 - Rogan HR5394 Grant Total	-	3,211	-	-	-	-
215	Wages & Benefits	163,405	199,179	207,461	258,831	157,933	237,782
215	Operations & Maintenance	669,453	682,020	970,666	1,412,450	1,140,350	1,447,900
215	Capital Outlay	-	-	15,923	30,000	30,000	30,000
215	Other Expenses	-	-	-	-	-	-
215	Transfer Out	-	-	-	-	-	-
215	Capital Projects	50,000	50,000	75,000	-	-	-
	215 - Street Light & Landscape Total	882,858	931,199	1,269,049	1,701,281	1,328,283	1,715,682
218	Wages & Benefits	-	-	-	-	-	-
218	Operations & Maintenance	73	-	-	-	-	-
218	Capital Outlay	55,038	35,924	-	-	-	-
218	Other Expenses	-	-	-	-	-	-
218	Transfer Out	-	-	-	-	-	-
218	Capital Projects	-	-	-	-	-	-
	218 - Clean Air Act Total	55,111	35,924	-	-	-	-
219	Wages & Benefits	-	-	-	-	-	-
219	Operations & Maintenance	-	-	-	-	-	-
219	Capital Outlay	-	-	-	-	-	-
219	Other Expenses	-	-	-	-	-	-
219	Transfer Out	-	-	-	-	-	-
219	Capital Projects	-	-	-	-	-	-
	219 - CalRecycle Local Asst. Grant Total	-	-	-	-	-	-
220	Wages & Benefits	-	-	-	-	-	-
220	Operations & Maintenance	109,500	107,000	105,500	112,000	112,000	110,500
220	Capital Outlay	-	-	-	-	-	-
220	Other Expenses	-	-	-	-	-	-
220	Transfer Out	-	-	-	-	-	-
220	Capital Projects	-	-	-	-	-	-
	220 - Business Improvement Tax Total	109,500	107,000	105,500	112,000	112,000	110,500
226	Wages & Benefits	-	-	-	-	-	-
226	Operations & Maintenance	8,987	9,650	9,052	15,000	9,100	15,000
226	Capital Outlay	-	-	-	-	-	-
226	Other Expenses	-	-	-	-	-	-
226	Transfer Out	-	-	-	-	-	-
226	Capital Projects	-	-	-	-	-	-
	226 - Mission Meridian Public Garage Total	8,987	9,650	9,052	15,000	9,100	15,000

Fd	Category/Fund	2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
227	Wages & Benefits	-	-	-	-	-	-
227	Operations & Maintenance	55,222	51,743	44,493	196,500	200,193	200,600
227	Capital Outlay	-	-	-	-	-	-
227	Other Expenses	-	-	-	-	-	-
227	Transfer Out	-	-	-	-	-	-
227	Capital Projects	-	-	-	-	-	-
	227 - Successor Agency to CRA Total	55,222	51,743	44,493	196,500	200,193	200,600
228	Wages & Benefits	-	-	-	-	-	-
228	Operations & Maintenance	15,199	10,361	373	11,700	11,700	16,200
228	Capital Outlay	-	-	-	-	-	-
228	Other Expenses	-	-	-	-	-	-
228	Transfer Out	-	-	-	-	-	-
228	Capital Projects	-	-	-	-	-	-
	228 - Housing Authority Total	15,199	10,361	373	11,700	11,700	16,200
230	Wages & Benefits	443,708	469,132	497,374	679,918	603,075	925,061
230	Operations & Maintenance	128,122	88,920	115,888	362,500	233,100	358,700
230	Capital Outlay	-	25,185	-	65,000	-	65,000
230	Other Expenses	-	-	-	-	-	-
230	Transfer Out	-	-	-	-	-	-
230	Capital Projects	-	-	-	200,000	-	-
	230 - State Gas Tax Total	571,830	583,237	613,262	1,307,418	836,175	1,348,761
232	Wages & Benefits	-	-	-	-	-	-
232	Operations & Maintenance	42,632	27,957	54,329	106,000	61,500	118,000
232	Capital Outlay	-	-	-	-	-	-
232	Other Expenses	-	-	-	-	-	-
232	Transfer Out	-	-	-	-	-	-
232	Capital Projects	-	-	-	-	-	-
	232 - County Park Bond Total	42,632	27,957	54,329	106,000	61,500	118,000
233	Wages & Benefits	-	-	-	71,376	44,927	78,472
233	Operations & Maintenance	-	-	-	-	-	50,000
233	Capital Outlay	-	-	-	-	-	-
233	Other Expenses	-	-	-	-	-	-
233	Transfer Out	-	-	-	-	-	-
233	Capital Projects	270,116	343,453	31,773	300,000	-	-
	233 - Measure R Total	270,116	343,453	31,773	371,376	44,927	128,472
234	Wages & Benefits	-	-	-	-	-	-
234	Operations & Maintenance	-	-	-	-	-	-
234	Capital Outlay	-	-	-	-	-	-
234	Other Expenses	-	-	-	-	-	-
234	Transfer Out	-	-	-	-	-	-
234	Capital Projects	-	-	-	475,000	-	-
	234 - LACMTA Measure M MAT Total	-	-	-	475,000	-	-

Fd	Category/Fund	Actual	Actual	Actual	Budgeted	Estimated	Proposed
		2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
236	Wages & Benefits	-	-	-	71,376	44,927	78,472
236	Operations & Maintenance	-	-	-	100,000	35,000	150,000
236	Capital Outlay	-	-	-	-	-	-
236	Other Expenses	-	-	-	-	-	-
236	Transfer Out	-	-	-	-	-	-
236	Capital Projects	86,000	-	-	250,000	72,435	-
	236 - Measure M Total	86,000	-	-	421,376	152,362	228,472
237	Wages & Benefits	-	-	-	-	-	-
237	Operations & Maintenance	-	-	-	-	-	-
237	Capital Outlay	-	-	-	-	-	-
237	Other Expenses	-	-	-	-	-	-
237	Transfer Out	-	-	-	-	-	-
237	Capital Projects	462,291	451,157	-	585,093	-	-
	237 - Road Maint. & Rehab. Acct. Total	462,291	451,157	-	585,093	-	-
238	Wages & Benefits	-	-	-	-	-	-
238	Operations & Maintenance	-	-	-	-	-	-
238	Capital Outlay	20,000	-	-	-	-	-
238	Other Expenses	-	-	-	-	-	-
238	Transfer Out	-	-	-	-	-	-
238	Capital Projects	121,567	1,151	-	-	4,550	-
	238 - MSRC Grant Total	141,567	1,151	-	-	4,550	-
239	Wages & Benefits	35,811	26,481	21,886	35,270	30,608	57,138
239	Operations & Maintenance	51,641	16,074	72,809	255,000	255,000	256,000
239	Capital Outlay	-	-	-	-	-	-
239	Other Expenses	-	-	-	-	-	-
239	Transfer Out	-	-	-	-	-	-
239	Capital Projects	21,335	-	-	5,000	-	-
	239 - Measure W Total	108,787	42,555	94,695	295,270	285,608	313,138
240	Wages & Benefits	-	-	-	-	-	-
240	Operations & Maintenance	-	-	-	-	-	-
240	Capital Outlay	-	-	-	-	-	-
240	Other Expenses	-	-	-	-	-	-
240	Transfer Out	-	-	-	-	-	-
240	Capital Projects	-	-	-	250,000	-	-
	240 - Measure M MSP Total	-	-	-	250,000	-	-
241	Wages & Benefits	77,957	38,582	50,982	57,083	-	-
241	Operations & Maintenance	-	-	-	-	-	-
241	Capital Outlay	-	-	-	-	-	-
241	Other Expenses	-	-	-	-	-	-
241	Transfer Out	-	-	-	-	-	-
241	Capital Projects	-	-	-	-	-	-
	241 - Measure H Total	77,957	38,582	50,982	57,083	-	-

Fd	Category/Fund	Actual	Actual	Actual	Budgeted	Estimated	Proposed
		2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
242	Wages & Benefits	-	-	-	-	-	-
242	Operations & Maintenance	-	-	-	-	-	-
242	Capital Outlay	-	-	-	-	-	-
242	Other Expenses	-	-	-	-	-	-
242	Transfer Out	-	-	-	-	-	-
242	Capital Projects	148,350	44,618	8,076	-	17,093	-
	242 - Prop C Exchange Funds Total	148,350	44,618	8,076	-	17,093	-
243	Wages & Benefits	-	-	-	-	-	-
243	Operations & Maintenance	-	-	-	-	-	-
243	Capital Outlay	-	-	-	-	-	-
243	Other Expenses	-	-	-	-	-	-
243	Transfer Out	-	-	-	-	-	-
243	Capital Projects	-	-	-	-	-	-
	243 - LACMTA Measure M MAT Total	-	-	-	-	-	-
245	Wages & Benefits	-	-	-	-	-	-
245	Operations & Maintenance	-	-	-	-	-	-
245	Capital Outlay	-	-	-	-	-	-
245	Other Expenses	-	-	-	-	-	-
245	Transfer Out	-	-	-	-	-	-
245	Capital Projects	38,041	10,252	-	25,000	-	-
	245 - Bike & Pedestrian Paths Total	38,041	10,252	-	25,000	-	-
247	Wages & Benefits	-	-	-	-	-	-
247	Operations & Maintenance	-	-	-	50,000	-	45,000
247	Capital Outlay	-	-	-	-	-	-
247	Other Expenses	-	-	-	-	-	-
247	Transfer Out	-	-	-	-	-	-
247	Capital Projects	-	-	-	-	-	-
	247 - SGVCOG Grant Total	-	-	-	50,000	-	45,000
248	Wages & Benefits	-	-	-	-	-	-
248	Operations & Maintenance	-	-	-	-	-	-
248	Capital Outlay	-	-	-	-	-	-
248	Other Expenses	-	-	-	-	-	-
248	Transfer Out	-	-	-	-	-	-
248	Capital Projects	163,178	7,830	-	-	-	-
	248 - BTA Grants Total	163,178	7,830	-	-	-	-
249	Wages & Benefits	-	-	-	-	-	-
249	Operations & Maintenance	-	10,745	301,052	-	-	-
249	Capital Outlay	-	-	-	-	-	-
249	Other Expenses	-	-	-	-	-	-
249	Transfer Out	-	-	-	-	-	-
249	Capital Projects	-	-	-	-	-	-
	249 - Golden Streets Grant Total	-	10,745	301,052	-	-	-

Fd	Category/Fund	Actual	Actual	Actual	Budgeted	Estimated	Proposed
		2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
255	Wages & Benefits	-	-	-	-	-	-
255	Operations & Maintenance	-	-	-	-	-	-
255	Capital Outlay	-	-	-	-	-	-
255	Other Expenses	-	-	-	-	-	-
255	Transfer Out	-	-	-	-	-	-
255	Capital Projects	-	-	-	450,000	100,000	-
	255 - Capital Growth Total	-	-	-	450,000	100,000	-
260	Wages & Benefits	-	-	-	-	-	-
260	Operations & Maintenance	31,026	62,980	65,950	26,281	-	19,599
260	Capital Outlay	-	-	-	-	-	-
260	Other Expenses	-	-	-	-	-	-
260	Transfer Out	-	-	-	-	-	-
260	Capital Projects	-	-	-	321,723	-	-
	260 - CDBG Total	31,026	62,980	65,950	348,004	-	19,599
270	Wages & Benefits	-	-	-	-	-	-
270	Operations & Maintenance	-	-	20,100	10,000	10,000	10,000
270	Capital Outlay	-	-	-	50,000	50,000	50,000
270	Other Expenses	-	-	-	-	-	-
270	Transfer Out	-	-	-	-	-	-
270	Capital Projects	-	-	-	-	-	-
	270 - Asset Forfeiture Total	-	-	20,100	60,000	60,000	60,000
272	Wages & Benefits	-	-	-	-	-	-
272	Operations & Maintenance	-	-	-	-	-	-
272	Capital Outlay	24,100	24,478	136,767	130,000	130,000	178,011
272	Other Expenses	-	-	-	-	-	-
272	Transfer Out	-	-	-	-	-	-
272	Capital Projects	-	-	-	-	-	-
	272 - Police Grants - State (COPS) Total	24,100	24,478	136,767	130,000	130,000	178,011
273	Wages & Benefits	-	-	-	-	-	-
273	Operations & Maintenance	-	-	-	-	-	-
273	Capital Outlay	-	-	-	-	-	-
273	Other Expenses	-	-	-	-	-	-
273	Transfer Out	-	-	-	-	-	-
273	Capital Projects	-	-	-	-	-	-
	273 - Police Subventions - CLEEP Total	-	-	-	-	-	-
274	Wages & Benefits	-	-	-	-	-	-
274	Operations & Maintenance	-	-	-	-	-	-
274	Capital Outlay	-	-	125,360	1,240	-	-
274	Other Expenses	-	-	-	-	-	-
274	Transfer Out	-	-	-	-	-	-
274	Capital Projects	-	-	-	-	-	-
	274 - Homeland Security Grant Total	-	-	125,360	1,240	-	-

Fd	Category/Fund	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
275	Wages & Benefits	-	-	-	-	-	-
275	Operations & Maintenance	-	18,050	15,035	-	-	-
275	Capital Outlay	-	-	-	-	-	-
275	Other Expenses	-	-	-	-	-	-
275	Transfer Out	-	-	-	-	-	-
275	Capital Projects	-	-	-	876,255	51,255	-
	275 - Park Impact Fees Total	-	18,050	15,035	876,255	51,255	-
277	Wages & Benefits	270	-	-	-	-	-
277	Operations & Maintenance	-	-	-	-	-	-
277	Capital Outlay	-	-	-	-	-	-
277	Other Expenses	-	-	-	-	-	-
277	Transfer Out	-	-	-	-	-	-
277	Capital Projects	-	-	-	554,365	372,256	-
	277 - HSIP Grant Total	270	-	-	554,365	372,256	-
278	Wages & Benefits	-	-	-	-	-	-
278	Operations & Maintenance	-	-	-	-	-	-
278	Capital Outlay	-	-	-	-	-	-
278	Other Expenses	-	-	-	-	-	-
278	Transfer Out	-	-	-	-	-	-
278	Capital Projects	-	-	-	-	-	-
	278 - Housing Element Grant Total	-	-	-	-	-	-
295	Wages & Benefits	-	-	-	-	-	-
295	Operations & Maintenance	976,192	1,077,602	1,259,720	1,298,815	1,317,475	1,245,087
295	Capital Outlay	-	-	-	-	-	-
295	Other Expenses	54,372	53,791	50,784	-	-	-
295	Transfer Out	-	-	-	-	-	-
295	Capital Projects	-	-	-	750,000	19,407	-
	295 - Arroyo Seco Golf Course Total	1,030,564	1,131,393	1,310,504	2,048,815	1,336,882	1,245,087
310	Wages & Benefits	-	0	-	-	-	-
310	Operations & Maintenance	196,987	184,839	183,383	425,808	425,808	425,808
310	Capital Outlay	-	-	-	-	-	-
310	Other Expenses	-	-	-	-	-	-
310	Transfer Out	-	-	-	-	-	-
310	Capital Projects	-	-	-	-	-	-
	310 - Sewer Capital Projects Total	196,987	184,839	183,383	425,808	425,808	425,808
327	Operations & Maintenance	-	-	-	-	-	-
327	Capital Outlay	-	-	-	-	-	-
327	Other Expenses	-	-	-	-	-	-
327	Transfer Out	-	-	-	-	-	-
327	Capital Projects	-	-	-	-	-	-
	327 - 2000 Tax Allocation Bonds Total	-	-	-	-	-	-

Fd	Category/Fund	Actual	Actual	Actual	Budgeted	Estimated	Proposed
		2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
400	Operations & Maintenance	-	-	-	-	-	-
400	Capital Outlay	-	-	-	-	-	-
400	Other Expenses	-	-	-	-	-	-
400	Transfer Out	-	-	-	-	-	-
400	Capital Projects	-	-	-	-	-	16,368,071
	400 - Capital Improvement Projects Fund	-	-	-	-	-	16,368,071
500	Wages & Benefits	1,649,908	1,710,650	1,905,784	2,079,506	1,926,984	2,219,369
500	Operations & Maintenance	3,046,082	3,293,633	3,787,602	5,982,111	5,051,471	6,874,551
500	Capital Outlay	56,579	32,708	18,379	460,000	-	720,000
500	Other Expenses	1,915,651	999,203	1,840,220	-	-	-
500	Transfer Out	-	-	-	-	-	-
500	Capital Projects	188,163	10,061	(49,624)	2,958,000	55,000	-
	500 - Water Total	6,856,382	6,046,255	7,502,362	11,479,617	7,033,455	9,813,920
502	Wages & Benefits	-	-	-	-	-	-
502	Operations & Maintenance	-	-	-	-	-	-
502	Capital Outlay	-	-	-	-	-	-
502	Other Expenses	-	-	-	-	-	-
502	Transfer Out	-	-	-	-	-	-
502	Capital Projects	-	-	-	-	-	-
	502 - Water Rate Stabilization Fund Total	-	-	-	-	-	-
503	Wages & Benefits	107,314	102,376	135,019	51,196	98,768	165,242
503	Operations & Maintenance	20,909	25,678	24,737	159,200	75,425	159,200
503	Capital Outlay	-	-	-	-	-	40,000
503	Other Expenses	-	-	-	-	-	-
503	Transfer Out	-	-	-	-	-	-
503	Capital Projects	31,453	50,839	-	120,000	-	-
	503 - Water Efficiency Fund Total	159,676	178,893	159,756	330,396	174,193	364,442
505	Operations & Maintenance	1,622,075	1,595,899	1,571,200	2,501,050	2,500,300	2,501,050
505	Transfer Out	-	-	-	-	-	-
	505 - 2016 Water Revenue Bonds Total	1,622,075	1,595,899	1,571,200	2,501,050	2,500,300	2,501,050
506	Operations & Maintenance	33,229	104,607	101,869	264,966	264,966	264,966
506	Transfer Out	-	-	-	-	-	-
	506 - 2016 Water Revenue Bonds Total	33,229	104,607	101,869	264,966	264,966	264,966
510	Wages & Benefits	-	-	-	-	-	-
510	Operations & Maintenance	-	-	-	-	-	-
510	Capital Outlay	-	-	-	-	-	-
510	Other Expenses	-	-	-	-	-	-
510	Transfer Out	-	-	-	-	-	-
510	Capital Projects	-	-	-	-	-	-
	510 - Water & Sewer Impact Fees Total	-	-	-	-	-	-

Fd	Category/Fund	Actual	Actual	Actual	Budgeted	Estimated	Proposed
		2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
550	Wages & Benefits	-	-	-	-	-	-
550	Operations & Maintenance	145,642	129,376	117,376	531,676	531,676	529,276
550	Capital Outlay	-	-	-	-	-	-
550	Other Expenses	-	-	-	-	-	-
550	Transfer Out	-	-	-	-	-	-
550	Capital Projects	-	-	-	-	-	-
	550 - Public Financing Authority Total	145,642	129,376	117,376	531,676	531,676	529,276
927	Wages & Benefits	-	-	-	-	-	-
927	Operations & Maintenance	-	-	-	-	196,500	196,600
927	Capital Outlay	-	-	-	-	-	-
927	Other Expenses	-	-	-	-	-	-
927	Transfer Out	-	-	-	-	-	-
927	Capital Projects	-	-	-	-	-	-
	927 - Redev. Oblig. Retirement Total	-	-	-	-	196,500	196,600
	CITYWIDE TOTAL	45,351,443	44,931,828	52,677,028	79,734,166	61,416,031	85,483,149

General Fund Revenue Summary

Revenue Category	Actual	Actual	Actual	Budgeted	Estimated	Proposed
	2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
Property Taxes	15,491,557	16,773,318	17,906,070	18,140,368	18,537,792	19,700,384
Assessments & Special Taxes	342,237	347,931	364,223	360,000	360,000	375,149
Sales Taxes	2,864,474	5,132,645	6,096,613	6,346,000	6,311,321	6,478,033
Utility Users Taxes	3,445,454	3,738,531	3,875,268	4,299,703	4,063,103	4,352,462
Franchise Fees	950,130	1,200,408	1,289,532	1,217,000	1,217,000	1,271,477
License & Permits	861,697	808,280	814,081	903,280	764,777	796,200
Fines & Forfeitures	264,601	143,449	52,291	140,000	56,500	58,000
Use of Money & Property	989,984	4,788,970	(495,381)	508,500	894,109	1,345,014
Other Agencies	64,239	955,205	179,525	6,489,295	235,634	475,500
Current Services	2,985,842	3,079,621	3,836,129	3,877,200	3,624,263	4,141,520
All Other Revenues	74,367	183,717	250,501	84,500	40,743	86,108
Reimbursement From Other Funds	483,384	483,384	483,384	483,384	483,384	483,384
Total GF Revenues	28,817,965	37,635,460	34,652,238	42,849,230	36,588,626	39,563,231

General Fund Expenditure Summary

Department/Program Exp	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
City Council	45,401	35,890	45,446	49,194	71,388	81,903
City Manager	1,512,868	1,577,656	1,815,368	1,201,339	1,116,593	1,274,785
Management Services						
Management Services	-	-	6,615	480,230	415,995	496,105
City Clerk	113,311	115,512	-	470,283	389,517	447,319
Elections	185,743	76,843	93,242	166,000	110,809	63,900
Human Resources	324,830	350,761	-	898,923	905,818	915,553
Transportation Planning	12,835	287	90	-	-	-
Legal Services	492,566	607,285	572,032	895,140	895,140	420,000
Information Systems	573,881	541,110	-	833,200	889,657	1,151,511
Finance						
Finance	755,116	871,011	1,040,325	1,203,880	1,144,568	1,050,473
City Treasurer	9,211	8,444	9,993	8,752	8,752	9,239
Non-Dept/Overhead	1,060,512	996,366	2,264,416	2,694,140	2,669,105	2,539,444
Police	9,171,740	10,400,998	11,384,907	11,032,589	11,020,087	11,512,034
Fire						
Fire	5,435,419	6,315,749	7,716,685	6,670,340	7,198,725	7,300,602
Emergency Preparedness	91,913	31,932	46,904	55,000	51,000	55,000
Public Works						
Admin & Engineering	586,534	618,493	572,717	924,621	526,444	1,243,249
Environmental Services	54	653	55,009	304,980	140,241	207,480
Park Maintenance	497,591	476,793	581,680	1,086,294	504,755	975,901
Facilities Maintenance	799,206	826,985	901,702	1,171,959	907,533	1,344,778
Community Development	1,876,257	1,819,769	2,428,641	3,622,199	3,047,629	4,152,225
Library	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
Community Services						
Senior Services	330,809	202,374	237,957	431,985	390,480	532,959
Community Services	172,667	217,223	276,302	356,440	421,305	373,413
Recreation and Youth Services	656,232	323,135	835,939	783,405	818,737	1,090,949
Capital Projects	-	-	-	-	170,000	-
Total GF Expenditures	26,230,381	28,023,640	32,725,100	37,273,183	35,681,208	39,450,055

Capital Improvement Projects

Project No.	Project Name	FY 2022-23 Budget	FY 2022-23 Projected	FY 2022-23 Carryovers	FY 2023-24 Additions	FY 2023-24 Budget
General Building & Facilities						
9206	825 Mission Yard Security Gate	160,000	-	160,000	-	160,000
9224	Citywide Facility Repair	150,000	33,729	116,271	250,000	366,271
9226	FD Front Bay Door Replacement	80,000	-	80,000	-	80,000
9229	PD Locker/Restroom Improvement	180,000	-	180,000	10,000	190,000
9230	PD Improvements	16,000	-	16,000	1,000	17,000
9231	PD Briefing Room Update	18,000	-	18,000	1,000	19,000
9232	PD1st Floor Inter Paint/Drywal	12,000	-	12,000	1,000	13,000
9242	War Memorial Audio/Vis. Equipm	50,000	-	50,000	(50,000)	-
9269	War Memorial HVAC Repairs	25,000	-	25,000	-	25,000
9273	Rec. Facilities Key System	75,000	-	75,000	(75,000)	-
9404	Citywide Facilities Assessment/ Security Enhancement	200,000	73,124	126,876	100,000	226,876
	New FD Diesel Exhaust System Replacement	-	-	-	50,000	50,000
	New Senior Center Flooring	-	-	-	60,000	60,000
Subtotal General Building & Facilities		966,000	106,853	859,147	348,000	1,207,147
Housing Authority						
	New 308 San Pascual Residence Improvements	-	-	-	30,000	30,000
Subtotal Housing Authority		-	-	-	30,000	30,000
Information Technology						
9149	VoiP Phone System Installation	200,000	20,000	180,000	-	180,000
9186	CD Permit Management Software	310,000	50,000	260,000	-	260,000
9187	CD Record Scan & Doc Managmnt	45,000	-	45,000	(45,000)	-
9407	CMMS/Work Order System/GIS	120,000	5,000	115,000	-	115,000
	New Agenda Management System	-	-	-	50,000	50,000
	New City Website System & Design	-	-	-	60,000	60,000
Subtotal Information Technology		675,000	75,000	600,000	65,000	665,000
Library						
9301	Library HVAC Repairs	25,000	5,000	20,000	234,100	254,100
9322	Library ADA Ramp, Light. & Imp	20,000	-	20,000	-	20,000
9405	Library Security Camera System	20,000	-	20,000	-	20,000
	New Library Facility Improvements	-	-	-	100,514	100,514
	New Library Roof	-	-	-	291,781	291,781
	New Library Master Plan	-	-	-	-	-
Subtotal Library		65,000	5,000	60,000	626,395	686,395
Community Services & Parks						
9033	Grevalia&Berkshire Pocket Park	876,255	51,255	825,000	-	825,000
9157	Golf Course Netting Replacemen	750,000	19,407	730,593	-	730,593
9263	Pocket Park Construction	-	-	-	-	-
	New Parks Master Plan	-	-	-	150,000	150,000
	New Snake Trail Improvements	-	-	-	50,000	50,000
Subtotal Community Services & Parks		1,626,255	70,662	1,555,593	200,000	1,755,593
Sewer						
9408	Sewer Sys. Rep., Rehab&Replace	500,000	25,000	475,000	-	475,000
Subtotal Sewer		500,000	25,000	475,000	-	475,000
Stormwater						
9364	Rio Hondo LRS Alham, Wash Trtm	5,000	-	5,000	-	5,000
	New Huntington Drive Green Street	-	-	-	250,000	250,000
	New City Hall Stormwater Project	500,000	-	500,000	-	500,000
	New Arroyo Seco San Rafael & San Pascual Projects	-	-	-	437,500	437,500
Subtotal Stormwater		505,000	-	505,000	687,500	1,192,500
Streets						
9203	Street Repairs - 2023	3,958,538	72,435	3,886,103	-	3,886,103
9264	ADA Sidewalk Repairs	321,723	25,000	296,723	111,059	407,782
Subtotal Streets		4,280,261	97,435	4,182,826	111,059	4,293,885
Sustainability						
9188	City/Civic EV Charging System	350,000	100,000	250,000	102,700	352,700
9189	Arroyo Park EV Charging System	50,000	50,000	-	-	-
9402	EV Charging Station (MSRC)	13,650	13,650	-	-	-
9410	Climate Action Plan	120,000	-	120,000	-	120,000
Subtotal Sustainability		533,650	163,650	370,000	102,700	472,700

Project No.	Project Name	FY 2022-23 Budget	FY 2022-23 Projected	FY 2022-23 Carryovers	FY 2023-24 Additions	FY 2023-24 Budget
Transportation & Traffic						
9102	Fremont/Huntington MAT Project	475,000	-	475,000	-	475,000
9161	North-South Corridor ITS Dploy	788,483	200,000	588,483	640,365	1,228,848
9192	Fair Oaks Traffic Signal Const	482,568	469,526	13,042	-	13,042
9278	Fair Oaks ITS Project	-	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	50,000	-	50,000	-	50,000
9350	Pedestrian Crossing Devices	200,000	-	200,000	-	200,000
9351	Rect. Rapid Flashing Beacons	260,915	27,450	233,465	31,497	264,962
	New Fremont/Huntington MIP Project	-	-	-	475,000	475,000
Subtotal Transportation & Traffic		2,256,966	696,976	1,559,990	1,146,862	2,706,852
Water						
9300	Ann. Water Main Repairs	2,000,000	-	2,000,000	-	2,000,000
9348	Water Facil. Site Improvements	88,000	-	88,000	-	88,000
9349	Advanced Metering Infr. (AMI)	150,000	-	150,000	-	150,000
9409	Westside Reservoir	550,000	25,000	525,000	-	525,000
9411	Elevated Tanks-Raymond/Bilikie	120,000	-	120,000	-	120,000
Subtotal Water		2,908,000	25,000	2,883,000	-	2,883,000
Totals		\$ 14,316,132	\$ 1,265,576	\$ 13,050,556	\$ 3,317,516	\$ 16,368,072

City of South Pasadena  Capital Improvement Projects

Proposed Draft

Pj ID	Acct	Name / Title	Appropriated		Projected		FY 23-24 Total:		Proposed 2023-2024	Proposed 2024-2025	Proposed 2025-2026	Proposed 2026-2027	Proposed 2027-2028	Total Proposed 5-Year
			2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024						
Total			\$ 14,316,132	\$ 1,265,576	\$ 1,265,576	\$ 3,317,516	\$ 13,050,556	\$ 3,317,516	\$ 20,126,656	\$ 42,764,075	\$ 34,386,934	\$ 25,604,056	\$ 139,249,792	
General Building & Facilities							FY 23-24 Total: \$1,207,147						Total 5-Year \$ 3,432,147	
5140	9206	825 Mission Yard Security Gates	160,000	-	-	-	160,000	-	-	-	-	-	160,000	
5139	9224	Citywide Facilities Repairs	150,000	33,729	-	-	116,271	250,000	500,000	500,000	500,000	500,000	2,366,271	
5178	9226	FD Fire Station Front Bay Apparatus Door Re	80,000	-	-	-	80,000	-	-	-	-	-	80,000	
5175	9229	PD Locker Room Remodel	180,000	-	-	-	180,000	10,000	-	-	-	-	190,000	
5174	9230	PD Front Counter/Lobby Remodel	16,000	-	-	-	16,000	1,000	-	-	-	-	17,000	
5176	9231	PD Briefing/Training Room Update	18,000	-	-	-	18,000	1,000	-	-	-	-	19,000	
5177	9232	PD 1st Floor Interior Paint, Drywall, & Millw	12,000	-	-	-	12,000	1,000	-	-	-	-	13,000	
5159	9242	War Memorial Sound System	50,000	-	-	-	50,000	(50,000)	-	-	-	-	50,000	
5141	9269	War Memorial HVAC Repairs	25,000	-	-	-	25,000	-	-	-	-	-	25,000	
5160	9273	Recreation Facilities Key System	75,000	-	-	-	75,000	(75,000)	-	-	-	-	75,000	
5138	9404	Citywide Facilities Assessment/ Security Ent	200,000	73,124	-	-	126,876	100,000	100,000	-	-	-	326,876	
TBD	New	FD Diesel Exhaust System Replacement	-	-	-	-	-	50,000	-	-	-	-	50,000	
TBD	New	Senior Center Flooring	-	-	-	-	-	60,000	-	-	-	-	60,000	
Total			966,000	106,853	106,853	859,147	348,000	725,000	500,000	500,000	500,000	500,000	3,432,147	
Housing Authority							FY 23-24 Total: \$30,000						Total 5-Year \$ 150,000	
TBD	New	308 San Pascual Residence Improvements	-	-	-	-	-	30,000	30,000	30,000	30,000	30,000	150,000	
Information Technology							FY 23-24 Total: \$665,000						Total 5-Year \$ 940,000	
5144	9149	Voice-over Internet Protocol (VoIP) Phone/Ni	200,000	20,000	20,000	-	180,000	-	250,000	-	-	-	430,000	
5142	9186	CD Permit Management Software	310,000	50,000	50,000	-	260,000	-	-	-	-	-	260,000	
5143	9187	CD Digital Records Scanning & Document Mg	45,000	-	-	-	45,000	(45,000)	-	-	-	-	-	
5137	9407	Computerized Maintenance Mgmt System (C	120,000	5,000	5,000	-	115,000	-	-	-	-	-	115,000	
5146	New	Agenda Management System	-	-	-	-	-	50,000	-	-	-	-	50,000	
TBD	New	City Website System & Design	-	-	-	-	-	60,000	-	-	-	-	60,000	
5145	Future	Customer Care System	-	-	-	-	-	-	25,000	-	-	-	25,000	
Total			675,000	75,000	75,000	600,000	65,000	275,000	30,000	30,000	30,000	30,000	940,000	

City of South Pasadena Capital Improvement Projects

Proposed Draft

Proj ID	Acct	Name / Title	Appropriated 2022-2023	Projected 2022-2023	FY 23-24 Total: \$16,368,072		Proposed 2024-2025	Proposed 2025-2026	Proposed 2026-2027	Proposed 2027-2028	Total Proposed 5-Year
					Carryover from 2022-2023	Proposed 2023-2024					
Library					FY 23-24 Total: \$686,395						
					\$ 60,000	\$ 626,395					Total 5-Year \$ 5,116,256
5148	9301	Library HVAC Repairs	25,000	5,000	20,000	234,100	-	-	-	-	254,100
5150	-	Library HVAC for Children's Room	-	-	-	-	-	-	-	-	-
5149	9322	Library Northeast Ramp Lighting and Improve	20,000	-	20,000	-	53,055	-	-	-	73,055
5147	9321	Library Security Camera System	20,000	-	20,000	-	-	-	-	-	20,000
TBD	New	Library Facility Improvements	-	-	-	100,514	-	-	-	-	100,514
5151	-	Library Repair and Waterproof Children's Room	-	-	-	-	-	-	-	-	-
TBD	New	Library Roof	-	-	-	291,781	-	-	-	-	291,781
5152	Future	Library Radio Frequency Identification (RFID)	-	-	-	-	160,000	-	-	-	160,000
5153	Future	Library Exterior Park Lighting	-	-	-	-	169,000	-	-	-	169,000
5154	Future	Library Public Restrooms Expansion/Remode	-	-	-	-	-	450,000	-	-	450,000
5155	Future	Library Emergency Backup & Storage System	-	-	-	-	-	-	500,000	-	500,000
TBD	Future	Library Master Plan	-	-	-	-	-	-	-	-	-
TBD	Future	Library Fire Alarm Control System	-	-	-	-	64,033	-	-	-	64,033
TBD	Future	Library Electrical Distribution Equipment	-	-	-	-	38,115	-	-	-	38,115
TBD	Future	Library Security & Safety Improvements	-	-	-	-	120,698	-	-	-	120,698
TBD	Future	Library Exterior Paint and Protective Coating	-	-	-	-	74,960	-	-	-	74,960
TBD	Future	Library Children's Amphitheatre Wing	-	-	-	-	-	-	-	2,800,000	2,800,000
Community Services & Parks			65,000	5,000	60,000	626,395	435,901	243,960	450,000	3,300,000	5,116,256
FY 23-24 Total: \$1,755,593					\$ 1,555,593	\$ 200,000					Total 5-Year \$ 5,730,367
5157	9033	Grevilla & Berkshire Pocket Parks	876,255	51,255	825,000	-	-	-	-	-	825,000
-	9263	Pocket Park Construction	-	-	-	-	-	-	-	-	-
5158	9157	Golf Course/Driving Range Netting Replacement	750,000	19,407	730,593	-	-	-	-	-	730,593
5161	TBD	Parks Master Plan	-	-	-	150,000	-	-	-	-	150,000
5162	TBD	Snake Trail Improvements	-	-	-	50,000	300,000	-	-	-	350,000
TBD	Future	Arroyo Seco Master Plan	-	-	-	-	-	-	-	-	-
5163	Future	Garfield Park Fitness Equipment	-	-	-	-	100,000	-	-	-	100,000
5164	Future	Arroyo Park Fitness Equipment	-	-	-	-	100,000	-	-	-	100,000
5165	Future	Eddie Park Restrooms	-	-	-	-	100,000	-	-	-	100,000
TBD	Future	Eddie Park House Improvements	-	-	-	-	156,194	156,194	-	-	312,388
5166	Future	Orange Grove Gazebo	-	-	-	-	150,000	-	-	-	150,000
5167	Future	Orange Grove Park Playground Replacement	-	-	-	-	200,000	-	-	-	200,000
5168	Future	Garfield Park Playground Replacement	-	-	-	-	200,000	150,000	-	-	350,000
5169	Future	Arroyo Walking Trail	-	-	-	-	200,000	-	-	-	200,000
5170	Future	Garfield Gazebo	-	-	-	-	200,000	-	-	-	200,000
5171	Future	Eddie Park Playground Replacement	-	-	-	-	150,000	-	-	-	150,000
5172	Future	Arroyo Park Sports Complex Renovations	-	-	-	-	-	-	-	750,000	750,000
5173	Future	Orange Grove Sports Complex Renovations	-	-	-	-	-	-	-	750,000	750,000
FY 23-24 Total: \$1,755,593			1,626,255	70,662	1,555,593	200,000	756,194	706,194	856,194	1,656,194	5,730,367

Sewer	FY 23-24 Total:		FY 23-24 Total:		FY 23-24 Total:		Total 5-Year		
	\$	\$	\$	\$	\$	\$	\$	\$	
5179 9408	500,000	25,000	475,000	-	810,000	878,000	820,000	1,014,500	3,997,500
	500,000	25,000	475,000	-	810,000	878,000	820,000	1,014,500	3,997,500
Stormwater			FY 23-24 Total:	\$ 687,500				Total 5-Year \$	49,663,586
5181 9964	5,000	-	5,000	-	50,000	-	-	-	55,000
5182 TBD	-	-	-	250,000	595,000	5,570,500	5,570,500	-	11,986,000
TBD New	500,000	-	500,000	-	-	-	-	-	500,000
5180 New	-	-	-	437,500	-	-	-	-	437,500
5183 Future	-	-	-	-	2,305,000	8,723,362	8,723,362	14,433,362	34,185,086
5184 Future	-	-	-	-	100,000	600,000	900,000	900,000	2,500,000
	505,000	-	505,000	687,500	3,050,000	14,893,862	15,193,862	15,333,362	49,663,586
Streets			FY 23-24 Total:	\$ 4,293,885				Total 5-Year \$	12,773,885
5185 9203	3,958,538	72,435	4,182,826	111,059	2,000,000	2,000,000	2,000,000	2,000,000	11,886,103
5186 9264	321,723	25,000	296,723	111,059	120,000	120,000	120,000	120,000	887,782
	4,280,261	97,435	4,182,826	111,059	2,120,000	2,120,000	2,120,000	2,120,000	12,773,885
Sustainability			FY 23-24 Total:	\$ 472,700				Total 5-Year \$	1,022,700
5103 9188	350,000	100,000	250,000	102,700	-	-	-	-	352,700
5188 9189	50,000	50,000	-	-	-	-	-	-	-
5200 9410	120,000	-	120,000	-	100,000	100,000	100,000	100,000	520,000
TBD 9402	13,650	13,650	-	-	-	-	-	-	-
5187 TBD	-	-	-	-	-	-	-	-	-
5189 TBD	-	-	-	-	150,000	-	-	-	150,000
	533,650	163,650	370,000	102,700	250,000	100,000	100,000	100,000	1,022,700
Transportation & Traffic			FY 23-24 Total:	\$ 2,706,852				Total 5-Year \$	30,710,351
2008 9102	475,000	-	475,000	-	1,214,580	3,149,702	1,216,878	-	6,056,160
2002 9161	788,483	200,000	588,483	640,365	4,662,358	4,662,358	-	-	10,553,563
TBD 9192	482,568	469,526	13,042	-	-	-	-	-	13,042
TBD 9278	-	-	-	-	-	-	-	-	-
5129 9290	50,000	-	50,000	-	150,000	-	-	-	200,000
5130 9350	200,000	-	200,000	-	122,624	-	-	-	322,624
1512 9351	260,915	27,450	233,465	31,497	-	-	-	-	264,962
TBD New	-	-	-	475,000	1,025,000	4,500,000	4,000,000	-	10,000,000
5131 TBD	-	-	-	-	100,000	300,000	-	-	400,000
5132 TBD	-	-	-	-	300,000	-	-	-	300,000
5133 TBD	-	-	-	-	150,000	350,000	-	-	500,000
5135 TBD	-	-	-	-	150,000	-	-	-	150,000
2007 9911	-	-	-	-	300,000	500,000	-	-	800,000
5134 TBD	-	-	-	-	-	50,000	200,000	-	250,000
5136 TBD	-	-	-	-	-	300,000	300,000	300,000	900,000
	2,256,966	696,976	1,559,990	1,146,862	8,174,562	13,812,060	5,716,878	300,000	30,710,351

Water	FY 23-24 Total: \$2,883,000		Total 5-Year \$					
	\$	\$	\$	\$	\$	\$	\$	
5190 9300	Water Main Pipeline Repairs	2,000,000	-	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000
5192 9348	Water Facility Site Improvements	88,000	-	50,000	250,000	250,000	250,000	888,000
5193 9349	Advanced Metering Infrastructure (AMI)	150,000	-	300,000	1,000,000	1,000,000	-	2,450,000
5110 9409	Westside Reservoir Design/Construction	550,000	25,000	2,000,000	7,000,000	6,000,000	-	15,525,000
5191 9408	Raymond & Bilikie Elevated Tanks Study & Im	120,000	-	-	80,000	200,000	-	400,000
5194 Future	SCADA Upgrade	-	-	150,000	150,000	150,000	-	450,000
		2,908,000	25,000	3,500,000	9,480,000	8,600,000	1,250,000	25,713,000

CIP by Funding Source

Project No.	Project Name	FY 2022-23 Projected	Carryover Balance Bdgt Balance	FY 2024 Additions	FY 2024
9033	Grevelia&Berkshire Pocket Park	51,255	825,000	-	825,000
9102	Fremont/Huntington MAT Project	-	475,000	-	475,000
9149	VoiP Phone System Installation	20,000	180,000	-	180,000
9157	Golf Course Netting Replacemen	19,407	730,593	-	730,593
9161	North-South Corridor ITS Dploy	200,000	588,483	640,365	1,228,848
9186	CD Permit Management Software	50,000	260,000	-	260,000
9187	CD Record Scan & Doc Managmnt	-	45,000	(45,000)	-
9188	City/Civic EV Charging System	100,000	250,000	102,700	352,700
9189	Arroyo Park EV Charging System	50,000	-	-	-
9192	Fair Oaks Traffic Signal Const	469,526	13,042	-	13,042
9203	Street Repairs - 2023	72,435	3,886,103	-	3,886,103
9206	825 Mission Yard Security Gate	-	160,000	-	160,000
9224	Citywide Facility Repair	33,729	116,271	250,000	366,271
9226	FD Front Bay Door Replacement	-	80,000	-	80,000
9229	PD Locker/Restroom Improvement	-	180,000	10,000	190,000
9230	PD Improvements	-	16,000	1,000	17,000
9231	PD Briefing Room Update	-	18,000	1,000	19,000
9232	PD1st Floor Inter Paint/Drywal	-	12,000	1,000	13,000
9242	War Memorial Audio/Vis. Equipm	-	50,000	(50,000)	-
9263	Pocket Park Construction	-	-	-	-
9264	ADA Sidewalk Repairs	25,000	296,723	111,059	407,782
9269	War Memorial HVAC Repairs	-	25,000	-	25,000
9273	Rec. Facilities Key System	-	75,000	(75,000)	-
9278	Fair Oaks ITS Project	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	-	50,000	-	50,000
9300	Ann. Water Main Repairs	-	2,000,000	-	2,000,000
9301	Library HVAC Repairs	5,000	20,000	234,100	254,100
9322	Library ADA Ramp, Light. & Imp	-	20,000	-	20,000
9348	Water Facil. Site Improvements	-	88,000	-	88,000
9349	Advanced Metering Infr. (AMI)	-	150,000	-	150,000
9350	Pedestrian Crossing Devices	-	200,000	-	200,000
9351	Rect. Rapid Flashing Beacons	27,450	233,465	31,497	264,962
9364	Rio Hondo LRS Alham, Wash Trtm	-	5,000	-	5,000
9402	EV Charging Station (MSRC)	13,650	-	-	-
9404	Citywide Facilities Assessment/ Security Enh.	73,124	126,876	100,000	226,876
9405	Library Security Camera System	-	20,000	-	20,000
9407	CMMS/Work Order System/GIS	5,000	115,000	-	115,000
9411	Elevated Tanks-Raymond/Bilikie	-	120,000	-	120,000
9408	Sewer Sys. Rep., Rehab&Replace	25,000	475,000	-	475,000
9409	Westside Reservoir	25,000	525,000	-	525,000
9410	Climate Action Plan	-	120,000	-	120,000
	FD Diesel Exhaust System Replacement		-	50,000	50,000
	308 San Pascual Residence Improvements		-	30,000	30,000
	Agenda Management System		-	50,000	50,000
	City Website System & Design		-	60,000	60,000
	Library Facility Improvements		-	100,514	100,514
	Library Roof		-	291,781	291,781
	Library Master Plan		-	-	-
	Parks Master Plan		-	150,000	150,000
	Snake Trail Improvements		-	50,000	50,000
	Senior Center Flooring		-	60,000	60,000
	Arroyo Seco San Rafael & San Pascual Projects		-	437,500	437,500
	Huntington Drive Green Street		-	250,000	250,000
	City Hall Stormwater Project		500,000	-	500,000
	Fremont/Huntington MIP Project		-	475,000	475,000
	Totals	\$1,265,576	13,050,556	3,317,516	\$16,368,072

Project No.	Project Name	101 General Fund	104 Street Improvement Program	105 Facil. & Equip. Replacement	108 SR 110 Gen Fund Reserve	207 Prop C
9033	Grevelia&Berkshire Pocket Park	-	-	-	-	-
9102	Fremont/Huntington MAT Project	-	-	-	-	-
9149	VoIP Phone System Installation	180,000	-	-	-	-
9157	Golf Course Netting Replacemen	-	-	-	-	-
9161	North-South Corridor ITS Dploy	-	-	-	70,474	-
9186	CD Permit Management Software	125,000	-	-	-	-
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-
9188	City/Civic EV Charging System	250,000	-	-	-	-
9189	Arroyo Park EV Charging System	-	-	-	-	-
9192	Fair Oaks Traffic Signal Const	-	-	-	-	-
9203	Street Repairs - 2023	-	2,298,445	-	-	300,000
9206	825 Mission Yard Security Gate	-	-	160,000	-	-
9224	Citywide Facility Repair	-	-	366,271	-	-
9226	FD Front Bay Door Replacement	-	-	80,000	-	-
9229	PD Locker/Restroom Improvement	-	-	190,000	-	-
9230	PD Improvements	-	-	17,000	-	-
9231	PD Briefing Room Update	-	-	19,000	-	-
9232	PD1st Floor Inter Paint/Drywal	-	-	13,000	-	-
9242	War Memorial Audio/Vis. Equipm	-	-	-	-	-
9263	Pocket Park Construction	-	-	-	-	-
9264	ADA Sidewalk Repairs	-	-	-	-	-
9269	War Memorial HVAC Repairs	-	-	25,000	-	-
9273	Rec. Facilities Key System	-	-	-	-	-
9278	Fair Oaks ITS Project	-	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	-	-	-	-	-
9300	Ann. Water Main Repairs	-	-	-	-	-
9301	Library HVAC Repairs	-	-	109,263	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	20,000	-	-
9348	Water Facil. Site Improvements	-	-	-	-	-
9349	Advanced Metering Infr. (AMI)	-	-	-	-	-
9350	Pedestrian Crossing Devices	-	-	-	-	-
9351	Rect. Rapid Flashing Beacons	-	-	-	-	-
9364	Rio Hondo LRS Alham, Wash Trtm	-	-	-	-	-
9402	EV Charging Station (MSRC)	-	-	-	-	-
9404	Citywide Facilities Assessment/ Security Enf	-	-	226,876	-	-
9405	Library Security Camera System	-	-	20,000	-	-
9407	CMMS/Work Order System/GIS	-	-	-	-	-
9411	Elevated Tanks-Raymond/Bilikie	-	-	-	-	-
9408	Sewer Sys. Rep., Rehab&Replace	-	-	-	-	-
9409	Westside Reservoir	-	-	-	-	-
9410	Climate Action Plan	-	-	-	-	-
	FD Diesel Exhaust System Replacement	-	-	50,000	-	-
	308 San Pascual Residence Improvements	-	-	-	-	-
	Agenda Management System	50,000	-	-	-	-
	City Website System & Design	60,000	-	-	-	-
	Library Facility Improvements	-	-	43,221	-	-
	Library Roof	-	-	125,466	-	-
	Library Master Plan	-	-	-	-	-
	Parks Master Plan	-	-	-	-	-
	Snake Trail Improvements	-	-	-	-	-
	Senior Center Flooring	-	-	60,000	-	-
	Arroyo Seco San Rafael & San Pascual Proje	-	-	-	-	-
	Huntington Drive Green Street	-	-	-	-	-
	City Hall Stormwater Project	-	-	-	-	-
	Fremont/Huntington MIP Project	-	-	-	-	-
	Totals	\$665,000	\$ 2,298,445	\$ 1,525,097	\$ 70,474	\$300,000

Project No.	Project Name	210 Sewer	213 SB2 Planning Grant	214 Rogan HR5294 Grant	228 Housing Authorit y	230 Gas Tax
9033	Grevelia&Berkshire Pocket Park	-	-	-	-	-
9102	Fremont/Huntington MAT Project	-	-	-	-	-
9149	VoiP Phone System Installation	-	-	-	-	-
9157	Golf Course Netting Replacemen	-	-	-	-	-
9161	North-South Corridor ITS Dploy	-	-	1,087,899	-	-
9186	CD Permit Management Software	-	135,000	-	-	-
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-
9188	City/Civic EV Charging System	-	-	-	-	-
9189	Arroyo Park EV Charging System	-	-	-	-	-
9192	Fair Oaks Traffic Signal Const	-	-	-	-	-
9203	Street Repairs - 2023	-	-	-	-	200,000
9206	825 Mission Yard Security Gate	-	-	-	-	-
9224	Citywide Facility Repair	-	-	-	-	-
9226	FD Front Bay Door Replacement	-	-	-	-	-
9229	PD Locker/Restroom Improvement	-	-	-	-	-
9230	PD Improvements	-	-	-	-	-
9231	PD Briefing Room Update	-	-	-	-	-
9232	PD1st Floor Inter Paint/Drywal	-	-	-	-	-
9242	War Memorial Audio/Vis. Equipm	-	-	-	-	-
9263	Pocket Park Construction	-	-	-	-	-
9264	ADA Sidewalk Repairs	-	-	-	-	-
9269	War Memorial HVAC Repairs	-	-	-	-	-
9273	Rec. Facilities Key System	-	-	-	-	-
9278	Fair Oaks ITS Project	-	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	-	-	-	-	-
9300	Ann. Water Main Repairs	-	-	-	-	-
9301	Library HVAC Repairs	-	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	-	-	-
9348	Water Facil. Site Improvements	-	-	-	-	-
9349	Advanced Metering Infr. (AMI)	-	-	-	-	-
9350	Pedestrian Crossing Devices	-	-	-	-	-
9351	Rect. Rapid Flashing Beacons	-	-	-	-	-
9364	Rio Hondo LRS Alham, Wash Trtm	-	-	-	-	-
9402	EV Charging Station (MSRC)	-	-	-	-	-
9404	Citywide Facilities Assessment/ Security Enf	-	-	-	-	-
9405	Library Security Camera System	-	-	-	-	-
9407	CMMS/Work Order System/GIS	57,500	-	-	-	-
9411	Elevated Tanks-Raymond/Bilikie	-	-	-	-	-
9408	Sewer Sys. Rep., Rehab&Replace	475,000	-	-	-	-
9409	Westside Reservoir	-	-	-	-	-
9410	Climate Action Plan	-	-	-	-	-
	FD Diesel Exhaust System Replacement	-	-	-	-	-
	308 San Pascual Residence Improvements	-	-	-	30,000	-
	Agenda Management System	-	-	-	-	-
	City Website System & Design	-	-	-	-	-
	Library Facility Improvements	-	-	-	-	-
	Library Roof	-	-	-	-	-
	Library Master Plan	-	-	-	-	-
	Parks Master Plan	-	-	-	-	-
	Snake Trail Improvements	-	-	-	-	-
	Senior Center Flooring	-	-	-	-	-
	Arroyo Seco San Rafael & San Pascual Proje	-	-	-	-	-
	Huntington Drive Green Street	-	-	-	-	-
	City Hall Stormwater Project	-	-	-	-	-
	Fremont/Huntington MIP Project	-	-	-	-	-
	Totals	\$532,500	\$135,000	\$1,087,899	\$30,000	\$200,000

Project No.	Project Name	233 Measure R Local	234 Measure M-MAT	236 Measure M - Local	237 RMRA - SB1	238 MSRC Grant
9033	Grevalia&Berkshire Pocket Park	-	-	-	-	-
9102	Fremont/Huntington MAT Project	-	475,000	-	-	-
9149	VoIP Phone System Installation	-	-	-	-	-
9157	Golf Course Netting Replacemen	-	-	-	-	-
9161	North-South Corridor ITS Dploy	-	-	-	-	-
9186	CD Permit Management Software	-	-	-	-	-
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-
9188	City/Civic EV Charging System	-	-	-	-	102,700
9189	Arroyo Park EV Charging System	-	-	-	-	-
9192	Fair Oaks Traffic Signal Const	-	-	-	-	-
9203	Street Repairs - 2023	300,000	-	177,565	585,093	-
9206	825 Mission Yard Security Gate	-	-	-	-	-
9224	Citywide Facility Repair	-	-	-	-	-
9226	FD Front Bay Door Replacement	-	-	-	-	-
9229	PD Locker/Restroom Improvement	-	-	-	-	-
9230	PD Improvements	-	-	-	-	-
9231	PD Briefing Room Update	-	-	-	-	-
9232	PD1st Floor Inter Paint/Drywal	-	-	-	-	-
9242	War Memorial Audio/Vis. Equipm	-	-	-	-	-
9263	Pocket Park Construction	-	-	-	-	-
9264	ADA Sidewalk Repairs	-	-	-	-	-
9269	War Memorial HVAC Repairs	-	-	-	-	-
9273	Rec. Facilities Key System	-	-	-	-	-
9278	Fair Oaks ITS Project	-	-	-	-	-
9290	Grevalia/Fair Oaks Int. Imprv	-	-	-	-	-
9300	Ann. Water Main Repairs	-	-	-	-	-
9301	Library HVAC Repairs	-	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	-	-	-
9348	Water Facil. Site Improvements	-	-	-	-	-
9349	Advanced Metering Infr. (AMI)	-	-	-	-	-
9350	Pedestrian Crossing Devices	-	-	-	-	-
9351	Rect. Rapid Flashing Beacons	-	-	26,497	-	-
9364	Rio Hondo LRS Alham, Wash Trtm	-	-	-	-	-
9402	EV Charging Station (MSRC)	-	-	-	-	-
9404	Citywide Facilities Assessment/ Security Ent	-	-	-	-	-
9405	Library Security Camera System	-	-	-	-	-
9407	CMMS/Work Order System/GIS	-	-	-	-	-
9411	Elevated Tanks-Raymond/Bilikie	-	-	-	-	-
9408	Sewer Sys. Rep., Rehab&Replace	-	-	-	-	-
9409	Westside Reservoir	-	-	-	-	-
9410	Climate Action Plan	-	-	-	-	-
	FD Diesel Exhaust System Replacement	-	-	-	-	-
	308 San Pascual Residence Improvements	-	-	-	-	-
	Agenda Management System	-	-	-	-	-
	City Website System & Design	-	-	-	-	-
	Library Facility Improvements	-	-	-	-	-
	Library Roof	-	-	-	-	-
	Library Master Plan	-	-	-	-	-
	Parks Master Plan	-	-	-	-	-
	Snake Trail Improvements	-	-	-	-	-
	Senior Center Flooring	-	-	-	-	-
	Arroyo Seco San Rafael & San Pascual Proje	-	-	-	-	-
	Huntington Drive Green Street	-	-	-	-	-
	City Hall Stormwater Project	-	-	-	-	-
	Fremont/Huntington MIP Project	-	-	-	-	-
	Totals	\$300,000	\$475,000	\$204,062	\$585,093	\$102,700

Project No.	Project Name	239 Measure W	240 Measure M - MSP	245 Bike & Pedestria n Path	255 Capital Growth	260 CDBG
9033	Grevelia&Berkshire Pocket Park	-	-	-	-	-
9102	Fremont/Huntington MAT Project	-	-	-	-	-
9149	VoiP Phone System Installation	-	-	-	-	-
9157	Golf Course Netting Replacemen	-	-	-	-	-
9161	North-South Corridor ITS Dploy	-	-	-	70,474	-
9186	CD Permit Management Software	-	-	-	-	-
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-
9188	City/Civic EV Charging System	-	-	-	-	-
9189	Arroyo Park EV Charging System	-	-	-	-	-
9192	Fair Oaks Traffic Signal Const	-	-	-	-	-
9203	Street Repairs - 2023	-	-	25,000	-	-
9206	825 Mission Yard Security Gate	-	-	-	-	-
9224	Citywide Facility Repair	-	-	-	-	-
9226	FD Front Bay Door Replacement	-	-	-	-	-
9229	PD Locker/Restroom Improvement	-	-	-	-	-
9230	PD Improvements	-	-	-	-	-
9231	PD Briefing Room Update	-	-	-	-	-
9232	PD1st Floor Inter Paint/Drywal	-	-	-	-	-
9242	War Memorial Audio/Vis. Equipm	-	-	-	-	-
9263	Pocket Park Construction	-	-	-	-	-
9264	ADA Sidewalk Repairs	-	-	-	-	407,782
9269	War Memorial HVAC Repairs	-	-	-	-	-
9273	Rec. Facilities Key System	-	-	-	-	-
9278	Fair Oaks ITS Project	-	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	-	50,000	-	-	-
9300	Ann. Water Main Repairs	-	-	-	-	-
9301	Library HVAC Repairs	-	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	-	-	-
9348	Water Facil. Site Improvements	-	-	-	-	-
9349	Advanced Metering Infr. (AMI)	-	-	-	-	-
9350	Pedestrian Crossing Devices	-	200,000	-	-	-
9351	Rect. Rapid Flashing Beacons	-	-	-	-	-
9364	Rio Hondo LRS Alham, Wash Trtm	5,000	-	-	-	-
9402	EV Charging Station (MSRC)	-	-	-	-	-
9404	Citywide Facilities Assessment/ Security Ent	-	-	-	-	-
9405	Library Security Camera System	-	-	-	-	-
9407	CMMS/Work Order System/GIS	-	-	-	-	-
9411	Elevated Tanks-Raymond/Bilikie	-	-	-	-	-
9408	Sewer Sys. Rep., Rehab&Replace	-	-	-	-	-
9409	Westside Reservoir	-	-	-	-	-
9410	Climate Action Plan	-	-	-	-	-
	FD Diesel Exhaust System Replacement	-	-	-	-	-
	308 San Pascual Residence Improvements	-	-	-	-	-
	Agenda Management System	-	-	-	-	-
	City Website System & Design	-	-	-	-	-
	Library Facility Improvements	-	-	-	-	-
	Library Roof	-	-	-	-	-
	Library Master Plan	-	-	-	-	-
	Parks Master Plan	-	-	-	-	-
	Snake Trail Improvements	-	-	-	-	-
	Senior Center Flooring	-	-	-	-	-
	Arroyo Seco San Rafael & San Pascual Proje	37,500	-	-	-	-
	Huntington Drive Green Street	250,000	-	-	-	-
	City Hall Stormwater Project	-	-	-	-	-
	Fremont/Huntington MIP Project	-	-	-	-	-
Totals		\$292,500	\$250,000	\$ 25,000	\$70,474	\$407,782

Project No.	Project Name	275 Park Impact Fees	277 HSIP Grant	281 CA State Library Building Forward	295 Arroyo Seco Golf	500 Water
9033	Grevalia&Berkshire Pocket Park	825,000	-		-	-
9102	Fremont/Huntington MAT Project	-	-		-	-
9149	VoiP Phone System Installation	-	-		-	-
9157	Golf Course Netting Replacemen	-	-		730,593	-
9161	North-South Corridor ITS Dploy	-	-		-	-
9186	CD Permit Management Software	-	-		-	-
9187	CD Record Scan & Doc Managmnt	-	-		-	-
9188	City/Civic EV Charging System	-	-		-	-
9189	Arroyo Park EV Charging System	-	-		-	-
9192	Fair Oaks Traffic Signal Const	-	13,042		-	-
9203	Street Repairs - 2023	-	-		-	-
9206	825 Mission Yard Security Gate	-	-		-	-
9224	Citywide Facility Repair	-	-		-	-
9226	FD Front Bay Door Replacement	-	-		-	-
9229	PD Locker/Restroom Improvement	-	-		-	-
9230	PD Improvements	-	-		-	-
9231	PD Briefing Room Update	-	-		-	-
9232	PD1st Floor Inter Paint/Drywal	-	-		-	-
9242	War Memorial Audio/Vis. Equipm	-	-		-	-
9263	Pocket Park Construction	-	-		-	-
9264	ADA Sidewalk Repairs	-	-		-	-
9269	War Memorial HVAC Repairs	-	-		-	-
9273	Rec. Facilities Key System	-	-		-	-
9278	Fair Oaks ITS Project	-	-		-	-
9290	Grevalia/Fair Oaks Int. Imprv	-	-		-	-
9300	Ann. Water Main Repairs	-	-		-	2,000,000
9301	Library HVAC Repairs	-	-	144,837	-	-
9322	Library ADA Ramp, Light. & Imp	-	-		-	-
9348	Water Facil. Site Improvements	-	-		-	88,000
9349	Advanced Metering Infr. (AMI)	-	-		-	150,000
9350	Pedestrian Crossing Devices	-	-		-	-
9351	Rect. Rapid Flashing Beacons	-	238,465		-	-
9364	Rio Hondo LRS Alham, Wash Trtm	-	-		-	-
9402	EV Charging Station (MSRC)	-	-		-	-
9404	Citywide Facilities Assessment/ Security Enf	-	-		-	-
9405	Library Security Camera System	-	-		-	-
9407	CMMS/Work Order System/GIS	-	-		-	57,500
9411	Elevated Tanks-Raymond/Bilikie	-	-		-	120,000
9408	Sewer Sys. Rep., Rehab&Replace	-	-		-	-
9409	Westside Reservoir	-	-		-	525,000
9410	Climate Action Plan	-	-		-	-
	FD Diesel Exhaust System Replacement	-	-		-	-
	308 San Pascual Residence Improvements	-	-		-	-
	Agenda Management System	-	-		-	-
	City Website System & Design	-	-		-	-
	Library Facility Improvements	-	-	57,293	-	-
	Library Roof	-	-	166,315	-	-
	Library Master Plan	-	-		-	-
	Parks Master Plan	150,000	-		-	-
	Snake Trail Improvements	50,000	-		-	-
	Senior Center Flooring	-	-		-	-
	Arroyo Seco San Rafael & San Pascual Proje	-	-		-	-
	Huntington Drive Green Street	-	-		-	-
	City Hall Stormwater Project	-	-		-	-
	Fremont/Huntington MIP Project	-	-		-	-
Totals		\$1,025,000	\$251,507	\$ 368,445	\$730,593	\$2,940,500

Project No.	Project Name	503	243	101
		Water Efficiency	Measure R - MIP	Reserves
9033	Grevalia&Berkshire Pocket Park	-	-	-
9102	Fremont/Huntington MAT Project	-	-	-
9149	VoiP Phone System Installation	-	-	-
9157	Golf Course Netting Replacemen	-	-	-
9161	North-South Corridor ITS Dploy	-	-	-
9186	CD Permit Management Software	-	-	-
9187	CD Record Scan & Doc Managmnt	-	-	-
9188	City/Civic EV Charging System	-	-	-
9189	Arroyo Park EV Charging System	-	-	-
9192	Fair Oaks Traffic Signal Const	-	-	-
9203	Street Repairs - 2023	-	-	-
9206	825 Mission Yard Security Gate	-	-	-
9224	Citywide Facility Repair	-	-	-
9226	FD Front Bay Door Replacement	-	-	-
9229	PD Locker/Restroom Improvement	-	-	-
9230	PD Improvements	-	-	-
9231	PD Briefing Room Update	-	-	-
9232	PD1st Floor Inter Paint/Drywal	-	-	-
9242	War Memorial Audio/Vis. Equipm	-	-	-
9263	Pocket Park Construction	-	-	-
9264	ADA Sidewalk Repairs	-	-	-
9269	War Memorial HVAC Repairs	-	-	-
9273	Rec. Facilities Key System	-	-	-
9278	Fair Oaks ITS Project	-	-	-
9290	Grevalia/Fair Oaks Int. Imprv	-	-	-
9300	Ann. Water Main Repairs	-	-	-
9301	Library HVAC Repairs	-	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	-
9348	Water Facil. Site Improvements	-	-	-
9349	Advanced Metering Infr. (AMI)	-	-	-
9350	Pedestrian Crossing Devices	-	-	-
9351	Rect. Rapid Flashing Beacons	-	-	-
9364	Rio Hondo LRS Alham, Wash Trtm	-	-	-
9402	EV Charging Station (MSRC)	-	-	-
9404	Citywide Facilities Assessment/ Security Ent	-	-	-
9405	Library Security Camera System	-	-	-
9407	CMMS/Work Order System/GIS	-	-	-
9411	Elevated Tanks-Raymond/Bilikie	-	-	-
9408	Sewer Sys. Rep., Rehab&Replace	-	-	-
9409	Westside Reservoir	-	-	-
9410	Climate Action Plan	120,000	-	-
	FD Diesel Exhaust System Replacement	-	-	-
	308 San Pascual Residence Improvements	-	-	-
	Agenda Management System	-	-	-
	City Website System & Design	-	-	-
	Library Facility Improvements	-	-	-
	Library Roof	-	-	-
	Library Master Plan	-	-	-
	Parks Master Plan	-	-	-
	Snake Trail Improvements	-	-	-
	Senior Center Flooring	-	-	-
	Arroyo Seco San Rafael & San Pascual Proje	100,000	-	300,000
	Huntington Drive Green Street	-	-	-
	City Hall Stormwater Project	200,000	-	300,000
	Fremont/Huntington MIP Project	-	475,000	-
Totals		\$420,000	\$475,000	\$600,000

City Council

Fiscal Year 2023-24 Budget Snapshot

Overview

The City Council is the elected legislative body of the City. The City Council consists of a Mayor and four Councilmembers, each elected at large for four overlapping terms. The City Council represents the City's citizens, analyzes and approves all laws and policies, authorizes all expenditures through the budget, and directs the administration of the City government through the City Manager.

Notable Changes – Wages and Benefits

No significant changes to Wages and Benefits.

Notable Changes – Operations and Maintenance

Additional postage funding for District Mailings, Carry-Over of Discretionary Funds from prior Fiscal Years, and Funding for State of the City, Community Budget Sessions, and Strategic Planning Sessions.

Capital Outlay

No items budgeted for Capital Outlay.



City Council / 101-1010-1011

Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
Wages & Benefits	22,466	15,653	18,589	18,594	19,888	19,703
Operations & Maintenance	22,935	20,236	26,857	30,600	51,500	62,200
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	45,401	35,890	45,446	49,194	71,388	81,903
[101-1011] City Council	45,401	35,890	45,446	49,194	71,388	81,903
Total Expenses by Program	45,401	35,890	45,446	49,194	71,388	81,903

Authorized Positions

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

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	5,460	2,120	7,160	18,000	18,020	-
7010	000	Salaries - Temp / Part	16,460	12,880	10,680	-	1,500	18,000
7110	000	Workers Compensation	228	163	188	333	162	252
7170	000	FICA - Medicare	318	490	561	261	206	1,450
		<WAGES & BENEFITS>	22,466	15,653	18,589	18,594	19,888	19,703
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	149	206	42	100	2,000	8,000
8020	000	Special Department Expense	4,640	1,404	5,119	2,000	4,000	12,000
8021	000	Discretionary Fund Program	9,490	15,376	12,588	20,000	20,000	33,700
8060	000	Dues & Memberships	150	3,200	-	500	500	500
8090	000	Conference & Meeting Expense	8,507	50	9,108	8,000	25,000	8,000
		<OPERATIONS & MAINTENANCE>	22,935	20,236	26,857	30,600	51,500	62,200
[101-1011] City Council Total			45,401	35,890	45,446	49,194	71,388	81,903

PERSONNEL SERVICES

7000 Regular Salaries

Provides funds for monthly stipend for members of the City Council. Elected South Pasadena officials are paid a \$300 monthly stipend. Includes cell phone allowance. City Council members are subject to Medicare withholding and Workers Compensation coverage provided by the City.

OPERATIONS & MAINTENANCE

8010 Postage

Provides funds for postage meter charges and postage for mailing City Council mail, including special mailing lists for District Town Halls (Total \$8,000).

8020 Special Department Expense

Provides funds for City Council business cards, promotional items, badges, plaques, nameplates, supplies, calendars, photography (\$1,000). Provides funds for proclamation and certificate supplies (\$500). Provides funds for special requests for City Council meetings and unanticipated department expenses incurred to fulfill requests by City Councilmembers (\$500). As well as the Annual Commissioner Congress (\$8,000). (Total \$12,000)

8021 Discretionary Fund Program

Discretionary funds must be used for a public purpose benefiting the City. Each Councilmember is allotted \$4,000. (Total \$33,700).

8060 Dues/Memberships/Subscriptions

Provides funds for individual councilmember memberships in organizations (\$500)

8090 Conference and Meeting Expense

Provides funds for City Council to attend conferences and meetings, including parking and mileage. Provides funds for meals and beverages for Regular and Special City Council Meetings, receptions including State of the City, and Mayor’s Swearing-In, and Community Budget Sessions, State of the City. Provides funds for Strategic Planning Sessions: logistics, refreshments, supplies, recording. Provides funds for purchase of meeting-related presentation materials, accessories, and supplies for tablets and related devices (\$8,000).

City Manager

Fiscal Year 2023-24 Budget Snapshot

Overview

The City Manager is appointed by the City Council and serves as the Chief Administrative Officer, ensuring that the policies of the Mayor and City Council are executed effectively and efficiently. Specific areas of responsibility include oversight of seven operating departments, public information and public engagement, legislative tracking, following up on citizen concerns, providing recommendations to promote organizational efficiency and overseeing the development and presentation of the annual budget.

The City's Economic Development Division is housed under the City Manager's Office, and is the liaison to the business community, focused on efforts to strengthen and grow the local economy, and serves as a liaison to business affairs at City Hall. The Division oversees the communications and engagement efforts of the City, including marketing, branding social media and the City's website.

Notable Changes – Wages and Benefits

Due to organizational restructuring, City Manager has become its own department and is now separated from Management services. City Manager has 5 FTEs for Fiscal Year 2022-23. One part-time management intern has been added.

Notable Changes – Operations and Maintenance

Funding included for Annual Social Services and Social Justice Forum, Social Services Resource Guide, Executive Team Engagement, Veteran Events, mailings of State, Regional, and Legislative correspondence in line with the adopted Legislative Platform, GoGov Citywide Mobile App, Holiday Lighting Décor, and Guide to Doing Business brochure.

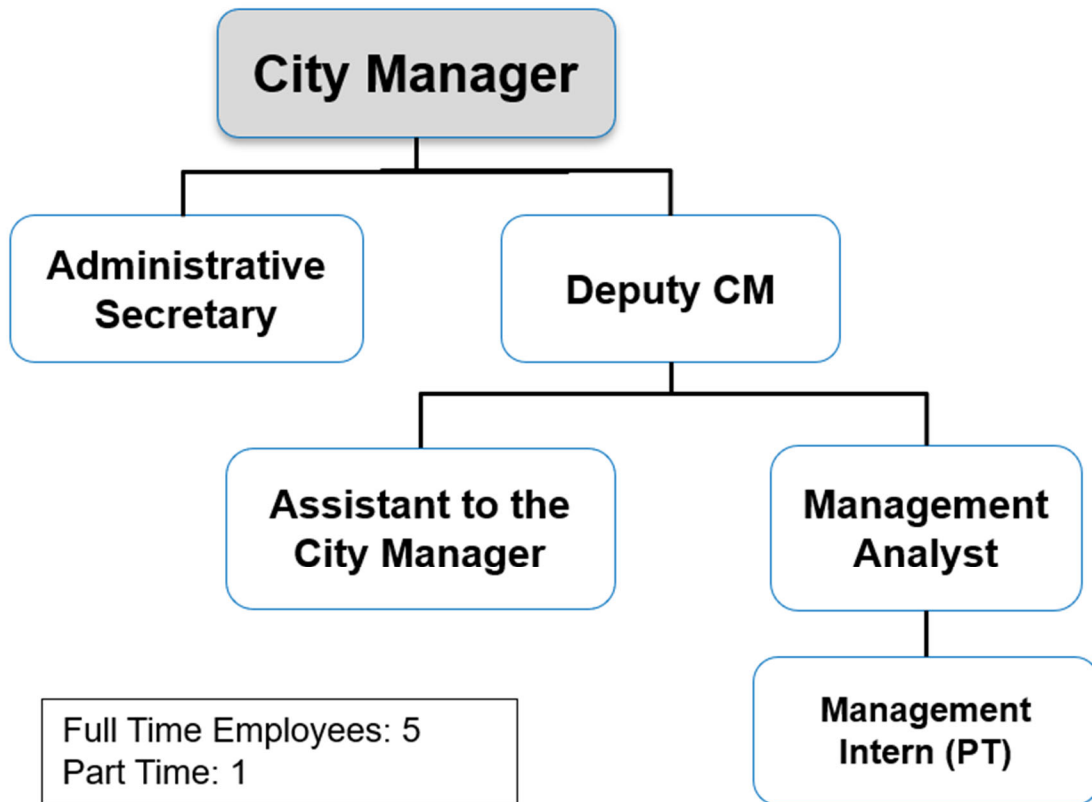
Capital Outlay

No items budgeted for Capital Outlay.

Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
Wages & Benefits	1,350,983	1,363,498	1,670,242	896,731	881,155	1,059,376
Operations & Maintenance	271,386	321,158	250,626	416,608	347,438	325,910
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	1,622,368	1,684,656	1,920,868	1,313,339	1,228,593	1,385,285
[101-2011] City Manager	1,457,590	1,577,395	1,815,368	1,103,231	1,021,485	1,224,510
[101-2012] Economic Development	55,278	261	-	98,108	95,108	50,275
[220-2301] Community Promotion	109,500	107,000	105,500	112,000	112,000	110,500
Total Expenses by Program	1,622,368	1,684,656	1,920,868	1,313,339	1,228,593	1,385,285

Authorized Positions



City Manager / 101-2010-2011

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	879,831	815,286	910,988	606,976	589,285	693,542
7010	000	Salaries - Temp / Part	96,744	219,067	179,156	35,000	20,819	35,128
7011	000	Salaries - PT Stipend	-	-	-	-	-	-
7020	000	Overtime	187	2,929	26,069	-	4,797	-
7040	000	Holiday	8,103	14,082	10,090	-	-	8,847
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	2,987	-	26,622	27,000	2,879	25,608
7100	000	Retirement	251,744	185,649	432,904	144,439	141,862	73,787
7100	010	CalPERS UAL	-	-	-	-	-	110,175
7108	000	Deferred Compensation	7,438	36,687	(23,868)	4,542	6,073	6,820
7110	000	Workers Compensation	12,017	12,311	13,586	11,569	10,418	8,081
7120	000	Disability Insurance	-	-	-	-	14,509	-
7130	000	Group Health Insurance	63,472	51,707	62,786	53,112	62,414	73,170
7140	000	Vision Insurance	1,586	1,247	1,534	1,080	1,280	1,048
7150	000	Dental Insurance	5,025	4,432	5,282	4,050	4,107	3,911
7160	000	Life Insurance	745	592	719	446	624	515
7170	000	FICA - Medicare	15,630	17,509	18,375	8,517	16,088	12,744
7180	000	Car/Uniform Allowance	5,475	2,000	6,000	-	6,000	6,000
<WAGES & BENEFITS>			1,350,983	1,363,498	1,670,242	896,731	881,155	1,059,376
8000	000	Office Supplies	5,640	4,428	21,283	10,000	10,000	10,000
8010	000	Postage	803	370	45	4,000	2,000	4,000
8020	000	Special Department Expense	7,615	1,630	13,813	20,800	13,812	8,500
8050	000	Printing/Duplicating	98	126	698	6,000	5,275	6,000
8060	000	Dues & Memberships	1,115	1,025	2,097	47,500	44,100	44,437
8090	000	Conference & Meeting Expense	2,088	494	15,143	16,750	15,143	17,198
8100	000	Vehicle Maintenance	1,965	1,498	2,041	750	-	-
8110	000	Equipment Maintenance	-	-	-	700	-	-
8150	000	Telephone	-	-	-	-	-	-
8170	000	Professional Services	45,221	77,806	77,336	40,000	40,000	40,000
8180	000	Contract Services	42,063	116,518	-	10,000	10,000	10,000
8200	000	Training Expense	-	-	-	-	-	-
8272	000	CM Emergency	-	10,000	12,670	50,000	-	25,000
<OPERATIONS & MAINTENANCE>			106,608	213,897	145,126	206,500	140,330	165,135
[101-2011] City Manager Total			1,457,590	1,577,395	1,815,368	1,103,231	1,021,485	1,224,510

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides the partial compensation for the City Manager, Deputy City Manager, Assistant to the City Manager, Management Analyst, and Administrative Secretary. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Provides compensation for non-salaried part-time employee (Management Intern) and partial compensation for non-salaried Interim City Manager and Interim Assistant City Manager.

7070 Leave Buyback

Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8000 Office Supplies

Ordinary office supplies for the City Manager’s Office (City Manager, Deputy City Manager, Assistant to the City Manager, Management Analyst, Administrative Secretary and Management Intern), and meeting supplies. (Total \$10,000)

8010 Postage

Provides funds for postal expenses for City mailings, including public notice mailings, legal printing of notices, and Legislative support/opposition letters. (Total \$4,000)

8020 Special Department Expense

Provides funds for miscellaneous department supplies and services not considered office supplies, Executive Team engagement, , furniture, kitchen equipment, copier paper (for City Hall second floor), Annual Social Services and Social Justice Forum, Veteran Events, Social Services Working Group (food, supplies, table cloths, etc.) , and outreach (Social Services Resource Guide printing and annual revisions), and hosting gatherings with regional and partner agencies or elected dignitaries on-site. (Total \$8,500)

8050 Printing and Duplication

Provides funds for the printing and duplication of materials, including City information brochures, foam boards and A Frames, translation services, printed surveys, electronic survey providers, brochures, stationary, and business cards, and name badges. (Total \$6,000)

8060 Dues, Memberships, and Subscriptions

Provides funds for San Gabriel Valley City Manager’s Association dues, San Gabriel Valley Council of Governments, International City Manager’s Association, California City Management Foundation, Municipal Management Association of Southern California, City memberships in League of California Cities League of California Cities-LA County San Gabriel Valley Council of

Governments, California Contract Cities, Southern California Association of Governments, CAPIO, and subscriptions to newspapers and professional publications. (Total \$44,437)

8090 Conference and Meeting Expense

Provides funds to attend professional and training meetings, conference registrations including the League of California Cities Annual Conference, League of California Cities City Manager's Conference, League of California Cities City Leaders Summit, San Gabriel Valley Economic Partnership (SGVEP) Legislative Action Day, SGVEP Economic Forecast Summit, Municipal Management Association of Southern California (MMASC) Annual Conference, MMASC Summer Session, MMASC Winter Session, San Gabriel Valley City Manager's Association Meetings, CAPIO, CalEd Intro to Economic Development, and International Shopping Centers Conference. (Total\$17,198)

8170 Professional Services

Provides funds for consultant services, such as operational studies and other professional services (\$20,000), and citywide operations (\$20,000). (Total \$40,000)

8180 Contract Services

Provides funds for City Manager Office to enter in contracts services for mission critical items (Total \$10,000).

8272 City Manager Emergency Fund

Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (Total \$25,000).

Economic Development / 101-2020-2012

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
8050	000	Printing/Duplicating	-	-	-	8,328	8,328	8,000
8060	000	Dues & Memberships	-	-	-	3,000	-	3,275
8190	000	Community Engagement	-	-	-	71,200	71,200	20,000
8220	000	Communications Spec. Dept Expense	125	261	-	7,180	7,180	19,000
8230	000	Communications Prof Services	55,153	-	-	8,400	8,400	-
		<OPERATIONS & MAINTENANCE>	55,278	261	-	98,108	95,108	50,275
[101-2012] Economic Development Total			55,278	261	-	98,108	95,108	50,275

OPERATIONS & MAINTENANCE

8050 Printing and Duplication

Funds the printing and duplication of materials, including Guide to Doing Business in South Pasadena (\$2,000), business mailers (\$1,000), informational brochures (\$500), flyers and newsletters (\$2,000), promotional street banners (\$2,000) and translation services (\$500) (Total \$8,000)

8060 Dues and Memberships

Funds membership dues for the San Gabriel Valley Economic Partnership (Total \$3,275).

8190 Community Engagement

Funds business networking events (\$4,000), holiday lighting and décor (\$15,000), and tabling at the community events for outreach (\$1,000). (Total \$20,000)

8220 Communications - Special Department Expense

Funds contract services including Constant Contact citywide email marketing tool, (\$2,000), GoGov Citywide Annual App Fee (\$15,000), and promotional materials for launch of new website (\$2,000). (Total \$19,000)

Community Promotion / 220-2010-2301

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8060	000	Dues & Memberships	1,500	1,500	-	-	-	-
8185	000	Chamber of Commerce	105,500	105,500	105,500	105,500	105,500	105,500
8255	000	Public Events Promotion	2,500	-	-	6,500	6,500	5,000
<OPERATIONS & MAINTENANCE>			109,500	107,000	105,500	112,000	112,000	110,500
[220-2301] Community Promotion Total			109,500	107,000	105,500	112,000	112,000	110,500

OPERATIONS & MAINTENANCE

8185 Chamber of Commerce

Funds are allocated by contract with the South Pasadena Chamber of Commerce (Total \$105,500). (Placeholder from FY22-23. Pending City Council Direction on funding level for FY23-24)

8255 Public Events Promotion

Public events promotion (Total \$5,000).

Key Performance Indicators

The City Manager's Team is focused on improving the quality of life for residents, businesses and employees. With the move of Economic Development to the City Manager's Office, the City Manager's team is redefining community outreach and engagement, business support and service. A commitment to Strategic Plan goals and active legislative efforts ensure furthering the community's priorities while protecting and preserving quality of life in South Pasadena.

Public Engagement/ Community Outreach

Continue to establish and explore best practices in conducting community outreach, including:

- 150-300 new photos of the City, Departments and staff for marketing and documents for FY2023.
- 1,000 new followers across social media by the end of FY2023.
- Develop and launch new City website to the community.
- Work with Departments and Divisions to ensure community engagement is prioritized including use of surveys, workshops, input sessions and other engagement and engagement tools.

Economic Development

Continue to establish and explore best practices in Economic Development:

- Visit 100 businesses in the community.
- Explore enhanced branding plan for City's Downtown District.
- Continue hosting quarterly business networking events.
- Establish City Council sub-committee on Economic Development.
- Establish program to welcome new businesses to the City.

Establish and Prioritize Healthy Workplace Culture

- Establish City-wide internship and professional shadowing programs.
- Host quarterly Mid Manager's Meetings.
- Lead and bolster Employee Engagement Team (EET) and citywide efforts.
- Review and implement the USC Capstone Team Diversity, Equity and Inclusion Implementation Plan.

Social Services

Continue to prioritize providing Social Services outreach and resources to the community:

- Establish Veterans Census to plan for Veteran specific outreach.
- Host a Veteran's Appreciation Day by FY2023.

Legislation

- Establish Legislative Tracking program by FY2023.
- Continue to participate in and network with legislative partners

Management Services

Fiscal Year 2023-24 Budget Snapshot

Overview

Mission

The Management Services Department is committed to being a collaborative and innovative partner in delivering essential services to our internal and external customers in a way that is helpful, caring, and responsive. We accomplish this through the innovative use of skills, knowledge, technology, and an investment in human capital.

Core Values

- Teamwork
- Inclusivity
- Integrity
- Pride
- Transparency
- Stewardship
- Innovation
- Respect
- Wellness
- Attitude

Core Services

- **Management Services:** Innovation and Technology (IT), Grants Management, and Special Projects
- **Human Resources and Risk Management:** Human Resources Management, Recruitment, Employee Training, Labor Relations, Safety, and Risk Management
- **City Clerk:** Records Management, Elections, Boards, Commissions, and City Council Support

Notable Changes—Wages and Benefits

There is an increase in wages and benefits, as the Department is adding three full time positions (Senior Human Resources Analyst, Human Resources Analyst and Human Resources Specialist). It should be noted that the Senior Human Resources Analyst and Human Resources Analyst positions are reclassifications of two management analyst positions in the Human Resources Division.

Notable Change—Operations and Maintenance

For Fiscal Year 2023-2024, the City Clerk Division will be accounting for advertisement costs for all departments, and all innovation and technology items have also been moved to the Innovation and Technology funds.

Capital Outlay

Funds are included to begin to phase out end of life technology equipment citywide, and begin a replacement cycle to create and maintain effective operations.

Ongoing Initiatives, Goals, and Objectives

Innovation and Technology (IT)

- Modernize and maximize the business value and resiliency of technology services.
- Work with departments to identify ways technology can improve efficiency.
- Advance IT-managed service delivery by improving oversight and focusing on operational excellence.
- Secure the City's data and technology and improve our cyber security posture.
- Educate and train staff regarding possible cybersecurity threats by implementing a program to comprehensively train city technology users, provide baseline testing, and mitigate potential risks associated with phishing attacks.

Human Resources

- Continue to attract, develop, and retain a well-qualified and diverse workforce, and fill vacancies in a timely manner.
- Continue to seek and implement efficiencies that will improve the way we deliver services to employees and customer departments.
- Continue to offer citywide training and development opportunities and take full advantage of our new learning management system to link training to core competencies better.
- Continue employee engagement efforts, and develop a plan aimed at reducing employee turnover and increasing job satisfaction.

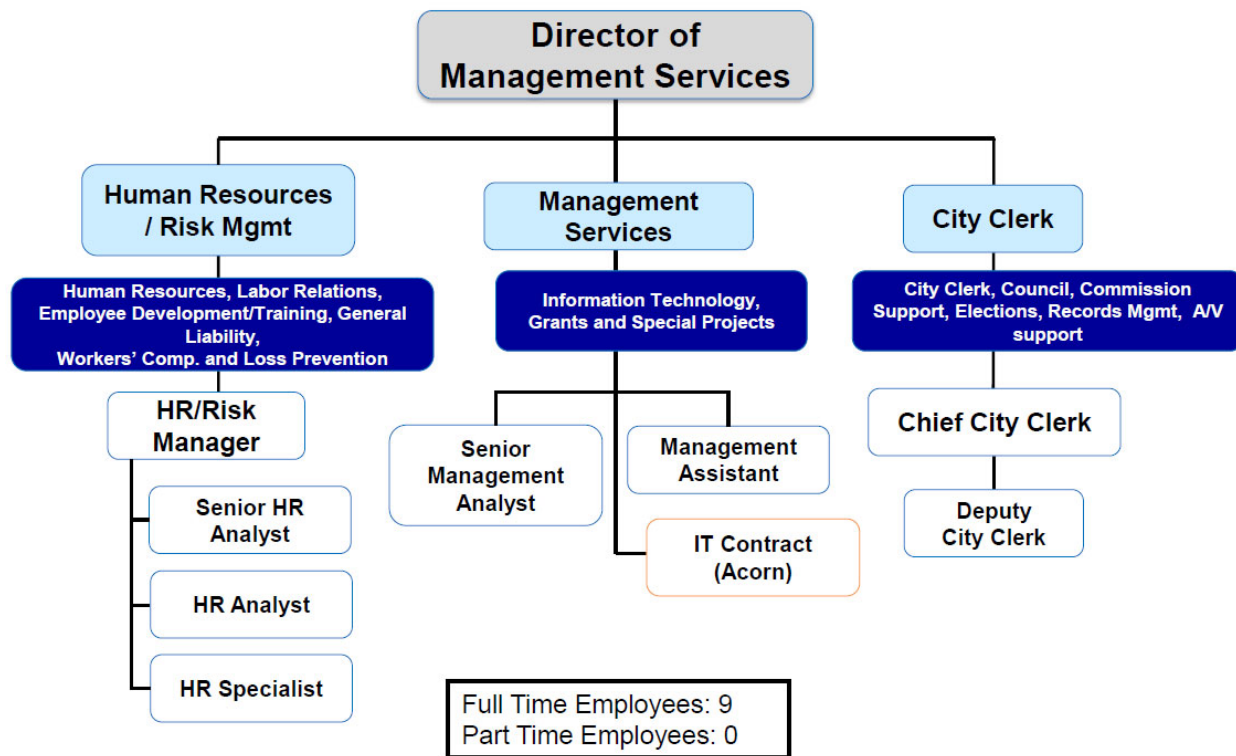
City Clerk

- Provide customers with accurate and thorough information and access to city council meetings and election resources.
- Embrace cutting-edge technology and industry best practices to increase efficiency, transparency, and accessibility.
Adhere to state and local mandates and deadlines related to city government.
- Streamline public records act requests processing and implement a public records request management program.
- Improve the City's record retention practices and implement a comprehensive records management program.
- Work to provide all Commission and elected officials relevant training, including Brown Act and ethics training (AB 1234 and AB1661).

Budget Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budgeted	Estimated	Proposed
	2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
Wages & Benefits	6,764	30,959	6,615	1,144,286	1,088,369	1,118,897
Operations & Maintenance	1,627,845	1,647,496	665,364	2,499,490	2,418,567	2,178,490
Capital Outlay	68,556	91,035	7,495	100,000	100,000	197,000
Total Expenses by Category	1,703,165	1,769,490	679,474	3,743,776	3,606,936	3,494,387
[101-2033] City Clerk	113,311	115,512	-	470,283	389,517	447,319
[101-1022] Elections	185,743	76,843	93,242	166,000	110,809	63,900
[101-2034] Human Resources	324,830	350,761	-	898,923	905,818	915,553
[101-2021] Transportation Planning	12,835	287	90	-	-	-
[101-2031] Management Services	-	-	6,615	480,230	415,995	496,105
[101-2032] Information Services	573,881	541,110	-	833,200	889,657	1,151,511
[101-2501] Legal Services	492,566	607,285	572,032	895,140	895,140	420,000
[105-3032] Information Services	-	77,691	7,495	-	-	-
Total Expenses by Program	1,703,165	1,769,490	679,474	3,743,776	3,606,936	3,494,387

Authorized Positions



Management Services / 101-2030-2031

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	-	-	5,730	243,499	200,724	170,781
7010	000	Salaries - Temp / Part	-	-	-	95,000	116,075	78,000
7011	000	Salaries - PT Stipend	-	-	-	-	-	-
7020	000	Overtime	-	-	-	5,000	-	-
7040	000	Holiday	-	-	-	-	-	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	15,000	-	3,146
7100	000	Retirement	-	-	665	61,369	46,572	22,646
7100	010	CalPERS UAL	-	-	-	-	-	50,376
7108	000	Deferred Compensation	-	-	57	1,527	1,530	1,708
7110	000	Workers Compensation	-	-	80	4,229	2,042	2,392
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	9,348	5,986	7,979
7140	000	Vision Insurance	-	-	-	415	117	153
7150	000	Dental Insurance	-	-	-	1,557	432	567
7160	000	Life Insurance	-	-	-	171	70	92
7170	000	FICA - Medicare	-	-	83	3,315	2,646	6,263
7180	000	Car/Uniform Allowance	-	-	-	-	-	-
		<WAGES & BENEFITS>	-	-	6,615	440,430	376,195	344,105
8000	000	Office Supplies	-	-	-	16,000	16,000	15,000
8010	000	Postage	-	-	-	300	300	300
8020	000	Special Department Expense	-	-	-	-	-	1,000
8050	000	Printing/Duplicating	-	-	-	2,000	2,000	500
8060	000	Dues & Memberships	-	-	-	2,000	2,000	700
8090	000	Conference & Meeting Expense	-	-	-	4,000	4,000	4,000
8100	000	Vehicle Maintenance	-	-	-	-	-	-
8110	000	Equipment Maintenance	-	-	-	500	500	-
8150	000	Telephone	-	-	-	-	-	-
8170	000	Professional Services	-	-	-	15,000	15,000	10,000
8180	000	Contract Services	-	-	-	-	-	120,000
8200	000	Training Expense	-	-	-	-	-	500
		<OPERATIONS & MAINTENANCE>	-	-	-	39,800	39,800	152,000
		[101-2031] Management Services Total	-	-	6,615	480,230	415,995	496,105

Budget Detail

PERSONNEL

- 7000 Salaries – Regular Employees
Funds the Management Services Director and Senior Management Analyst salaries.
- 7010 Salaries – Part-Time
Funds non-salaried part-time employees (Management Assistant) and temporary staff for special projects.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
General office supplies from Staples (per the City's contract with Staples) for the Management Services Department (Total \$15,000).
- 8010 Postage
Provides funds for as-needed postal expenses for City mailings, including public notice mailings, and legal printing of notices (Total \$300).
- 8020 Special Department Expense
Funds for department apparel for staff for community events and conference and training attendance (Total \$1,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures for front counter (as-needed) for Departmental efforts (Total \$500).
- 8060 Dues, Memberships, and Subscriptions
Provides funds for International City Manager's Association dues for Department Director and Senior Management Analyst (\$400), and three staff memberships to the Municipal Management Association of Southern California (\$300). (Total \$700).
- 8090 Conference and Meeting Expense
Provides funds for travel and lodging for one staff member to attend the Municipal Management Association Southern California (MMASC) Annual Conference (\$1,500), and funds for travel and lodging for one staff member to attend the International City Manager's Association (\$2,500). (Total \$4,000).

- 8170 Professional Services
Provides funds for as-needed temporary staffing services (\$5,000) and professional services for special projects, including consultant services for information technology and policy development (\$5,000). (Total \$10,000).
- 8180 Contract Services
Provides funds for City Hall Security (Total \$120,000).
- 8200 Training Expense
Provides funds for training materials for staff hosted trainings for staff (\$500).

City Clerk / 101-2030-2033

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	-	20,633	-	195,943	118,166	182,655
7010	000	Salaries - Temp / Part	6,158	3,151	-	40,925	80,858	-
7020	000	Overtime	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	162	934	-	49,993	41,249	14,612
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	-	4,737	-	1,216	1,054	1,827
7110	000	Workers Compensation	72	195	-	3,625	1,381	1,984
7130	000	Group Health Insurance	-	600	-	28,386	6,433	29,820
7140	000	Vision Insurance	-	40	-	456	146	405
7150	000	Dental Insurance	-	150	-	1,710	542	1,510
7160	000	Life Insurance	-	17	-	188	99	198
7170	000	FICA - Medicare	372	503	-	2,841	1,684	2,648
		<WAGES & BENEFITS>	6,764	30,959	-	325,283	251,613	235,659
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	185	252	-	500	83	750
8020	000	Special Department Expense	1,920	-	-	1,500	1,003	2,400
8040	000	Advertising	1,233	595	-	20,000	21,615	44,850
8050	000	Printing/Duplicating	238	61	-	500	538	1,000
8060	000	Dues & Memberships	1,739	264	-	1,000	1,000	800
8070	000	Mileage/Auto Allowance	-	-	-	500	264	500
8090	000	Conference & Meeting Expense	650	150	-	3,000	1,688	2,460
8095	000	Commissioners Congress	4,836	-	-	8,000	2,000	-
8110	000	Equipment Maintenance	44	-	-	2,000	66,675	-
8170	000	Professional Services	-	3,200	-	65,000	32,489	75,000
8180	000	Contract Services	93,776	79,501	-	42,000	2,550	83,200
8200	000	Training Expense	1,926	530	-	1,000	-	700
8300	000	Lease Payment	-	-	-	-	8,000	-
		<OPERATIONS & MAINTENANCE>	106,547	84,554	-	145,000	137,904	211,660
8520	000	Machinery & Equipment	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	-	-	-
[101-2033] City Clerk Total			113,311	115,512	-	470,283	389,517	447,319

Budget Detail

PERSONNEL

- 7000 Salaries – Regular Employees
Funds the Chief City Clerk and Deputy City Clerk salaries

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses for postage meter charges; and mailings to respond to public records requests, mail related to Fair Political Practices Commission filings, and other correspondence (Total \$750).
- 8020 Special Department Expense
Provides funds for special department supplies and services to include special office supplies, such as special paper for documents (Resolutions, Minutes, and Ordinances), special binders, certificates, City pins, Commemorative coins, stationery, nameplates, name badges, table cloths for Special Joint Meetings, engraved plaque plates for dignitaries and elected officials City Council reorganization, and unanticipated department expenses incurred to fulfill requests by management/ elected officials (Total \$2,400).
- 8040 Advertising
Provides funds for advisory body recruitment, publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising for various departments (Total \$44,850).
- 8050 Printing and Duplication
Provides funds for printing and duplication of documents by a duplication service company for offsite agenda packet printing, business cards, envelopes or for special projects (Total \$1,000).
- 8060 Dues, Memberships, and Subscriptions
Provides funds for membership fees in city clerk organizations, subscriptions, books and publications (Total \$800).
- 8070 Mileage Reimbursement
Provides for mileage reimbursement when a private vehicle is used to conduct City business (Total \$500).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for three staff members in the City Clerk's Division to attend City Clerk meetings, conferences, and pertinent seminars (Total \$2,460).
- 8170 Professional Services
Provides funds for audiovisual technical services and installation for broadcasting and web streaming Special and Regular City Council and Planning Commission

meetings (Total \$75,000).

8180 Contract Services

Provides funds for Public Records Request Act Management System annual subscription costs (\$15,000) and Agenda Management Software annual subscription and implementation (\$25,000). Provides funds for municipal codification services in print and on website with contingency funding if more than one code update is necessary or if new ordinances are extremely lengthy (\$7,700). Includes funding for records retention policy services (\$700), scanning and digitizing of all records citywide (\$15,000), annual maintenance services for City's document management system (\$10,000). Includes funding for records shredding and record storage keeping (\$9,800). (Total \$83,200)

8200 Training Expense

Provides funding for City Clerk webinar trainings offered by CCAC (\$200) and training materials for staff-hosted trainings such as supplies, handouts, refreshments when necessary and other as-needed items for training (\$500). (Total \$700).

Elections / 101-1020-1022

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8010	000	Postage	-	517	31	1,000	1,000	100
8020	000	Special Department Expense	-	5,000	2,950	5,000	1,343	-
8040	000	Advertising	3,668	5,000	200	5,000	2,183	2,300
8170	000	Professional Services	182,075	66,326	90,061	155,000	106,283	61,500
		<CAPITAL OUTLAY>	185,743	76,843	93,242	166,000	110,809	63,900
[101-1022] Elections Total			185,743	76,843	93,242	166,000	110,809	63,900

OPERATIONS & MAINTENANCE

8010 Postage

Provides funds for as needed postage for mailings, as they arise (Total \$100).

8040 Advertising

Provides for funding for the voter outreach program advertisement through newspaper groups (Total \$2,300).

8170 Professional Services

Provides funding for translation of election notices and election consulting services from selected firms and funding for election management services provided by the Los Angeles County Registrar-Recorder/County Clerk's Office for the General Municipal Election (Total \$61,500).

Human Resources / 101-2030-2034

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	-	-	-	247,824	189,523	315,854
7010	000	Salaries - Temp / Part	-	-	-	31,075	162,315	75,080
7011	000	Salaries - PT Stipend	-	-	-	-	-	-
7020	000	Overtime	-	-	-	-	30,615	-
7040	000	Holiday	-	-	-	-	-	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	52,738	45,625	31,290
7100	010	CalPERS UAL	-	-	-	-	-	37,944
7108	000	Deferred Compensation	-	-	-	1,166	1,953	3,159
7110	000	Workers Compensation	-	-	-	4,585	3,351	3,430
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	34,618	20,073	63,957
7140	000	Vision Insurance	-	-	-	576	412	740
7150	000	Dental Insurance	-	-	-	2,160	1,321	2,768
7160	000	Life Insurance	-	-	-	238	201	332
7170	000	FICA - Medicare	-	-	-	3,593	5,174	4,580
7180	000	Car/Uniform Allowance	-	-	-	-	-	-
		<WAGES & BENEFITS>	-	-	-	378,573	460,561	539,134
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	175	288	-	350	95	350
8020	000	Special Department Expense	11,728	2,039	-	38,000	27,572	34,500
8040	000	Advertising	7,540	7,140	-	7,000	33,970	10,000
8050	000	Printing/Duplicating	245	-	-	1,000	957	1,000
8060	000	Dues & Memberships	3,195	3,295	-	6,000	7,325	6,319
8090	000	Conference & Meeting Expense	46	280	-	8,000	9,897	7,250
8110	000	Equipment Maintenance	-	-	-	-	-	-
8160	000	Legal Service	242,001	173,286	-	165,000	43,506	130,000
8170	000	Professional Services	57,350	126,333	-	170,000	170,000	35,000
8180	000	Contract Services	-	-	-	105,000	151,427	142,000
8200	000	Training Expense	2,550	38,100	-	20,000	508	10,000
		<OPERATIONS & MAINTENANCE>	324,830	350,761	-	520,350	445,257	376,419
[101-2034]		Human Resources Total	324,830	350,761	-	898,923	905,818	915,553

Budget Detail

PERSONNEL

- 7000 Salaries – Regular Employees
Funds the Human Resources & Risk Manager and two Management Analyst position salaries
- 7010 Salaries – Part-Time
Funds non-salaried part-time employees and temporary staff for special projects.

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (Total \$350).
- 8020 Special Department Expense
Provides funds for special department expenses including city employee identification cards (\$2,000), recruitment expenses (\$3,000), new hire onboarding materials (\$6,000) and employee engagement, retention and recognition activities (\$23,500). (Total \$34,500).
- 8040 Advertising
Provides funds for employment advertisement in various print and online resources and other advertisement outlets (Total \$10,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of employee onboarding handbooks (\$700) and purchase of annual Employment Law update posters from the South Pasadena Chamber of Commerce (\$300). (Total \$1,000).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium (\$4,255), and professional memberships to professional Human Resources Associations (SCPMA-HR, CALELPRA, MMASC, SCPLRC, and SHRM (\$2,064). (Total \$6,319).
- 8090 Conference and Meeting Expense
Provides funds for staff conference travel, lodging and transportation expenses (\$3,500). Includes funding for registration to Risk Management Conference & Human Resources Academy CALPERLA Annual Conference, CalPERS Educational Forum, PARMA Annual Conference, and SCPMA-HR Annual Conference (\$3,750). (Total \$7,250)
- 8160 Legal Services
Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules and

Regulations and administrative policies, negotiations of revised Personnel Rules and Regulations and related city policies, and litigation of personnel claims and cases (Total \$130,000).

8170 Professional Services

Personnel related studies such as Employee Relations, and Risk Management Consultation Services (\$35,000). (Total \$35,000).

8180 Contract Services

Provides funds for pre-employment medical and psychological examinations and background checks/investigations (\$12,000), Fitness for Duty medical examinations (\$5,000), personnel investigations (\$30,000), Employee Assistance Program services (\$8,000), 457 Plan Consulting contract services (\$15,000), Supplemental Insurance Plan (TASC) administration fee (\$4,000), NEOGOV License Renewals for Insight, Performance Evaluation, Learn, and Onboard Modules (\$30,000), testing materials for public safety recruitments (\$2,000), ADA Sign Language & other ADA accommodation services (\$3,000), Liability and Workers Compensation Actuarial expenses (\$10,000), and as-needed temporary staffing services (\$25,000). (Total \$142,000).

8200 Training Expense

Provides funds for trainings such as risk management, labor relations, and employee safety and legal mandates and educational webinars, as well as mandatory training for staff, including materials to host such training sessions, duplication of handouts and other related expenses (\$10,000).

Legal Services / 101-2010-2501

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8160	000	Legal Service	492,566	607,285	572,032	895,140	895,140	420,000
		<OPERATIONS & MAINTENANCE>	492,566	607,285	572,032	895,140	895,140	420,000
[101-2501] Legal Services Total			492,566	607,285	572,032	895,140	895,140	420,000

OPERATIONS & MAINTENANCE

8160 Legal Services

Provides funds for contract City Attorney for a variety of services: attend meetings, including the City Council meetings and sessions, and to provide legal advice to City Council, City Manager, and staff (Total \$420,000).

Information Services / 101-2030-2032

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	-	106	-	1,000	1,000	1,000
8060	000	Dues & Memberships	-	-	-	200	330	475
8110	000	Equipment Maintenance	-	-	-	1,500	1,100	-
8150	000	Telephone	211,380	254,693	-	369,000	397,001	395,000
8170	000	Professional Services	216,983	206,352	-	220,000	290,454	301,000
8180	000	Contract Services	32,277	39,308	-	96,500	50,414	207,036
8300	000	Lease Payment	25,469	18,929	-	25,000	23,488	24,000
8301	000	Copier Usage Charges	19,216	8,378	-	20,000	25,871	26,000
		<OPERATIONS & MAINTENANCE>	505,325	527,766	-	733,200	789,657	954,511
8530	000	Computer Equipment	68,556	13,344	-	100,000	100,000	197,000
		<CAPITAL OUTLAY>	68,556	13,344	-	100,000	100,000	197,000
[101-2032] Information Systems Total			573,881	541,110	-	833,200	889,657	1,151,511

Budget Detail

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for as-needed computer peripherals, such as web cameras for video conferencing, headsets and speakers (Total \$1,000).
- 8060 Dues & Memberships
Provides funds for memberships in professional organizations specific to information technology (IT) such as *MISAC*, *MiCTA*, and *ISACA* for access to educational presentations, technical instruction, and managerial training. (Total \$475).
- 8150 Telephone
Provides funds for City-wide land lines (\$275,000), Point-to-Point network services (internet) throughout City Facilities (\$50,000), mobile device/cellular accounts for personnel including FirstNet for first responders (\$70,000). (Total \$395,000).
- 8170 Professional Services
Provides funds for Citywide managed IT support services for all departments (\$288,000). Includes funds for managed phone support services for the City's current analog landlines (\$13,000). (Total \$301,000).
- 8180 Contract Services
Provides funds for annual cost of e-filing through Netfile (5,000), DocuSign subscription services citywide (\$8,610), SSL renewal for domain (\$900), opengov domain (\$8,800), antivirus/ cybersecurity services (\$20,000), city website hosting services (\$12,000) and annual subscription costs for Microsoft Office 365 (\$60,000). Also funds software subscriptions for other departments including: CiviPlus (\$5,067), Springbrook (\$34,650), Planetbids (\$8,000), and Truepoint/Accela (\$43,500). Includes Zoom subscription for the department (\$509). (Total \$207,036).
- 8300 Lease Payment
Monthly lease payments for twelve leased multifunction printers citywide (Total \$24,000).
- 8301 Copier Usage Charges
Provides funds for copy and printing expenditures on the multifunction printers citywide (Total \$26,000).

CAPITAL OUTLAY

8530 Computer Equipment

Citywide workstation equipment replacement, including monitors, laptops, and desktop purchases to replace equipment that has reached end of life (\$75,000). Network hardware replacement for equipment that has reached end of life and is in need of critical replacement (\$42,000). Server Operating System (OS) rebuild of all end of life servers and migration to Azure cloud-based servers (\$80,000). (Total \$197,000)

Key Performance Indicators

The Management Services Department oversees the Human Resources and Risk Management Division, the City Clerk's Division, and Information Services. The department is focused on effectively centralizing management of citywide grants and contracts, establishing and implementing the Grants Manual and Policy Document, hosting monthly grant meetings with all Departments to ensure compliance and provide training, providing secure and reliable technological infrastructure for the City by completing and implementing initiatives in the Technology Master Plan, and updating administrative policies.

FY 2023 Accomplishments

Human Resources Division:

- Implemented an Employee Recognition Program – Employee Excellence Awards
- Hosted a Benefit & Wellness Fair
- Completed a Benefits and Compensation Study
- Implemented an automated recruitment tracker to share with Departments as recruitments progress.
- Implemented a Personnel Requests component to budget development process.

City Clerk Division:

- Collaborated with the County of Los Angeles to successfully conduct the November 8, 2022, General Municipal Election
- Completed Advisory Body Appointments and Reappointments
- Implemented efficiencies by working to digitize and preserve vital City records.
- Began the process of upgrading the City's electronic record management system

Information Technology Division:

- Began the process of replacing aging technology equipment by creating and implementing an asset management system to track IT inventory and replacement cycles
- Implemented a mobile device management program to track and inventory city-issued cellular devices
- Worked with IT Consultant to develop a five-year budget/ program for the replacement of the City's aging technology and to plan for upcoming IT projects.
- Audited technology citywide in order to develop a replacement cycle
- Implemented a project to consolidate mobile phone lines
- Began the process of upgrading the City's aged analog phone system
- Migrated all City staff to the City's new collaboration tool Microsoft Office 365
- Consolidated the leasing of multifunction printers across all City Departments

FY 2023 Key Performance Indicators Update

During the development of the Fiscal Year (FY) 2023 budget, the Management Services Department committed to working towards Key Performance Indicators (KPI). As reflected in the FY 23 accomplishments above, staff has done a commendable job at working towards meeting those KPIs.

City Clerk's Office

In FY 23, the City Clerk's Office made significant strides in enhancing customer service through innovation. The Division also experienced significant turnover and staffing challenges, which were addressed with the assistance of temporary staffing services. The turnover in staffing did cause delays in implementing projects, but it also allowed staff to analyze the path forward and create a plan. The City Clerk's Office is working closely with the City Manager's Office in procuring services for a new user-friendly website. A Request for Proposals (RFP) was issued by the CMO, and this project is expected to be completed in the next fiscal year. Along with the joint effort of procuring a new website, the Division began the selection process for the procurement of an agenda management program to streamline the agenda process and will be implementing the selected program in FY 2024. Core operations of the City Clerk Division, such as agenda processing, clerking city council meetings, and assisting commissions, continued without interruption this fiscal year. The Division worked closely with all commissions and the City Manager's Office to implement a Commissioner's/ Elected Official's Handbook to welcome and provide incoming elected officials with the tools and background information for their roles. The City Clerk's Office hosted AB1234 training for all elected officials and staff liaisons. The second annual Commissioners' Congress was also held this fiscal year. The Division successfully coordinated with Los Angeles County to hold the General Municipal Election in November 2022 and then held a reorganization ceremony for the outgoing and incoming elected officials. This fiscal year, the Division is in the process of completing the backlog of minutes for city council meetings, which consisted of over years' worth of meetings. To date, for FY 23, the City has received an unprecedented amount of public records requests. Since July 1, 2022, the city has received 469 requests, with less than 3 months remaining in FY 23. All but seven of those requests have been responded to and closed out.

Human Resources and Risk Management

In FY 23, the Human Resources and Risk Management Division experienced significant turnover and staffing challenges but has continued strong momentum in improving the organizational culture and building a strong employer brand to attract and retain top-caliber candidates. This fiscal year, the Human Resources Division made investments in employee development by purchasing a new learning management system (LMS) through NEOGOV. The implementation is well underway and is expected to be completed by the end of FY 23. Additionally, in efforts to enhance the employee experience, Human Resources will be revamping the employee onboarding process through the implementation of NEOGOV Onboard. The Human Resources Division kicked off the first Health and Wellness Fair and, through the Employee Engagement Team (E.E.T), had a successful summer BBQ, Halloween celebration, and holiday luncheon that also served as an opportunity to recognize staff and honor years of service to the City. The Division has proactively offered several training opportunities citywide through our partnership with LCW. On the Risk Management side, the Division is undergoing an internal review of our processes and procedures and working with our third-party administrators (TPAs) to improve communication flow and assess ways to increase efficiency in the claims process. On the Risk Management side, the Division worked closely with

our Police Department partners to roll out Active Shooter training citywide Division has compiled a full accounting of our claim's history for the last two years and has begun efforts to identify high-risk areas for mitigation. For the FY 24 budget development process, HR developed Budget Instructions and forms for departments to request changes to their personnel structure and positions formally and have worked closely with the Finance Department during budget development.

Innovation and Technology (IT)

In FY 23, the Management Services Department (MSD) made great strides in internally assessing our Information Technology infrastructure and needs. In FY 23, the department invested significant funds in updating computers and workstations citywide and will continue this effort into FY 24. In collaboration with our managed service provider, the City's Technology Master Plan was updated to reflect better the needs of the City, and important new tools were implemented to improve transparency and understanding of the City's infrastructure. As part of the hybrid work program, MSD has increased the deployment of laptops and started to phase out older PCs. A significant effort was made to consolidate many mobile phone carrier accounts, which has led to cost savings and more accurate billing. A major investment in technology was made to transition the City to the cloud-based Office 365 system, and the implementation of that system is underway and is expected to be fully implemented by the end of FY 23. MSD also replaced our aging multi-function devices (MFDs) with new leased machines, which also resulted in cost savings for the City. By the end of FY 23, MSD hopes to wrap up demonstrations and review initial proposals for a new Voice Over IP system (VoIP), to replace our legacy landline phone system that is out of date and in serious need of upgrading. On the cybersecurity front, MSD hopes to implement a new training and mitigation tool citywide to educate and train staff on potential cybersecurity threats to our organization's security.

Grants and Contracts

The Department has worked to centralize the tracking and execution of contracts. The City Clerk's Office has been delegated the responsibility of continuing to build on initial efforts. The Department has a centralized contracts tracker and is in the process of issuing official city contract numbers to make tracking easier. Our Senior Management Analyst has also worked with different departments regarding grant reporting and compliance obligations.

FY 2024 Key Performance Indicators

As the Department has developed, staff has had the opportunity to review the existing performance measures. New KPIs are listed below for FY 24 that better reflect organizational goals and priorities.

City Clerk

Records Management

Establish and implement a records Management program to account for and maintain citywide records by: *(Strategic Plan - 6d)*

- Conducting a comprehensive inventory on all physical citywide records currently in storage.
- Implement and upgrade Laserfiche software and public portal to increase transparency, manage records, and increase public accessibility to City records.
- Seek imaging/scanning vendor to conduct a bulk scan of all documents into our Laserfiche program.
- Host staff training on records retention policy. *(Strategic Plan – 6h)*
- Host a “Records Clean Up Day” for city staff, to include review of physical and electronic records for destruction and storage.

Agenda Management

Establish and implement an Agenda Management Software and program to increase efficiency and productivity. *(Strategic Plan - 6d)*

- Acquire Agenda Management Software to decrease staff turnaround time due to the current process/workload.
- Host staff training on Agenda Management Software and new process. *(Strategic Plan – 6h)*
- Implement an Agenda portal on the City Website to increase public transparency in the agenda process and city business.
- Conduct an online survey via the city mobile app and city website for the public and staff to provide feedback on the new software. *(Strategic Plan – 6h and 6e)*

Public Records Request Management Software

Implement Public Records Request Software that manages requests and reduces review periods by automating workflows. *(Strategic Plan - 6d)*

- Acquire a Public Records Request Management Software to increase accountability, ensuring public transparency.
- Host staff training on PRR Management Software to assist in quick response times and easy navigating of the new program. *(Strategic Plan – 6h)*
- Implement a PRR portal on City Website to allow access to city records by the community.
- Conduct an online survey via the city mobile app and city website for the public and staff to provide feedback on the new software. *(Strategic Plan – 6h and 6e)*

Human Resources and Risk Management:**Establish and Support Organizational Effectiveness** (*Strategic Plan – 6C*) **by:**

- Development of comprehensive administrative policy manual. Review existing City Rules and Regulations to determine revisions needed. Will require consulting with attorney and labor groups.
- Auditing FT Employee Files within Springbrook on a quarterly basis for benefit accuracy.
- Hiring a consulting firm to conduct a functional job analysis to identify the essential functions of a job. Will need to create an RFP for consultative services.

Continue to support and promote the Employee Experience (EX) and City Workplace Culture (*Strategic Plan – 6H*) **by:**

- Increasing employee retention and reducing employee turnover by 15% by continuing efforts for employee engagement such as sending out an annual employee survey to gather feedback, sponsoring at least four employee engagement events, and highlighting employee contributions through awards and recognitions during one of those events.
- Revamping the performance evaluation process to include an update to our performance appraisal form and tracking mechanism in NEOGOV, with the goal of 100% of evaluations being issued timely to staff.

Risk Management

- Conduct a cost/coverage analysis of existing city insurance plans by comparing them with other insurance options available, such as increasing/decreasing self-insurance retention (SIR), pooling and/or excess coverage in time for insurance renewals.
- Provide quarterly loss data reports to Departments to strengthen partnership in mitigation efforts.
- Update City's Injury Illness and Prevention Plan (IIPP) to confirm with current OSHA requirements.

Recruitment (*Strategic Plan – 6I*)

- Implement NEOGOV Onboard to streamline the pre-employment phase, goal of reducing time to hire by 25%.
- Upgrade recruitment tracker to Infinity platform to automate tracking process and provide in real time reporting for Directors, identifying bottlenecks in the process.
- Implement new training opportunities through LEARN.
- Update recruitment advertisement materials to highlight our benefits better. Consult with neighboring cities for best practices & update our recruitment flyers.
- Attend (2) local career fairs to establish a City presence as an employer of choice.

Information Technology

Continue to improve technology across Departments (*Strategic Plan-6d*) by:

- Implementing the first year of a three-year replacement cycle for technology hardware
- Completing the implementation and migration to Microsoft Office 365
- Implementing cybersecurity software/ program to assist in monitoring threats and educate staff on best practices to minimize risk.
- Upgrading the City's analog phone system to a modern digital phone system.
- Upgrade the City's end of life servers by October 2023.
- Upgrade the City's end of life networking equipment by December 2023.

Summary of Changes**Human Resources and Risk Management**

- HR Division is adding a Human Resources Specialist to provide administrative and clerical support so that the Human Resources Analysts can focus on higher-level work and projects.
- Includes the reclassification of the two management analyst positions in the HR Division to Senior HR Analyst and HR Analyst
- Includes an increase in funds for employee engagement, retention, and recognition activities to support employee retention and wellness.
- Includes funds for employee onboarding packets
- Includes the completion of a Classification and Compensation study that was budgeted in FY 23 but not completed due to staff turnover

City Clerk Division

- Agenda Management Software to streamline agenda process
- Inclusion of advertising costs for Departments that do not budget for such costs

Information Technology

- IT Consultant costs budget increased in order to properly reflect the actual expenditures incurred through the firm for IT support
- Includes funds for the first year of a three-year plan of technology replacements
- Includes funds for membership to MiCTA, for access to IT contracts for City's use for piggy-backing in an effort to lessen the impact of costs for aging technology
- Includes annual subscription costs for Microsoft Office 365

Finance

Fiscal Year 2022-23 Budget Snapshot

Overview

The Finance Department accounts for all City and Successor Agency expenditures, administers business licensing and water billing through third-party vendors, accounts for revenue collection, performs city wide accounting functions, including grant accounting, processes the biweekly payroll through a third-party vendor, prepares payment of all obligations for review and approval by the City Council, and sends out approved check warrants. In conjunction with, and subject to the independent certification of the City/Agency independent audit firm, the Department prepares the City's Annual Comprehensive Financial Report (ACFR). The Department also prepares annual reports for the State Controller and other State and Federal agencies. Under the direction of the City Manager, the Department prepares the City's annual budget.

The Finance Department oversees the utility billing function by utilizing a third-party vendor for the City's approximately 7,000 accounts for all water, refuse and sewer fees. The Department works with the City Treasurer, Finance Commission, and committees with respect to the various financial issues. As required by the Government Code, monthly investment reports are provided to the City Council summarizing investment holdings and rates of return on investments.

Notable Changes – Wages and Benefits

Overall, the full-time permanent salaries show an increase as the budget includes funds for a permanent full time Finance Director as well as a full year's cost of a full time Management Assistant position authorized by the City Council in FY 2022-23. Compared with FY 2022-23, part-time, temporary staff salaries show a decrease, due to the hiring of a full time Management Assistant and Accounting Technician I, versus the previous use of part-time interim and temporary staff.

Notable Changes – Operations and Maintenance

The Finance Department expects an increase in special departmental expenses and professional services. The Department will work with an outside vendor to conduct a Master Fee Study and Cost Allocation Study to update our fee schedules.

Capital Outlay

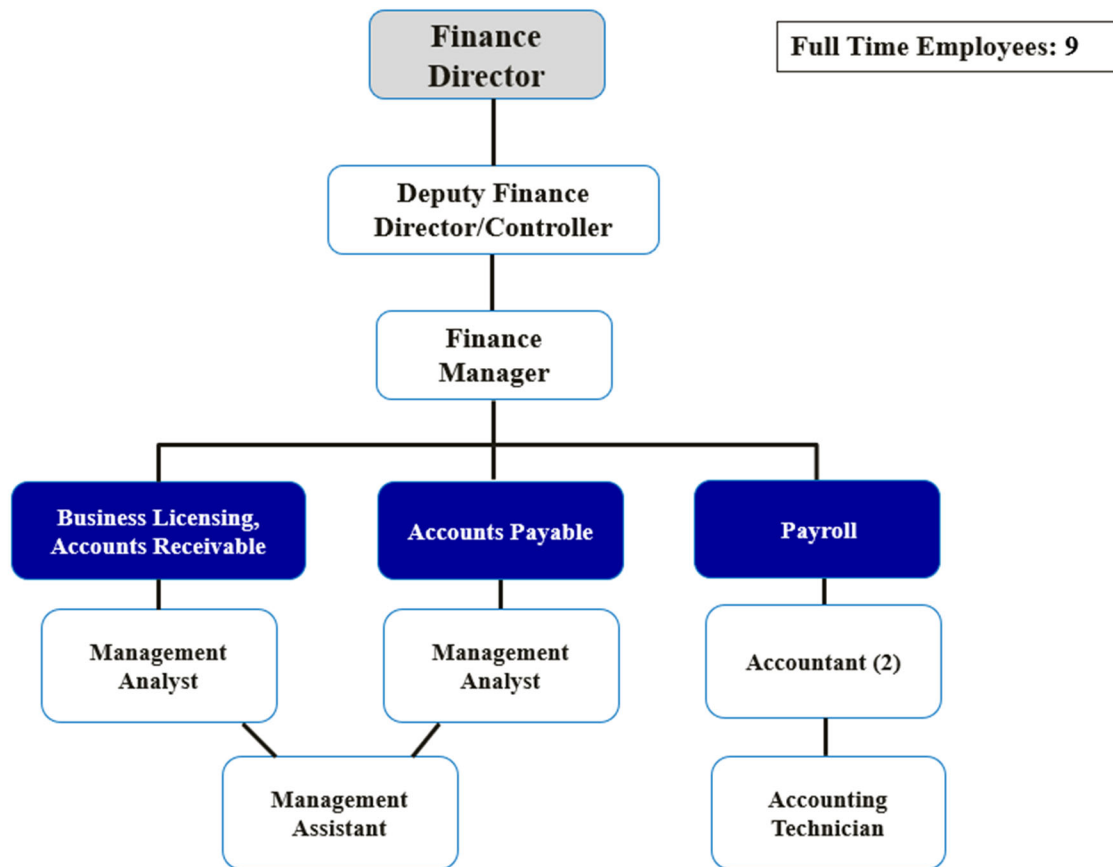
No items budgeted for Capital Outlay.

Budget Summary

	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
EXPENDITURE SUMMARY						
Wages & Benefits	1,106,306	1,286,845	1,303,684	1,612,958	1,511,610	1,797,323
Operations & Maintenance	4,558,267	3,482,901	7,144,759	11,372,398	10,080,242	10,116,534
Capital Outlay	-	-	-	282,608	282,608	-
Total Expenses by Category	5,664,573	4,769,746	8,448,443	13,267,964	11,874,460	11,913,857
[101-3011] Finance	755,116	871,011	1,040,325	1,203,880	1,144,568	1,050,473
[101-3041] Non-Dept/Overhead	1,060,512	996,366	2,264,416	2,694,140	2,669,105	2,539,444
[103-2501] Insurance Services	2,941,009	2,167,385	4,276,759	2,596,111	4,686,289	3,566,267
[110-3011] OPEB Trust Fund	-	-	-	1,000	1,000	1,000
[206-XXXX] SLFRF Fund	-	-	-	5,830,000	2,560,519	3,498,717
[500-3012] Utility Billing	907,936	734,984	866,944	942,833	812,979	1,257,956
Total Expenses by Program	5,664,573	4,769,746	8,448,443	13,267,964	11,874,460	11,913,857

Authorized Positions

Finance Department



Finance / 101-3010-3011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	237,928	275,120	341,052	519,867	378,156	535,178
7010	000	Salaries - Temp / Part	23,008	144,195	194,660	48,071	89,406	-
7020	000	Overtime	1,648	1,669	5,529	2,050	5,970	-
7040	000	Holiday	4,358	6,582	6,357	6,780	-	4,540
7070	000	Leave Buyback	7,436	-	-	26,000	5,485	10,318
7100	000	Retirement	33,565	30,112	76,998	68,587	70,503	42,762
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	1,596	12,766	(9,466)	2,493	2,574	5,338
7110	000	Workers Compensation	3,508	4,961	6,422	8,229	4,674	5,966
7120	000	Disability Insurance	-	-	-	-	-	-
7122	000	Unemployment Insurance	7,613	3,003	-	-	-	-
7130	000	Group Health Insurance	30,664	38,869	30,933	39,761	39,599	73,147
7140	000	Vision Insurance	616	639	788	1,034	747	998
7150	000	Dental Insurance	2,216	2,505	3,078	3,879	2,798	3,736
7055	000	IOD - Non Safety	-	-	-	-	-	-
7160	000	Life Insurance	290	344	406	427	364	494
7170	000	FICA - Medicare	5,519	8,813	9,495	10,127	7,194	7,760
		<WAGES & BENEFITS>	359,966	529,578	666,251	737,305	607,471	690,237
8000	000	Office Supplies	7,765	890	7,108	9,000	6,081	9,330
8010	000	Postage	1,758	2,235	1,540	3,500	2,254	3,000
8020	000	Special Department Expense	21,400	73,639	120,258	72,648	92,361	140,551
8050	000	Printing/Duplicating	815	584	-	2,000	2,000	3,950
8060	000	Dues & Memberships	945	150	355	2,500	2,500	971
8070	000	Mileage/Auto Allowance	129	-	-	-	-	-
8090	000	Conference & Meeting Expense	-	225	665	5,000	6,319	6,793
8110	000	Equipment Maintenance	602	-	-	300	-	-
8170	000	Professional Services	226,568	192,842	221,516	86,877	114,406	91,725
8180	000	Contract Services	133,373	70,619	21,365	280,750	307,177	100,000
8200	000	Training Expense	1,796	249	1,266	4,000	4,000	3,916
		<OPERATIONS & MAINTENANCE>	395,151	341,433	374,074	466,575	537,097	360,236
[101-3011] Finance Total			755,116	871,011	1,040,325	1,203,880	1,144,568	1,050,473

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides the compensation for the Finance Director, Deputy Finance Director/Controller, Finance Manager, Management Analyst (2), Accountants (2), Management Assistant, and Accounting Technician I. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Covers the cost of overtime for non-management staff to assist with Finance Commission and other departmental needs.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds for the purchase of miscellaneous supplies (\$9,330).
- 8010 Postage
Funds for postal expenses for mailing information, checks and miscellaneous Department mailings (Total \$3,000).
- 8020 Special Department Expense
Allocation of credit card charges and bank analysis fees (offset with revenue 101-0000-0000-5510) (\$136,500), funding for compilation of the ACFR statistical section, and application costs for the Government Finance Officers Association (GFOA) Annual Comprehensive Financial Report (ACFR) award program (\$2,130). Public Notice for Annual Budget (\$621). W-2, 1095-C, 1099 mailing and materials (\$1,300). (Total \$140,551)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of draft and final budget (\$3,950) and other miscellaneous information intended for public distribution from the Finance Department (\$3,950).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO) (\$380), the Government Finance Officers Association (GFOA, \$443) and Municipal Management Association (\$148). (Total \$971).

- 8090 Conference and Meeting Expense
Provides funds for attendance to GFOA/CSMFO conferences, Government Tax Seminar, CalPERS payroll training, Municipal Management Conference, and Springbrook Annual Conference (\$6,793).
- 8110 Equipment Maintenance
N/A
- 8170 Professional Services
HdL sales tax, business license tax, and property tax audits (\$29,150), State Controllers Report (\$8,800), Debtbook (GASB 87 and GASB 96) (\$8,775), Master Fee Schedule (\$35,000), and Cost Allocation Schedule (\$10,000) (Total \$91,725)
- 8180 Contract Services
Provides funds for Temporary Staffing (Total \$100,000)
- 8200 Employee Training
Provides funds for department training opportunities; includes funds for additional finance software training (\$3,916).

Non-Departmental Overhead / 101-3010-3041

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7131	000	Retiree Health Insurance	561,272	558,561	394,777	600,000	575,000	592,250
		<WAGES & BENEFITS>	561,272	558,561	394,777	600,000	575,000	592,250
8020	000	Special Department Expense	-	-	12,461	-	11,773	9,600
8060	000	Dues & Memberships	32,969	29,330	34,801	1,400	1,525	1,525
8140	000	Utilities	-	400,366	434,674	495,000	482,853	495,000
8170	000	Professional Services	43,643	134,326	130,104	214,640	214,640	135,000
8180	000	Contract Services	10,166	2,262	4,953	16,000	16,245	19,000
8191	000	Liability & Surety Bonds	251,782	(300,000)	1,080,000	1,190,000	1,190,000	1,110,000
8335	000	Property Tax Admin. Fee	160,681	171,522	172,646	177,100	177,069	177,069
		<OPERATIONS & MAINTENANCE>	499,240	437,805	1,869,638	2,094,140	2,094,105	1,947,194
[101-3041] Non-Dept/Overhead Total			1,060,512	996,366	2,264,416	2,694,140	2,669,105	2,539,444

PERSONNEL SERVICES

7131 Retirees Health Insurance

It is the City's obligation to fund retiree health benefits, as called for in each of the respective employee memorandums of understanding (\$592,250).

OPERATIONS & MAINTENANCE

8020 Special Departmental Expense

CalPERS administration fee for medical health insurance (\$9,600).

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for City memberships in LAFCO (\$1,525).

8140 Utilities

Citywide Water Utility Usage (\$495,000)

8170 Professional Services

Provides funds for general fund portion of independent accounting services, including interim audits and preparation of annual Financial Report (FY 22-23 Audit \$16,400) ACFR FY 22-23 (\$13,600), a share of Morgan Stanley/Western Asset investment management services (\$80,000), and OPEB Actuarial Services (\$25,000) (Total \$135,000)

8180 Contract Services

Provides funds for share of bank armored courier services (\$19,000).

8191 Liability & Surety Bonds

General fund share of commercial liability insurance, automobile liability insurance for City vehicles, environmental liability insurance, and property insurance on City-owned facilities and buildings/contents, and surety and commercial crime bonds provide for City insurance protection for employees and officials. Total is \$1,110,000. (Portions are allocated 30% to the Water Fund, and 10% to the Sewer Fund).

8335 Property Tax Admin Fee

LA County Fee for property tax calculation and administration (\$177,069).

Insurance Fund / 103-3010-2501

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	897,752	55,025	84,241	1,400,000	1,400,000	-
8161	000	Claims & Judgements - WC	728,256	1,365,034	1,821,509	341,966	1,514,116	554,000
8161	001	Claims & Judgements - GL	1,315,000	747,325	2,371,009	854,145	1,772,173	1,350,000
8162	000	Insurance Policy - WC	-	-	-	-	-	455,867
8162	001	Insurance Policy - GL	-	-	-	-	-	1,109,000
8170	000	Professional Services	-	-	-	-	-	97,400
<OPERATIONS & MAINTENANCE>			2,941,009	2,167,385	4,276,759	2,596,111	4,686,289	3,566,267
103 - INSURANCE FUND TOTAL			2,941,009	2,167,385	4,276,759	2,596,111	4,686,289	3,566,267

OPERATIONS & MAINTENANCE

8161-000 Claims & Judgements – WC

Workers compensation premium through PRISM, formerly CSAC-EIA. Estimated workers compensation settlements from self-insured plan and estimated adjustments based on actuarial study. The expenditures are recovered from various funds and departments based on staffing level and risk factors offsetting revenue account #103-0000-0000-5420-000 and insurance reimbursement from PRISM from revenue account #103-0000-0000-5410-000. (Total \$554,000).

8161-001 Claims & Judgements – GL

General Liability premium through PRISM, formerly CSAC-EIA. Estimated general liability settlements from self-insured plan and estimated adjustments based on actuarial study. The expenditures are recovered from various funds and departments based on staffing level and risk factors offsetting revenue account #103-0000-0000-5420-000 and insurance reimbursement from PRISM from revenue account #103-0000-0000-5410-001. (Total \$1,350,000).

8162-000 Insurance Policy - WC

Workers compensation premium through PRISM, formerly CSAC-EIA. Estimated workers compensation settlements from self-insured plan and estimated adjustments based on actuarial study. The expenditures are recovered from various funds and departments based on staffing level and risk factors offsetting revenue account #103-0000-0000-5420-000 and insurance reimbursement from PRISM from revenue account #103-0000-0000-5410-000. (Total \$455,867).

8162-001 Claims & Judgements – GL

General Liability premium through PRISM, formerly CSAC-EIA. Estimated general liability settlements from self-insured plan and estimated adjustments based on actuarial study. The expenditures are recovered from various funds and departments based on staffing level and risk factors offsetting revenue account #103-0000-0000-5420-000 and insurance reimbursement from PRISM from revenue account #103-0000-0000-5410-001. (Total \$1,109,000).

8170-000 Professional Services
Administrative fee for Carl Warren and Intercare. (Total \$97,400).

OPEB Trust Fund / 110-3010-3011

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
8170	000	Professional Services	-	-	-	1,000	1,000	1,000
		<OPERATIONS & MAINTENANCE>	-	-	-	1,000	1,000	1,000
110 - OPEB Trust Fund			-	-	-	1,000	1,000	1,000

OPERATIONS & MAINTENANCE

8170 Professional Services
 Administrative fee (Total \$1,000).

SLFRF Fund / 206-XXXX-XXXX

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
8170	000	Professional Services	-	-	-	87,402	-	-
[206-2032] Information Systems Total			-	-	-	87,402	-	-
8020	000	Special Department Expense	-	-	-	5,187,942	2,005,863	3,498,717
[206-3041] Non-Dept/Overhead Total			-	-	-	5,187,942	2,005,863	3,498,717
8170	000	Professional Services	-	-	-	70,000	70,000	-
8520	000	Machinery & Equipment	-	-	-	-	-	-
[206-4011] Police Total			-	-	-	70,000	70,000	-
8134	000	Safety Clothing/Equipment	-	-	-	152,048	152,048	-
8540	000	Automotive Equipment	-	-	-	282,608	282,608	-
[206-5011] Fire Total			-	-	-	434,656	434,656	-
8180	000	Contract Services	-	-	-	50,000	50,000	-
[206-8031] Community Services Total			-	-	-	50,000	50,000	-
<OPERATIONS & MAINTENANCE>			-	-	-	5,830,000	2,560,519	3,498,717
206 - SLFRF FUND TOTAL			-	-	-	5,830,000	2,560,519	3,498,717

OPERATIONS & MAINTENANCE

8020 Special Department Expense

State and Local Fiscal Recovery Funds have been approved by Council to be allocated to the following projects: Library RFID Project (\$160,000), Fire Air Utility Apparatus (\$600,000), IT Master Plan (\$100,000), Public Works Automatic Asphalt Truck (\$300,000), and other Salaries and CIP (\$2,338,717). (Total \$3,498,717)

Utility Billing / 500-3010-3012

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	135,727	132,182	159,819	209,383	246,472	386,094
7010	000	Salaries - Temp / Part	1,346	26,960	9,230	9,013	-	-
7020	000	Overtime	-	-	2,744	2,000	5,205	-
7040	000	Holiday	869	1,627	1,935	1,578	-	1,163
7070	000	Leave Buyback	2,732	-	478	1,500	4,571	4,422
7100	000	Retirement	28,655	21,275	55,002	26,492	34,810	32,378
7100	010	CalPERS UAL	-	-	-	-	-	9,486
7108	000	Deferred Compensation	818	5,632	(4,399)	1,062	1,652	3,852
7110	000	Workers Compensation	1,639	1,716	2,075	3,874	2,036	4,285
7120	000	Disability Insurance	-	-	-	-	7,384	-
7130	000	Group Health Insurance	10,163	6,083	11,237	15,051	20,881	63,306
7140	000	Vision Insurance	240	187	335	516	463	810
7150	000	Dental Insurance	817	786	1,358	1,935	1,735	3,027
7160	000	Life Insurance	108	98	172	213	226	416
7170	000	FICA - Medicare	1,954	2,159	2,670	3,036	3,705	5,598
		<WAGES & BENEFITS>	185,069	198,705	242,657	275,653	329,139	514,836
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	15,302	24,779	31,527	50,000	23,135	50,000
8020	000	Special Department Expense	173,213	103,683	125,489	160,000	109,681	160,000
8032	000	Water Efficiency Fee Projects	9,057	47	-	-	-	-
8060	000	Dues & Memberships	-	-	-	-	-	424
8070	000	Mileage/Auto Allowance	-	-	-	-	-	-
8090	000	Conference & Meeting Expense	(100)	-	-	100	462	3,512
8110	000	Equipment Maintenance	602	-	-	18,000	-	18,000
8170	000	Professional Services	423,996	312,894	375,192	346,600	350,562	416,700
8180	000	Contract Services	8,817	2,895	99	-	-	-
8200	000	Training Expense	-	-	-	500	-	2,504
8350	000	Bad Debt Expense	-	-	-	-	-	-
8400	000	Overhead Allocation	91,981	91,981	91,981	91,980	-	91,980
		<OPERATIONS & MAINTENANCE>	722,867	536,279	624,288	667,180	483,840	743,120
		[500-3012] Utility Billing Total	907,936	734,984	866,944	942,833	812,979	1,257,956

Budget Detail

PERSONNEL SERVICES

7000 Regular Salaries

Provides the partial compensation for the Finance Director, Accounting Manager, Finance Manager, Management Analyst, and Accountant. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Temp/Part-time

Provide partial compensation for Management Analyst and Finance Director.

OPERATIONS & MAINTENANCE

8010 Postage

Provides funds for postal expenses related to water billing services and inserts (\$50,000).

8020 Special Department Expense

Provides funds for payment of allocation of credit card charges and bank analysis fees (\$160,000). (Offset by Transaction fee acct # 101-0000-0000-5510-000)

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$145), the Government Finance Officers Association (GFOA, \$157), and Municipal Management Association (\$122). (Total \$424)

8090 Conference and Meeting Expense

Share of annual CSMFO conference for the Finance Staff (\$3,512).

8110 Equipment Maintenance

Provides funds for postage machine and copier lease/maintenance allocation (\$2,000) and maintenance costs for Springbrook Software (Finance/Utility Billing systems \$16,000). (Total \$18,000)

8170 Professional Services

Provides (\$338,100) toward contractual support service with Munibilling, the company that provides the Finance Department's utility billing processing. Also provides portion of annual city audit services, (\$23,400), a share of the GASB 34 infrastructure assets valuation with Community Economic Solutions (\$1,200) and investment management fees to Morgan Stanley and Western Asset (\$54,000). (Total \$416,700)

8200 Training

Provides funds for training seminars for Finance Department staff (\$2,504).

8400 Overhead Allocation

Charges for administrative services provided by the General Fund (\$91,980).

Key Performance Indicators

The Finance Department is responsible for accounting, revenue, treasury, debt administration, payroll, budget, and purchasing functions. We strive to work efficiently and effectively. We are dedicated to providing our City Council, City Commissions, City Manager, City departments, employees, and diverse community with efficient and courteous service.

Accounting Management

The Finance Department completed their audit and financial report by February 2023 and filed the following reports in a timely manner: Annual Comprehensive Financial Report with an unmodified “clean” audit opinion, State Controller’s Report, State and Street Report, and Metro Audit. The Finance Department also produced 12 Treasurer’s Reports for City Council, issued 3,569 warrants in FY 21-22, issued 115 1099s for Calendar Year 2022, and approved 825 journal entries in FY 21-22.

Payroll

The Finance department has successfully moved the payroll task in house for FY 22-23. In FY 22-23, we distributed 269 w-2s and 162 1095-Cs to employees. Finance has 207 direct deposit participants and 63 deferred compensation participants. Our goal for FY 23-24 is to implement the Springbrook Employee Self Service portal. This will provide an additional level of transparency for employees as they can view their w-2s and bi-weekly paychecks online.

Revenue

The Finance Department is responsible for ensuring revenue is recorded in a timely manner. In FY 22-23, Finance issued 1,500 business licenses, reviewed over 2,400 bank deposits, and secured 162 filming/special events permits.

Enterprise Resource Planning Upgrade

Finance currently utilizes a software called Springbrook for its accounting needs and resources. We have placed a hold on moving this platform into the cloud as we navigate our options.

City Treasurer

Fiscal Year 2023-24 Budget Snapshot

Overview

The City Treasurer is an elected position and is responsible for the management and oversight of the City's idle cash and its investments upon order of the City Council. The Treasurer receives and safely keeps City funds, provides overall investment management and strategy, administers the City's banking relationships, reports periodically to the City Council and the City's Finance Commission, and submits an annual investment policy to the City Council.

Notable Changes – Wages and Benefits

No significant changes to Wages and Benefits.

Notable Changes – Operations and Maintenance

No items budgeted for Operations and Maintenance.

Capital Outlay

No items budgeted for Capital Outlay.

Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
Wages & Benefits	9,211	8,444	9,993	8,752	8,752	9,239
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	9,211	8,444	9,993	8,752	8,752	9,239
[101-3021] City Treasurer	9,211	8,444	9,993	8,752	8,752	9,239
Total Expenses by Program	9,211	8,444	9,993	8,752	8,752	9,239

Authorized Positions

City Treasurer	1
Total	1

City Treasurer / 101-3000-3021

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7010	000	Salaries - Temp / Part	8,472	7,766	9,178	8,472	8,472	8,472
7110	000	Workers Compensation	91	84	113	157	157	119
7170	000	FICA - Medicare	648	594	702	123	123	648
		<WAGES & BENEFITS>	9,211	8,444	9,993	8,752	8,752	9,239
[101-3021] City Treasurer Total			9,211	8,444	9,993	8,752	8,752	9,239

PERSONNEL SERVICES

7010 Salaries – Temp / Part

Funds monthly stipend of elected City Treasurer. The Treasurer’s stipend is authorized by Government Code and City resolutions.

Police

Fiscal Year 2022-23 Budget Snapshot

Overview

The Police Department provides a full range of law enforcement and crime deterrence services. Services include street patrol, traffic patrol, crime investigation and analysis, parking enforcement, and a community crime prevention program. Support services for sworn officers include training, records, property evidence, dispatch center, and administrative support. As a reflection of the community, the Police Department has enhanced its diversity by increasing the number of female police officers to three.

The South Pasadena Police Department is comprised of 34 sworn officers including Lieutenants, Sergeants, Corporals, Deputy Chief of Police and Chief of Police, 18 full-time non-sworn personnel and additional part-time non-sworn personnel including Police Cadets. The department is augmented with an additional one Reserve Officer and a volunteer Chaplain.

Notable Changes – Wages and Benefits

The Police Department intends to fill all vacancies and bring the level of staffing up to authorized strengths. The overtime exceeded expectations are due to unfilled vacancies, increased patrol for special assignments and COVID-19 related absences. In Fiscal Year 2022-23, the Police Department had an increase in overtime due to unfilled vacancies, and COVID-19 related absences.

Notable Changes – Operations and Maintenance

To become more sustainable and support the City's Green Action Plan, the Police Department is moving towards the electrification of its fleet of vehicles. The contract for crossing guards with All City Management was increased to reflect the return to in-person learning and a traditional school calendar.

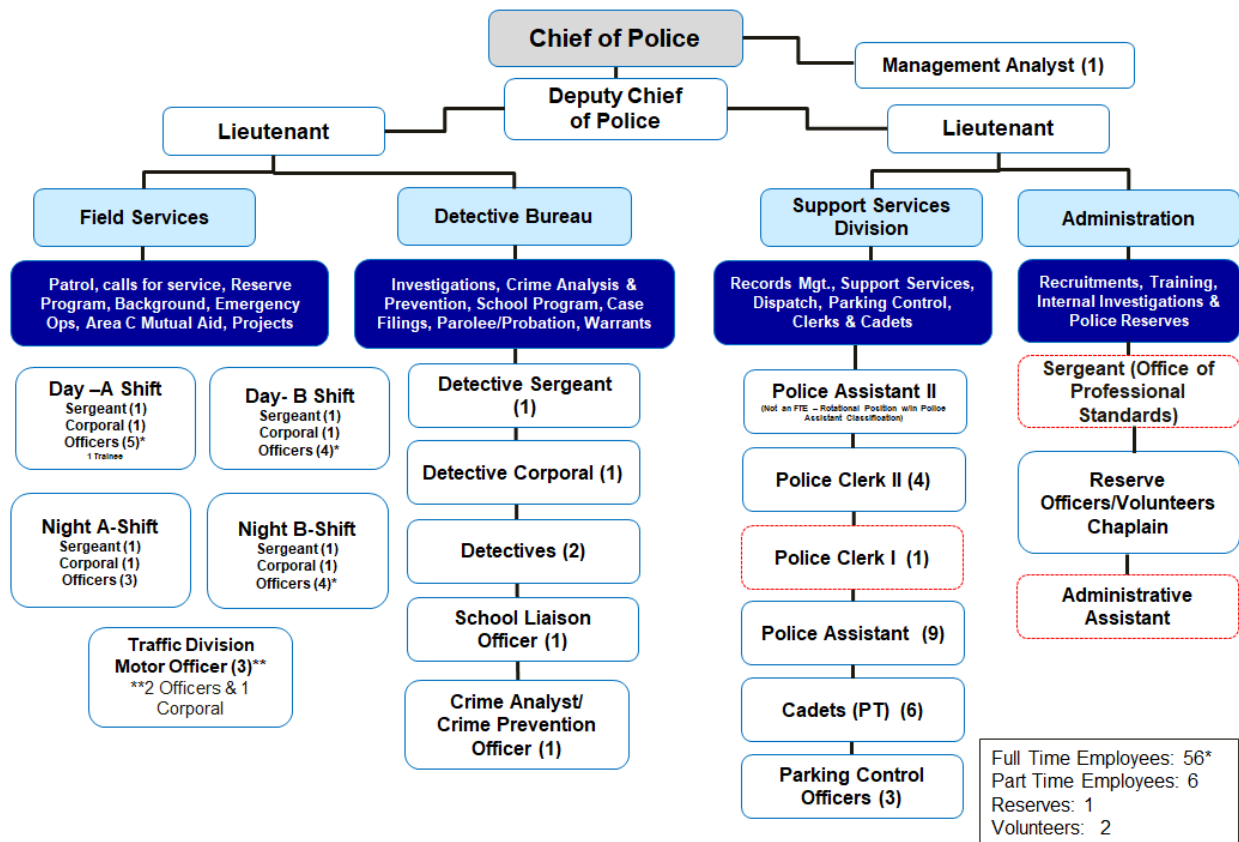
Capital Outlay

The COPS Grant is funding the new Computer Aided Dispatch and Records Management System.

Budget Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budgeted	Estimated	Proposed
	2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
Wages & Benefits	8,442,920	9,760,540	10,451,997	9,705,685	9,595,647	10,268,156
Operations & Maintenance	806,777	679,040	1,001,511	1,536,987	1,554,440	1,785,380
Capital Outlay	66,745	24,478	258,055	301,240	180,000	228,011
Total Expenses by Category	9,316,441	10,464,058	11,711,564	11,543,912	11,330,087	12,281,547
[101-4011] Police	9,171,740	10,400,998	11,384,907	11,032,589	11,020,087	11,512,034
[105-4011] Facilities & Equipment Replacement	42,645	-	(6,553)	263,000	120,000	531,502
[241-4011] Measure H	77,957	38,582	50,982	57,083	-	-
[270-4011] Police	-	-	20,100	10,000	10,000	10,000
[270-4015] Police Asset Forfeiture	-	-	-	50,000	50,000	50,000
[272-4018] Police State Grant - AB 3229	24,100	24,478	136,767	130,000	130,000	178,011
[274-4019] Homeland Security Grant	-	-	125,360	1,240	-	-
Total Expenses by Program	9,316,441	10,464,058	11,711,564	11,543,912	11,330,087	12,281,547

Authorized Positions



Police / 101-4010-4011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	4,482,814	4,606,792	4,525,275	4,943,712	4,333,032	5,196,021
7010	000	Salaries - Temp / Part	153,126	147,632	135,997	160,000	156,419	104,419
7020	000	Overtime	618,057	704,131	776,637	792,000	1,063,713	885,071
7030	000	Overtime - FLSA	3,796	6,687	4,548	-	-	-
7040	000	Holiday	245,815	268,676	236,230	200,000	235,611	226,708
7045	000	Overtime - Special (Movie) Detail	207,780	286,525	299,327	250,000	463,063	450,000
7050	000	Overtime - DUI Checkpoint	7,217	13,471	15,220	67,000	19,969	-
7060	000	IOD - Safety	5,957	-	72,711	76,200	227,897	-
7070	000	Leave Buyback	46,574	16,512	15,309	38,000	22,947	13,683
7100	000	Retirement	1,711,224	2,562,864	3,692,828	2,227,309	2,092,296	863,575
7100	010	CalPERS UAL	-	-	-	-	-	1,237,237
7108	000	Deferred Compensation	3,529	170,181	(163,016)	4,780	34,391	51,023
7110	000	Workers Compensation	218,990	239,059	233,362	228,697	232,716	202,168
7120	000	Disability Insurance	32,102	7,956	-	-	47,044	-
7122	000	Unemployment Insurance	-	2,825	-	-	-	-
7130	000	Group Health Insurance	449,722	499,806	374,850	477,314	474,728	890,760
7140	000	Vision Insurance	10,220	10,285	9,956	12,960	9,060	12,474
7150	000	Dental Insurance	33,914	35,053	34,086	48,600	32,965	45,209
7160	000	Life Insurance	4,799	4,864	4,817	5,346	4,489	5,643
7170	000	FICA - Medicare	85,626	90,990	88,029	71,684	95,139	84,165
7180	000	Car/Uniform Allowance	43,700	47,650	44,850	45,000	50,168	-
		<WAGES & BENEFITS>	8,364,963	9,721,958	10,401,015	9,648,602	9,595,647	10,268,156
8000	000	Office Supplies	28,120	28,677	29,451	29,000	29,000	29,000
8010	000	Postage	2,669	4,410	3,572	5,000	5,000	5,250
8020	000	Special Department Expense	64,022	42,603	57,002	64,500	64,500	84,500
8022	000	OTS Grant Expense	-	2,755	1,093	8,000	-	-
8034	000	K9 Expenses	8,436	8,154	8,944	9,000	8,758	9,000
8035	000	Narco K9 Expenses	4,332	3,770	1,460	-	-	-
8040	000	Advertising	60	-	-	-	-	-
8050	000	Printing/Duplicating	16,373	12,944	14,947	20,000	19,822	22,000
8060	000	Dues & Memberships	2,145	1,555	3,555	3,700	3,700	3,700
8090	000	Conference & Meeting Expense	2,213	400	1,241	8,000	8,000	8,000
8100	000	Vehicle Maintenance	75,887	45,933	76,441	130,000	130,000	81,000
8105	000	Fuel	63,769	65,031	79,255	120,000	85,000	65,000
8109	000	Equipment	-	14,702	21,650	25,000	25,000	25,000
8110	000	Equipment Maintenance	13,040	12,621	15,557	20,000	20,000	21,000
8120	000	Building Maintenance	-	-	-	-	-	-
8134	000	Safety Clothing/Equipment	30,105	15,419	18,636	30,000	30,000	35,000
8150	000	Telephone	-	-	-	-	-	-
8170	000	Professional Services	104,677	71,024	116,893	189,250	266,816	202,823
8180	000	Contract Services	353,111	309,161	459,320	652,037	651,344	575,105
8200	000	Training Expense	18,875	22,880	43,969	33,000	40,000	40,000
8210	000	Training Expense - POST Reimb.	18,944	17,002	28,424	30,000	30,000	30,000
8176	000	Reserves and Volunteers	-	-	-	7,500	7,500	7,500
		<OPERATIONS & MAINTENANCE>	806,777	679,040	981,411	1,383,987	1,424,440	1,243,878
8520	000	Machinery & Equipment	-	-	2,480	-	-	-
		<CAPITAL OUTLAY>	-	-	2,480	-	-	-
[101-4011] Police Total			9,171,740	10,400,998	11,384,907	11,032,589	11,020,087	11,512,034

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds for all full-time, permanent sworn and civilian employees' salaries.
- 7010 Salaries – Temporary/Seasonal/Part-Time
Funds seasonal, temporary and other non-salaried part-time employees, including Police Cadets, compensation.
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, court appearances and court on-call status during off-duty hours, and overtime required to fill minimal staffing requirements. Overtime has increased due to COVID-19 related absences. Efforts will be made through negotiated agreements with the police officers' association to reduce nonessential overtime costs, however, overtime due to burglary suppression efforts will continue. The use of reserve officers whenever possible has kept these costs down. Total (\$885,071).
- 7040 Holiday
Funds overtime compensation for employees required to work on Holidays. Total (\$226,708).
- 7045 Overtime – Filming Detail
Funds the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7050 Overtime – DUI Checkpoint
Funds overtime compensation for DUI checkpoint staffing.
- 7060 IOD – Safety
Funds Injury on Duty (IOD) overtime.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances (\$13,683).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds the purchase of Police report forms; Detective and Records case file folders, office stationery, miscellaneous office, kitchen and COVID-19 supplies. Total (\$29,000).
- 8010 Postage
Provides funds for Police Department postal expenses. Vendors Pitney Bowes

and FedEx. Total (\$5,250).

8020 Special Department Expense

Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries and purchase of three new radios (\$40,000); Live-Scan (\$3,500); Office equipment including office chairs (\$1,000); Locker room refurbishment (\$5,000); Community education programs to include: Teen Academy, Coffee with a Cop, Women's Self Defense, Citizen's Academy, Crime Prevention Materials (\$26,500); Festival of Balloons expenses including radio, repeater and message board rentals (\$1,000); and other miscellaneous expenditures (\$7,500). Total (\$84,500).

8034 K-9

Funds training, equipment, maintenance and veterinarian costs. Total (\$9,000).

8050 Printing and Duplication

Provides funds for the printing and duplication of materials such as crime prevention brochures \$4,000; parking, traffic citations, and parking permits; (\$18,000); printing costs are expected to increase 10 to 15% this year. Total (\$22,000).

8060 Dues, Memberships, Subscriptions and Books

Funds both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association; the California Police Chiefs Association; the San Gabriel Valley Police Chiefs Association; the International Association of Chiefs of Police Chiefs; California Association of Property and Evidence; International Association for Property and Evidence Investigators; California Background Investigators Association; and the California Public Parking Association; subscription to the Pasadena Star News; and subscription service for various legal codes including Penal Code and Vehicle Code. Total (\$3,700).

8090 Conference and Meeting Expenses

Provides funds for management training, conferences, transportation, and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings and staff meetings (\$2,500). Funds are allocated for the Chief of Police to attend certain annual professional meetings and conferences, including the annual conferences for the California Police Chiefs Association (\$1,900); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$3,000). Total (\$8,000).

8100 Vehicle Maintenance and Operations

Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, routine maintenance and repairs 30,000); collision repairs (\$20,000); tires (\$10,000); vehicle washes (\$3,000); and maintenance and

repairs of emergency equipment and vehicle computers (\$18,000). Total (\$81,000).

8105 Fuel

Funds fueling of patrol vehicles. Increased due to fuel cost increase. Total (\$65,000).

8109 Equipment

Lethal and less lethal weapons, accessories, training supplies including ammunition, range maintenance, and repairs. Total (\$25,000).

8110 Equipment Maintenance

Provides funds for the repair and maintenance of City-owned equipment, excluding police vehicles. This includes maintenance, calibration and repair of radar units, and maintenance and repair of office machines, police radios, video cameras, and other equipment (\$15,000); Police station card reader system (\$6,000). Total (\$21,000).

8134 Safety Clothing/Equipment

Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$9,000); ballistic body armor (\$20,000); flashlights (\$500); and other safety equipment and supplies (\$5,500). Total (\$35,000).

8170 Professional Services

Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$2,000); sexual assault and victim exams (\$2,000); arrestee medical treatment (\$15,000); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$15,000); Pasadena Police Department crime scene evidence technician (\$15,000); fingerprint tracing service (\$9,000); SecureWorks annual subscription and other software/license fees (\$39,516). Phoenix Group Information Systems city parking program management offset by revenue in Parking Citations account #4610-000, includes 5% increase (\$60,307). Total (\$202,823).

8180 Contract Services

Funds contracts that are provided for services such as: Pasadena Humane Society increased by 2% (\$176,953); All City Management Crossing Guards (\$228,642); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,080); ICI Glendale/Pasadena Radio frequencies (\$20,000); CAD/RMS technical support (\$9,785); Foothill Air Support Team increased by 14% (\$35,700); LexisNexus database (\$32,445.23); Flock Camera System (\$30,000); Raftelis PD Assessment (\$13,500). Total (\$575,105).

8200 Training Expense

Funds training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. and the duty manual. Total (\$40,000).

8210 P.O.S.T. Training Expense

Funds training courses and training materials required of police officers to retain or obtain P.O.S.T. certification. A portion of the training is P.O.S.T. reimbursable and goes back into the general fund. Total (\$30,000).

8176 Reserves and Volunteers

Funds expenses associated with Volunteer Program and Police Reserve Officers to include uniforms maintenance and training. Total (\$7,500).

Facilities and Maintenance Equipment / 105-4010-4011

Budget Detail

8101	000	Vehicle Lease (PD)	-	-	-	143,000	120,000	531,502
		<OPERATIONS & MAINTENANCE>	-	-	-	143,000	120,000	531,502
8540	000	Automotive Equipment	42,645	-	(6,553)	120,000	-	-
		<CAPITAL OUTLAY>	42,645	-	(6,553)	263,000	120,000	531,502
[105-4011] Police Facilities & Equip. Repl. Total			42,645	-	(6,553)	263,000	120,000	531,502

OPERATIONS & MAINTENANCE

8101 Vehicle Lease (PD)

Five-year lease of police vehicles. The lease will provide 20 electric vehicles. The vehicle leasing costs will be budgeted annually. Total (\$531,502).

Measure H / 241-4010-4011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	8,698	4,531	1,002	-	-	-
7020	000	Overtime	53,144	22,433	45,230	53,144	-	-
7040	000	Holiday	3,939	-	-	3,939	-	-
7100	000	Retirement	5,816	2,543	1,274	-	-	-
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	-	5,635	-	-	-	-
7110	000	Workers Compensation	2,991	1,253	1,972	-	-	-
7130	000	Group Health Insurance	2,044	1,593	743	-	-	-
7140	000	Vision Insurance	75	43	18	-	-	-
7150	000	Dental Insurance	280	148	67	-	-	-
7160	000	Life Insurance	33	20	8	-	-	-
7170	000	FICA - Medicare	938	384	668	-	-	-
		<WAGES & BENEFITS>	77,957	38,582	50,982	57,083	-	-
[241-4011] Police Total			77,957	38,582	50,982	57,083	-	-

Asset Forfeiture / 270-4010-4011/4015

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
8200	000	Training Expense	-	-	20,100	10,000	10,000	10,000
		<OPERATIONS & MAINTENANCE>	-	-	20,100	10,000	10,000	10,000
8520	000	Machinery & Equipment	-	-	-	50,000	50,000	50,000
		<CAPITAL OUTLAY>	-	-	-	50,000	50,000	50,000
[270-4015] Police Asset Forfeiture Total			-	-	20,100	60,000	60,000	60,000

OPERATIONS & MAINTENANCE

8200 Training Expenses

Funds law enforcement training and education—training of investigators, sworn and non-sworn law enforcement personnel in any area necessary to perform official law enforcement duties, such as canine handler, narcotics, defensive tactics, criminal justice, language, constitutional law, accounting/finance, or forensics. Provided that the employees’ regular duties require knowledge of these topics (\$10,000).

CAPITAL OUTLAY

8520 Machinery & Equipment

Funds the costs associated with the purchase of law enforcement equipment for use by law enforcement personnel that supports law enforcement activities (\$50,000).

Police State Grant – AB 3229 / 272-4010-4018

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
8022	000	OTS Grant Expenses	-	-	-	-	-	-
8180	000	Contract Services	-	-	-	-	-	-
8200	000	Training Expense	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	-	-	-	-	-	-
8520	000	Machinery & Equipment	24,100	24,478	136,767	130,000	130,000	178,011
		<CAPITAL OUTLAY>	24,100	24,478	136,767	130,000	130,000	178,011
[272-4018] Police State Grant - AB 3229 Total			24,100	24,478	136,767	130,000	130,000	178,011

CAPITAL OUTLAY

8520 Machinery & Equipment

Machinery & Equipment

Axon Enterprise Inc., digital storage and upgrading current equipment. Total (\$178,011).

Homeland Security Grant / 274-4010-4019

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8520	000	Machinery & Equipment	-	-	125,360	1,240		
		<CAPITAL OUTLAY>	-	-	125,360	1,240	-	-
[274-4019] Police Grant Total			-	-	125,360	1,240	-	-

Key Performance Indicators

The South Pasadena Police Department meets the needs of the community by providing professional services to safeguard the city in crime prevention. Community outreach is accomplished by active patrols, educational programs, and social media through the City's website. The Key Performance Indicators (KPI) for the department demonstrate the need to quantify its information in a concise and articulate manner.

Computer Aided Dispatch and Record Management System (CAD/RMS)

- On March 22, 2022, the Motorola Flex System went into effect, bringing the South Pasadena Police Department into the 21st century of law enforcement.
- The Motorola Flex System has established a detailed base of statistics for 2022 and year-to-date for 2023. In January 2022, the FBI modified reporting standards for Part 1 Crimes to include specific identifiers within each category.
- The table below shows Part 1 Crime statistics for 2022 and the first quarter of 2023. With an increased law enforcement presence through recruiting and hiring efforts, the Police Department aims for a 5% reduction in Part 1 Crimes compared to 2022 statistics.

	2022	2023 (Through 03/30/23)
Homicide	2	0
Rape	2	1
Robbery	9	2
Assault	126	22
Burglary	92	53
Larceny Theft	343	118
Grand Theft Auto	75	16
Arson	2	0

Recruit and Fill Vacant Police Department Sworn and Non Sworn Positions

- The Police Department has 55 authorized full-time positions, along with six (6) part-time employees, one (1) Reserve Police Officer, and two (2) volunteers.
- The Department currently has 13 unfilled positions, and due to nationwide challenges in law enforcement hiring, is planning to fill eight (8) of these vacant positions in FY 23-24.

	Authorized	Vacant	Filled	KPI Status
Sworn Officer	37	7	30	3
Police Assistant	9	1	8	1
Records Clerk	5	2	3	1
Management Analyst	1	0	1	0
Parking Control	3	1	2	1
Cadets	6	2	4	2

Increased Community Engagement

- Due to the covid-19 pandemic, many community events have been canceled or on hold since 2020.
- The Police Department is ramping up community engagement efforts to reach pre-pandemic levels for events and communication with stakeholder groups.
- For the FY 22-23, the Department took part in or held the following events: Open House, Coffee with the Chief, Neighborhood Watch Meetings, Eggstravaganza, Catalytic Converter Etching Events, and the Women's Self-Defense Class

Fire

Fiscal Year 2022-23 Budget Snapshot

Overview

The Fire Department provides for the protection of life, property, and the environment from the adverse effects of fires, medical emergencies, and hazardous conditions through progressive resource deployment. The Department offers Fire prevention programs and community education activities. The Fire Department provides emergency fire and life safety response services around the clock every day of the year.

Notable Changes – Wages and Benefits

Increases in wages and benefits are associated with increased retirement costs and health benefit costs.

Notable Changes – Operations and Maintenance

While there are no significant increases in Operations and Maintenance, some Operations and Maintenance costs have increased due to increases in the Consumer Price Index.

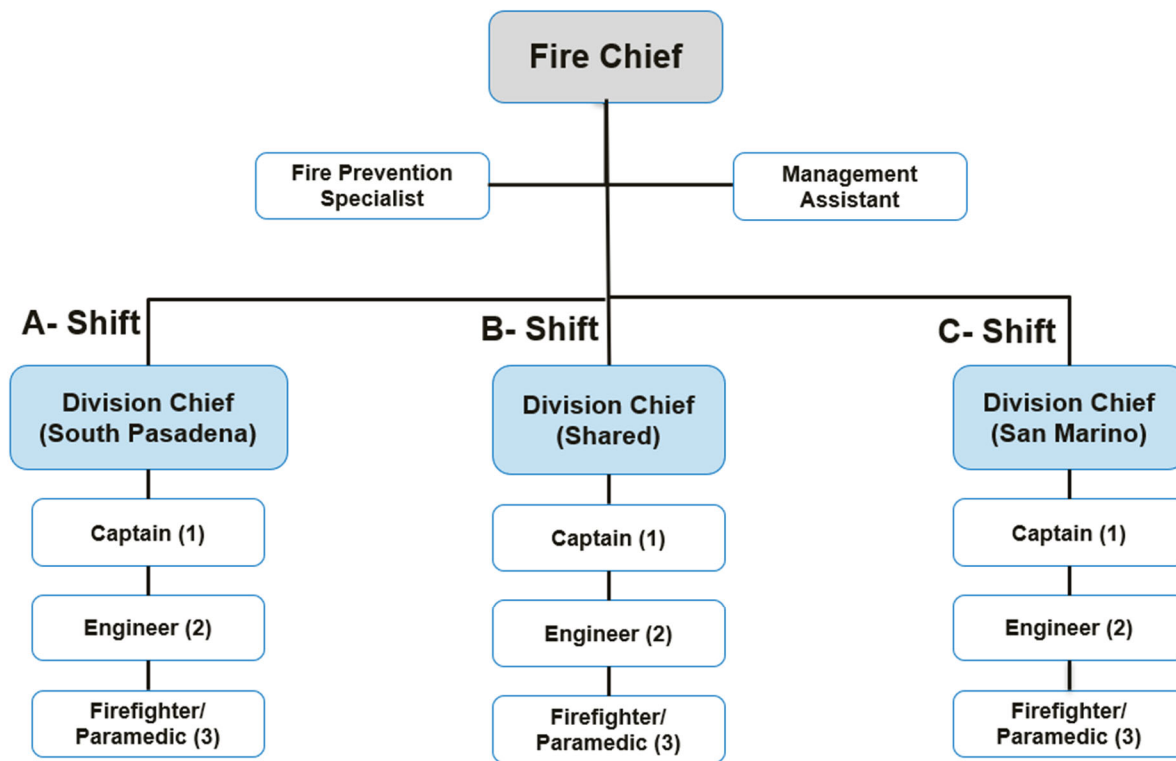
Capital Outlay

There are no proposed Capital Expenses for Fiscal Year 2023-24 Budget.

Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
Wages & Benefits	4,900,576	5,775,579	7,146,473	5,822,580	6,314,569	6,533,402
Operations & Maintenance	587,004	572,103	617,116	755,260	935,156	822,200
Capital Outlay	39,751	-	-	147,500	-	-
Total Expenses by Category	5,527,332	6,347,681	7,763,589	6,725,340	7,249,725	7,355,602
[101-5011] Fire	5,435,419	6,315,749	7,716,685	6,670,340	7,198,725	7,300,602
[101-5012] Emergency Preparedness	91,913	31,932	46,904	55,000	51,000	55,000
[105-5011] Facilities & Equipment Replacement	-	-	-	-	-	-
Total Expenses by Program	5,527,332	6,347,681	7,763,589	6,725,340	7,249,725	7,355,602

Authorized Positions



Full Time Employees: 23*
 *Not including Div. Chief: Two-City Cooperative Agreement

Fire / 101-5010-5011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	2,174,539	2,458,937	2,313,836	2,478,360	2,864,782	2,745,719
7010	000	Salaries - Temp / Part	28,692	27,627	28,119	28,576	17,349	-
7020	000	Overtime	915,080	1,318,654	1,195,780	600,000	885,000	800,000
7030	000	Overtime - FLSA	32,593	36,518	31,822	97,000	50,000	98,000
7035	000	Overtime - Fire Strike	-	-	-	300,000	150,000	300,000
7040	000	Holiday	74,932	86,086	92,197	90,000	85,000	129,891
7045	000	Overtime - Special (Movie) Detail	114,254	134,178	175,185	100,000	140,000	100,000
7060	000	IUD - Safety	6,813	-	282,808	-	-	-
7065	000	Fitness	5,200	6,200	5,000	9,000	5,900	10,500
7070	000	Leave Buyback	23,388	-	-	50,000	26,112	34,214
7100	000	Retirement	969,679	941,079	2,489,658	1,378,154	1,306,933	538,397
7100	010	CalPERS UAL	-	-	-	-	-	1,024,111
7108	000	Deferred Compensation	5,447	110,601	(96,130)	5,034	23,706	26,898
7110	000	Workers Compensation	252,985	309,938	326,101	337,652	377,759	238,767
7122	000	Unemployment Insurance	7,783	4,419	-	-	-	-
7130	000	Group Health Insurance	209,337	242,086	205,433	269,760	269,933	401,460
7140	000	Vision Insurance	4,084	4,551	4,678	5,280	4,766	5,143
7150	000	Dental Insurance	13,712	15,226	16,059	19,800	16,637	18,960
7160	000	Life Insurance	1,799	2,120	2,129	2,178	2,156	2,277
7170	000	FICA - Medicare	47,760	61,235	57,673	35,936	68,815	40,074
7180	000	Car/Uniform Allowance	12,500	16,125	16,125	15,850	19,721	18,992
		<WAGES & BENEFITS>	4,900,576	5,775,579	7,146,473	5,822,580	6,314,569	6,533,402
8000	000	Office Supplies	3,516	3,688	3,815	3,700	3,650	3,700
8010	000	Postage	779	1,061	733	1,000	800	1,100
8020	000	Special Department Expense	43,669	43,159	34,231	44,000	43,000	44,000
8024	000	Fire Strike Team Expense	-	-	2,193	15,000	15,000	15,000
8025	000	Medical Supplies	50,279	132,574	38,761	124,060	124,000	36,500
8026	000	Hazardous Materials	287	-	456	500	156	500
8027	000	Ground Emergency Medical Transport	-	-	28,206	34,000	30,000	10,000
8034	000	K9 Expenses	-	-	-	5,000	3,000	3,500
8050	000	Printing/Duplicating	1,031	1,249	1,000	2,500	2,500	500
8060	000	Dues & Memberships	1,498	1,225	1,025	2,000	1,950	1,500
8080	000	Books & Periodicals	2,369	840	-	2,000	1,900	2,000
8090	000	Conference & Meeting Expense	1,490	-	1,994	3,000	2,900	3,000
8100	000	Vehicle Maintenance	32,479	42,297	57,881	37,500	36,000	37,500
8105	000	Fuel	20,085	20,637	21,857	30,000	30,000	30,000
8110	000	Equipment Maintenance	11,093	10,222	19,998	11,000	10,500	11,000
8120	000	Building Maintenance	72,100	9,029	20,168	10,000	9,800	10,000
8134	000	Safety Clothing/Equipment	28,218	26,087	30,311	31,000	233,000	35,000
8170	000	Professional Services	36,216	23,385	26,387	42,000	40,000	152,000
8180	000	Contract Services	157,331	156,250	204,672	225,000	220,000	225,900
8183	000	Contract Services - Command Sharing	62,686	58,723	64,766	65,000	64,500	132,500
8200	000	Training Expense	9,367	9,745	11,757	12,000	11,500	12,000
		<OPERATIONS & MAINTENANCE>	534,493	540,170	570,213	700,260	884,156	767,200
8520	000	Machinery & Equipment	350	-	-	147,500	-	-
		<CAPITAL OUTLAY>	350	-	-	147,500	-	-
[101-5011]		Fire Total	5,435,419	6,315,749	7,716,685	6,670,340	7,198,725	7,300,602

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Funds fire administration, command/suppression personnel, and support staff.
- 7020 Overtime
Funds the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, and overtime required to fill minimal staffing requirements.
- 7035 Overtime-Fire Strike
Funds the cost of overtime for non-management personnel for out-of-area strike team responses.
- 7040 Holiday
Funds overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail
Funds the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of departmental office supplies; stationary, file dividers, boxes, clipboards, filing cabinets, workstation supplies, printer supplies, copy paper, (Staples Business Advantage \$2,500); letterhead, envelopes, printing, (Cantu Graphics Inc. \$500); other general office supplies, (Amazon Capital Services, Inc. \$700). (Total \$3,700).
- 8010 Postage
Provides funds for department Fire and Life Safety bulk mailings; inspection forms, paramedic subscription program correspondences, Federal and State Government mailings and postal expenses. (Total \$1,100).
- 8020 Special Department Supplies
Provides funds for extraordinary department supplies and services including: unanticipated damaged of firefighting equipment, EMS Personal Protective Equipment, uniforms not identified in Safety Clothing and Equipment (\$13,000); non-firefighting orientated equipment and station supplies, (\$4,000); station and apparatus cleaning supplies (\$4,500); linen services (CA Linen Services \$6,500); department identification cards (\$500); unanticipated repairs to front-line and

reserve firefighting apparatus (\$13,500). (Total \$44,000).

- 8024 Fire Strike Team Expense
Funds the cost of out-of-area Strike Team responses including, but not limited to, fuel, hotel expenses, food, and other supplies (Total \$15,000).
- 8025 Paramedic and Emergency Medical Services and Supplies
Provides funds for purchasing expendable medical supplies and equipment utilized during the delivery of paramedic and emergency medical services (Life Assist Inc. \$20,000); expendable medical supplies including oxygen, (Airgas USA \$4,000); intravenous fluids, and non-reusable medical devices, (Stericycle Inc. \$500); defibrillator pads, and required pharmaceuticals, and other medical supplies, (Zoll Medical Corp. \$12,000). (Total \$36,500).
- 8026 Hazardous Materials
Provides funding for the purchase of hazardous materials inspection and compliance materials and disposal of non-medical hazardous waste, (Stericycle Inc. \$500). (Total \$500).
- 8027 Ground Emergency Medical Transport
Provides funds for participation in the State's Ground Emergency Medical Transport Program that enables the City to recover costs associated with the transportation of Medi-Cal patients. (Total \$10,000).
- 8034 Accelerant Detection Canine
Provides funds for the purchase of supplies to support the department's accelerant detection canine (\$1,000); veterinarian bills (\$500); and annual recertification costs (\$2,000). (Total \$3,500).
- 8050 Printing and Duplicating
Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (Cantu Graphics \$250); fire prevention materials, (Alert-All Corp \$250). (Total \$500).
- 8060 Dues and Membership
Provides funds for membership in the Los Angeles Area Fire Chiefs Associations, (\$700), Foothill Fire Chiefs and Training Officers Association, (\$500); Regional Arson Strike Team, L.A. Area Fire Marshall's Association, National Fire Protection Association, (\$300). (Total \$1,500).
- 8080 Books and Training Materials
Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature. (Total \$2,000).
- 8090 Meeting and Conference Expense
Provides funds for conference attendance, meeting expenses, and transportation

to two annual conferences hosted by the Los Angeles Area Fire Chiefs Association. (Total \$3,000).

8100 Vehicle Maintenance

Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles. Repairs include emergency/unscheduled repairs to front line apparatus, (Valley Power Systems \$20,000, Emergency Vehicle Group \$5,000); replace and service fire apparatus tires, (Parkhouse Tires \$3,500); service and repair of Air Utility air compressor, (Air Compressed Specialist \$4,000); replacement and service of apparatus batteries, (Interstate Batteries \$2,000); repairs and service to utility truck and staff vehicles, (Jack's Auto Repair \$3,000). (Total \$37,500).

8105 Fuel

Provides fuel for fire apparatus (\$20,000 Diesel fuel) and (\$10,000 unleaded gasoline). Total (\$30,000).

8110 Equipment Maintenance

Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (LN Curtis \$5,000, All-Star Fire Equipment \$4,000 and Extreme Safety \$2,000). (Total \$11,000).

8120 Building Maintenance

Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility (Westlake Hardware \$5,000 and Home Depot \$3,000); routine repair and maintenance costs related to gasoline and diesel fuel distribution system (\$2,000). (Total \$10,000).

8134 Safety Clothing and Equipment

Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, structural firefighting gear, brush firefighting gear, self-contained breathing apparatus, and chemical protective suits (All-Star Fire Equipment \$20,000, LN Curtis \$10,000, Gall's \$2,500 and Tom's Uniforms \$2,500). (Total \$35,000).

8170 Professional Services

Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance (UCLA Regents/Medical Center \$35,000); critical incident stress counseling and mental health services (Premier First Responders CISD \$10,000); employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training (St. George Occupational Health \$3,500); Cal OSHA mandated respiratory protection annual testing (\$3,500); comprehensive assessment of the Fire Department (\$100,000). (Total \$152,000).

8180 Contract Services

Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$165,000); third party paramedic services billing through Wittman Enterprises LLC (\$50,000); software to support electronic paramedic patient forms from Digital EMS Solutions (\$7,500); Software to support dispatch mobile computer terminals in fire apparatus (ESO Solutions \$2,900); and software to support the electronic fuel pumps for fire apparatus from EJ Ward (\$500). (Total \$225,900).

8183 Contract Services – San Marino

Provides funds for comprehensive shared Fire Command Staff of one (1) shared Division Chief and associated equipment with the City of San Marino, (\$130,000); training platform to support the shared agreement, (Target Solutions \$2,500). (Total \$132,500).

8200 Training Expense

Provides funds for mandated and specialized training necessary for the maintenance of technical firefighting, rescue skills, and paramedic recertification. Includes training for Department managers and supervisors in leadership and safety compliance issues. (\$7,000); use of multi-agency Training Tower (\$5,000). (Total \$12,000).

Emergency Preparedness / 101-5010-5012

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
8020	000	Special Department Expense	52,511	31,932	46,904	40,000	36,000	29,500
8180	000	Contract Services	-	-	-	15,000	15,000	25,500
		<OPERATIONS & MAINTENANCE>	52,511	31,932	46,904	55,000	51,000	55,000
8520	000	Machinery & Equipment	14,530	-	-	-	-	-
8523	000	EOC Equipment	24,871	-	-	-	-	-
		<CAPITAL OUTLAY>	39,401	-	-	-	-	-
[101-5012] Emergency Preparedness Total			91,913	31,932	46,904	55,000	51,000	55,000

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for operational items such as EOC supplies and operations and disaster preparedness supplies (Direct TV \$1,500, Satellite phones \$2,000), EOC training for Department Directors and supplies to support EOC functionality (\$3,500); Black Board Connect Mass Communication System (Blackboard Connect \$17,500); supplies and equipment to support the City’s Community Emergency Response Team (\$5,000). (Total \$29,500).

CAPITAL OUTLAY

8180 Contract Services

Provides funds for the updating of the City’s Emergency Operations Plan and Local Hazard Mitigation Plan (\$15,000); funds for managing hazardous vegetation on City owned vacant properties (\$10,500). (Total \$25,500).

Key Performance Indicators

UNITS OF MEASURE

This is the most basic unit of measurement. Includes raw sources of data that measure productivity. Includes both inputs (number of requests, cases, applications, complaints, referrals received); and outputs (number of requests, cases, applications, complaints, referrals closed).

Total Response Time

- Fires
- EMS

Turnout Times

- Fires
- EMS

Number of Emergency Calls

- Fires
- EMS
- Service

Number of EMS Transports

Number of Mutual/Automatic Aid Responses

- Given
- Received

Number of Fire Prevention Inspections

- Company Field
- Mandated Occupancy Inspections
- Certificate of Occupancy (COO)/ New Business
- Brush Clearance

Number of Plan Checks

- Fire Sprinkler
- Fire Alarm
- Building

Training Hours

Leave Usage

- Sick
- Comp
- Worker's Comp/ IOD hours

Key Performance Indicators

Measures that would indicate success in achieving your department's core missions. Measures of volume and efficiency. Targets successfully delivered.

- Reduction and Maintenance of Response Times consistent with NFPA 1710
- Reduction and Maintenance of Turnout Times consistent with NFPA 1710
- Compliance with DHS and Departmental EMS QA and QI Indicators and Standards
- Complete 100% of Company Field Inspections annually
- Complete 100% of Brush Clearance Inspections annually
- Complete Mandated Occupancy Inspections
- Complete COO / New Business Inspections within 5 days of request
- Complete Plan Checks
- Complete all required Training Hours annually
- Adequately manage sick leave usage
- Adequately manage worker's comp / IOD hours
- Conduct an appropriate number of Public Education events annually (measure through attendance, candy canes, pancakes, ticket sales, etc...)
- Increase attendance at events and education opportunities

OUTCOMES MEASUREMENT

Measures of success as seen from the perspective of the end user (a customer): reduced processing times, easier access, quicker response, successful resolution of problems. Indicators might include measures of health and happiness, economic improvements, etc.

- Response Time Reductions
- Reduction in plan check turn-around time
- Annual visit by Fire Company to businesses and apartments
- Fast processing of COO / New Business inspections
- Superbly trained and effective personnel
- Crew consistency, camaraderie, morale, enthusiasm
- Happy and large attendance at events and education opportunities

MEASURES OF CUSTOMER SATISFACTION

Identify three means by which you would propose to measure customer satisfaction.

- Community Surveys / Public Forums / Town Hall
- City Website
- Online Questionnaires / Surveys
- Community Events / Feedback
- Public Education Events / Feedback
- Social Media
- Comment

Cards

Public Works

Fiscal Year 2022-23 Budget Snapshot

Overview

The Public Works department is pleased to submit the Fiscal Year 23-24 budget proposal. The Public Works Department is comprised of four divisions: the Engineering Division, Operations & Maintenance Division, Environmental Services & Sustainability Division, and the Water Division.

The Engineering Division is responsible for:

- Interagency Coordination (METRO, Arroyo Verdugo Communities Joint Powers Authority, San Gabriel Valley Council of Governments, Federal Highway Administration, Caltrans, CalRecycle, LA County, and neighboring jurisdictions).
- Capital Improvement Projects, including design, plan review, construction management, and inspections.
- Grants administration, and contracts award and management.
- Transportation Programs and Traffic Operations, including Active Transportation and Intelligent Transportation Systems.
- Private Developments, plan reviews, right of way improvements' inspections, traffic, and environmental impact studies.
- Issuance of right of way encroachment permits.
- Supporting Public Works & Mobility and Transportation Infrastructure Commissions.

The Maintenance Division is responsible for:

- Parks and Urban Forest Management.
- Traffic Signals, Street Lights, and Facilities.
- Street and sidewalk maintenance, and traffic control setup for special events.
- Storm Drain and sewer system maintenance.
- Utility Coordination.

The Environmental Services & Sustainability Division is responsible for:

- Compliance of state mandates involving waste (including, but not limited to, AB1594, SB1383, AB1826, AB2048, AB827, AB939, etc.), water conservation (implementation of drought restrictions), emissions reductions (AB32, etc.), etc.
- Management of City's waste hauling and recycling contracts and services.
- Development, implementation, and management of water conservation programs including, but not limited to, rebates, assessments, workshops, education, and outreach.
- Coordination of sustainability events including, but not limited to, Earth Day events, Compost and Mulch Giveaways, Community Workshops/Meetings, etc.
- Working with City non-profit organizations to promote sustainability in the community and provide sustainability education.
- Working with regional and state organizations such as San Gabriel Valley Council of Governments, San Gabriel Valley Mosquito and Vector Control District, Upper San Gabriel Valley Municipal Water District, Metropolitan Water District, California Department of Resources Recycling and Recovery (CalRecycle), Clean Power Alliance, on others.

- Implementation of the City's Green Action Plan (Green Plan) and Climate Action Plan (CAP) including, but not limited to, building electrification, plastics reduction, energy efficiency, leaf blower restriction, and carbon sequestration measures.
- National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) stormwater compliance.
- Supporting the Natural Resources & Environmental Commission.

The Water Division is responsible for:

- Water production, treatment, and distribution, delivering of safe, clean water to over 6,200 connections.
- Water infrastructure maintenance consists of eight water storage tanks, six pump stations, and approximately 80 miles of pipelines.
- Water resources planning and coordination for short and long-term reliable water supplies.

Notable Changes – Wages and Benefits

- Increases in Wages and Benefits due to cost-of-living increases and increases in retirement and health insurance. Through the last fiscal year, several positions were consolidated or created, including the Transportation Program Manager.
- Reorganization of the Public Works department divisions and positions.

Notable Changes – Operations and Maintenance

- Increases in professional and contract services to accommodate expected workload and cost increases.
- Increases in building maintenance budgets to accommodate necessary parks and facilities repairs, including HVAC systems.
- Increasing the allocation of expenditures to revenue accounts, including gas tax, Measure M, Measure R, and Measure W Safe Clean Water Program.

Capital Outlay

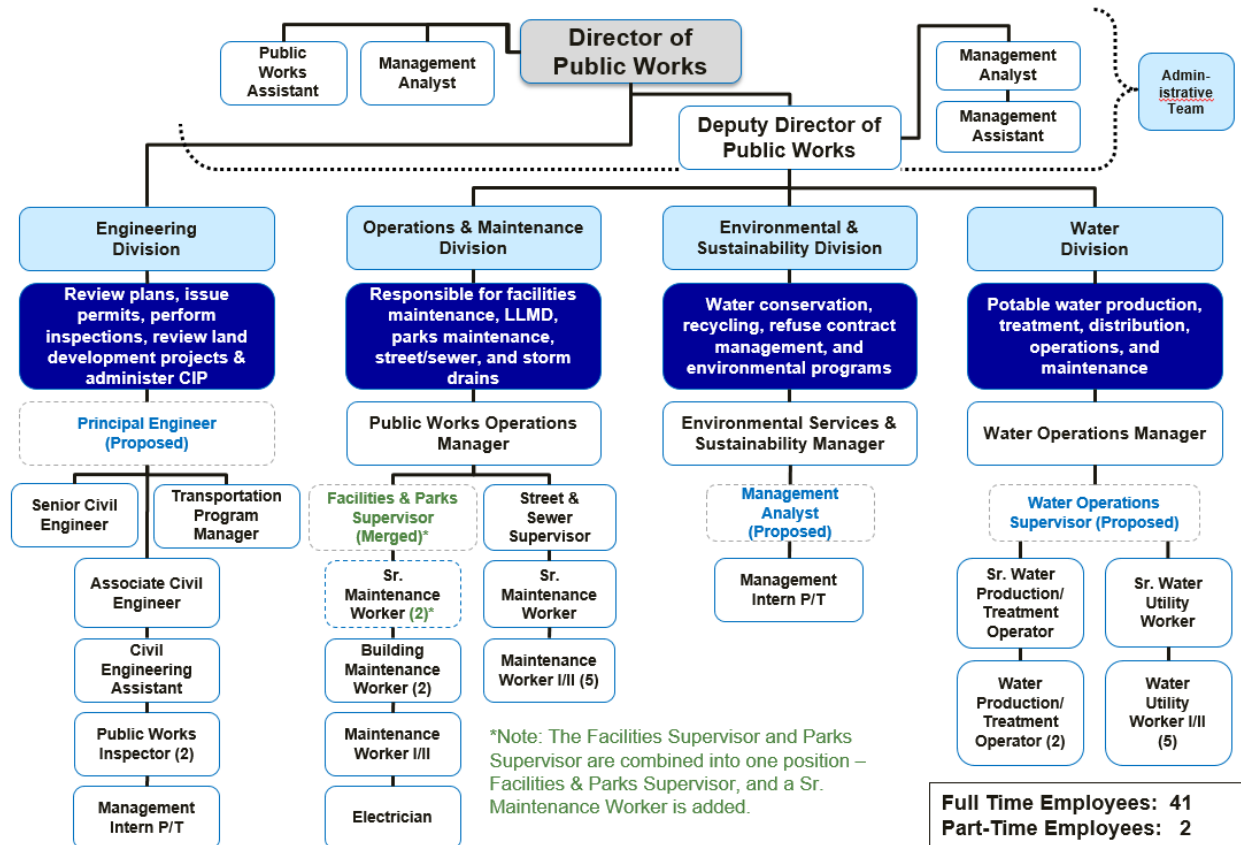
- Traffic Signals – Cabinet replacement or upgrades
- Street Maintenance – Operations & Maintenance Division Truck
- Water Distribution – Water Division Vehicle, forklift, and backhoe concrete breaker attachment
- Water Production – Valve Truck for preventative maintenance valve exercise program
- Water Efficiency – Vehicle refurbishment for environmental conservation promotion

Budget Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budgeted	Estimated	Proposed
	2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
Wages & Benefits	3,627,094	3,780,422	4,005,277	4,794,543	4,033,242	5,293,365
Operations & Maintenance	4,348,314	4,599,429	6,226,709	10,614,578	7,827,971	11,679,653
Capital Outlay	150,423	170,940	34,302	557,000	30,000	857,000
Other Expenses	85,801	-	22,810	-	-	-
Total Expenses by Category	8,211,631	8,550,791	10,289,098	15,966,121	11,891,213	17,830,018
[101-6011] PW Admin & Engineering	586,534	618,493	572,717	924,621	526,444	1,243,249
[101-6015] Environmental Services	54	653	55,009	304,980	140,241	207,480
[101-6410] Park Maintenance	497,591	476,793	581,680	1,086,294	504,755	975,901
[101-6601] Facilities Maintenance	799,206	826,985	901,702	1,171,959	907,533	1,344,778
[105-6011] PW Admin & Engineering	-	-	-	-	-	-
[207-6011] PW Admin & Engineering	38,641	40,199	62,240	-	-	-
[210-6501] Sewer Operations	620,795	575,992	830,975	1,191,366	836,150	1,240,680
[210-9990] Unfunded Liabilities	78,636	-	103,249	-	-	-
[210-9997] Unfunded Liabilities	7,165	-	(80,439)	-	-	-
[215-6115] Traffic Signals	142,427	162,424	276,512	393,000	363,000	401,000
[215-6118] Sidewalk Maintenance	-	-	-	-	-	-
[215-6201] Street Lighting	213,339	191,600	297,921	423,417	276,750	403,438
[215-6310] Street Trees	450,049	525,457	638,121	746,114	551,283	758,744
[215-6416] Median Strips	77,043	51,718	56,495	138,750	137,250	152,500
[218-2270] Clean Air Act	55,111	35,924	-	-	-	-
[230-6116] Street Maintenance	571,830	583,237	613,262	1,107,418	836,175	1,348,761
[232-6417] Prop "A" Park Maintenance	42,632	27,957	54,329	106,000	61,500	118,000
[233-6011] PW Admin & Engineering	-	-	-	71,376	44,927	128,472
[236-6011] PW Admin & Engineering	-	-	-	171,376	79,927	228,472
[238-6501] Sewer Operations	20,000	-	-	-	-	-
[239-6011] PW Admin & Engineering	87,452	42,555	94,695	290,270	285,608	313,138
[239-6011] PW Admin & Engineering	-	-	-	-	-	-
[249-6011] PW Admin & Engineering	-	10,745	301,052	-	-	-
[247-6011] PW Admin & Engineering	-	-	-	50,000	-	45,000
[277-6011] PW Admin & Engineering	270	-	-	-	-	-
[310-6501] Sewer Operations	-	0	-	-	-	-
[500-6710] Water Distribution	1,321,885	1,159,330	1,838,010	2,535,727	2,230,456	3,410,433
[500-6711] Water Production	2,522,747	3,142,676	3,006,811	5,043,057	3,935,020	5,145,531
[500-9990] Unfunded Liabilities	-	-	-	-	-	-
[503-6713] Water Efficiency	128,223	128,054	159,756	210,396	174,193	364,442
Total Expenses by Program	8,261,631	8,600,791	10,364,098	15,966,121	11,891,213	17,830,018

Authorized Positions

Public Works Department



Public Works Administration / 101-6010-6011

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	254,429	281,814	188,755	314,724	303,211	479,259
7010	000	Salaries - Temp / Part	15,716	19,665	17,651	22,000	15,725	31,247
7020	000	Overtime	305	2,637	3,829	7,000	2,001	-
7040	000	Holiday	5,113	13,506	4,970	-	-	-
7070	000	Leave Buyback	1,387	-	-	7,894	-	3,919
7100	000	Retirement	71,256	62,484	142,928	71,359	72,803	50,837
7100	010	CalPERS UAL	-	-	-	-	-	71,623
7108	000	Deferred Compensation	670	8,684	(7,481)	1,741	2,062	4,793
7110	000	Workers Compensation	4,194	4,018	2,914	7,914	3,573	6,120
7120	000	Disability Insurance	-	12,937	12,372	-	4,521	-
7122	000	Unemployment Insurance	353	-	-	-	-	-
7130	000	Group Health Insurance	27,072	31,470	18,888	22,197	25,103	68,466
7140	000	Vision Insurance	653	757	507	732	603	983
7150	000	Dental Insurance	2,394	2,831	1,891	2,745	2,322	3,908
7160	000	Life Insurance	294	344	253	302	316	455
7170	000	FICA - Medicare	4,899	4,692	4,492	4,563	4,776	9,340
		<WAGES & BENEFITS>	388,733	445,841	391,969	463,171	437,016	730,949
8000	000	Office Supplies	1,353	1,147	2,543	3,000	3,000	3,000
8010	000	Postage	817	617	975	2,000	500	2,000
8020	000	Special Department Expense	45,110	23,082	30,689	30,000	28,254	31,000
8040	000	Advertising	2,822	98	8,031	4,500	1,447	2,000
8050	000	Printing/Duplicating	8,949	4,517	3,572	7,500	1,452	7,500
8060	000	Dues & Memberships	3,081	847	-	2,250	900	4,400
8090	000	Conference & Meeting Expense	30	25	-	3,700	700	3,700
8100	000	Vehicle Maintenance	1,630	1,640	3,137	2,000	660	2,000
8105	000	Fuel	-	-	-	3,000	-	3,000
8110	000	Equipment Maintenance	-	-	-	-	-	-
8134	000	Safety Clothing/Equipment	-	-	-	1,500	1,500	1,500
8170	000	Professional Services	131,246	139,386	131,801	400,000	50,215	400,000
8180	000	Contract Services	2,763	1,294	-	-	-	50,000
8200	000	Training Expense	-	-	-	2,000	800	2,200
8300	000	Lease Payment	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	197,801	172,652	180,747	461,450	89,428	512,300
		[101-6011] PW Admin & Engineering Total	586,534	618,493	572,717	924,621	526,444	1,243,249

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for Engineering Division & Administrative Staff. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.
- 7020 Overtime
Funds the cost of overtime for non-management staff attending commission meetings and, as authorized, official City events outside of regular office hours.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds department office supplies (\$3,000).
- 8010 Postage
Funds City mailings and overnight deliveries (\$2,000).
- 8020 Department Expense
Provides funds for Public Works Engineering supplies and services including county assessor maps, and data updates (\$4,000), expenditures related to promotional materials, event supplies, or other materials (\$1,000), annual software subscriptions (\$15,000), County Recorder recording fees (\$1,000), State Water Resources Control Board Waste Discharge Fee (\$4,000), San Gabriel Valley Council of Gov. program participation (\$5,000), Annual AQMD Generator permit fee (\$1,000). (Total \$31,000)
- 8040 Advertising
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities. (Total \$2,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, utility bill inserts, business cards, reprographic costs for oversized maps and plans, and costs for duplications of plans and specifications for bidding purposes. (Total \$7,500)
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees, dues, subscriptions, and publications of

professional organizations such as the American Society of Civil Engineers (ASCE) (\$2100) and the American Public Works Association (APWA) (\$1,600), International City/County Management Association (ICMA) Membership (\$200) as well as other professional organizations, and license certification renewal fees, books, and seminars (\$500). (Total \$4,400)

- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses. (Total \$3,700)
- 8100 Vehicle Maintenance and Operations
Provides funds for operating vehicles including routine maintenance services, smog certifications, and repairs. (Total \$2,000)
- 8105 Fuel
Provides funds for operational fuel expenses. (Total \$3,000)
- 8134 Safety Clothing/Equipment
Provides for the purchase of safety equipment including but not limited to safety boots (\$750), and first-aid supplies (\$750). (Total \$1,500)
- 8170 Professional Services
Professional on-call engineering services (\$181,000), Pavement & Concrete Management Program (\$64,000), Geographic Information System (GIS) maintenance services (\$5,000), Slow Streets Program Implementation (\$150,000). (Total \$400,000)
- 8180 Contract Services
Contract Services for Slow Streets Program Implementation (\$50,000)
- 8200 Training Expense
Provides funds for training seminars, materials, and job-related training sessions for engineers, inspectors, and administrative staff, as well as books and manuals. (Total \$2,200)

Environmental Services / 101-6010-6015

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	-	-	(3,029)	136,348	37,784	56,167
7010	000	Salaries - Temp / Part	-	-	-	4,000	3,368	-
7070	000	Leave Buyback	-	-	-	-	-	980
7100	000	Retirement	-	-	49	19,616	16,372	6,249
7100	010	CalPERS UAL	-	-	-	-	-	10,002
7108	000	Deferred Compensation	-	-	4	348	363	562
7110	000	Workers Compensation	-	-	5	3,323	347	610
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	14,343	1,180	7,914
7140	000	Vision Insurance	-	-	-	276	47	112
7150	000	Dental Insurance	-	-	-	1,035	176	421
7160	000	Life Insurance	-	-	-	114	23	50
7170	000	FICA - Medicare	-	-	6	1,977	482	814
		<WAGES & BENEFITS>	-	-	(2,965)	181,380	60,141	83,880
8010	000	Postage	-	-	-	5,000	2,500	5,000
8020	000	Special Department Expense	13,793	421	57,765	25,000	24,500	25,000
8040	000	Advertising	-	-	-	3,000	2,500	3,000
8050	000	Printing/Duplicating	-	-	-	15,000	10,000	15,000
8060	000	Dues & Memberships	-	-	-	-	-	-
8090	000	Conference & Meeting Expense	-	-	-	600	600	600
8140	000	Utilities	155	232	209	-	-	-
8170	000	Professional Services	35	-	-	75,000	40,000	75,000
8172	000	Professional Svcs. - Oil Recycling	(13,929)	-	-	-	-	-
8180	000	Contract Services	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	54	653	57,974	123,600	80,100	123,600
8500	000	Building & Improvements	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	-	-	-
[101-6015] Environmental Services Total			54	653	55,009	304,980	140,241	207,480

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Environmental Services & Sustainability Division & Administrative Staff. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Funds partial compensation for seasonal, Environmental & Sustainability Intern, and other non-salaried part-time employees.
- 7020 Overtime
Covers the cost of overtime for non-management staff attending commission meetings and, as authorized, official City events outside of regular office hours.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8010 Postage
Funds City mailings and overnight deliveries (\$5,000).
- 8020 Department Expense
Funds Environmental & Sustainability supplies and services including computer supplies, annual software subscriptions, cell phone service, supplies for the Natural Resources and Environmental Commission, promotional items related to environmental programs, and Climate/Green Action Plans implementation (\$25,000).
- 8040 Advertising
Funds advertising of legal notices, promotional notices, recruitment postings, newspaper announcements, and notices of various City activities (\$3,000).
- 8050 Printing and Duplication
Funds the printing and duplication of environmental & sustainability program materials, including banners, posters, flyers, door hangers, and City-wide mailings for thousands of locations (\$15,000).
- 8090 Conference and Meeting Expense
Funds conference registration and meeting expenses (\$600).

8170 Professional Services

Funds the professional environmental & sustainability services and studies related to the implementation of the Climate Action Plan and Green Action Plan, and state, county, and local mandates such as Organic Waste Recycling requirements (\$75,000).

Park Maintenance / 101-6010-6410

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	99,273	105,806	120,337	151,858	116,093	101,744
7020	000	Overtime	714	2,695	1,673	2,000	2,811	-
7040	000	Holiday	2,573	5,514	2,967	-	-	2,902
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	37	-	-	2,000	-	1,539
7100	000	Retirement	25,562	22,940	53,745	40,077	37,338	10,992
7100	010	CalPERS UAL	-	-	-	-	-	16,478
7108	000	Deferred Compensation	239	4,941	(1,973)	82	896	1,013
7110	000	Workers Compensation	3,048	3,948	3,365	5,682	2,387	3,472
7120	000	Disability Insurance	-	1,794	-	-	1,747	-
7130	000	Group Health Insurance	12,781	15,228	11,177	19,966	12,615	26,874
7140	000	Vision Insurance	286	324	299	504	277	330
7150	000	Dental Insurance	1,071	1,213	1,118	1,890	1,036	1,234
7160	000	Life Insurance	120	137	132	208	125	149
7170	000	FICA - Medicare	1,393	1,746	1,764	2,202	1,717	1,475
		<WAGES & BENEFITS>	147,098	166,287	194,602	226,469	177,040	168,201
8000	000	Office Supplies	809	454	498	1,000	1,000	1,000
8020	000	Special Department Expense	32,175	15,261	14,548	28,000	15,000	56,200
8070	000	Mileage/Auto Allowance	-	-	-	500	-	500
8100	000	Vehicle Maintenance	1,551	1,032	1,500	1,500	500	7,000
8110	000	Equipment Maintenance	523	773	922	2,500	1,000	5,000
8140	000	Utilities	39,350	46,052	56,477	50,000	50,000	50,000
8170	000	Professional Services	25	-	10,000	170,000	50,215	15,000
8180	000	Contract Services	272,238	238,938	294,470	584,325	200,000	651,000
8200	000	Training Expense	98	34	-	2,000	-	2,000
8262	000	Graffiti Removal	3,724	7,962	8,664	20,000	10,000	20,000
		<OPERATIONS & MAINTENANCE>	350,493	310,506	387,078	859,825	327,715	807,700
[101-6410]		Park Maintenance Total	497,591	476,793	581,680	1,086,294	504,755	975,901

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial compensation for Operations & Maintenance Division related to Parks Maintenance & Administrative Staff. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.
- 7020 Overtime
Funds the cost of overtime for non-management staff performing emergency call outs and attending commission meetings.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds department office supplies and expenses (\$1,000).
- 8020 Special Department Expense
Provides for special division supplies and materials including irrigation controllers and sprinklers, fertilizer, and park maintenance supplies (\$29,000), breakroom supplies (\$200), Park repairs including fences, barriers, posts, gates, signs, and other equipment (\$25,000), and office workstation equipment (\$2,000). (Total \$56,200)
- 8070 Mileage/Auto Allowance
Funds reimbursement funds for street maintenance related call outs (\$500).
- 8100 Vehicle Maintenance
Provides funds for operational costs for parks vehicles including smog certifications, routine maintenance, and inspection services. (Total \$7,000)
- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of equipment including trencher, power washer, chainsaw, forklift, and other Parks equipment. (\$5,000).
- 8140 Utilities
Provides funds for electrical service by Southern California Edison to City park facilities (\$45,000), and Southern California Gas (\$5,000). (Total \$50,000)

- 8170 Professional Services
Provides funds for landscape architects, arborists, and other professional services related to the maintenance of the City parks and the equipment located at the parks, including soil and tissue sampling, arborist reports, and sports field consulting. (Total \$15,000)
- 8180 Contract Services
Provides funds for partial cost of landscape contracted services to maintain the parks, City owned parcels, and playing fields, and including irrigation system repairs (\$500,000). Also provides funds for gopher abatement (\$20,000), the rental of an extended boom truck to access field lighting (\$5,000), landscape services (\$27,000), supplemental tree trimming and replacement (\$50,000), sanitary scheduled cleaning for public park restrooms (\$24,000), and additional labor for supplementary maintenance services (\$25,000). (Total \$651,000)
- 8200 Training Expense
Provides funds for training seminars, materials, and job-related training sessions for employees, as well as books and manuals (\$500), as well as safety and OSHA related training expenses (\$1,500). (Total \$2,000)
- 8262 Graffiti Removal
Funds graffiti removal contract services (\$20,000).

Facilities Maintenance / 101-6010-6601

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	267,169	268,674	228,575	296,936	181,418	297,244
7020	000	Overtime	7,785	8,175	14,132	3,000	13,495	
7040	000	Holiday	8,164	13,740	8,135	-	199	7,938
7070	000	Leave Buyback	3,627	-	7,855	2,000	-	575
7100	000	Retirement	71,259	58,920	144,472	60,600	54,366	29,605
7100	010	CalPERS UAL	-	-	-	-	-	34,424
7108	000	Deferred Compensation	239	9,900	(7,233)	194	951	2,952
7110	000	Workers Compensation	11,495	12,079	11,798	8,767	7,472	11,568
7120	000	Disability Insurance	-	8,995	26,569	-	1,747	
7130	000	Group Health Insurance	42,611	46,089	34,082	43,800	34,590	83,376
7140	000	Vision Insurance	820	819	744	960	529	943
7150	000	Dental Insurance	3,062	3,061	2,779	3,600	1,981	3,532
7160	000	Life Insurance	386	387	351	396	229	411
7170	000	FICA - Medicare	3,988	4,178	4,082	4,306	2,755	4,310
		<WAGES & BENEFITS>	420,605	435,018	476,339	424,559	299,733	476,878
8000	000	Office Supplies	1,290	1,309	868	1,500	300	1,500
8020	000	Special Department Expense	31,543	38,782	30,691	65,000	34,000	32,000
8060	000	Dues & Memberships	-	-	-	700	700	700
8070	000	Mileage/Auto Allowance	-	-	-	700	-	700
8100	000	Vehicle Maintenance	767	1,605	4,593	10,500	300	12,000
8105	000	Fuel	-	-	-	15,000	15,000	15,000
8110	000	Equipment Maintenance	429	27	-	3,000	3,000	4,000
8120	000	Building Maintenance	35,337	50,248	21,954	120,000	35,000	197,000
8130	000	Small Tools	507	663	210	3,000	300	3,000
8132	000	Uniform Expense/Cleaning	827	1,202	883	2,000	600	3,500
8134	000	Safety Clothing/Equipment	1,106	1,685	473	2,100	2,100	40,000
8140	000	Utilities	144,258	167,144	197,848	240,000	246,000	247,000
8180	000	Contract Services	162,536	129,302	167,843	280,400	270,000	308,000
8200	000	Training Expense	-	-	-	1,500	500	1,500
		<OPERATIONS & MAINTENANCE>	378,601	391,968	425,362	745,400	607,800	865,900
8520	000	Machinery & Equipment	-	-	-	-	-	-
8530	000	Computer Equipment	-	-	-	2,000	-	2,000
		<CAPITAL OUTLAY>	-	-	-	2,000	-	2,000
		[101-6601] Facilities Maintenance Total	799,206	826,985	901,702	1,171,959	907,533	1,344,778

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds compensation for two full-time Building Maintenance Workers and partial compensation for Public Works Operations Manager, Facilities Maintenance Supervisor, Senior Civil Engineer, Associate Civil Engineer, Civil Engineering Assistant, Electrician, Management Analyst, and Maintenance Assistant. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.
- 7020 Overtime
Funds the cost of overtime for non-management staff performing emergency call outs after hours.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds department office supplies and expenses. (Total \$1,500)
- 8020 Special Department Expense
Provides for special department supplies (\$5,000), breakroom supplies (\$200), signage (\$3,000), and other expenses for City facilities maintenance and repair supplies and services (\$23,800). (Total \$32,000)
- 8060 Dues/Memberships/Subscriptions
Provides funds for membership fees, dues, subscriptions and publications to professional organizations (\$700).
- 8070 Mileage/Auto Allowance
Provides reimbursement funds for street maintenance related call outs. (Total \$700)
- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for oil, tires, batteries, parts, repairs and routine maintenance, smog certification, and other inspections for the building maintenance worker's vehicles. (Total \$12,000)
- 8105 Fuel
Funds operational fuel expenses (\$15,000).

- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment including forklift and power washer. (Total \$4,000).
- 8120 Building Maintenance
Provides for building maintenance services and supplies. Maintenance and repair of air conditioning HVAC system (\$100,000), elevator maintenance and repair (\$18,000), cooling tank treatment (\$6,000), Door and gate repairs, maintenance, locks/keys, and part replacements (\$10,000), generator maintenance (\$10,000), supplies including construction supplies, hardware, electrical/plumbing supplies, and parts (\$40,000), Citywide fire alarm inspections and maintenance (\$9,000), and urgent Facilities maintenance, repair, and restoration service response (\$4,000). (Total \$197,000)
- 8130 Small Tools
Funds replacement or purchase of worn or damaged hand and power tools (\$3,000).
- 8132 Uniform Expenses
Provides for the purchasing of Uniforms, all functional City apparel and cleaning services. (Total \$3,500)
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies such as safety boots (\$1,500), First Aid wall units, rental and monthly check (\$3,000), Eye Wash Stations maintenance (\$9,700), City wide Fire Extinguisher monthly inspection (\$25,000), weather/rain and other necessary safety gear for staff (\$800). (Total \$40,000)
- 8140 Utilities
Provides funds for electrical service by Southern California Edison to City facilities (\$222,000) and Southern California Gas (\$25,000) (Total \$247,000).
- 8180 Contract Services
City wide Janitorial services for City buildings including twice a week day porter service (\$200,000), CNG Station maintenance and repairs (\$17,000), underground storage tank (UST) inspections, cleaning, and repair (\$20,000), sump system maintenance and repair services (\$2,500), contracted maintenance and repairs (\$46,000), City Facility security systems (\$10,000), pest control services (\$6,000), additional labor for supplementary maintenance services (\$6,500). (Total \$308,000)
- 8200 Training Expenses
Provides funds for training seminars, materials, and job-related training sessions for employees as well as third party training expenses. (Total \$1,500)

Sewer Maintenance / 210-6010-6501

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	304,672	280,629	233,342	366,654	336,552	404,442
7010	000	Salaries - Temp / Part	1,574	7,599	-	18,953	6,735	-
7020	000	Overtime	3,355	3,917	3,839	5,000	7,530	-
7040	000	Holiday	6,812	9,742	5,612	-	158	5,860
7070	000	Leave Buyback	4,130	-	1,736	8,000	1,371	7,361
7100	000	Retirement	76,096	59,317	146,625	75,606	79,017	40,855
7100	010	CalPERS UAL	-	-	-	-	-	50,013
7108	000	Deferred Compensation	881	10,138	(11,059)	1,554	2,148	4,022
7110	000	Workers Compensation	9,815	8,497	7,974	9,217	8,526	8,324
7120	000	Disability Insurance	-	2,985	3,093	-	3,495	-
7130	000	Group Health Insurance	39,377	33,812	22,457	31,876	27,320	55,629
7131	000	Retiree Health Insurance	-	-	-	-	-	-
7140	000	Vision Insurance	776	630	588	962	673	851
7150	000	Dental Insurance	2,890	2,341	2,081	3,609	2,363	3,118
7160	000	Life Insurance	401	320	302	397	351	419
7170	000	FICA - Medicare	4,530	4,238	3,875	5,316	4,989	5,864
9997	000	OPEB Expense	7,165	-	(80,439)	-	-	-
9990	000	Pension Expense	78,636	-	103,249	-	-	-
		<WAGES & BENEFITS>	541,110	424,165	443,275	527,144	481,228	586,758
8000	000	Office Supplies	600	864	605	1,000	1,000	1,000
8010	000	Postage	-	-	-	-	-	-
8020	000	Special Department Expense	13,561	21,477	60,791	36,300	30,000	34,300
8050	000	Printing/Duplicating	141	-	-	200	-	500
8060	000	Dues & Memberships	-	-	-	1,000	1,000	1,800
8070	000	Mileage/Auto Allowance	-	-	-	1,000	200	1,000
8090	000	Conference & Meeting Expense	-	-	-	800	-	800
8100	000	Vehicle Maintenance	6,073	4,584	3,411	25,000	5,000	26,000
8105	000	Fuel	-	-	-	15,000	15,000	15,000
8110	000	Equipment Maintenance	101	27	-	27,000	15,000	27,000
8120	000	Building Maintenance	-	-	316	2,000	600	5,000
8130	000	Small Tools	-	-	-	21,500	5,000	21,500
8132	000	Uniform Expense/Cleaning	614	970	567	1,400	1,000	3,500
8134	000	Safety Clothing/Equipment	311	495	473	3,000	1,500	3,500
8140	000	Utilities	-	-	-	-	-	2,000
8170	000	Professional Services	16,881	6,431	17,661	126,000	5,600	100,000
8180	000	Contract Services	15,882	-	77,332	132,000	5,000	140,000
8191	000	Liability & Surety Bonds	22,900	(30,000)	180,000	200,000	200,000	200,000
8200	000	Training Expense	595	332	332	2,000	-	2,000
8400	000	Overhead Allocation	69,022	69,522	69,022	69,022	69,022	69,022
		<OPERATIONS & MAINTENANCE>	146,680	74,703	410,511	664,222	354,922	653,922
8520	000	Machinery & Equipment	29,085	77,123	-	-	-	-
8540	000	Automotive Equipment	(10,279)	-	-	-	-	-
		<CAPITAL OUTLAY>	18,806	77,123	-	-	-	-
		[210-6501] Sewer Operations Total	706,596	575,992	853,785	1,191,366	836,150	1,240,680

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation for Public Works Director, Deputy Public Works Director, Public Works Operations Manager, Streets Supervisor, Senior Civil Engineer, Associate Civil Engineer, two Public Works Inspectors, Senior Maintenance Worker, five Maintenance Worker I/II positions, Public Works Assistant, two Management Analysts, and several positions in the City Manager, Management Services and Finance departments. Refer to the Appendix for a detailed allocation list. Additional 5% incentive for obtaining California Water Environment Association certification.

7010 Salaries – Part-Time

Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.

7020 Overtime

Funds overtime pay for after-hours emergency response to sewer main stoppages and repairs.

7070 Leave Buyback

Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds department office supplies (\$1,000).

8020 Special Department Expense

Provides for special department supplies including fittings, jetting nozzles, manhole covers, sewer reel hoses, and other materials (\$28,300), State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$3,500), and sewer related supplies and division expenses (\$2,500). (Total \$34,300)

8050 Printing/Duplicating

To provide funds for the printing and duplication of sewer related materials. (Total \$500)

8060 Dues/Memberships/Subscriptions

Provides for membership to the California Water Environmental Association for division staff members. (Total \$1,800)

8070 Mileage/Auto Allowance

Provides reimbursement funds for street maintenance related call outs. (Total \$1,000)

- 8090 Conference & Meeting Expense
Provides funds for conference registration and meeting expenses related to sewer related matters. (Total \$800)
- 8100 Vehicle Maintenance
Provides funds for operational costs for oil, tires, batteries, parts, repairs, and routine maintenance and repairs of Sewer Division vehicles. (Total \$26,000)
- 8105 Fuel
Funds operational fuel expenses (\$15,000).
- 8110 Equipment Maintenance
Provides for repairs and maintenance of sewer related equipment including sewer main cleaning equipment, the vacor truck, line video equipment, and compressor trailer. (Total \$27,000)
- 8120 Building Maintenance
Provides for maintenance of sewer division garage at the Service Facility. (Total \$5,000).
- 8130 Small Tools
Funds replacement of worn or damaged hand and power tools (\$21,500).
- 8132 Uniform Expenses
Provides for the purchase of Uniforms, all functional City apparel and cleaning services. (Total \$3,500)
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety vests, goggles, gloves, and other miscellaneous items (\$1,350), steel-toed boots (\$750), and First Aid equipment (\$1,400). (Total \$3,500)
- 8140 Utilities
Provides for the purchase of CNG gas for CNG fleet vehicles (Total \$2,000)
- 8170 Professional Services
Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000). GIS system retainer services (\$10,000), wastewater rate study (\$40,000), and shared cost for Acorn Technology IT Services (\$30,000). (Total \$100,000)
- 8180 Contract Services
Sewer main video, cleaning, spill containment services (\$100,000), Sewer Maintenance and repairs (\$15,000), and supplemental contracted labor (\$25,000). (Total \$140,000)

- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 10% share of the City's self-insured costs, which goes to the Insurance Fund 105. The remaining portions are paid out of the General Fund (60%), Water Fund (25%), and LLMD (5%). (Total \$200,000)
- 8200 Employee Training
Provides for training seminars and workshops related to sewer maintenance, including third party training. (Total \$2,000)
- 8400 Overhead Allocation
Funds for administrative services provided by the General Fund (\$69,022).

Traffic Signals / 215-6010-6115

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	594	13,562	30,900	63,000	63,000	63,000
8140	000	Utilities	67,118	76,475	110,891	150,000	120,000	150,000
8180	000	Contract Services	74,714	72,387	118,798	150,000	150,000	158,000
		<OPERATIONS & MAINTENANCE>	142,427	162,424	260,590	363,000	333,000	371,000
8520	000	Machinery & Equipment	-	-	15,923	30,000	30,000	30,000
		<CAPITAL OUTLAY>	-	-	15,923	30,000	30,000	30,000
[215-6115] Traffic Signals Total			142,427	162,424	276,512	393,000	363,000	401,000

OPERATIONS & MAINTENANCE

8020 Department Supplies

Funds special and miscellaneous department supplies and services related to the maintenance of the City’s traffic signals (\$8,000); in-pavement crosswalk maintenance (\$30,000); traffic signal systems upgrades (\$25,000). (Total \$63,000)

8140 Electricity

Provides funds for electrical service by Southern California Edison for traffic signal operations (\$150,000).

8180 Contract Services

Provides funds for the contract services related to monthly inspection, maintenance, and testing of the traffic signal system (\$105,000) and signal knockdown repairs (\$40,000). Cost sharing for traffic signal at Orange Grove and SR110 (\$11,000) and Orange Grove and Columbia (\$2,000). (Total \$158,000)

CAPITAL OUTLAY

8520 Machinery & Equipment

Funds traffic cabinet replacements or upgrades (\$30,000).

Street Lighting / 215-6010-6201

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	-	-	-	39,791	2,969	20,295
7020	000	Overtime	-	-	-	9,000	-	-
7040	000	Holiday	-	-	-	-	-	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	5,263	3,494	1,624
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	-	-	-	56	25	203
7110	000	Workers Compensation	-	-	-	1,397	16	722
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	3,375	213	7,866
7140	000	Vision Insurance	-	-	-	108	3	84
7150	000	Dental Insurance	-	-	-	405	10	315
7160	000	Life Insurance	-	-	-	45	1	35
7170	000	FICA - Medicare	-	-	-	577	20	294
		<WAGES & BENEFITS>	-	-	-	60,017	6,750	31,438
8000	000	Office Supplies	343	811	377	1,000	200	1,000
8020	000	Special Department Expense	26,480	18,848	22,008	50,000	50,000	65,500
8100	000	Vehicle Maintenance	834	2,128	1,091	7,500	5,000	7,500
8105	000	Fuel	-	-	-	7,500	-	7,500
8110	000	Equipment Maintenance	429	-	789	5,000	3,000	5,000
8130	000	Small Tools	268	-	-	1,500	600	1,500
8132	000	Uniform Expense/Cleaning	671	1,067	585	1,500	1,500	2,000
8134	000	Safety Clothing/Equipment	245	228	250	1,000	1,000	1,000
8140	000	Utilities	142,238	161,588	177,887	170,000	100,000	170,000
8170	000	Professional Services	4,440	6,930	4,934	17,400	8,700	10,000
8191	000	Liability & Surety Bonds	37,390	-	90,000	100,000	100,000	100,000
8200	000	Training Expense	-	-	-	1,000	-	1,000
		<OPERATIONS & MAINTENANCE>	213,339	191,600	297,921	363,400	270,000	372,000
		[215-6201] Street Lighting Total	213,339	191,600	297,921	423,417	276,750	403,438

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds partial compensation for the Public Works Operations Manager, Facilities Maintenance Supervisor, Senior Civil Engineer, Electrician, and Civil Engineering Assistant. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Funds overtime pay for after-hours emergency response to facility issues, and attendance at commission meetings.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds department office supplies (\$1,000).
- 8020 Special Department Expense
Provides for electric supplies, hardware, wiring, and LED Lighting (15,000), materials for signal knockdowns (\$25,000), street light maintenance (\$20,000), safety cones, stop signs and A-frames for traffic control assistance (\$4,000), and expenses for co-sponsorship events (\$1,500). (Total \$65,500)
- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for oil, tires, batteries, parts, repairs and routine maintenance for Street Lighting Division vehicles, and annual certification of the boom trucks. (Total \$7,500)
- 8105 Fuel
Funds operational fuel expenses (\$7,500).
- 8110 Equipment Maintenance
Funds hydraulic repairs for boom truck and repair and maintenance of facilities equipment (\$5,000).
- 8130 Small Tools
Funds replacement or purchase of worn or damaged hand and power tools (\$1,500).
- 8132 Uniforms and Equipment
Provides for the purchase of Fire-Retardant Uniforms, and cleaning services. (Total \$2,000)

- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies including safety equipment Clothing, fire retardant city apparel. (Total \$1,000)
- 8140 Electricity
Funds the energy costs by Southern California Edison for the City streetlights (\$170,000).
- 8170 Professional Services
Annual assessment review for the Lighting and Landscaping Assessment District. (Total \$10,000)
- 8191 Liability Insurance & Surety Bonds and Property
Funds a 5% share of the City's self-insured costs, which goes to the Insurance Fund 103. The remaining portions are paid out of the General Fund (60%), Water Fund (25%), and Sewer (10%). (Total \$100,000)
- 8200 Training Expense
Funds training seminars and workshops related to street lighting systems (\$1,000).

Street Tree Maintenance / 215-6010-6310

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	110,618	132,668	124,739	126,368	98,656	122,601
7020	000	Overtime	1,896	6,493	5,702	8,000	2,076	
7040	000	Holiday	4,032	7,065	3,951	-	-	3,950
7055	000	IOD - Non Safety	-	-	-	-	-	
7070	000	Leave Buyback	1,209	-	3,366	2,500	-	1,424
7100	000	Retirement	26,474	24,039	55,008	35,909	33,269	15,254
7100	010	CalPERS UAL	-	-	-	-	-	31,460
7108	000	Deferred Compensation	-	5,044	(4,904)	-	695	1,222
7110	000	Workers Compensation	4,610	5,728	4,876	5,039	2,579	3,519
7120	000	Disability Insurance	-	-	-	-	-	
7130	000	Group Health Insurance	11,200	14,128	10,949	16,936	11,057	23,190
7140	000	Vision Insurance	329	376	344	432	266	376
7150	000	Dental Insurance	1,231	1,406	1,286	1,620	997	1,411
7160	000	Life Insurance	153	170	151	178	110	158
7170	000	FICA - Medicare	1,653	2,063	1,994	1,832	1,478	1,778
		<WAGES & BENEFITS>	163,405	199,179	207,461	198,814	151,183	206,344
8000	000	Office Supplies	423	520	365	700	100	700
8020	000	Special Department Expense	3,365	3,812	11,646	27,000	20,000	24,800
8040	000	Advertising	-	-	-	200	-	200
8060	000	Dues & Memberships	135	185	-	400	-	400
8070	000	Mileage/Auto Allowance	-	-	-	500	-	500
8090	000	Conference & Meeting Expense	-	-	-	200	-	500
8100	000	Vehicle Maintenance	3,360	6,266	7,456	11,000	7,500	11,000
8105	000	Fuel	-	-	-	5,000	-	5,000
8110	000	Equipment Maintenance	2,284	1,267	1,968	5,000	1,500	6,000
8130	000	Small Tools	266	142	2,178	5,000	4,000	7,000
8132	000	Uniform Expense/Cleaning	1,058	970	666	3,000	1,000	3,500
8134	000	Safety Clothing/Equipment	1,055	615	1,338	3,000	2,000	4,500
8140	000	Utilities	-	-	-	-	-	2,000
8170	000	Professional Services	14,500	14,500	15,000	25,500	25,500	25,500
8180	000	Contract Services	204,005	230,000	230,171	300,000	300,000	300,000
8181	000	In-Lieu Tree Planting	10,000	10,000	10,000	10,000	3,500	10,000
8184	000	Annual Tree Planting	(4,127)	8,000	74,871	150,000	35,000	150,000
8200	000	Training Expense	320	-	-	800	-	800
9181	000	Removal/Replacement Tree Program	50,000	50,000	75,000	-	-	-
		<OPERATIONS & MAINTENANCE>	286,644	326,278	430,661	547,300	400,100	552,400
		[215-6310] Street Trees Total	450,049	525,457	638,121	746,114	551,283	758,744

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds the partial compensation for the Parks Supervisor, Senior Maintenance Worker, Maintenance Worker I/II, Public Works Assistant, and Management Assistant. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Funds overtime pay for after-hours emergency response to fallen trees, broken limbs, and attendance at commission meetings.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds department office supplies (\$700).
- 8020 Special Department Expense
Provides for supplies and materials including chain saw blades, blade sharpening, gloves, chipper blades ropes, sling and pulleys, electric equipment/batteries, work zone signs and cones, tree ties and tree wires, tree stakes, irrigation and other supplies (\$24,800). (Total \$24,800)
- 8040 Advertisements
Funds to publish ads for the tree regulations (\$200).
- 8060 Dues/Memberships/Subscriptions
Funds dues for Parks Supervisor to be a Western International Society of Arboriculture (ISA) member (\$400).
- 8070 Mileage/Auto Allowance
Funds reimbursement funds for street maintenance related call outs (\$500).
- 8090 Conference & Meeting Expense
Provides funds for tree related conference registration and meeting expenses (Total \$500).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, repairs for Street Tree Division vehicles (Total \$11,000).
- 8105 Fuel
Funds operational fuel expenses. (Total \$5,000)

- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment. Equipment maintenance for chainsaw, trencher, chipper, fork lift and other equipment, and loader. (Total \$6,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools. (Total \$7,000).
- 8132 Uniforms and Equipment
Provides for the purchase of Uniforms, all functional City apparel and cleaning services (\$3,500).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including chaps and guards while using chain saws, helmets, and gloves (\$2,500), safety boots (\$500), First Aid supplies and monthly inspections (\$1,500). (Total \$4,500)
- 8140 Utilities
Provides for the purchase of CNG gas for CNG fleet vehicles (Total \$2,000)
- 8170 Professional Services
Provides the cost of a miscellaneous tree studies and samplings, independent arborist reports, and certified arborist services as needed. (Total \$25,500)
- 8180 Contract Services
Routine tree maintenance services rendered under contract for tree trimming, annual grid pruning, and removal of trees (\$300,000).
- 8181 In-Lieu Tree Planting
Funds miscellaneous tree planting. The charges to this account are offset by residents paying for the cost of the trees into a revenue account (\$10,000).
- 8184 Annual Tree Planting & Removal
Funds annual Citywide tree planting and removal (\$150,000).
- 8200 Training
Funds attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (\$800).

Median Strips / 215-6010-6416

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	1,781	1,061	228	7,500	6,000	7,500
8180	000	Contract Services	75,263	50,657	56,267	131,250	131,250	145,000
		<OPERATIONS & MAINTENANCE>	77,043	51,718	56,495	138,750	137,250	152,500
[215-6416] Median Strips Total			77,043	51,718	56,495	138,750	137,250	152,500

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Funds department supplies including sprinklers, valves, fittings and plumbing (\$7,500).

8180 Contract Services

Provides partial cost of landscape services including landscape maintenance of street medians and City owned parcels. (Total \$145,000)

Street Maintenance / 230-6010-6116

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	293,972	311,472	299,001	506,222	428,735	653,521
7010	000	Salaries - Temp / Part	394	-	-	10,000	1,684	-
7020	000	Overtime	11,733	8,764	8,318	9,000	24,682	-
7040	000	Holiday	9,487	15,356	8,578	-	1,151	9,075
7055	000	IOD - Non Safety	-	-	-	-	2,907	-
7070	000	Leave Buyback	2,866	-	-	5,211	-	4,135
7100	000	Retirement	68,741	58,003	142,268	46,993	66,754	57,881
7100	010	CalPERS UAL	-	-	-	-	-	33,099
7108	000	Deferred Compensation	137	11,706	(14,399)	378	2,850	6,490
7110	000	Workers Compensation	12,121	12,547	12,319	19,254	14,472	21,374
7120	000	Disability Insurance	-	2,537	3,093	-	5,242	-
7130	000	Group Health Insurance	34,482	38,812	28,817	66,413	43,140	120,837
7140	000	Vision Insurance	1,012	1,002	931	1,764	1,050	1,859
7150	000	Dental Insurance	3,780	3,706	3,330	6,615	3,737	6,419
7160	000	Life Insurance	478	471	441	728	527	896
7170	000	FICA - Medicare	4,504	4,756	4,678	7,340	6,145	9,476
<WAGES & BENEFITS>			443,708	469,132	497,374	679,918	603,075	925,061
8000	000	Office Supplies	1,095	814	315	1,000	1,000	1,000
8020	000	Special Department Expense	84,240	64,185	93,001	120,000	120,000	120,300
8060	000	Dues & Memberships	-	-	-	1,500	-	500
8070	000	Mileage/Auto Allowance	-	-	-	1,500	100	1,500
8100	000	Vehicle Maintenance	7,903	9,420	6,187	26,000	26,000	28,400
8105	000	Fuel	-	-	-	20,000	20,000	10,000
8110	000	Equipment Maintenance	3,087	27	-	35,000	35,000	35,000
8130	000	Small Tools	-	3,058	-	6,000	1,000	6,000
8132	000	Uniform Expense/Cleaning	1,509	2,059	1,719	3,000	3,000	3,500
8134	000	Safety Clothing/Equipment	1,152	1,287	1,676	3,500	3,500	5,500
8140	000	Utilities	-	-	-	-	-	2,000
8170	000	Professional Services	10,000	-	945	3,000	3,000	3,000
8180	000	Contract Services	19,134	8,070	12,046	140,000	20,000	140,000
8200	000	Training Expense	-	-	-	2,000	500	2,000
<OPERATIONS & MAINTENANCE>			128,122	88,920	115,888	362,500	233,100	358,700
8540	000	Automotive Equipment	-	25,185	-	65,000	-	65,000
<CAPITAL OUTLAY>			-	25,185	-	65,000	-	65,000
[230-6116] Street Maintenance Total			571,830	583,237	613,262	1,107,418	836,175	1,348,761

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation for Public Works Director, Deputy Public Works Director, Street Supervisor, Senior Maintenance Worker, Public Works Operations Manager, Senior Civil Engineer, Associate Civil Engineer, two Public Works Inspectors, Management Analyst, and five Maintenance Worker I/II positions. Refer to the Appendix for a detailed allocation list.

7010 Salaries Part-time

Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.

7020 Overtime

Funds overtime pay for after-hours emergency response.

7070 Leave Buyback

Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds department office supplies (\$500) and miscellaneous expense (\$500). (Total \$1,000)

8020 Special Department Expense

This account provides for Street maintenance equipment, street signage and products (\$50,000), materials such as asphalt, sand, base, rushed aggregate, emulsion, and concrete, and backfill soil (\$70,000), breakroom supplies (\$300). (Total \$120,300)

8060 Dues, Memberships, Subscriptions, and Books

This account provides funding for construction handbooks and standard drawings/specifications. (Total \$500)

8070 Mileage/Auto Allowance

Provides reimbursement funds for street maintenance related call outs. (Total \$1,500)

8100 Vehicle Maintenance

Provides funds for operational costs for tires, tune-ups, preventative maintenance, smog certification, and miscellaneous repairs and parts for Street Maintenance Division vehicles. (Total \$28,400)

- 8105 Fuel
Funds operational fuel expenses (\$10,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment used by the Streets Division including loader tires, compressor, vibrating plates, forklift, message & arrow boards, and other machinery/equipment. (Total \$35,000)
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools including weed whackers, chain saws, gas powered trawler and demo hammer. (Total \$6,000)
- 8132 Uniforms and Equipment
Provides for the purchase of Uniforms, all functional City apparel and cleaning services. (Total \$3,500)
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety boots (\$2,000), First Aid equipment (\$1,400), and other safety supplies including vests, goggles, gloves, and other miscellaneous items (\$2,100). (Total \$5,500)
- 8140 Utilities
Provides for the purchase of CNG gas for CNG fleet vehicles (Total \$2,000)
- 8170 Professional Services
Funds professional services for street and roadway related topics (\$3,000).
- 8180 Contract Services
Provides for services rendered for street maintenance activities such as curb & gutter, sidewalk, and catch basin repair, striping and markings maintenance (\$100,000), additional labor for supplementary maintenance services (\$17,000), State Controller-Annual Street Reports (\$3,000), Los Angeles County Public Works-Catch Basin Clean Out (\$20,000). (Total \$140,000)
- 8200 Training
Funds seminars and workshops related to street maintenance, signage and traffic control devices and methods (\$2,000).

CAPITAL OUTLAY

- 8540 Vehicles and Equipment
Purchase an Operations & Maintenance Division Electric pickup truck (Total \$65,000).

Prop “A” Maintenance / 232-6010-6417

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	19,407	4,648	14,553	25,000	25,000	25,500
8110	000	Equipment Maintenance	7,009	-	854	11,000	-	11,000
8140	000	Utilities	1,050	6,292	10,501	20,000	11,500	31,500
8180	000	Contract Services	15,166	17,016	28,421	50,000	25,000	50,000
<OPERATIONS & MAINTENANCE>			42,632	27,957	54,329	106,000	61,500	118,000
[232-6417] Prop "A" Park Maintenance Total			42,632	27,957	54,329	106,000	61,500	118,000

OPERATIONS & MAINTENANCE

8020 Special Department Expenses

Provides funds for Janitorial Supplies (\$2,500), Ground Cover for Playgrounds (\$13,000), parts for Playgrounds, fixtures for restrooms, and light fixtures (\$10,000). Total (\$25,500)

8140 Equipment Maintenance

Funds playground equipment maintenance for Garfield, Orange Grove, and Eddie Park (\$11,000).

8140 Utilities

Funds utilities for the Arroyo Park restrooms, Garfield Park Restrooms and the Dog Park (\$31,500).

8180 Contract Services

Funds janitorial services (\$15,000), to unlock restrooms at Arroyo Park and Garfield parks (\$5,000) and regular maintenance of the Dog Park, Garfield Park playground, Orange Grove Park playground, and Eddie Park playground (\$15,000), Landscape Structure Design and Installation services (\$15,000) . (Total \$50,000)

Measure R / 233-6010-6011

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	-	-	-	60,078	7,471	59,310
7020	000	Overtime	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	4,515	19,914	4,745
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	-	-	-	561	17,506	593
7110	000	Workers Compensation	-	-	-	1,038	15	644
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	3,750	-	11,700
7140	000	Vision Insurance	-	-	-	120	-	120
7150	000	Dental Insurance	-	-	-	450	-	450
7160	000	Life Insurance	-	-	-	50	-	50
7170	000	FICA - Medicare	-	-	-	814	21	860
		<WAGES & BENEFITS>	-	-	-	71,376	44,927	78,472
8170	000	Professional Services	-	-	-	-	-	50,000
		<OPERATIONS & MAINTENANCE>	-	-	-	-	-	50,000
[233-6011] PW Admin & Engineering Total			-	-	-	71,376	44,927	128,472

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation for Transportation Engineer. Refer to the Appendix for a detailed allocation list.

OPERATIONS & MAINTENANCE

8170 Professional Services

Professional services related to transportation studies and evaluations. (Total \$50,000)

Measure M / 236-6010-6011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	-	-	-	60,078	7,471	59,310
7020	000	Overtime	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	4,515	19,914	4,745
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	-	-	-	561	17,506	593
7110	000	Workers Compensation	-	-	-	1,038	15	644
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	3,750	-	11,700
7140	000	Vision Insurance	-	-	-	120	-	120
7150	000	Dental Insurance	-	-	-	450	-	450
7160	000	Life Insurance	-	-	-	50	-	50
7170	000	FICA - Medicare	-	-	-	814	21	860
		<WAGES & BENEFITS>	-	-	-	71,376	44,927	78,472
8170	000	Professional Services	-	-	-	100,000	35,000	150,000
		<OPERATIONS & MAINTENANCE>	-	-	-	100,000	35,000	150,000
[236-6011] PW Admin & Engineering Total			-	-	-	171,376	79,927	228,472

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation for Transportation Engineer. Refer to the Appendix for a detailed allocation list.

OPERATIONS & MAINTENANCE

8170 Professional Services

Provides funding for implementation of the Neighborhood Traffic Management Program (NTMP) (\$100,000), Professional services related to transportation studies and evaluations (50,000). (Total \$150,000)

Measure W – Safe Clean Water Act / 239-6010-6011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	27,500	17,438	15,444	25,857	21,556	39,578
7020	000	Overtime	-	191	206	-	67	-
7040	000	Holiday	96	861	360	-	-	346
7070	000	Leave Buyback	12	-	-	-	-	490
7100	000	Retirement	3,377	2,319	5,006	6,404	6,007	4,044
7100	010	CalPERS UAL	-	-	-	-	-	5,001
7108	000	Deferred Compensation	239	1,204	(960)	210	176	396
7110	000	Workers Compensation	484	219	449	577	202	430
7120	000	Disability Insurance	-	1,794	-	-	874	-
7130	000	Group Health Insurance	3,430	1,962	994	1,599	1,292	5,883
7140	000	Vision Insurance	56	40	28	48	30	76
7150	000	Dental Insurance	208	149	104	180	111	286
7160	000	Life Insurance	25	18	13	20	15	35
7170	000	FICA - Medicare	383	286	242	375	279	574
		<WAGES & BENEFITS>	35,811	26,481	21,886	35,270	30,608	57,138
8020	000	Special Department Expense	23,698	8,503	17,954	25,000	25,000	26,000
8170	000	Professional Services	26,314	5,517	42,523	135,000	135,000	135,000
8180	000	Contract Services	1,629	2,054	12,331	95,000	95,000	95,000
		<OPERATIONS & MAINTENANCE>	51,641	16,074	72,809	255,000	255,000	256,000
[239-6011] PW Admin & Engineering Total			87,452	42,555	94,695	290,270	285,608	313,138

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation of Public Works Director, Deputy Public Works Director, Senior Civil Engineer, and Associate Civil Engineer. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Funds partial compensation for Public Works Intern.

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for annual NPDES storm drain permit (\$11,000), implementation of the Enhanced Watershed Management Program (EWMP) (\$15,000). (Total \$26,000)

8170 Professional Services

Provides for the cost of professional services to achieve full compliance with the NPDES permit including NPDES consultant services (\$35,000). Upper LA River Enhanced Watershed Management Program Development for MS4 Permit compliance (\$25,000). Safe Clean Water (SCW) Annual Plan development and planning, professional and technical service for stormwater projects (\$75,000). Total (\$135,000)

- 8180 Contract Services
Annual citywide catch basin cleaning services required for MS4 Permit compliance, catch basin protection and repair, trash capture inserts, and other stormwater related services. (Total \$95,000)

SGVCOG / 247-6010-6011

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
8020	000	Special Department Expense	-	-	-	50,000	-	45,000
		<OPERATIONS & MAINTENANCE>	-	-	-	50,000	-	45,000
247 - SGVCOG TOTAL			-	-	-	50,000	-	45,000

OPERATIONS & MAINTENANCE

8020 Special Department Expense
 Funds to purchase temporary equipment for the Slow Streets Program. (Total \$45,000)

Water Distribution / 500-6010-6710

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	572,544	583,898	619,654	773,886	713,560	943,124
7010	000	Salaries - Temp / Part	2,361	31,658	-	-	4,001	-
7020	000	Overtime	23,295	36,597	40,443	45,000	53,331	-
7040	000	Holiday	12,528	20,060	15,444	-	1,433	12,985
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	6,041	-	-	1,196	-	4,107
7100	000	Retirement	126,277	116,670	282,956	192,199	188,757	101,928
7100	010	CalPERS UAL	-	-	-	-	-	157,293
7108	000	Deferred Compensation	2,028	24,689	(20,169)	2,748	5,052	9,316
7110	000	Workers Compensation	19,609	21,694	22,272	22,625	24,815	35,213
7120	000	Disability Insurance	-	1,392	2,062	-	2,621	-
7130	000	Group Health Insurance	58,787	65,393	60,832	88,770	84,135	158,961
7131	000	Retiree Health Insurance	-	-	-	-	-	-
7140	000	Vision Insurance	1,626	1,724	1,850	2,328	1,890	2,631
7150	000	Dental Insurance	5,092	5,875	6,347	8,730	6,617	9,698
7160	000	Life Insurance	723	727	803	960	852	1,188
7170	000	FICA - Medicare	8,617	9,680	9,910	11,221	12,128	13,675
		<WAGES & BENEFITS>	839,528	920,056	1,042,403	1,149,663	1,099,192	1,450,119
8000	000	Office Supplies	4,082	4,313	4,301	3,700	3,700	3,700
8010	000	Postage	-	127	12	200	-	400
8020	000	Special Department Expense	75,255	14,913	49,073	141,000	141,000	387,000
8050	000	Printing/Duplicating	292	66	404	3,500	3,000	3,500
8060	000	Dues & Memberships	238	-	-	700	700	10,700
8070	000	Mileage/Auto Allowance	964	616	1,754	2,500	2,500	2,500
8090	000	Conference & Meeting Expense	-	-	-	2,200	-	3,500
8100	000	Vehicle Maintenance	6,353	7,620	3,744	12,250	12,250	14,000
8105	000	Fuel	-	-	-	20,000	20,000	20,000
8110	000	Equipment Maintenance	9,807	9,224	1,378	10,000	10,000	15,000
8120	000	Building Maintenance	5,469	15,562	16,289	23,000	23,000	17,000
8130	000	Small Tools	1,991	4,902	394	10,000	10,000	10,000
8132	000	Uniform Expense/Cleaning	2,972	2,864	3,170	2,500	25,000	3,500
8134	000	Safety Clothing/Equipment	1,083	2,387	726	5,400	54,000	9,400
8140	000	Utilities	38,306	49,179	64,668	80,000	60,000	83,000
8150	000	Telephone	9,160	8,832	4,510	10,500	2,000	10,500
8170	000	Professional Services	16,422	19,963	10,150	164,500	50,000	184,500
8180	000	Contract Services	49,076	25,109	44,634	100,000	100,000	158,000
8191	000	Liability & Surety Bonds	106,089	(78,000)	450,000	490,000	490,000	490,000
8200	000	Training Expense	225	595	420	2,000	2,000	2,000
8229	000	Taxes	4,537	4,392	4,485	5,000	5,000	5,000
8400	000	Overhead Allocation	117,114	117,114	117,114	117,114	117,114	117,114
		<OPERATIONS & MAINTENANCE>	449,435	209,777	777,228	1,206,064	1,131,264	1,550,314
8530	000	Computer Equipment	-	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	180,000	-	410,000
8572	000	Meters	29,511	23,735	13,049	-	-	-
8573	000	Fire Hydrants	2,523	5,762	5,330	-	-	-
8574	000	Valves	889	-	-	-	-	-
		<CAPITAL OUTLAY>	32,923	29,496	18,379	180,000	-	410,000
[500-6710] Water Distribution Total			1,321,885	1,159,330	1,838,010	2,535,727	2,230,456	3,410,433

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds compensation for six full-time employees, including Senior Water Utility Worker and five Water Utility Worker I/II and partial compensation of Public Works Director, Deputy Public Works Director, Water Operations Manager, two Public Works Inspectors, Senior Civil Engineer, Civil Engineering Assistant, Public Works Assistant, Electrician, two Management Analysts, and Management Assistant. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.
- 7020 Overtime
Funds overtime pay for after hours emergency response to water main and service connection leaks.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$800). (Total \$3,700)
- 8010 Postage
Provides funds for postal expenses for City mailings, including postage machine lease payment (\$400).
- 8020 Special Department Expense
Provides for underground service alert fees (\$2,500), staff physical exams and Class B driver license renewals (\$500), parts and supplies for water stock inventory, including fire hydrants, pipes, fitting, valves, copper, meters, gaskets (\$210,000), backfill sand, base and asphalt, top soil (\$17,500), hot tapping services, underground borrowing supplies, and backflow device testing and repair, and valve replacement (\$41,500), replacement of fire hydrants and installation expenses (\$40,000), materials for the installation and repair of fire services (\$40,000), workstation installations (\$25,000), and inventory management system (\$10,000). (Total \$387,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, plans, and billing inserts. (Total \$3,500)
- 8060 Dues, Memberships, Subscriptions, and Books
Purchase of new Water Distribution reference books and membership in SCWUA

and AWWA (\$700), and the San Gabriel Valley Water Association (\$10,000).
(Total \$10,700)

- 8070 Mileage/Auto Allowance
Provides reimbursement funds for water related call outs. (Total \$2,500)
- 8090 Conference & Meeting Expenses
Provides funds for the American Water Works Association (AWWA) Conference and regional conference & meetings. (Total \$3,500)
- 8100 Vehicle Maintenance
Provides funds for operational expenses such as oil, tires, batteries, parts, repairs, preventive and routine maintenance of division vehicles and smog certifications. (Total \$14,000)
- 8105 Fuel
Provides funds for operational fuel expenses. (Total \$20,000)
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment including air hose supplies (\$2,000) generator, ditch pumps, tapping machine, trench shoring systems, backhoe, compressor and miscellaneous electrical and pneumatic equipment (\$8,000) and upgrade water line locator, leak detection devices, and pressure logger (\$5,000). (Total \$15,000)
- 8120 Building Maintenance
Provides for repairs to the facilities used by the Water Distribution Division and building supplies (\$6,000) including automatic gate & garage door maintenance (\$6,500), elevator maintenance at Garfield Reservoir (\$4,500). (Total \$17,000)
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools, including purchase of electrical partner saw, generator (\$5,000), pneumatic pumps (\$3,000), and electrical pumps (\$2,000). (Total \$10,000)
- 8132 Uniforms and Equipment
Provides for purchase of Uniforms, all functional City apparel and cleaning services. (Total \$3,500)
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, including, safety vests, hard hats, ear plugs, gloves (\$3,000), safety boots (\$1,900), First Aid equipment (\$500) and traffic control equipment including work zone signs, cones, and delineators (\$4,000). (Total \$9,400)
- 8140 Utilities
Provides funds for electrical service to Garfield Water Distribution Facility and all water sites by Southern California Edison (\$80,000), CNG fuel (\$3,000). (Total \$83,000)

- 8150 Telephone
Provides funds for telephone service to Garfield Water Distribution Facility and all water sites, including meter reading network service. (Total \$10,500).
- 8170 Professional Services
Provides professional services to update the water GIS to include water services and meters (\$20,000), Water Rate Study (\$80,000) and hydraulic model analysis for development projects including fire flow (\$30,000), and other professional services (\$54,500). (Total \$184,500)
- 8180 Contract Services
Provides contract services to repair and replace water mains, valves, fire hydrants, and water services (\$100,000) Meter reading system and support services (\$10,000), water meter bee removal services (\$3,000), landscaping contract services for water facilities (\$24,000), Janitorial Services (\$11,000), and Citywide Cross Connection Program management (\$10,000). (Total \$158,000)
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 25% share of the City's self-insured costs which goes to the Insurance Fund 105. The remaining portions are paid out of the General Fund (60%), Sewer Fund (5%), and LLMD (10%). (Total \$490,000)
- 8200 Training Expense
Provides training seminars and workshops related to water system distribution certification, such as American Water Works Association (\$1,200), SCUWA staff training (\$400), California Rural Water and State Water Resources Control Board operator certifications (\$400). (Total \$2,000)
- 8229 Taxes
Property taxes paid to Los Angeles County for Water facilities located outside of South Pasadena City boundaries (Total \$5,000).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (Total \$117,114).

CAPITAL OUTLAY

- 8540 Vehicles and Equipment
Purchase a replacement Water Division Vehicle and forklift (Total \$410,000).

Water Production / 500-6010-6711

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	386,293	369,595	321,220	400,919	293,016	163,884
7010	000	Salaries - Temp / Part	2,361	-	-	-	-	-
7020	000	Overtime	21,826	38,166	39,120	50,000	32,482	-
7040	000	Holiday	8,255	11,503	9,544	-	4,098	8,767
7070	000	Leave Buyback	2,523	-	-	10,000	-	1,095
7100	000	Retirement	140,486	97,798	212,478	135,464	114,911	18,029
7100	010	CalPERS UAL	-	-	-	-	-	28,271
7108	000	Deferred Compensation	1,484	13,556	(11,349)	1,457	2,295	1,638
7110	000	Workers Compensation	12,786	13,769	13,737	13,296	11,836	6,033
7130	000	Group Health Insurance	38,372	36,343	26,026	31,170	31,582	22,350
7131	000	Retiree Health Insurance	-	-	-	-	-	-
7140	000	Vision Insurance	972	937	780	1,176	650	351
7150	000	Dental Insurance	3,927	3,795	3,198	4,410	2,618	1,456
7160	000	Life Insurance	436	425	389	485	317	163
7170	000	FICA - Medicare	5,591	6,001	5,582	5,813	4,846	2,376
		<WAGES & BENEFITS>	625,312	591,888	620,725	654,190	498,653	254,414
8000	000	Office Supplies	1,758	1,025	1,377	1,500	1,500	1,500
8010	000	Postage	-	65	12	200	-	400
8020	000	Special Department Expense	(2,773)	23,120	20,990	42,700	42,700	146,600
8040	000	Advertising	(279)	-	-	-	-	-
8050	000	Printing/Duplicating	449	-	-	2,000	2,000	2,000
8060	000	Dues & Memberships	2,223	2,373	2,443	5,600	5,600	5,600
8070	000	Mileage/Auto Allowance	130	259	60	600	-	600
8080	000	Books & Periodicals	-	-	-	500	500	500
8100	000	Vehicle Maintenance	3,363	597	120	5,000	5,000	6,000
8110	000	Equipment Maintenance	11,863	4,660	-	236,000	236,000	231,000
8120	000	Building Maintenance	199	496	-	10,500	10,000	10,500
8130	000	Small Tools	371	-	989	1,000	1,000	1,000
8132	000	Uniform Expense/Cleaning	1,706	2,014	1,610	2,500	2,500	2,500
8134	000	Safety Clothing/Equipment	-	1,197	718	800	800	2,950
8140	000	Utilities	3,317	5,986	2,230	7,000	7,000	7,000
8150	000	Telephone	-	-	-	1,200	-	1,200
8152	000	Pumping Power	533,536	692,436	684,049	835,000	750,000	935,000
8170	000	Professional Services	135,176	128,616	141,858	355,000	255,000	210,000
8180	000	Contract Services	136,563	417,062	221,640	1,085,000	600,000	1,150,000
8200	000	Training Expense	110	-	-	1,500	1,500	1,500
8231	000	Water Purchases - Resale	281,237	345,861	466,942	310,000	310,000	310,000
8233	000	Watermaster Charges	559,565	716,542	635,780	1,000,000	1,000,000	1,350,000
8400	000	Overhead Allocation	205,267	205,267	205,267	205,267	205,267	205,267
		<OPERATIONS & MAINTENANCE>	1,873,780	2,547,577	2,386,087	4,108,867	3,436,367	4,581,117
8520	000	Machinery & Equipment	-	-	-	-	-	-
8530	000	Computer Equipment	3,040	3,211	-	20,000	-	20,000
8540	000	Automotive Equipment	20,616	-	-	260,000	-	290,000
		<CAPITAL OUTLAY>	23,656	3,211	-	280,000	-	310,000
[500-6711] Water Production Total			2,522,747	3,142,676	3,006,811	5,043,057	3,935,020	5,145,531

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds compensation for three full time employees, including Senior Water Production/Treatment Operator, and two Water Production/Treatment Operators, and partial compensation for Public Works Director, Deputy Public Works Director, Water Operations Manager, Senior Civil Engineer, Civil Engineering Assistant, Public Works Assistant, Electrician, two Management Analysts, and Management Assistant. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.
- 7020 Overtime
Funds overtime pay for afterhours emergency response to water production problems and for coverage during vacations, sick leave and other extended employee absences.
- 7040 Holiday
Funds employees whose work rotation falls on holidays.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies and miscellaneous expenses. (Total \$1,500)
- 8010 Postage
Provides funds for postal expenses for City mailings. (Total \$400)
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including: salt for sodium hypochlorite generation at Wilson, Garfield, and Graves Reservoir (\$23,400), chlorine analyzer solution and other water quality chemistry supplies(\$19,000), turbine oil (\$1,000), backwash tank rentals (\$3,000), chemical pipe supplies (\$2,500), and parts and supplies (\$2,500), SCADA DSL line at Wilson and Garfield Reservoir (\$3,000), State Water Resources Control Board administration fees (\$45,000), San Gabriel Basin Water Quality Authority administrative fee (\$47,000), and staff physical exams and Class B driver license renewals (\$200). (Total \$146,600)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as the annual

- Consumer Confidence Report and water system maps. (Total \$2,000)
- 8060 Dues, Memberships, Subscriptions
Provides funds for City membership fees and dues for the American Water Works Association. (Total \$5,600)
- 8070 Mileage/Auto Allowance
To provide reimbursement for water related call outs. (Total \$600)
- 8080 Books, Videos, Magazines, and Recordings
Provides funds for the purchase of reference books and manuals from AWWA. (Total \$500)
- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs, preventive and routine maintenance of division vehicles and smog certifications. (Total \$6,000)
- 8110 Equipment Maintenance
Provides funds for pump maintenance and emergency services (\$149,000), water softener (\$3,000), generator services (\$3,000), chlorine equipment maintenance (\$25,000), valve & pump maintenance (\$10,000), compressor maintenance (\$5,000), Nitrate Analyzer Maintenance (\$36,000). (Total \$231,000)
- 8120 Building Maintenance
Provides funds to repair HVAC, painting, electrical maintenance, and gate maintenance at water facilities. (Total \$10,500)
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools. (Total \$1,000)
- 8132 Uniforms and Equipment
Provides for the purchase of Uniforms, all functional City apparel and cleaning services. (Total \$2,500)
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, safety equipment and supplies including safety boots (\$750), First Aid equipment (\$1,500), gloves, hard hats, vest, ear plugs (\$200), chemical resistant PPE (\$500). (Total \$2,950).
- 8140 Utilities
Provides for electric service to water system facilities used by the Water Production Division other than power for pumping (Total \$7,000).
- 8150 Telephone
Provides telephone service to water system facilities (Total \$1,200).
- 8152 Pumping Power
This account provides funds for electrical and energy charges associated with

operating wells and booster pumps. (Total \$935,000)

8170 Professional Services

Provides for professional services such as water quality testing including water quality monitoring city wide and at the Wilson & Graves Wellhead treatment systems (\$65,000), security services at elevated tanks and reservoirs (\$3,000), consultant services for preparation of the annual Consumer Confidence Report and Water Audit, and as needed consulting services for water production (\$60,000), SCADA system maintenance (\$12,000), and water quality and treatment cost reduction study (\$70,000). (Total \$210,000)

8180 Contract Services

Granular activated carbon media replacement for Wilson Wellhead Treatment system and Graves Treatment system (\$950,000), Graves Reservoir Ion exchange generation salt (\$75,000), weed abatement and reservoir tree maintenance (\$15,000), and waste brine treatment & disposal (\$110,000). (Total \$1,150,000)

8200 Training Expense

Provides for AWWA training seminars and workshops related to water supply and production to maintain required state certification of operators (Total \$1,500).

8231 Water Purchases – Resale

This account provides funds to purchase water from the City of Pasadena (\$45,000), Cal American Water (\$5,000), and MWD purchase through Upper San Gabriel Valley Water District supplement the City's well production (\$260,000). (Total \$310,000).

8233 Watermaster Charges

This account provides the funds to pay for extraction of groundwater from the Main San Gabriel Basin within the City's water rights, excess extraction premiums beyond the adjudicated rights, and for fees for the cleanup of the ground water basin. (Total \$1,350,000)

8400 Overhead Allocation

Charges for administrative services provided by the General Fund. (Total \$205,267)

CAPITAL OUTLAY

8530 Computer Equipment

Provide replacement computer equipment for the Water Division Supervisory Control and Data Acquisition (SCADA) system. (Total \$20,000)

8540 Vehicles and Equipment

Purchase a Water Division Valve Truck to implement a preventative maintenance valve exercise program. (Total \$290,000)

Water Efficiency Projects / 503-6010-6713

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	66,122	57,146	73,135	38,180	50,408	88,901
7010	000	Salaries - Temp / Part	-	3,243	8,281	1,000	20,328	22,729
7020	000	Overtime	-	2,950	2,684	-	235	-
7040	000	Holiday	1,584	2,644	1,607	-	-	1,531
7070	000	Leave Buyback	-	-	-	-	-	548
7100	000	Retirement	26,130	19,866	40,069	6,096	8,572	8,194
7100	010	CalPERS UAL	-	-	-	-	-	6,481
7108	000	Deferred Compensation	234	2,987	(2,426)	108	709	885
7110	000	Workers Compensation	881	910	1,140	857	1,271	1,409
7130	000	Group Health Insurance	10,756	10,923	8,552	4,029	13,983	29,895
7140	000	Vision Insurance	151	140	127	72	151	305
7150	000	Dental Insurance	455	520	470	270	706	1,200
7160	000	Life Insurance	69	79	76	30	85	134
7170	000	FICA - Medicare	933	966	1,305	554	2,321	3,028
		<WAGES & BENEFITS>	107,314	102,376	135,019	51,196	98,768	165,242
8000	000	Office Supplies	600	66	-	2,000	700	2,000
8010	000	Postage	-	-	154	2,500	2,500	2,500
8020	000	Special Department Expense	395	5,465	161	25,000	12,500	25,000
8032	000	Water Efficiency Fee Projects	19,256	20,147	24,412	125,000	57,000	125,000
8060	000	Dues & Memberships	-	-	-	2,500	525	2,500
8070	000	Mileage/Auto Allowance	153	-	10	200	200	200
8090	000	Conference & Meeting Expense	504	-	-	2,000	2,000	2,000
		<OPERATIONS & MAINTENANCE>	20,909	25,678	24,737	159,200	75,425	159,200
8540	000	Automotive Equipment	-	-	-	-	-	40,000
		<CAPITAL OUTLAY>	-	-	-	-	-	40,000
[503-6713] Water Efficiency Total			128,223	128,054	159,756	210,396	174,193	364,442

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds partial compensation of Environmental & Sustainability Manager. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Funds the cost of overtime for non-management staff attending City Council and commission meetings and, as authorized, official City events outside of regular office hours.
- 7010 Salaries – Part-Time
Funds compensation for a part time intern to assist in processing water conservation program permits.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$2,000).
- 8010 Postage
Provides funds for postal related expenses for environmental newsletters and documents. (Total \$2,500)
- 8020 Special Department Expense
Provides funds water conservation and sustainability supplies and services including, but not limited to, computer supplies, annual software subscriptions (\$350), expenditures related to promotional materials, event supplies, or other materials (\$2,650), Expenditures related to printing, document production, flyers, bill inserts, door hangers, custom items, and other media, marketing, or materials used for events, meetings, programs, outreach, and community classes related to water conservation education (\$22,000). (Total \$25,000)
- 8032 Water Efficiency Fee Projects
Provides funds for water conservation and efficiency programs such as residential and commercial water audits, contributing matching funds towards Metropolitan Water District rebate programs and establishing City water rebate programs and services. (Total \$125,000)
- 8060 Dues, Memberships, Subscriptions, and Books
Water Conservation related memberships, including American Water Works Association (AWWA) and California Water Efficiency Partnership (CalWEP) (Total \$2,500).
- 8070 Mileage Reimbursement
Provides funds for mileage reimbursement to water conservation, environmental and sustainability events (Total \$200).

8090 Conference and Meeting Expense
Provides funds for attending conferences and meetings related to water conservation, environmental and sustainability (Total \$2,000).

CAPITAL OUTLAY

8540 Automotive Equipment
Refurbishment of vehicle for promoting environmental conservation (\$40,000)

Key Performance Indicators

The Public Works Department is committed to improving public engagement and community access to project and program information in Fiscal Year 2023-2024. In addition to completing a department reorganization and recruitment of critical positions, Public Works will implement quarterly newsletters and website project updates to communicate its many endeavors to City stakeholders.

Public Works Administration & Engineering

- Fulfillment of up to 2,000 service requests annually.
- Process 500 permits for encroachment, excavation, tree replacement, etc.

Water & Sewer Infrastructure

- Produce sufficient water for South Pasadena, approximately 4,000 acre-feet annually.
- Replace 50-100 meters, 10-12 fire hydrants, and 5-8 water service lines annually.
- Remove and replace up to 1,000 linear feet (LF) of water main pipelines.
- Collect 6,200 meter readings monthly.
- Perform at least 10 area leak detection inspections to identify and repair leaks
- Monthly sewer inspection and maintenance program.

Street & Sidewalk Maintenance

- Track repair and replacement of City sidewalks, curbs, and gutters.
- Track repair of street potholes.
- Track replacement of damaged asphalt.

Street/Median Trees & Parks Maintenance

- Plant 80-100 trees annually.
- Increase outreach and education programs regarding landscape & trees maintenance to quarterly.

Facilities & Street Lights

- LED light conversion for up to 50 street, park, and field lights annually.

Environmental Programs & Sustainability

- Increase water conservation rebate programs utilization by 25%.
- Provide 3 demonstrations and 2 citywide utility bill inserts/mailings promoting electric leaf blowers.

Customer Service and Response

- Provide responses to customers within 1 business days, and status updates on service requests with 10 business days.

- Respond to emergencies, including water service/main break leaks within 1 hour.
- Quarterly Updates on programs and projects.

Community Development

Fiscal Year 2022-23 Budget Snapshot

Overview

The Community Development Department is comprised of five divisions: Planning, Building and Safety, Community Improvement, Housing, and Film and Art. Staff in Community Development supports the Planning Commission, Cultural Heritage Commission, Design Review Board and Public Art Commission. The Planning staff administers the City's Zoning Code including land use and development regulations, processes land use permits, and undertakes long range land use planning. The Building staff enforces construction standards to safeguard life, health, and property by reviewing building plans for code compliance, issuing building permits, and performing construction inspections. The Community Improvement (code enforcement) staff works with property owners to secure compliance with the municipal code regarding property maintenance and health and safety issues. The Housing Division focuses on developing affordable housing policies and implementing strategies to improve housing opportunities for all income levels. Additionally, the Housing staff helps to monitor and implement the Housing Element programs. The department is also home to the South Pasadena Film Office which coordinates all filming activity in the City.

Notable Changes – Wages and Benefits

There is an increase in overall wages and benefits due to additional staffing needed in the department. A full-time Management Assistant position is being requested to help manage the department's four commissions and provide additional administrative assistance to the Housing Division. Additionally, this budget proposes to convert the part-time Community Improvement position to full-time to help with the code cases and to respond to various new City codes and State laws such as the ban on gas powered leaf blowers, and AB 838 tenant health and safety complaints.

Notable Changes – Operations and Maintenance

There is a significant increase in professional services to contract planning firms and consultants to assist with the implementation of the housing programs in the State mandated 6th Cycle Housing Element Update 2021-2029. During this fiscal year the department will be making significant zoning code amendments and finalize the General Plan and Downtown Specific Plan updates, among other department priorities. In addition, the budget for Professional Services includes an extensive work plan including:

- Zoning Code amendments;
- Tenant Protection Programs;
- Cultural Heritage Ordinance update; and
- Department organizational and operational assessment.

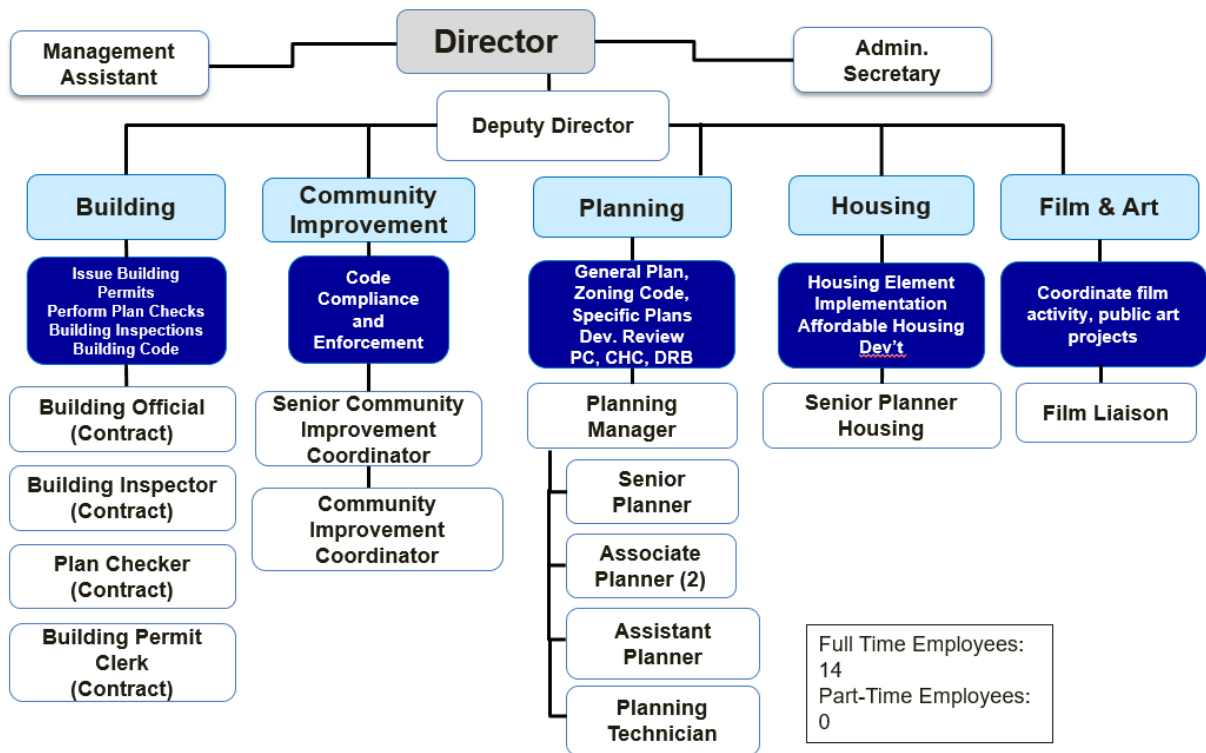
Capital Outlay

Improvements to the Housing Authority owned property (308 San Pasqual) are needed within the fiscal year such as potential reroof, septic tank inspection and potential pumping, and kitchen rehabilitation.

Budget Summary

	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
EXPENDITURE SUMMARY						
Wages & Benefits	826,247	1,108,800	1,304,611	1,601,385	1,573,629	2,032,844
Operations & Maintenance	1,052,408	721,329	1,124,402	2,032,514	1,485,700	2,135,581
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	1,878,655	1,830,130	2,429,014	3,633,899	3,059,329	4,168,425
[101-7011] Community Development	1,876,257	1,819,769	2,428,641	3,622,199	3,047,629	4,152,225
[105-7011] Facilities & Equipment Replacement	(12,802)	-	-	-	-	-
[228-7220] Housing Authority	15,199	10,361	373	11,700	11,700	16,200
Total Expenses by Program	1,878,655	1,830,130	2,429,014	3,633,899	3,059,329	4,168,425

Authorized Positions



Community Development / 101-7010-7011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	497,128	672,364	713,825	1,049,544	1,018,571	1,324,573
7010	000	Salaries - Temp / Part	90,558	142,722	103,634	109,000	144,120	78,763
7020	000	Overtime	2,828	1,041	3,742	30,000	24,070	15,000
7040	000	Holiday	4,591	14,192	8,755	-	-	7,229
7070	000	Leave Buyback	7,988	-	15,859	8,000	-	9,496
7100	000	Retirement	156,654	144,519	390,914	241,120	249,121	133,667
7100	010	CalPERS UAL	-	-	-	-	-	161,675
7108	000	Deferred Compensation	1,192	34,217	(24,752)	3,005	7,145	13,228
7110	000	Workers Compensation	7,114	9,415	9,067	22,266	13,081	16,082
7120	000	Disability Insurance	-	13,337	2,653	-	-	-
7122	000	Unemployment Insurance	6,620	1,360	-	-	-	-
7130	000	Group Health Insurance	35,293	54,223	60,861	109,893	88,315	232,380
7140	000	Vision Insurance	904	1,319	1,416	2,640	1,971	2,983
7150	000	Dental Insurance	3,223	4,915	5,406	9,900	7,611	11,150
7160	000	Life Insurance	450	668	665	1,089	995	1,386
7170	000	FICA - Medicare	11,704	14,508	12,569	14,928	18,630	25,232
<WAGES & BENEFITS>			826,247	1,108,800	1,304,611	1,601,385	1,573,629	2,032,844
8000	000	Office Supplies	2,588	470	6,472	19,431	20,000	20,000
8010	000	Postage	3,830	6,769	2,639	6,000	15,000	15,000
8020	000	Special Department Expense	2,140	8,173	4,358	5,500	6,000	6,122
8040	000	Advertising	6,082	-	250	74,205	58,000	10,000
8050	000	Printing/Duplicating	4,049	10,526	10,644	15,000	15,000	11,000
8060	000	Dues & Memberships	475	25,400	12,050	33,000	20,000	15,009
8090	000	Conference & Meeting Expense	415	275	50	6,500	6,500	27,075
8100	000	Vehicle Maintenance	1,535	2,032	2,554	1,000	1,000	1,000
8110	000	Equipment Maintenance	1,434	-	-	1,500	1,500	-
8170	000	Professional Services	455,467	293,955	235,396	432,500	430,000	1,187,000
8180	000	Contract Services	563,495	351,629	849,618	1,394,678	900,000	794,500
8200	000	Training Expense	-	380	-	6,000	500	3,000
8257	000	Boards & Commissions	-	-	-	500	500	4,675
8260	000	Public Art	8,500	11,360	-	25,000	-	25,000
<OPERATIONS & MAINTENANCE>			1,050,010	710,968	1,124,030	2,020,814	1,474,000	2,119,381
[101-7011] Community Development Total			1,876,257	1,819,769	2,428,641	3,622,199	3,047,629	4,152,225

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Funds compensation for the Planning & Community Development Director, Deputy Director, Planning Manager, three Associate Planners, one Assistant Planner, one Film Liaison, one Community Improvement Coordinator, one Senior Management Analyst, one Administrative Secretary and one new Planning Counter Technician.
- 7010 Salaries – Part-Time
Funds compensation for seasonal, temporary, and other non-salaried part-time employees. Includes additional staffing to process Planning Department backlog.
- 7020 Overtime
Funds compensation for overtime duty for department staff.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds regular office supplies (\$20,000).
- 8010 Postage
Funds postal expenses for department mailings related to development and construction projects, housing, community improvement as well as public hearing notices. (\$15,000).
- 8020 Special Department Expense
Provides funds for department promotional items for community events; miscellaneous department supplies such as: furniture (\$500), commissioner nameplate and badges (\$500), Code Enforcement equipment and PPE for Community Improvement inspections (\$1,500); staff development (\$1,500), promotional items for the community (\$1,000) and department literature (\$500). Includes additional technology to accommodate virtual meetings and online community outreach (\$622). (\$6,122).
- 8040 Advertising
Funds for advertising of non-legal public notices such as hillside notices (Total \$10,000).
- 8050 Printing and Duplication
Funds the printing and duplication of materials for building permit forms, inspection forms, and job inspection cards (\$2,500). As well as materials for

various boards and commissions (Flyers, brochures, foam boards, etc.) (\$1,500). Additionally, this category funds graphic design (\$2,000) and documents specific to the General Plan and Downtown Specific Plan (\$5,000). (\$11,000).

8060 Dues, Memberships, Subscriptions, and Books

Funds membership fees, dues, subscriptions and publications of professional organizations and continuing education materials, including California Planning & Development Report (\$238), American Planning Association (\$2,560), California Association of Code Enforcement (\$720), International Council of Building Officials and California Preservation Foundation (\$500), NAHRO/SCANPH (\$550), and Film Liaisons in California Statewide (\$300). Additionally, this category funds the annual San Gabriel Valley Regional Housing Trust (\$10,141) (\$15,009).

8090 Conference and Meeting Expense

Funds conference registration, and meeting/travel expenses, including the annual conference of the California Chapter of the American Planning Association (\$3,750), National American Planning Association (\$2,355), California Association of Code Enforcement Officers (\$1,400), Southern California Association of Non-Profit Housing (SCANPH) (\$950), CA Preservation Foundation Annual Conf. (\$590), NAHRO Annual Conference (\$750) and related travel expenses (\$17,280). (Total \$27,075).

8100 Vehicle Maintenance

Funds operational costs for gas, oil change, and regular maintenance of department vehicle. (\$1,000).

8170 Professional Services

Provides funding for consultant services and other services related to planning and housing (including Strategic Plan priorities). Implementation of Housing Element programs; tenant protection programs (i.e., rent registry, rent stabilization, etc.) (\$400,000), Cultural Heritage Ordinance update (\$200,000), General Plan and Downtown Specific Plan consultant (\$150,000), removal of racially restrictive covenants (\$100,000), ballot measure and height limit study (\$100,000), and IHO in-lieu fee study (\$23,000). Consultants for historic resource evaluations (\$64,000) (offset by deposits), rezoning and General Plan and Downtown Specific Plan maps, tables, data, etc., (\$125,000), and department organizational and operational assessment (\$25,000). This list does not include all Strategic Plan priorities or grant funded projects, etc. (Total \$1,187,000).

8180 Contract Services

Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech (\$750,000). This category also funds emergency fencing and window and door board ups for Community Improvement (\$7,000), code enforcement administrative citation hearings and collections (\$4,500). Aerial Maps (\$5,000) and land use based maps & database (\$28,000) (Total \$794,500)

- 8200 Employee Training
Funds required trainings such as CEQA (\$200), historic preservation training seminars (\$200), ICC EduCode Training (\$900), APA Planning Academy (\$200) ILG and LAEDC seminars (\$1,500) (\$3,000).
- 8257 Board & Commissions
Funds required training in historic preservation for the Cultural Heritage Commission and CEQA and land use training for Planning Commission. This category also funds attendance at the SPPF Gala (\$4,675).
- 8260 Public Art
Funds professional services related to public art program. (\$25,000).

Housing Authority / 228-7200-7220

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
8120	000	Building Maintenance	4,075	262	-	500	500	5,000
8121	000	Utility Credit - Arroyo House	800	1,100	1,000	1,200	1,200	1,200
8180	000	Contract Services	10,324	8,283	-	10,000	10,000	10,000
8182	000	Property Tax - Leased Property		716	(628)	-	-	-
		<OPERATIONS & MAINTENANCE>	15,199	10,361	373	11,700	11,700	16,200
228 - HOUSING AUTHORITY TOTAL			15,199	10,361	373	11,700	11,700	16,200

OPERATIONS & MAINTENANCE

8120 Building Maintenance

Funds minor building maintenance of Arroyo House (\$5,000).

8121 Utility Credit – Arroyo House

Funds credit of \$100 per month for the Arroyo House per the lease agreement (\$1,200).

8180 Contract Services

Funds to contract with for landlord/tenant assistance and fair housing (\$10,000).

Key Performance Indicators

The Community Development Department strives to provide excellent customer service by efficiently managing workload and thereby reducing processing times, building plan check approvals, and permit issuance.

Administration

Encourage interdepartmental collaboration to improve entitlement applications and public information regarding development projects; continue to improve department processes; and finalize objective development standards to streamline development application process.

- Assist City Manager's Office with regular updates for the citywide newsletter
- Conduct interdepartmental development coordination meetings: 6
- Conduct a department organizational and operational assessment
- Conduct community outreach efforts including informational workshops or study sessions related to housing programs, Downtown Specific Plan, and General Plan Update: 4

Planning & Building

Reduce processing time for discretionary applications and building plan check by implementing the electronic permitting system.

- Process discretionary applications (PC, CHC, DRB): 35
- Process administrative (by-right) applications (DRB/CHC Chair Review, Staff Review): 90
- Process ADU applications: 55

Community Improvement

Respond to code complaints by investigating, opening cases when appropriate, and driving cases toward a successful resolution.

- Prioritize all incoming cases as Level 1 (imminent health and safety hazards such as dangerous and unstable structures), Level 2 (significant code violations including substandard housing conditions), or Level 3 (other code violations such as overgrown vegetation and blight):
 - Investigate all Level 1 cases by the end of the next business day
 - Investigate all Level 2 cases within five business days
 - Investigate all Level 3 cases within ten business days
- Work with the Housing Division to respond to tenant habitability complaints
- Provide quarterly reports to City Council on community improvement activities

Film & Art

Process film applications efficiently while eliminating impacts to residents and neighborhoods. Work closely with the Public Art Commission to promote public art projects and programs.

- Minimum film permits: 175
- Provide quarterly reports to City Council on film activity

Housing

The Housing Division will be responsible for tracking the implementation of the 6th Cycle Housing Element housing programs, track affordable units, and conduct community outreach

efforts related to housing programs.

- Develop and propose new tenant protection programs
- Develop affordable housing opportunities including Caltrans vacant properties and Housing Authority owned site at 1503-1507 El Centro Street

Library

Fiscal Year 2022-23 Budget Snapshot

Overview

The Library Department is a community anchor and a resource and learning hub. It is a welcoming place for people of all ages, walks of life and socioeconomic backgrounds. People visit the Library to study, work, relax, and recharge. It is a place where people learn about their community, connect with their neighbors, and expand their horizons. The Library provides resources in a variety of formats to meet the information and learning needs of a diverse population. It supports reading readiness, literacy, lifelong learning, recreation, and professional development with its collections, programs, and services. The Library is open 7 days a week, for a total of 58 hours. In the first three-quarters of Fiscal Year 2022-23 the Library issued more than 2,000 new library cards, and an average of 14,285 patrons came through the doors every month. Borrowing is close to pre-pandemic levels, averaging 28,600 checkouts a month. Librarians at our reference desks helped around 80 patrons each day and presented programs attended by more than 7,700 people.

Fiscal Year 2022-2023 was a banner year at the Library. We saw library operations return to normal as the impacts of COVID-19 receded, and the Library Special Tax, which provides approximately 20% of the Library's budget, was renewed by 86.65% of the voters, and will continue until terminated by a majority vote of the electorate. A robust strategic planning process engaged the community and staff and resulted in a plan that will guide library programs and services for the next five years, as well as inform decisions about the allocation of human and fiscal resources. The plan outlines many exciting goals related to operations, the facility, technology, and services.

The Library's goals for Fiscal Year 2023-2024 are tied to the strategic plan and include implementing a Radio Frequency Identification (RFID) system that will improve customer self-service options and collection management, implementing a module for the Integrated Library System (ILS) that will streamline the acquisition of library materials, and securing funding from the California State Library for critical infrastructure and life-safety improvements to the facility.

Notable Changes – Wages and Benefits

The Library is not requesting any new positions or changes to positions for Fiscal Year 2023-24.

Notable Changes – Operations and Maintenance

The budget includes funding to enable librarians to attend The American Library Association's annual conference, which will be held in San Diego.

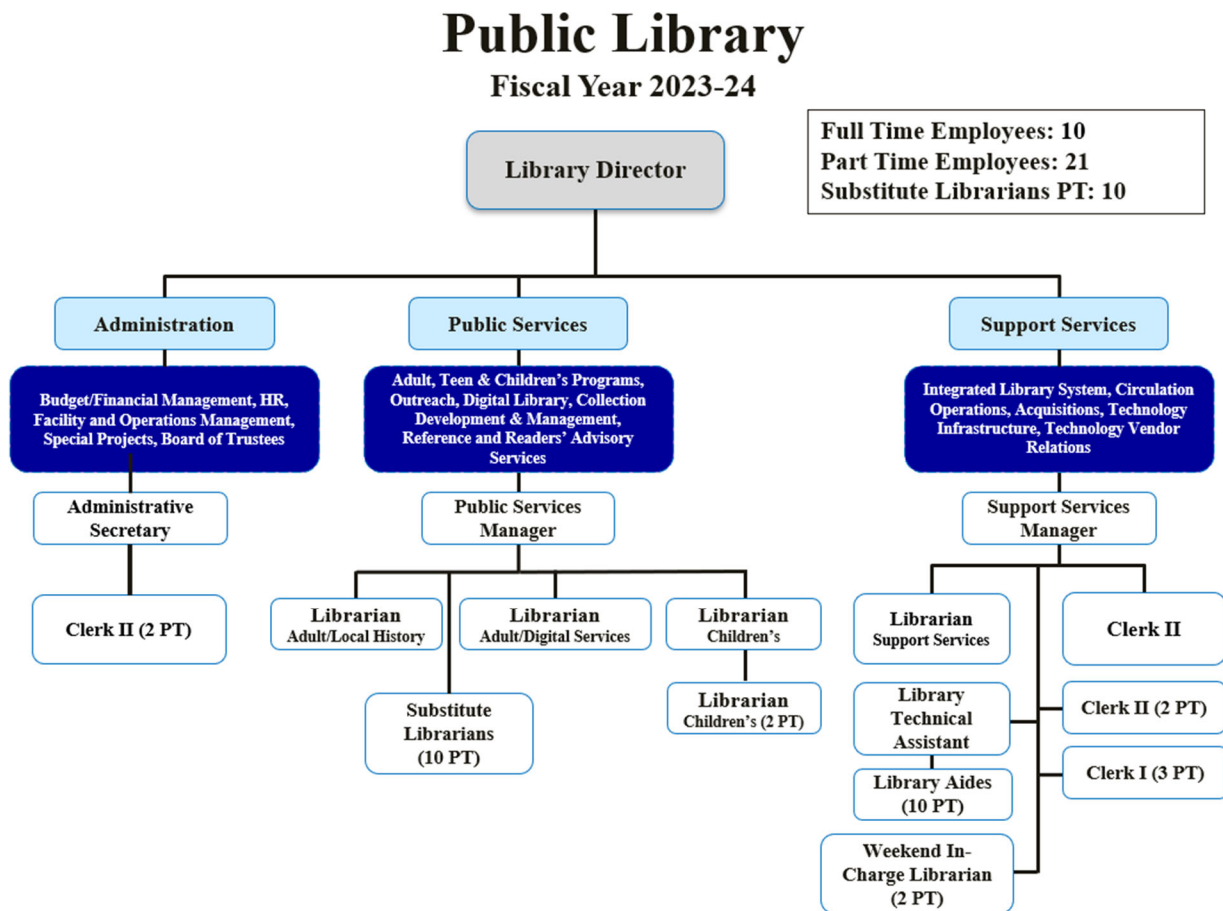
Capital Outlay

Funds have been designated to paint, re-carpet and replace the furniture in the teen area, as well as to replace the curbside book drops on Oxley Street.

Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
Wages & Benefits	1,213,859	1,335,189	1,544,306	1,539,490	1,482,862	1,810,839
Operations & Maintenance	310,714	248,738	284,301	336,900	328,165	341,395
Capital Outlay	1,112	24,442	10,525	55,900	55,900	59,000
Total Expenses by Category	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
[101-8011] Library	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
Total Expenses by Program	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234

Authorized Positions



Library / 101-8010-8011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	599,212	707,712	727,965	818,664	792,451	904,837
7010	000	Salaries - Temp / Part	240,771	250,634	252,424	342,000	318,426	360,000
7020	000	Overtime	147	155	519	1,000	199	-
7040	000	Holiday	12,789	23,432	13,727	2,000	1,855	13,598
7070	000	Leave Buyback	17,016	-	-	18,000	5,965	18,553
7100	000	Retirement	226,060	190,818	446,798	191,378	202,505	100,577
7100	010	CalPERS UAL	-	-	-	-	-	153,309
7108	000	Deferred Compensation	1,422	31,618	(28,545)	1,387	4,630	8,947
7110	000	Workers Compensation	10,480	11,479	12,623	15,145	13,652	19,762
7120	000	Disability Insurance	-	-	-	-	-	-
7122	000	Unemployment Insurance	1,055	1,029	-	-	-	-
7130	000	Group Health Insurance	74,545	84,889	83,898	104,280	102,713	154,200
7140	000	Vision Insurance	1,460	1,610	1,800	2,400	1,657	2,174
7150	000	Dental Insurance	5,454	6,022	7,034	9,000	6,804	7,840
7160	000	Life Insurance	788	899	866	990	857	990
7170	000	FICA - Medicare	22,660	24,892	25,197	33,246	31,147	66,051
<WAGES & BENEFITS>			1,213,859	1,335,189	1,544,306	1,539,490	1,482,862	1,810,839
8000	000	Office Supplies	5,359	6,359	7,297	6,500	6,500	7,500
8010	000	Postage	1,820	1,738	1,118	1,500	1,500	2,200
8020	000	Special Department Expense	20,681	15,160	30,645	20,000	20,000	22,500
8030	000	Library Periodicals	10,604	6,715	6,959	7,000	6,750	7,100
8031	000	Electronic Resources	29,292	20,619	20,433	20,000	20,000	20,000
8040	000	Advertising	1,076	1,287	204	1,000	800	-
8050	000	Printing/Duplicating	1,963	1,480	3,989	3,500	3,500	4,500
8060	000	Dues & Memberships	4,104	4,060	4,106	4,200	3,245	5,400
8070	000	Mileage/Auto Allowance	117	-	-	100	-	100
8080	000	Books/DVDs/CDs	95,474	70,843	86,375	105,000	105,000	110,000
8083	000	E-Books	35,393	33,288	32,648	35,000	35,000	36,000
8085	000	City-wide Reading Program	-	-	-	1,000	1,000	-
8090	000	Conference & Meeting Expense	200	-	100	2,000	1,000	6,845
8110	000	Equipment Maintenance	2,789	405	1,389	3,000	3,000	3,000
8120	000	Building Maintenance	9,469	24,552	4,294	5,000	5,000	6,250
8140	000	Utilities	-	-	-	-	-	-
8151	000	CENIC WiFi Expenses	6,218	5,646	12,241	11,500	10,870	11,500
8155	000	Rental/Lease	-	-	-	-	-	450
8170	000	Professional Services	4,375	2,625	6,611	34,600	30,000	10,000
8180	000	Contract Services	81,432	51,941	64,700	73,000	73,000	84,050
8200	000	Training Expense	-	1,820	199	1,500	500	2,500
8257	000	Boards & Commissions	348	200	992	1,500	1,500	1,500
<OPERATIONS & MAINTENANCE>			310,714	248,738	284,301	336,900	328,165	341,395
8500	000	Building & Improvements	-	15,962	5,882	38,900	38,900	10,000
8520	000	Machinery & Equipment	695	4,151	2,837	15,000	15,000	49,000
8521	000	Mach. & Equip. - Library Ops. Study	-	3,150	-	-	-	-
8530	000	Computer Equipment	417	1,179	1,806	2,000	2,000	-
<CAPITAL OUTLAY>			1,112	24,442	10,525	55,900	55,900	59,000
[101-8011] Library Total			1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for a full-time staff of ten positions. These include 1 Library Director; 1 Public Services Manager, 1 Support Services Manager, 2 Adult Services Librarians, 1 Support Services Librarian, 1 Children's Librarian, 1 Administrative Secretary, 1 Library Technical Assistant, and 1 Library Clerk II.
- 7010 Wages - Seasonal and Part-Time Employees
Covers the compensation of part-time library staff members who are paid hourly rates, including passport services clerk and Community Room rental staffing, which are offset by fee income.
- 7020 Overtime
Provides compensation for any overtime use throughout the year, at one and one-half times the regular salary or wage. Overtime is very sparingly used to compensate non-exempt professional staff when program preparations, meetings, etc. require them to work beyond a regular 8-hour work day.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies. (Total \$7,500)
- 8010 Postage
Covers postage fees for correspondence, grant applications, invitations, overdue material notifications, and inter-library loan items lent or returned to their owning institutions. (Total \$2,200)
- 8020 Special Department Expense
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, supplies for children's programs, book trucks, archival supplies, book jackets, mending tape, display racks, and other miscellaneous provisions. Also provides funds for collection development resources for staff, performers' fees, special event insurance for Library programs, and software that supports the provision of services and resources to the public. (Total \$22,500)
- 8030 Periodicals
Provides funds for hard copy magazine and English and foreign language newspaper subscriptions, including the *South Pasadena Review*, *South Pasadenan*, *Pasadena Star-News*, *Los Angeles Times*, and many others. (Total \$7,100)
- 8031 Digital Resources
Provides funds for the purchase or licensing of digital resources, which are

remotely available 24/7. Resources include encyclopedias, streaming films, resources for readers, and interactive and foreign language e-books for kids. (Total \$20,000)

8050 Printing and Duplication

Provides funds for the printing and duplication of brochures, promotional bookmarks, magnets, posters, library card applications, and a variety of other printed materials for the public. (Total \$4,500)

8060 Dues and Memberships

Supports membership to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative, American Library Association, and other professional organizations. Memberships provide discounted pricing on selected resources, continuing education, professional development, and networking opportunities. (Total \$5,400)

8070 Mileage Reimbursement

Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (Total \$100)

8080 Books/DVDs/CDs

Provides funds for the purchase and outsourced physical processing of books, music and audiobook CDs, and DVDs and Blu-rays. Annual circulation of materials exceeds 250,000. (Total \$110,000)

8083 E-Books

Provides funds for the purchase of circulating digital books and digital audiobooks for children, teens, and adults. Annual circulation of digital books and audiobooks exceeds 28,000. (Total \$36,000)

8090 Conference and Meeting Expense

Provides funds for conference and meeting travel expenses and registration fees for staff. The American Library Association annual conference will be held in San Diego in Fiscal Year 2023-2024. (\$6,845)

8110 Equipment Maintenance

Includes funds for maintenance of automated external defibrillator units, maintenance of miscellaneous library equipment, and repairs to library security gates. (Total \$3,000)

8120 Building Maintenance

Provides funds for elevator permit, miscellaneous emergency janitorial, plumbing, electrical, and other service and repairs, supplies related to building maintenance, funds for exterior steam cleaning and interior furniture cleaning, and for automated ADA door repairs. (Total \$6,250)

8151 CENIC Wi-Fi Expenses

Provides funding for the out-of-pocket cost of high capacity, high speed

broadband connectivity for public and staff Wi-Fi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount. Also includes \$700 for SonicWall security for Wi-Fi router. (Total \$11,500)

- 8155 Rental/Lease
Funds for postage meter lease. (Total \$450)
- 8170 Professional Services
Includes \$8,000 administering the Library Special Tax, including preparing and submitting the tax roll, and \$2,000 for graphic design services. (Total \$10,000)
- 8180 Contract Services
Provides \$450 for security alarm maintenance, \$1,100 for fire alarm system maintenance, \$1,725 for emergency lighting system maintenance, and \$3,500 for theft detection system and self-check kiosk maintenance. Includes \$24,250 for cataloging records subscription, \$2,400 for library asset recovery service, \$2,325 for a book/CD/DVD ordering platform, \$2,000 for a public computer reservation and printing system, and \$46,800 for Integrated Library System product licensing, off-site hosting, and services. (Total \$84,050)
- 8200 Training Expense
Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. (Total \$2,500)
- 8257 Boards/Commissions
Funds for Library Board of Trustees' attendance at the annual California public library advocates workshop and the California Library Association annual conference, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition event. (Total \$1,500)

CAPITAL OUTLAY

- 8500 Building Improvements
Funds for installation of new Library patio tables and for Teen Room improvements. (\$10,000)
- 8520 Machinery & Equipment
New ADA accessible exterior book drops and funds for Teen Room furniture. (\$49,000)

Key Performance Indicators

The Library's main focus in the new fiscal year is to begin to meet the goals laid out in the Library's new Strategic Plan for the years 2023-2027.

Having filled the new full-time position in the Support Services Division late in fiscal year 2022-2023, we will be continuing to refine roles and responsibilities in the Division, and to document and revise the division's policies, procedures and workflows.

Special projects for 2023-2024 include converting the Library to a Radio Frequency Identification (RFID) collection management and security system, and pursuing grant funding from the California State Library for critical infrastructure improvements.

Outreach

- Add 700 people to the Library's e-newsletter recipient list
- Conduct 10 SPUSD and private school class visits at the start of the school year
- Give 4 off-site presentations about Library programs and services to community groups

Operations

- Review and revise 4 administrative policies
- Add 7,000 new items to the collection
- Rent the Community Room 20 times

Programs & Services

- Exceed 14,000 visitors per month on average
- Lend 25,000 items per month on average
- Present at least 8 programs for adults, such as book discussions, author talks, hands-on crafting, concerts, and films
- Exceed program attendance of 8,000 individuals annually

Community Services

Fiscal Year 2022-23 Budget Snapshot

Overview

The Community Services Department is pleased to submit the Fiscal Year 2023-24 budget proposal. The Community Services Department provides services within four divisions: Senior Division, Recreation Youth Division, Community Transit, and Community Services Division.

The following is a synopsis of the fiscal year for the Community Services Department.

The Senior Citizens Center, a multi-purpose facility, provides older adults with educational, social, physical, nutritional, and emotional services and city special events such as the Memorial Day Celebration. On-site meals, classes, and programs have resumed in person. Home-delivered meals continue to serve seniors residing within city limits.

The Recreation and Youth Division operates out of the Orange Grove Recreation Center and coordinates recreational classes for children and adults, after-school and summer child care, Facility and Park reservation, and city events such as Concerts in the Park, Eggstravaganza, Spooktacular, and Breakfast with Santa.

The Community Transit operates the Dial a Ride Program, which offers essential services for seniors, including rides to medical appointments, grocery stores, financial institutions, and social gatherings provided by the City. The Division has experienced an increase in ridership since the pandemic. A full-time Management Analyst and Management Assistant were hired to fill vacant positions. A new All-Electric 14 Passenger Van was purchased and is in operation. The Division will undergo an analysis of the Dial-A-Ride program.

The Community Services Division provides general department oversight plus budget and grant administration, park improvements, community liaison activities, and contract management of the Arroyo Seco Golf Course (Golf Course), Arroyo Seco Racquet Club, San Pascual Stables, South Pasadena Batting Cages, Ironworks Museum, and Tower Venture Cellular. All agreements have been fully executed with new contract terms except for the Golf Course which the agreement is on a month-to-month. The Golf Course completed a Market Support and Financial Analysis which is under review by City Council. An assessment of the Department was conducted by a consultant and recommendations will be implemented in FY 2023-2024. The Department implemented a new registration software called CivicPlus which will enhance the registration and reservation processes.

The staff supports the Community Services Commission, Festival of Balloons, South Pasadena Tournament of Roses Committee, and Recreation Leased Facilities Ad Hoc Committee.

Notable Changes – Wages and Benefits

The Community Services Department is requesting two position changes for Fiscal Year 2023-2024 as follows:

1. Upgrade a part-time Community Services Coordinator to one full-time Community Services Coordinator
2. Combine two part-time Management Aides to one full-time Management Aide

Notable Changes – Operations and Maintenance

Senior Center:

- Upgrade the lobby, library, and staffing furniture
- Quarterly outreach mailers for senior programs

Administration:

- Installment of a new park sign at the Nature Park
- Install new alarm system at Ironworks Museum
- Annual maintenance fee for CivicPlus Software

Recreation:

- Replacement of all park signage such as park rules sign and gazebo area signage
- Painting of Camp Med room
- Purchase new kid size furniture for Camp Med

Dial-A-Ride

- Hire consultant to complete an Assessment of the Division

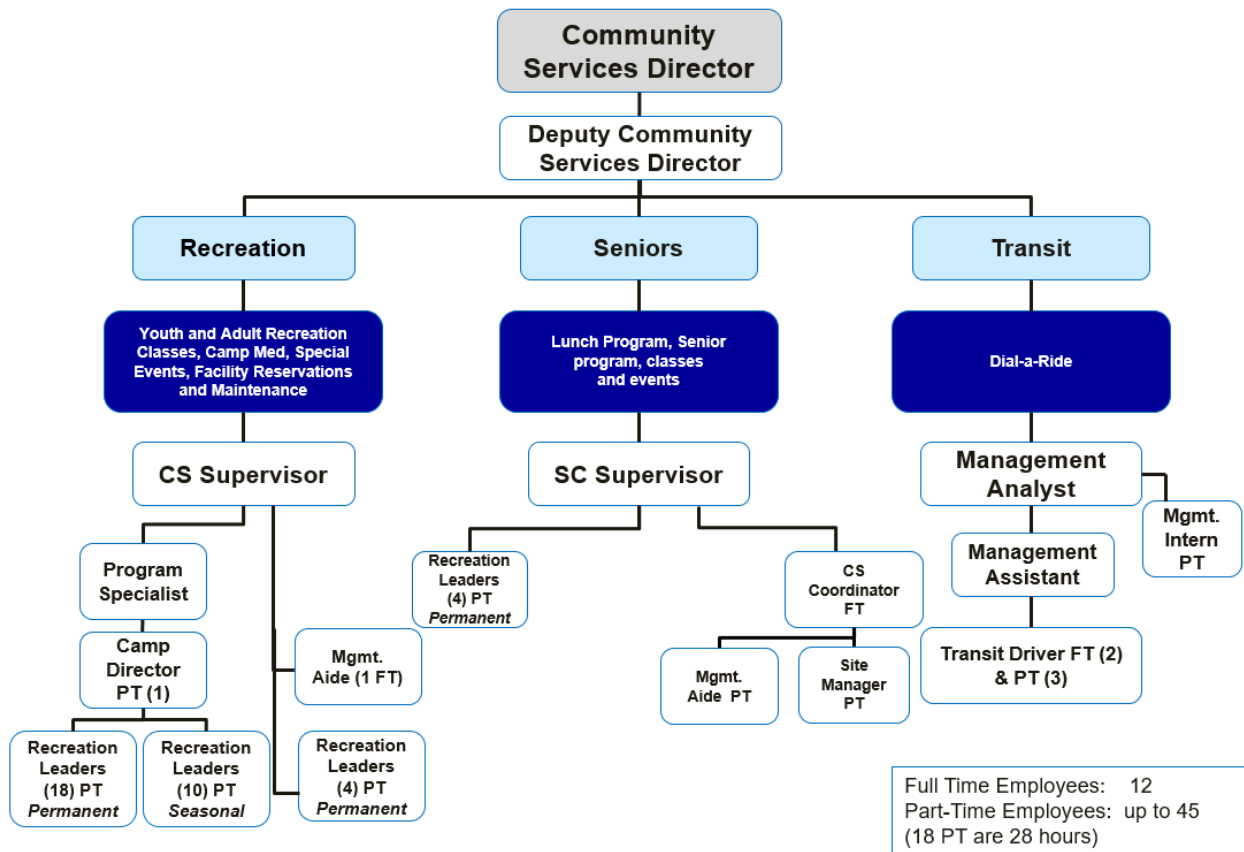
Capital Outlay

Construction of Berkshire and Grevelia Pocket Parks - see CIP (Park Impact Fees).

Budget Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budgeted	Estimated	Proposed
	2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
Wages & Benefits	1,298,385	1,000,618	1,371,016	1,659,435	1,586,141	2,102,188
Operations & Maintenance	1,449,933	1,401,947	1,818,635	2,177,730	2,112,460	2,163,093
Capital Outlay	(13,807)	66,516	-	176,600	169,999	-
Total Expenses by Category	2,734,511	2,469,081	3,189,651	4,013,765	3,868,600	4,265,281
[101-8021] Senior Services	330,809	202,374	237,957	431,985	390,480	532,959
[101-8031] Community Services	172,667	217,223	276,302	356,440	421,305	373,413
[101-8032] Recreation and Youth Services	656,232	323,135	835,939	783,405	818,737	1,090,949
[105-8031] Facilities & Equipment Replacement	-	-	-	-	-	-
[205-2210] Prop "A" Administration	7,529	13,204	12,902	15,631	17,070	27,139
[205-8024] Transit Planning	119,202	143,026	86,928	345,835	323,541	198,220
[205-8025] Dial-A-Ride	216,748	159,057	177,792	432,588	330,643	762,915
[207-2260] Prop "C" Administration	5,140	6,602	4,491	6,698	6,871	-
[207-8025] Dial-A-Ride	209,979	236,178	207,582	301,087	233,378	-
[226-2029] Mission Meridian Public Garage	8,987	9,650	9,052	15,000	9,100	15,000
[260-8023] CDBG Senior Nutrition Prog	31,026	62,980	65,950	26,281	-	19,599
[275-6410] Park Maintenance	-	18,050	15,035	-	-	-
[295-8032] Recreation and Youth Services	0	(39,500)	50,508	-	30,218	-
[295-8041] General Administration	336,413	447,861	504,874	462,381	478,971	467,656
[295-8042] Golf Course Maintenance	376,387	378,623	423,131	483,470	471,692	502,590
[295-8043] Range	60,252	143,203	162,405	207,994	194,444	182,475
[295-8044] Golf Shop	79,003	128,569	103,494	126,570	125,700	79,050
[295-8045] Food Service	124,137	18,846	15,308	18,400	16,450	13,316
Total Expenses by Program	2,734,511	2,469,081	3,189,651	4,013,765	3,868,600	4,265,281

Authorized Positions



Senior Services / 101-8030-8021

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	84,518	61,759	33,741	82,164	75,981	144,975
7010	000	Salaries - Temp / Part	92,552	86,307	107,644	160,000	135,482	170,278
7020	000	Overtime	-	-	-	-	-	2,000
7070	000	Leave Buyback	-	-	-	2,100	-	2,193
7100	000	Retirement	27,224	21,180	50,302	6,610	17,503	11,598
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	826	732	178	822	745	1,450
7110	000	Workers Compensation	2,031	1,575	1,640	3,399	2,476	2,910
7122	000	Unemployment Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	13,380	7,805	4,290	8,580	8,580	30,900
7140	000	Vision Insurance	240	140	82	240	165	405
7150	000	Dental Insurance	900	525	305	900	610	1,510
7160	000	Life Insurance	99	58	50	99	99	198
7170	000	FICA - Medicare	4,740	4,352	3,430	1,191	5,759	11,511
		<WAGES & BENEFITS>	226,509	184,433	201,662	266,105	247,400	379,928
8000	000	Office Supplies	2,910	1,306	2,685	3,000	3,000	3,000
8010	000	Postage	467	1,343	1,914	3,000	3,000	2,500
8020	000	Special Department Expense	9,419	2,480	14,698	32,657	30,100	30,700
8040	000	Advertising	294	-	-	2,800	2,000	3,780
8050	000	Printing/Duplicating	1,934	209	160	4,500	2,500	4,500
8060	000	Dues & Memberships	180	-	90	760	760	1,030
8090	000	Conference & Meeting Expense	-	-	625	4,000	2,000	2,000
8110	000	Equipment Maintenance	215	220	-	3,500	2,500	3,500
8120	000	Building Maintenance	1,642	152	451	3,300	3,000	2,300
8140	000	Utilities	-	-	-	-	-	-
8150	000	Telephone	-	-	-	-	-	-
8170	000	Professional Services	-	-	-	-	-	-
8180	000	Contract Services	64,707	9,078	1,837	66,003	60,000	63,461
8200	000	Training Expense	-	-	25	500	420	800
8264	000	Special Events	1,642	93	2,390	17,000	16,500	17,000
8267	000	Classes	12,894	-	11,143	22,400	17,000	16,000
8300	000	Lease Payment	219	1,043	276	2,460	300	2,460
		<OPERATIONS & MAINTENANCE>	96,523	15,925	36,295	165,880	143,080	153,031
8520	000	Machinery & Equipment	5,372	2,016	-	-	-	-
8530	000	Computer Equipment	2,405	-	-	-	-	-
		<CAPITAL OUTLAY>	7,777	2,016	-	-	-	-
[101-8021] Senior Services Total			330,809	202,374	237,957	431,985	390,480	532,959

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Funds compensation for Community Services Supervisor and Community Services Coordinator.
- 7010 Wages – Seasonal/Part-Time Employees
Provides funds for Senior Services Division Part-Time Staff: Management Aide (1 x 18 hours), Site Manager (1 x 28 hours), and Recreation Leaders (2 x 28 hours and 3 x 18 hours)
- 7070 Leave Buyback
Funds staff that opt to sell back hours of their leave balance.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office Supplies (\$3,000) Total (\$3,000)
- 8010 Postage
Monthly senior newsletter (\$1,800), Senior Center Membership renewal notices (\$500), and special event advertising (\$200). Total (\$2,500)
- 8020 Special Department Expenses
Volunteer recognition program (\$1,800), yearly lectures (\$2,400), yearly film discussion (\$1,800), health and resource fair (\$3,500), senior center event supplies (\$2,500), Home Delivery meal program supplies (\$2,500), reception furniture (\$4,500), coffee service (\$2,700), cleaning supplies (\$2,000), volunteer mileage (\$1,000), furniture for staff office (\$4,000), and staff uniforms (\$2,000). Total (\$30,700)
- 8040 Advertising
Promote senior services and events such as four newspaper advertisements (\$1,000), two street banners (\$2,130), and a Public Hearing notice for lunch program (\$650). Total (\$3,780)
- 8050 Printing & Duplication
Print monthly senior newsletter (\$3,000), business envelopes (\$900), and printing event flyers (\$600). Total (\$4,500)
- 8060 Dues, Memberships & Subscriptions
California Parks and Recreation Society (CPRS) annual membership for Community Services Coordinator and Community Services Supervisor (\$315), Municipal Management Association of Southern California (MMASC) annual membership (\$200) for Community Services Supervisor and Coordinator,

National Recreation and Park Association for Supervisor (\$115), Netflix's subscription (\$240) for Senior Cinema Program and Canva (\$160). Total (\$1,030)

8090 Conference & Meeting Expenses

Community Services Supervisor to attend CPRS annual conference in March 2024 (Palm Springs). Total (\$2,000)

8110 Equipment Maintenance

Annual kitchen equipment maintenance (\$3,000) and kitchen fire suppression system (\$500). Total (\$3,500)

8120 Building Maintenance

Pressure washing of Senior Center entry (\$500), cleaning of stainless steel surfaces in the kitchen three times a year (\$1,000), cleaning of drapes (\$600), and fire extinguishers (\$200). Total (\$2,300)

8180 Contract Services

Fire and security system (\$1,250), first aid and AED services (\$4,200), and senior meals not covered by Community Block Grant (CDBG) (Contract catering of senior nutrition program is \$77,610. CDBG provides partial funding of \$19,599. The revenue estimate from serving approximately 18,500 meals is approximately (\$39,600). Total (\$63,461)

8200 Training Expenses

Staff training. Total (\$800)

8264 Special Events & Excursions

Senior excursions (\$4,000), funds for 12 special events (\$6,000), entertainment for 12 special events (\$6,000), and Memorial Day Program (\$1,000). Total (\$17,000)

8267 Classes

Payments to independent contract instructors for quarterly senior leisure classes at the senior center. Instructors are generally reimbursed 80% of their total class revenue. The City retains 20%. Based on prior years, it is estimated that senior leisure classes will generate \$20,000 next year. 80% of which is paid to independent contract instructors. Total (\$16,000)

8300 Lease Payment

Postage meter lease. Total (\$2,460)

Community Services / 101-8030-8031

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	130,683	125,581	154,652	147,928	176,560	168,858
7010	000	Salaries - Temp / Part	756	-	841	10,500	-	10,500
7020	000	Overtime	(579)	-	-	-	-	-
7040	000	Holiday	-	6,446	5,114	-	-	3,034
7070	000	Leave Buyback	-	-	-	2,000	-	3,989
7100	000	Retirement	39,326	30,577	76,257	52,913	53,471	22,391
7100	010	CalPERS UAL	-	-	-	-	-	50,114
7108	000	Deferred Compensation	1,404	5,868	(4,150)	1,140	1,747	1,689
7110	000	Workers Compensation	1,630	1,349	1,830	2,705	2,159	1,943
7122	000	Unemployment Insurance	96	15,449	-	-	-	-
7130	000	Group Health Insurance	8,401	10,857	9,860	8,580	13,747	12,285
7140	000	Vision Insurance	161	117	174	240	200	165
7150	000	Dental Insurance	597	433	718	900	863	682
7160	000	Life Insurance	95	70	103	99	122	99
7170	000	FICA - Medicare	2,343	1,915	2,367	2,120	2,670	2,448
<WAGES & BENEFITS>			184,913	198,662	247,767	229,125	251,538	278,197
8000	000	Office Supplies	999	779	1,034	1,000	1,000	1,000
8010	000	Postage	-	-	646	650	600	650
8020	000	Special Department Expense	3,893	6,218	12,887	16,015	14,800	8,261
8040	000	Advertising	-	-	-	150	-	1,000
8050	000	Printing/Duplicating	98	-	-	12,200	11,082	6,000
8060	000	Dues & Memberships	555	555	650	700	705	705
8090	000	Conference & Meeting Expense	-	-	793	2,000	1,500	2,000
8110	000	Equipment Maintenance	435	200	4,307	7,300	7,300	4,100
8120	000	Building Maintenance	1,625	4,700	1,575	26,000	24,000	12,500
8140	000	Utilities	-	221	40	-	-	-
8170	000	Professional Services	(4,191)	-	-	-	-	-
8180	000	Contract Services	5,747	5,557	5,889	10,750	58,230	8,450
8200	000	Training Expense	50	-	-	250	250	250
8264	000	Special Events	-	-	576	50,000	50,000	50,000
8300	000	Lease Payment	126	330	138	300	300	300
<OPERATIONS & MAINTENANCE>			9,338	18,561	28,536	127,315	169,767	95,216
8510	000	San Pascual Stables LLC CIF	(21,584)	-	-	-	-	-
<CAPITAL OUTLAY>			(21,584)	-	-	-	-	-
[101-8031] Community Services Total			172,667	217,223	276,302	356,440	421,305	373,413

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Community Services Director (75%) and Deputy Director (25%)
- 7010 Wages – Seasonal/Part-Time Employees
Funds Recreation Leaders for Building Reservations.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer supplies, meeting supplies, and miscellaneous supplies. Total (\$1,000)
- 8010 Postage
Mailing of general information on recreation and facility rental programs, community outreach for special projects, and special events. Total (\$650)
- 8020 Special Department Expense
Department promotional materials (\$500), Community Garden Caltrans lease payment (\$100), department staff shirts (\$400), key duplication (\$200), Memorial Garden boulder engraving (\$300), Tables, Chairs and Caddy for the lower level of War Memorial (\$2,000), Department Special Event supplies (\$1,000) Special Community Meeting Supplies (\$500) LED Projector (\$500), and licensing fees for concerts for SESAC (\$875), BMI (\$350), ASCAP (\$355) All Track (\$331), Global Music Rights (\$850). Total (\$8,261)
- 8040 Advertising
Newspaper advertisement (\$600), Social Media Boosts (\$400). Total (\$1,000)
- 8050 Printing and Duplication
Facility and Park Brochure (6,000). Total (\$6,000)
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS, Deputy Director CPRS membership. Total (\$705)
- 8090 Conference & Meeting Expenses
Provide funds for the Community Services Director and Deputy Director to attend the CPRS annual conference. Total (\$2,000)
- 8110 Equipment Maintenance
War Memorial Building semi-annual range hood cleaning (\$1,000), annual

maintenance of fire suppression equipment at War (\$850) Annual Maintenance of Appliances @ War and Senior Center (\$2,250). Total (\$4,100)

8120 Building Maintenance

Provides for War Memorial Building wood floor resurfacing and waxing (\$5,500), repairs and cleaning services at the War Memorial Building, Youth House, and Eddie Park House (\$3,500), Cleaning of Drapes - WMB (\$2,000), Carpet cleaning lower level at War (\$1,500). Total (\$12,500)

8180 Contract Services

Provides funds for the security & fire alarm for Youth House (\$1,300), fire alarm at War Memorial Building (\$2,200), security Alarm at War Memorial Building (\$1,200), Fire and security at Eddie Park (\$2,000), Security and Fire Alarm for Ironworks Museum (\$1,700), servicing of facility kitchen appliances (\$1,250). Total (\$8,450)

8200 Training Expense

Job-related training seminars and materials. Total (\$250)

8264 Special Events

Festival of Balloons/Fourth of July fireworks show, parade, and party in the park. Total (\$50,000)

8300 Lease Payment

Provides partial funds for annual postage meter. Total (\$300)

Recreation and Youth Services / 101-8030-8032

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	112,688	89,537	129,512	145,584	114,442	200,239
7010	000	Salaries - Temp / Part	267,842	83,074	277,459	300,000	375,667	446,962
7020	000	Overtime	7,650	-	3,740	2,500	1,956	2,500
7040	000	Holiday	874	3,189	2,353	-	2,526	2,347
7070	000	Leave Buyback	1,504	-	-	1,500	-	2,193
7100	000	Retirement	45,471	35,089	96,881	11,712	20,470	16,019
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	475	3,535	(2,901)	822	997	2,002
7110	000	Workers Compensation	4,580	2,006	4,703	3,223	5,014	10,774
7122	000	Unemployment Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	10,850	6,922	10,639	11,100	11,100	33,420
7140	000	Vision Insurance	303	265	343	480	329	569
7150	000	Dental Insurance	915	864	1,271	1,800	1,510	2,410
7160	000	Life Insurance	143	140	197	198	198	297
7170	000	FICA - Medicare	20,055	5,273	19,746	2,111	22,889	37,096
<WAGES & BENEFITS>			473,350	229,894	543,942	481,030	557,099	756,830
8000	000	Office Supplies	2,147	372	2,291	2,500	2,350	2,500
8010	000	Postage	-	500	250	1,250	900	1,250
8020	000	Special Department Expense	1,699	536	1,981	5,000	5,500	5,200
8040	000	Advertising	248	138	-	2,800	-	2,800
8050	000	Printing/Duplicating	-	-	6	1,200	-	2,400
8060	000	Dues & Memberships	250	-	555	600	523	1,195
8090	000	Conference & Meeting Expense	900	-	1,938	2,000	2,000	2,500
8110	000	Equipment Maintenance	-	-	-	850	250	850
8120	000	Building Maintenance	-	-	18,595	20,550	-	20,450
8180	000	Contract Services	29,899	6,685	8,038	27,225	23,525	23,004
8200	000	Training Expense	30	-	-	500	-	800
8264	000	Special Events	29,957	1,455	29,577	51,350	42,850	56,800
8267	000	Classes	94,950	80,987	198,170	130,000	130,000	149,000
8268	000	Camp Services	21,791	2,261	27,118	49,140	47,050	57,960
8269	000	Teen Center	885	120	3,271	7,150	6,480	7,150
8300	000	Lease Payment	126	187	207	260	210	260
<OPERATIONS & MAINTENANCE>			182,882	93,241	291,997	302,375	261,638	334,119
[101-8032] Recreation and Youth Services Total			656,232	323,135	835,939	783,405	818,737	1,090,949

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for the Youth Services Supervisor, Program Specialist and Management Aide.
- 7010 Wages – Seasonal/Part-Time Employees
Provides funds for Camp Director and Recreation Division Recreation Leaders.
- 7020 Overtime
Funds compensation for hours worked beyond normal workweek.
- 7070 Leave Buyback
Funds staff that opt to sell back hours of their leave balance.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer, and miscellaneous office supplies (\$2,500). Total (\$2,500)
- 8010 Postage
Event promotion and advertising (\$250), and quarterly promotional class mailers (\$1000). Total (\$1,250)
- 8020 Special Department Expense
Cleaning supplies (\$400), replacement of basketball court nets (\$100), staff uniform (\$2,000), and replenishment of first aid kits for special events (\$200) special events equipment (\$2,500). Total (\$5,200)
- 8040 Advertising
Newspaper advertisements (\$2,800). Total (\$2,800)
- 8050 Printing and Duplication
Quarterly Class & Program Guide promotional flier. Total (\$2,400)
- 8060 Dues, Memberships & Subscriptions
CPRS annual membership (\$300) MMASC annual membership (\$200) NRPA annual Membership (\$295) and Annual Membership (\$200) for Community Services Supervisor and Program Specialist and Subscriptions for Disney Plus (\$200). Total (\$1,195)
- 8090 Conference and Meeting Expense
CPRS annual conference registration and travel in Southern California for Community Services Supervisor and Program Specialist. Total (\$2,500)

- 8110 Equipment Maintenance
Office equipment maintenance. Total (\$850)
- 8120 Building Maintenance
Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center (\$2,200), key duplication (\$100), Park Signage (\$7,650) Painting of Camp Med (\$10,500). Total (\$20,450)
- 8180 Contract Services
Portable toilet service at the SkatePark (\$8,104), fire alarm and security system service for Recreation Center (\$1,900), and Skate Park repairs (\$13,000). Total (\$23,004)
- 8200 Training Expense
Provides funds for staff training. Total (\$800)
- 8264 Special Events
Spring Eggstravaganza (\$6,000), three Movies in the Park (\$10,800), two Shakespeare in the Park (\$5,000), Halloween (\$5,000), Breakfast with Santa (\$5,000), five Summer Concerts in the Park Series (\$25,000). Total (\$56,800)
- 8267 Classes
Payments to independent contract instructors for the quarterly tot, youth, and adult leisure classes within the Recreation Division. Instructors are generally reimbursed 65% of their total class revenue. The City retains 35%. Based upon prior years, it is estimated that leisure classes will generate \$230,000 next year. 65% of which is paid to independent contract instructors. Total (\$149,000)
- 8268 Camp Med
Camp Med school year and summer program supplies and trips; field trips (\$12,900). Camp med supplies and activities (\$6,000), Snacks (\$6,000), Summer pool usage (\$2,550), Program supplies (\$3,500), Purchase Outdoor Recreation Games (\$1,885), Camp Med t-shirts (\$4,000), First aid supplies (\$2,000), California Parks and Recreation training for part-time staff (\$2,000), Purchase new furniture kids-size (\$3,000), Provides funds for required First Aid/CPR training for staff (\$1,800), Internet (\$1,800), Monthly special events (\$1,000), Parent Night (\$1,500), Annual licensing for MPLC & BMI (\$910), Purchase new game cubbies (\$600), Carpet cleaning (\$1,800), printing for Camp Med program (\$600) Staff sweatshirts for After-School (\$1,500), Volunteen Shirts (\$500), Annual When2Work staff scheduling system(\$400) streaming serves subscription (\$515), and provides funds to promote Camp Med after school care and summer programs (\$1,200). Total (\$57,960)
- 8269 Teen Center
The operation of the teen center during the school year. Program supplies and activities (\$1,000), snacks (\$1,000), purchase advertisements (\$250), first aid supplies (\$100), board games (\$250), guest speakers (\$1,000), special events such as Halloween, holiday and end of the year programs (\$250), and staff training (\$150). Provide Youth and Government supplies, speakers, and trips (\$3,150). Total (\$7,150)

8300 Lease Payment
Postage machine lease. Total (\$260)

Prop “A” – Local Transit Administration / 205-2010-2210

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	4,990	6,516	6,142	10,637	12,225	17,905
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	2,441	2,265	6,152	3,849	3,834	2,374
7100	010	CalPERS UAL	-	-	-	-	-	5,282
7108	000	Deferred Compensation	12	303	61	106	122	179
7110	000	Workers Compensation	13	61	67	197	119	194
7130	000	Group Health Insurance	50	455	355	601	554	858
7140	000	Vision Insurance	1	5	7	17	11	16
7150	000	Dental Insurance	4	20	27	63	39	61
7160	000	Life Insurance	1	3	4	7	6	10
7170	000	FICA - Medicare	17	80	87	154	159	260
		<WAGES & BENEFITS>	7,529	9,708	12,902	15,631	17,070	27,139
8060	000	Dues & Memberships	-	3,495	-	-	-	-
		<OPERATIONS & MAINTENANCE>	-	3,495	-	-	-	-
[205-2210] Prop "A" Administration Total			7,529	13,204	12,902	15,631	17,070	27,139

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds the partial compensation for the Community Services Director. Refer to the Appendix for a detailed allocation list

Prop “A” – Transit Planning / 205-8030-8024

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	6,434	11,817	14,577	22,793	20,318	26,858
7100	000	Retirement	5,232	4,723	13,326	8,247	7,533	3,561
7100	010	CalPERS UAL				-	-	7,922
7108	000	Deferred Compensation	25	778	145	228	203	269
7110	000	Workers Compensation	27	117	158	422	199	292
7130	000	Group Health Insurance	107	920	864	1,287	930	1,287
7140	000	Vision Insurance	2	11	18	36	18	25
7150	000	Dental Insurance	8	41	68	135	66	91
7160	000	Life Insurance	2	7	11	15	11	15
7170	000	FICA - Medicare	37	153	207	331	265	389
		<WAGES & BENEFITS>	11,873	18,568	29,375	33,494	29,542	40,709
8020	000	Misc. Supplies - Parking	2,915	2,915	-	8,200	3,500	10,700
8060	000	Dues & Memberships	7,912	2,425	6,187	8,500	8,500	13,170
8061	000	HOA Dues	14,645	20,762	15,572	32,041	32,000	32,041
8120	000	Building Maintenance	-	-	-	3,000	1,000	3,000
8180	000	Contract Services	68,116	33,496	33,583	74,000	74,000	88,600
8250	000	Bus Pass Subsidy	13,740	360	2,212	10,000	5,000	10,000
		<OPERATIONS & MAINTENANCE>	107,328	59,957	57,553	135,741	124,000	157,511
8520	000	Machinery & Equipment	-	64,500	-	-	-	-
8540	000	Automotive Equipment	-	-	-	176,600	169,999	-
		<CAPITAL OUTLAY>	-	64,500	-	176,600	169,999	-
[205-8024] Transit Planning Total			119,202	143,026	86,928	345,835	323,541	198,220

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides partial compensation for the Community Services Director(20%). Refer to the Appendix for a detailed allocation list.

OPERATIONS & MAINTENANCE

8020 Misc. Supplies - Parking

Provides funds for supplies and Maintenance of the Mission Meridian Parking Garage (\$2,000), Signage (\$2,000), internet connection for parking meters (\$1,100), Maintenance of parking permit machines (\$3,100) and custodial services (\$2,500). Total (\$10,700)

8060 Dues & Memberships

Provides funds for a portion of membership to the Southern California Association of Governments (SCAG) (\$3,000), Arroyo Verdugo JPA (\$6,670), San Gabriel Valley COG (\$3,500). Total (\$13,170)

8061 Property Owners' Association Dues

Provides funds for the transit portion of the Mission Meridian Village Parking Garage's Property Owners' Association dues. Total (\$32,041)

8120 Building Maintenance

Safety improvements, fencing around stairwells, graffiti removal. Total (\$3,000)

8180 Contract Services

Buses for City excursions (\$38,000) Janitorial Services for the Mission Meridian Village Parking Garage by Athens (\$10,350) Provide funds for bus stops maintenance costs (\$40,250). Total (\$88,600)

8250 Bus Pass Subsidy

Provides a portion of LTR "A" – Local Return Funds to subsidize 50% of the cost of monthly MTA passes for elderly and disabled South Pasadena residents. Total (\$10,000)

Prop “A” – Dial A Ride / 205-8030-8025

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	83,131	80,297	78,442	193,173	181,058	351,265
7010	000	Salaries - Temp / Part	82,964	28,063	42,295	137,358	50,350	97,022
7020	000	Overtime	117	17	618	5,000	1,872	5,000
7040	000	Holiday	2,493	3,814	1,297	-	148	2,035
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	1,500	-	-
7100	000	Retirement	21,773	17,576	40,579	56,339	56,821	36,271
7100	010	CalPERS UAL	-	-	-	-	-	47,190
7108	000	Deferred Compensation	-	4,313	(4,323)	-	1,325	3,513
7110	000	Workers Compensation	2,536	1,286	1,398	4,675	2,708	5,195
7120	000	Disability Insurance	-	3,029	-	-	-	-
7130	000	Group Health Insurance	18,000	17,459	13,200	28,335	28,541	54,570
7140	000	Vision Insurance	480	471	400	660	562	933
7150	000	Dental Insurance	900	842	1,205	2,475	1,960	3,405
7160	000	Life Insurance	198	198	165	272	247	470
7170	000	FICA - Medicare	4,156	1,692	2,510	2,801	5,049	12,516
<WAGES & BENEFITS>			216,748	159,057	177,785	432,588	330,643	619,385
8000	000	Office Supplies	-	-	-	-	-	4,000
8010	000	Postage	-	-	-	-	-	650
8020	000	Special Department Expense	-	-	-	-	-	9,300
8040	000	Advertising	-	-	-	-	-	1,000
8050	000	Printing/Duplicating	-	-	-	-	-	2,000
8060	000	Dues & Memberships	-	-	-	-	-	1,500
8090	000	Conference & Meeting Expense	-	-	-	-	-	2,000
8100	000	Vehicle Maintenance	-	-	-	-	-	61,000
8105	000	Fuel	-	-	7	-	-	5,000
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	2,500
8140	000	Utilities	-	-	-	-	-	3,000
8170	000	Professional Services	-	-	-	-	-	30,000
8180	000	Contract Services	-	-	-	-	-	18,932
8200	000	Training Expense	-	-	-	-	-	2,000
8300	000	Lease Payment	-	-	-	-	-	648
<OPERATIONS & MAINTENANCE>			-	-	7	-	-	143,530
8520	000	Machinery & Equipment	-	-	-	-	-	-
8530	000	Computer Equipment	-	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	-
<CAPITAL OUTLAY>			-	-	-	-	-	-
[205-8025] Dial-A-Ride Total			216,748	159,057	177,792	432,588	330,643	762,915

Budget Detail

PERSONNEL SERVICES

- 7000 Full-Time Salaries
Provides partial compensation for the Deputy Director of Community Services, (75%) Management Analyst, Management Assistant, two (2) full-time Transit Drivers.
- 7010 Part-Time
Provides funds for three (3) part-time Transit Drivers and one (1) Management Intern
- 7020 Overtime
Funds overtime pay for after-hours relating to transit (\$5,000).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office and miscellaneous supplies. Total (\$4,000)
- 8010 Postage
Postal expenses for Dial-a-Ride promotional mailers. Total (\$650)
- 8020 Special Department Expense
Minor equipment for vans (\$5,300), DMV pull notice program, and DMV physicals- for drivers, and random drug testing (\$1,500) Office furniture (\$2,500) . Total (\$9,300)
- 8040 Advertising
Newspaper Advertising. Total (\$1,000)
- 8050 Printing/Duplicating
Forms, fliers, and mailers. Total (\$2,000)
- 8060 Dues & Memberships
Provides funds for the purchase of a membership for The Community Transportation Association of America (CTAA) (\$700), California Parks and Recreation Society (\$600) and Municipal Management Association of Southern California (\$200). Total (\$1,500)
- 8090 Conference& Meeting Expenses
Provides funds for the Federal Transit Administration Annual Drug and Alcohol Program National Conference (\$1,000), CPRS conference (1,000). Total (\$2,000)
- 8100 Vehicle Maintenance
Provides funds for repair and maintenance of two E450 (electric), one 2016 F250 CNG utility vehicle, and one 2012 MV-1 vans (\$36,000), CNG Station repairs and

monthly maintenance (\$10,000) and van and vehicle cleaning (\$15,000). Total (\$61,000)

- 8105 Fuel
Fuel to operate Community Transit vehicles 3 CNG vehicles. Total (\$5,000)
- 8132 Uniform Maintenance
Provides for the purchase and replacement of uniforms and jackets. Total (\$2,500)
- 8140 Utilities
Provides funds for electricity required to charge Plug-in Electric Vehicle (E450 passenger bus). Total (\$3,000).
- 8170 Professional Services
Transit Assessment (. Total \$30,000)
- 8180 Contract Services
Annual Maintenance for data management system (\$14,932) Verizon Wi-Fi Jetpack data plan (\$1,000), Acorn Technology (\$3,000). Total (\$18,932)
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions. Total (\$2,000)
- 8300 Lease Payment
Provides funds for postage machine lease. Total (\$648)

Prop “C” – Local Transit Administration / 207-2010-2260

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	4,052	4,833	1,116	4,559	4,840	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	1,046	1,116	2,881	1,649	1,596	-
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	5	216	49	46	48	-
7110	000	Workers Compensation	5	43	54	84	53	-
7130	000	Group Health Insurance	21	318	289	257	238	-
7140	000	Vision Insurance	0	4	6	7	5	-
7150	000	Dental Insurance	2	14	22	27	17	-
7160	000	Life Insurance	1	2	4	3	3	-
7170	000	FICA - Medicare	7	56	70	66	70	-
		<WAGES & BENEFITS>	5,140	6,602	4,491	6,698	6,871	-
[207-2260] Prop "C" Administration Total			5,140	6,602	4,491	6,698	6,871	-

*In FY 2023/24, all expenditures shifted to Public Works.

Dial-A-Ride / 207-2010-8025

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	121,801	134,529	83,643	151,608	114,536	-
7020	000	Overtime	5,090	-	148	5,000	2,131	-
7040	000	Holiday	2,734	5,648	2,536	-	-	-
7070	000	Leave Buyback	511	-	-	2,500	-	-
7100	000	Retirement	27,689	22,984	58,119	12,197	16,229	-
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	-	5,362	(5,197)	-	649	-
7110	000	Workers Compensation	1,822	1,951	1,665	3,783	1,278	-
7130	000	Group Health Insurance	9,300	20,382	9,720	15,000	8,270	-
7140	000	Vision Insurance	285	165	190	480	233	-
7150	000	Dental Insurance	1,060	610	482	1,800	888	-
7160	000	Life Insurance	149	99	49	198	97	-
7170	000	FICA - Medicare	1,882	1,964	1,739	2,198	1,668	-
		<WAGES & BENEFITS>	172,323	193,693	153,092	194,764	145,978	-
8000	000	Office Supplies	1,425	921	277	2,000	2,000	-
8010	000	Postage	-	-	230	650	650	-
8020	000	Special Department Expense	1,188	2,044	5,415	7,000	7,000	-
8040	000	Advertising	-	-	-	1,000	-	-
8050	000	Printing/Duplicating	329	136	33	2,000	250	-
8060	000	Dues & Memberships	165	625	1,000	1,500	700	-
8090	000	Conference & Meeting Expense	-	-	1,026	1,000	350	-
8100	000	Vehicle Maintenance	15,737	24,686	30,554	61,000	55,000	-
8105	000	Fuel	3,161	952	3,250	5,000	4,500	-
8132	000	Uniform Expense/Cleaning	-	-	1,314	2,000	1,000	-
8140	000	Utilities	-	-	-	3,000	-	-
8180	000	Contract Services	15,525	12,866	11,185	16,275	15,000	-
8200	000	Training Expense	-	-	-	2,000	500	-
8300	000	Lease Payment	126	256	207	1,898	450	-
		<OPERATIONS & MAINTENANCE>	37,656	42,485	54,490	106,323	87,400	-
8520	000	Machinery & Equipment	-	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	-	-	-
[207-8025] Dial-A-Ride Total			209,979	236,178	207,582	301,087	233,378	-

Mission Meridian Public Garage / 226-2010-2029

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
8020	000	Special Department Expense	824	-	1,815	5,000	1,700	5,000
8060	000	Dues & Memberships	8,163	9,650	7,237	10,000	7,400	10,000
8170	000	Professional Services	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	8,987	9,650	9,052	15,000	9,100	15,000
[226-2029] Mission Meridian Public Garage Total			8,987	9,650	9,052	15,000	9,100	15,000

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Funds for supplies and maintenance of the Mission Meridian Parking Garage. Total (\$5,000)

- 8060 Property Owners' Association (POA) Dues
Funds a portion of the Mission Meridian Parking Garage's POA dues. Total (\$10,000).

CDBG Senior Nutrition Program / 260-8030-8023

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
8180	000	Contract Services	31,026	62,980	65,950	26,281	-	19,599
		<OPERATIONS & MAINTENANCE>	31,026	62,980	65,950	26,281	-	19,599
[260-8023] CDBG Senior Nutrition Prog Total			31,026	62,980	65,950	26,281	-	19,599

OPERATIONS & MAINTENANCE

8180 Contract Services

Provides funds for contract catering of the senior nutrition program of \$77,610. Community Development Block Grant covers \$19,599 of the contract in grant funds, while the General Fund provides \$63,461 through the Senior Center budget. The revenue estimates just over \$39,600 from serving approximately 13,500 meals. Overall, the City subsidizes \$18,411 for the nutrition program. (Total \$19,599)

Recreation and Youth Services / 295-8030-8032

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
8180	000	Contract Services	0	(39,500)	50,508	-	30,218	-
		<OPERATIONS & MAINTENANCE>	0	(39,500)	50,508	-	30,218	-
[295-8032] Recreation and Youth Services Total			0	(39,500)	50,508	-	30,218	-

Arroyo Seco Golf – Administration / 295-8040-8041

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
8000	000	Office Supplies	5,654	8,224	4,853	7,200	5,600	6,600
8010	000	Postage	189	392	163	-	178	200
8020	000	Special Department Expense	58,888	86,302	81,440	93,155	89,000	88,655
8040	000	Advertising	920	1,009	2,292	3,600	3,600	2,400
8120	000	Building Maintenance	10,626	10,184	13,036	25,500	18,500	24,300
8140	000	Utilities	9,419	5,865	6,504	6,610	6,600	7,495
8150	000	Telephone	9,138	7,812	8,412	9,000	9,000	10,632
8160	000	Legal Service	-	-	-	-	-	-
8170	000	Professional Services	72,400	139,500	172,987	101,996	101,000	101,996
8180	000	Contract Services	122,788	132,102	139,581	149,000	179,000	151,048
8191	000	Liability & Surety Bonds	40,530	50,403	69,529	60,000	60,000	67,800
8229	000	Taxes	833	1,039	975	1,040	1,213	1,250
8300	000	Lease Payment	5,028	5,028	5,103	5,280	5,280	5,280
<OPERATIONS & MAINTENANCE>			336,413	447,861	504,874	462,381	478,971	467,656
[295-8041] General Administration Total			336,413	447,861	504,874	462,381	478,971	467,656

Budget Detail

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies. Total (\$6,600)
- 8010 Postage
Postage for mailings. Total (\$200)
- 8020 Special Department Expense
Credit card, bank fees & charges (\$57,600) computer services (\$29,400) membership dues (\$480) and licensing fee (\$1,175). Total (\$88,655)
- 8040 Advertising
Promotions and ads for Golf Course. Total (\$2,400)
- 8120 Building Maintenance
Maintenance and Janitorial Supplies (\$22,800) Burglar alarm (\$1,500). (\$24,300)
- 8140 Utilities
Funds for Water (\$4,270), Gas and Electricity \$3,225. Total (\$7,495)
- 8150 Telephone
Telephone and Internet services. Total (\$10,632)
- 8170 Professional Services
Administrative fee (\$98,000 a year) and consultant fees \$3,996 a year. Total (\$101,996)
- 8180 Contract Services
Compensation for Manager and Starter. Total (\$151,048)
- 8191 Liabilities and Surety Bonds
Liability Insurances. Total. (\$67,800)
- 8229 Taxes
Property taxes. Total (\$1,250)
- 8300 Lease Payment
Equipment and Lease payments. Total (\$5,280)

Arroyo Seco Golf – Course Maintenance / 295-8040-8042

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	44,642	63,333	67,441	13,500	33,892	18,400
8100	000	Vehicle Maintenance	7,822	7,090	11,056	24,150	12,000	31,800
8120	000	Building Maintenance	11,050	14,233	35,334	82,900	81,000	96,800
8130	000	Small Tools	-	322	12,734	3,600	5,500	10,200
8132	000	Uniform Expense/Cleaning	6,218	6,586	8,100	7,200	7,200	9,600
8140	000	Utilities	61,549	39,955	64,064	70,000	61,000	67,700
8150	000	Telephone	1,027	1,028	1,155	1,200	1,100	1,200
8180	000	Contract Services	244,079	246,075	223,249	280,920	270,000	266,890
		<OPERATIONS & MAINTENANCE>	376,387	378,623	423,131	483,470	471,692	502,590
		[295-8042] Golf Course Maintenance Total	376,387	378,623	423,131	483,470	471,692	502,590

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Supplies (\$10,200), and license and permits (\$1,800) and training (\$400), trees, shrubs and flowers (6,000). Total (\$18,400)

- 8100 Vehicle Maintenance
Repairs to vehicles and carts (\$16,000) oil and gas (\$15,800). Total (\$31,800)

- 8120 Building Maintenance
Maintenance (\$30,300) fertilizer seed and chemicals (\$50,000) sand gravel and top (\$6,000) and course irrigation repairs (\$10,500). Total (\$96,800)

- 8130 Small Tools
Purchase hand tools and lawn equipment. Total (\$10,200)

- 8132 Uniform Maintenance
Uniform cleaning. Total (\$9,600)

- 8140 Utilities
Funds for electricity. Total (\$67,700)

- 8150 Telephone
Funds for telephone. Total (\$1,200)

- 8180 Contract Services
Compensation for maintenance staff. Total (\$266,890)

Arroyo Seco Golf – Driving Range / 295-8040-8043

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	16,309	28,163	27,438	39,800	27,000	42,200
8120	000	Building Maintenance	4,151	6,676	11,420	7,200	7,200	10,800
8132	000	Uniform Expense/Cleaning	-	287	-	750	-	750
8180	000	Contract Services	39,792	108,078	123,548	160,244	160,244	128,725
<OPERATIONS & MAINTENANCE>			60,252	143,203	162,405	207,994	194,444	182,475
[295-8043] Range Total			60,252	143,203	162,405	207,994	194,444	182,475

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Range balls and mats (\$38,000) and supplies (\$4,200). Total (\$42,200)
- 8120 Building Maintenance
Maintenance of range, netting, and irrigation. Total (\$10,800)
- 8132 Uniform Maintenance
Uniform cleaning. Total (\$750)
- 8180 Contract Services
Compensation for maintenance staff and starters. Total (\$128,725)

Arroyo Seco Golf – Shop / 295-8040-8044

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	1,614	4,174	2,169	6,900	5,500	4,200
8132	000	Uniform Expense/Cleaning	1,159	2,718	3,663	-	1,200	3,000
8180	000	Contract Services	76,230	121,678	97,662	119,670	119,000	71,850
		<OPERATIONS & MAINTENANCE>	79,003	128,569	103,494	126,570	125,700	79,050
[295-8044] Golf Shop Total			79,003	128,569	103,494	126,570	125,700	79,050

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Clothing, gloves, and other supplies. Total (\$4,200)

- 8132 Uniform Maintenance
Uniform cleaning. Total (\$3,000)

- 8180 Contract Services
Compensation for Starter. Total (\$71,850)

Arroyo Seco Golf – Food and Beverage / 295-8040-8045

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Proposed
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	17,263	2,025	2,109	2,825	2,750	1,500
8120	000	Building Maintenance	6,259	4,557	2,615	4,200	2,700	1,200
8130	000	Small Tools	489	2,708	-	-	-	-
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	-
8180	000	Contract Services	100,126	9,556	10,584	11,375	11,000	10,616
<OPERATIONS & MAINTENANCE>			124,137	18,846	15,308	18,400	16,450	13,316
[295-8045] Food Service Total			124,137	18,846	15,308	18,400	16,450	13,316

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
License and permits. Total (\$1,500)

- 8120 Building Maintenance
Maintenance. Total (\$1,200)

- 8180 Contract Services
Compensation for restaurant staff. Total (\$10,616)

Key Performance Indicators

The Community Services Department is responsible for providing the community with recreational, cultural, and social programs for people of all ages in a safe and well-maintained facility. The department has three divisions comprising Senior, Recreation, and Transit Divisions. We facilitate special events, leisure classes, and senior services including lifelong learning, Dial-A-Ride and Nutrition Program, facility and gazebo reservations, after school and summer camps, and more. The Community Services Department builds a strong sense of community to improve the quality of life for all residents.

Administration

- Construction of Berkshire and Grevelia pocket parks
- Plan and implement the entire Festival of Balloons / Fourth of July event
- Establish a Memo of Understanding with the American Youth Soccer Association (AYSO) and South Pasadena Little League (SPLL)
- Collaborate with the South Pasadena Unified School District to update the Joint Use Agreement
- Continually seek innovative and creative ways to connect with the public while applying a strategic approach to all communication efforts
 - Identify and utilize technologies to directly communicate with participants in programming (*will be completed through CivicRec*)

Recreation

- Improve outreach of special events by partnering with additional local organizations
- Increase summer Camp Med enrollment by 15% from Summer 2022
- Increase online registration participation by 10% with the implementation of CivicRec
- Establish a Quarterly customer satisfaction survey at the conclusion of each program
- Re-establish the Volunteer Program for teens 13 -16 years of age

Senior Services

- Increase followers on the Senior Center Facebook page by 5% by the end of FY 2023-2024
- Improve Senior Center outreach by establishing a quarterly flyer to distribute through City billing
- Increase Senior Center Membership by 5%
- Host *What to do About Mom and Dad* seminar by partnering with local older adult advocates to increase awareness of aging matters and services
- Host three culturally diverse events at the Senior Center by the end of FY2023-2024
- Re-introduce volunteer program following the pandemic shutdown

Transit Division

- Assessment of Transit Division
- Establish a referral program to increase ridership
- Increase marketing strategies for the Dial-A-Ride service

Successor Agency – CRA Debt Service / 227-7200-7211

What is CRA?

Community Redevelopment Agency (CRA) has been Los Angeles' public partner in housing, commercial, neighborhood and economic development. CRA is dedicated to revitalizing, refurbishing, and renewing economically underserved areas of Los Angeles. CRA's main task is to lend a hand-to investors willing to take risks for a more vibrant city, to neighborhood resident with renewed aspirations for their communities, and to those in need who strive to take part in the city's growing prosperity. CRA helps increase the supply of housing for low income and moderate-income families, provide infrastructure for commercial and industrial development and create jobs necessary to maintain acceptable levels of employment.

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
8170	000	Professional Services	-	3,693	3,693	-	3,693	4,000
8330	000	Debt Service - Principal	-	-	-	165,000	165,000	175,000
8331	000	Debt Service - Interest	55,222	48,050	40,800	31,500	31,500	21,600
		<OPERATIONS & MAINTENANCE>	55,222	51,743	44,493	196,500	200,193	200,600
[227-7211] CRA Debt Service Total			55,222	51,743	44,493	196,500	200,193	200,600

Redevelopment Obligations Trust / 927-9800-9811

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
		Proceeds to Successor Agency	-	-	-	-	196,500	196,600
		<OPERATIONS & MAINTENANCE>	-	-	-	-	196,500	196,600
927 - REDEV. OBLIGATIONS TRUST			-	-	-	-	196,500	196,600

Full-Time Authorized Positions

	2019/20	2020/21	2021/22	2022/23	Proposed 2023/24
City Manager					
City Manager	1	1	1	1	1
Deputy City Manager	0	0	1	1	1
Assistant to the City Manager	1	1	1	1	1
Management Analyst	0	0	1	1	1
Executive Assistant	1	1	0	0	0
Administrative Secretary	0	0	1	1	1
Total Funded Positions	3	3	5	5	5
Management Services					
Management Services Director	0	0	1	1	1
Chief City Clerk	1	1	1	1	1
Human Resources Manager	1	1	0	0	0
Human Resources/Risk Manager	0	0	1	1	1
Principal Mgt. Analyst	2	2	0	0	0
Sr. Management Analyst	0	0	1	1	1
Management Analyst	2	2	2	2	0
Deputy City Clerk	1	1	1	1	1
Management Assistant	0	0	0	1	1
Sr. Human Resource Analyst	0	0	0	0	1
Human Resource Analyst	0	0	0	0	1
Human Resource Specialist	0	0	0	0	1
Total Funded Positions	7	5	7	8	9
Finance Department					
Finance Director	1	1	1	1	1
Deputy Finance Director/Controller	0	0	0	0	1
Finance Manager	1	1	1	1	1
Accounting Manager	1	1	1	1	0
Accountant	0	1	1	2	2
Management Analyst	0	0	0	2	2
Management Assistant	1	1	2	0	1
Accounting Technician	1	1	0	0	1
Total Funded Positions	5	6	6	7	9

	2019/20	2020/21	2021/22	2022/23	Proposed 2023/24
Police Department					
Police Chief	1	1	1	1	1
Deputy Chief of Police	0	1	1	1	1
Police Captain	2	0	0	0	0
Police Lieutenant	0	2	2	2	2
Police Sergeant	7	5	5	5	6
Corporal	5	6	6	6	6
Police Officer	21	21	21	21	21
Management Analyst	0	1	1	1	1
Senior Clerk	1	0	0	0	0
Support Services Assistant	1	0	0	0	0
Police Clerk I	0	0	0	0	1
Police Clerk II	4	4	4	4	4
Police Assistant II (Rotational)	0	1	1	1	1
Police Assistant	8	8	8	8	9
Parking Control Officer	3	3	3	3	3
Administrative Secretary	1	0	0	0	1
Total Funded Positions	54	51	51	53	57
Fire Department					
Fire Chief	1	1	1	1	1
Division Chief	2	2	2	2	2
Fire Prevention Specialist	0	1	1	1	1
Fire Captian	3	3	3	3	3
Fire Engineer	6	6	6	6	6
Firefighter/Paramedic	9	9	9	9	9
Management Assistant	0	0	0	0	1
Total Funded Positions	21	22	22	22	23
Public Works					
Administrative/Engineering Division					
Public Works Director	1	1	1	1	1
Deputy Public Works Director	1	1	1	1	1
Deputy Director Water & Sustainability	1	1	1	0	0
Principal Engineer	0	0	0	0	1
Senior Civil Engineer	0	0	1	1	1
Associate Civil Engineer	1	1	1	1	1
Civil Engineering Assistant	1	1	1	1	1
Public Works Assistant	1	1	1	1	1
Public Works Inspector	1	1	2	2	2
Management Analyst	0	0	0	2	2
Management Assistant	1	1	1	1	1
Transportation Program Manager	0	0	0	1	0

	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	Proposed <u>2023/24</u>
Public Works cont					
Operations & Maintenance Division					
Public Works Operation Manager	1	1	1	1	1
Facilities and Parks Supervisor	0	0	0	0	1
Parks Supervisor	1	1	1	1	0
Facilities Maintenance Supervisor	1	1	1	1	0
Street & Sewer Supervisor	1	1	1	1	1
Electrician	1	1	1	1	1
Senior Maintenance Worker	2	2	2	2	3
Building Maintenance Worker	2	2	2	2	2
Maintenance Worker I/II	5	5	5	6	6
Environmental & Sustainability Division					
Environmental & Sustainability Manager	0	0	0	1	1
Water Conservation Analyst	1	1	1	0	0
Management Analyst	0	0	0	0	1
Water Division					
Water Operations Manager	1	1	1	1	1
Water Operations Supervisor	0	0	0	0	1
Senior Water Utility Worker	1	1	1	1	1
Senior Water Production/Treatment Operator	1	1	1	1	1
Water Production/Treatment Operator	2	2	2	2	2
Water Utility Worker I/II	5	5	5	5	5
Total Funded Positions	33	33	35	38	40
Community Development					
Community Development Director	1	1	1	1	1
Deputy Community Development Director	0	0	1	1	1
Planning Manager	0	0	1	1	1
Senior Management Analyst/Housing	0	0	0	1	0
Principal Management Analyst	2	2	1	0	0
Senior Planner	1	0	0	1	2
Associate Planner	0	1	3	2	2
Assistant Planner	0	1	1	1	1
Senior Community Improvement Coordinator	0	0	0	1	1
Community Improvement Coordinator	1	1	1	1	1
Film Liaison	1	1	1	1	1
Management Assistant	0	0	0	0	1
Administrative Secretary	1	1	1	1	1
Management Assistant	0	0	0	0	0
Permit Counter Technician	0	0	0	1	1
Total Funded Positions	7	8	11	13	14

	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>Proposed 2023/24</u>
Library					
Library Director	1	1	1	1	1
Asst. Dir. Of Library Arts & Culture	1	1	0	0	0
Public Services Manager	1	1	1	1	1
Support Services Manager	1	1	1	1	1
Librarian	3	3	3	4	4
Library Technical Assistant	1	1	1	1	1
Library Clerk I	1	1	1	0	0
Library Clerk II	0	0	0	1	1
Administrative Secretary	1	1	1	1	1
Total Funded Positions	10	10	9	10	10
Community Services					
Community Services Director	1	1	1	1	1
Deputy Community Services Director	0	0	1	1	1
Senior Services Supervisor	1	1	1	1	1
Youth Services Supervisor	1	1	1	1	1
Management Analyst	1	1	1	1	1
Management Assistant	0	1	1	1	1
Community Services Coordinator	1	1	1	0	1
Management Aide	1	0	0	0	1
Program Specialist	1	1	1	1	1
Transportation Driver	2	2	2	2	2
Total Funded Positions	9	9	10	9	11
Total Full-Time Authorized Positions	149	147	156	165	178

Part-Time Authorized Positions

	<i>FY 2023/24</i>	
	<u>Max 18 Hours</u>	<u>Max 28 Hours</u>
City Manager		
Management Intern		1
Management Services		
Management Assistant		1
Police Department		
Police Cadets	3	3
Public Works		
Public Works Intern	2	
Management Intern	1	
Community Development		
Code Enforcement Officer		1
Management Assistant	1	
Library		
Librarian In-Charge	1	1
Substitute Librarians	12	
Librarians - Children	2	
Clerk II - Administration	2	
Clerk II - Support Services	2	
Clerk I - Support Services	3	
Library Aides	10	
Community Services		
Management Aide - Seniors	1	
Site Mgr - Seniors		1
Recreation Leader - Recreation	16	14
Recreation Leader - Seniors	3	2
Transit Driver - Transit		3
Management Intern - Transit		1
Camp Director - Recreation		1
Grand Total Part-Time	59	29

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	233 Meas R	236 Meas M	210 Sewer	215 LLMD	239 Meas W	230 Gas Tax	500 Water	503 WaterE	Total
City Manager												
Asst. to the CM	0.85	-	-	-	-	0.05	-	-	-	0.10	-	1.00
Management Analyst	0.85	-	-	-	-	0.05	-	-	-	0.10	-	1.00
City Manager	0.85	-	-	-	-	-	-	-	-	0.10	0.05	1.00
Deputy City Manager	0.85	-	-	-	-	-	-	-	-	0.10	0.05	1.00
Admin Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
City Manager Total	4.40	-	-	-	-	0.10	-	-	-	0.40	0.10	5.00
Management Services												
Mgmt Services Director	0.93	-	-	-	-	0.07	-	-	-	-	-	1.00
Human Resource Analyst	0.85	-	-	-	-	-	-	-	-	0.15	-	1.00
Sr. Management Analyst	0.80	-	-	-	-	-	-	-	-	0.20	-	1.00
HR & Risk Manager	0.80	-	-	-	-	-	-	-	-	0.20	-	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Chief City Clerk	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Sr. Human Resource Analyst	0.85	-	-	-	-	-	-	-	-	0.15	-	1.00
Human Resource Specialist	0.85	-	-	-	-	-	-	-	-	0.15	-	1.00
Management Services Total	7.08	-	-	-	-	0.07	-	-	-	0.85	-	8.00
Finance Department												
Finance Director	0.68	-	-	-	-	0.12	-	-	-	0.20	-	1.00
Deputy Finance Director/Controller	0.68	-	-	-	-	0.12	-	-	-	0.20	-	1.00
Management Analyst	0.45	-	-	-	-	0.05	-	-	-	0.50	-	1.00
Management Analyst	0.60	-	-	-	-	0.05	-	-	-	0.35	-	1.00
Finance Manager	0.68	-	-	-	-	0.12	-	-	-	0.20	-	1.00
Accountant	1.00	-	-	-	-	0.10	-	-	-	0.90	-	2.00
Management Assistant	0.45	-	-	-	-	0.05	-	-	-	0.50	-	1.00
Accounting Technician I	0.45	-	-	-	-	0.05	-	-	-	0.50	-	1.00
Finance Total	4.99	-	-	-	-	0.66	-	-	-	3.35	-	9.00
Police Department												
Police Chief	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Deputy Police Chief	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Lieutenant	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Police Sergeant (Office of Prof. Stds)	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Sergeant	5.00	-	-	-	-	-	-	-	-	-	-	5.00
Corporal	6.00	-	-	-	-	-	-	-	-	-	-	6.00
Police Officer	21.00	-	-	-	-	-	-	-	-	-	-	21.00
Management Analyst	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	-	-	-	4.00
Police Clerk I	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Assistant II (Rotational)	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Assistant	9.00	-	-	-	-	-	-	-	-	-	-	9.00
Parking Control Officer	3.00	-	-	-	-	-	-	-	-	-	-	3.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Department Total	57.00	-	-	-	-	-	-	-	-	-	-	57.00
Fire Department												
Fire Chief	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Division Chief	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Fire Prevention Specialist	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Fire Captian	3.00	-	-	-	-	-	-	-	-	-	-	3.00
Fire Engineer	7.00	-	-	-	-	-	-	-	-	-	-	7.00
Firefighter/Paramedic	8.00	-	-	-	-	-	-	-	-	-	-	8.00
Management Assistant	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Fire Department Total	23.00	-	-	-	-	-	-	-	-	-	-	23.00
Public Works												
Director of PW	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00
Principal Engineer	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00
Associate Civil Engineer	0.30	-	-	-	-	0.20	-	0.05	0.30	0.15	-	1.00
Building Maintenance Worker	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Electrician	0.75	-	-	-	-	-	-	-	-	0.25	-	1.00
Facilities and Parks Supervisor	0.65	-	-	-	-	-	0.35	-	-	-	-	1.00
Envir. & Sustain. Mgr	0.80	-	-	-	-	-	-	-	-	-	0.20	1.00
Facility Maint Super	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance Wkr. I/II	-	-	-	-	-	0.20	-	-	1.80	-	-	2.00
Management Assistant	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00

Department/Position	101 General	205 Prop A	207 Prop C	233 Meas R	236 Meas M	210 Sewer	215 LLMD	239 Meas W	230 Gas Tax	500 Water	503 WaterE	Total
Public Works cont												
Parks Supervisor	-	-	-	-	-	-	-	-	-	-	-	-
Public Works Asst.	0.50	-	-	-	-	0.10	0.20	-	-	0.20	-	1.00
Public Works Inspector	0.20	-	-	-	-	0.10	-	-	1.60	0.10	-	2.00
Senior Maintenance Wkr	1.15	-	-	-	-	-	0.85	-	-	-	-	2.00
Senior Maintenance Wkr.	-	-	-	-	-	0.90	-	-	0.10	-	-	1.00
Sr. Wtr Prod Treat Oper	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Street Supervisor	-	-	-	-	-	0.10	-	-	0.90	-	-	1.00
Water Prod/Treatmnt Oper	-	-	-	-	-	-	-	-	-	2.00	-	2.00
Water Utility Worker III	-	-	-	-	-	-	-	-	-	5.00	-	5.00
Senior Water Utility Worker	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Wtr Operations Mgr	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Wtr Operations Supervisor	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Operations Manager	0.60	-	-	-	-	-	0.40	-	-	-	-	1.00
Engineering Assistant	0.30	-	-	-	-	0.20	-	0.05	0.30	0.15	-	1.00
Maintenance Wkr II	-	-	-	-	-	0.30	-	-	2.70	-	-	3.00
Maintenance Wkr I	-	-	-	-	-	0.10	-	-	0.90	-	-	1.00
Management Analyst	-	-	-	-	-	-	-	-	-	-	1.00	1.00
Senior Civil Engineer	0.30	-	-	-	-	0.20	0.05	0.05	0.20	0.20	-	1.00
Transportation Planning Mgr	-	-	-	0.50	0.50	-	-	-	-	-	-	1.00
Deputy Director	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00
Management Analyst	1.20	-	-	-	-	0.30	-	-	0.05	0.40	0.05	2.00
Public Works Total	10.75	-	-	0.50	0.50	3.50	1.85	0.35	9.05	13.25	1.25	41.00
Community Development												
Community Develop Dir	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Film Liaison	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Deputy Comm Dev Director	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Admin Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Planning Manager	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Associate Planner	3.00	-	-	-	-	-	-	-	-	-	-	3.00
Sr. Community Improv. Coord.	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Community Improv. Coord.	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Senior Management Analyst	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Assistant Planner	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Management Assistant	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Planning Counter Technician	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Community Development Total	14.00	-	-	-	-	-	-	-	-	-	-	14.00
Library												
Library Director	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Public Services Manager	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Support Services Manager	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Library Technical Assitant	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Librarian	4.00	-	-	-	-	-	-	-	-	-	-	4.00
Library Clerk II	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Library Total	10.00	-	-	-	-	-	-	-	-	-	-	10.00
Community Services Department												
Community Services Director	0.75	0.25	-	-	-	-	-	-	-	-	-	1.00
Deputy Comm Svcs Director	0.25	0.75	-	-	-	-	-	-	-	-	-	1.00
Community Services Supervisor	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Management Aide	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Management Analyst	-	1.00	-	-	-	-	-	-	-	-	-	1.00
Management Assistant	-	1.00	-	-	-	-	-	-	-	-	-	1.00
Program Specialist	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Community Services Coordinator	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Transportation Driver	-	2.00	-	-	-	-	-	-	-	-	-	2.00
Community Services Total	6.00	5.00	-	-	-	-	-	-	-	-	-	11.00
Total Full-Time Authorized Positions	137.22	5.00	-	0.50	0.50	4.33	1.85	0.35	9.05	17.85	1.35	178.00

Glossary of Budget Terms

APPROPRIATION

An authorization by the City Council to make expenditures/expenses and to incur obligations for a specific purpose within a specific time frame.

ASSESSED VALUATION

A dollar value placed on real estate or other property by the County of Los Angeles as a basis for levying property taxes.

AUDIT

A view of the City's accounts by internal audit staff or an independent auditing firm to substantiate fiscal year-end funds, salaries, reserves, and cash on hand.

BEGINNING/ENDING (UNAPPROPRIATED) FUND BALANCE

Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand.

BOND

Capital raised by a City by issuing a written promise to pay a specific sum of money (called the face value or principal amount) at a specific date or dates in the future, together with periodic interest at a special rate. The most common types of bonds are General Obligation, Revenue and Special Tax bonds.

BUDGET

A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular time period. The budget is "Proposed" until it has been approved by the City Council. South Pasadena's budget covers one fiscal year, from July 1 through June 30.

CAPITAL IMPROVEMENT

A permanent addition to the City's assets,

including the design, construction or purchase of land, buildings or facilities, or major renovations.

CAPITAL IMPROVEMENT PROGRAM

A financial plan of proposed capital improvement projects with single- and multiple-year capital expenditures/expenses.

CAPITAL OUTLAY

A budget appropriation category which budgets all equipment having a unit cost of more than \$1,000 and which has an estimated useful life of over one year.

CAPITAL PROJECTS

Physical structural improvements with a cost of \$5,000 or more and which have an estimated useful life of one year or more. Examples include a new park, building modifications or water system construction and improvements.

CITY MANAGER'S BUDGET MESSAGE

A general discussion of the budget and related financial issues.

DEBT SERVICE

Payment of the principal and interest on an obligation resulting from the issuance of bonds and notes.

DEBT SERVICE REQUIREMENTS

The amount of money required for paying principal and interest on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

DEFICIT

An excess of expenditures or expenses over revenues (resources).

DEPARTMENT

An organizational unit comprised of divisions and programs. It is the basic unit of service responsibility that encompasses a

broad mandate of related activities.

DIVISION

A sub-section within a department which furthers the objectives of the City Council by providing specific services or a product. Divisions are comprised of one or more programs.

ENCUMBRANCE

A legal obligation to pay funds, the expenditure/expense of which has not yet occurred. An encumbrance ceases when the obligation is paid or is otherwise terminated. Technically, encumbrances lapse at year's end and require Council action to re-appropriate funds to cover any remaining encumbrances.

ENTERPRISE FUND

A type of fund established for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprises. Enterprise fund activities are entirely or predominately self-supporting. The City has three enterprise funds.

EXPENDITURE

The actual spending of governmental funds set aside by an appropriation.

EXPENSE

The actual spending of proprietary funds (Enterprise and Internal Service Fund types) set aside by an appropriation.

FISCAL YEAR

A twelve-month period of time to which a budget applies. South Pasadena's fiscal year is July 1 through June 30.

FUND

An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the Fund was created.

FUND BALANCE

The amount of financial resources available

for use. Similar to retained earnings, this represents the excess of all prior year's operating surpluses and deficits. This includes cash on hand, and current assets less current liabilities.

GENERAL FUND

The primary fund of the City, it is used to account for all revenues and expenditures of the City not legally restricted as to use. The fund is used to account for the cost of the City's general operations. Examples of departments financed by the General Fund include the City Council, Police, Fire, and general government activities.

GOVERNMENTAL FUND

A type of fund that records revenues and expenditures of typical government activities. This fund type includes General, Special Revenue, Debt Service and Capital Project funds.

GRANT

Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility. An example is the Community Development Block Grant (CDBG) provided by the Federal Government.

INTERFUND TRANSFERS

Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

MATERIALS, SUPPLIES AND SERVICES

Expenditures/expenses for materials, supplies, and services which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

MUNICIPAL CODE

A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

OBJECTIVES

The expected results or achievements of a budgeted activity.

OPERATING BUDGET

The annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service, capital outlay, and capital improvements.

ORDINANCE

A formal legislative enactment by the City Council that has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has a higher legal standing than a resolution.

PROGRAM

A sub-section of a division which provides specific services or a product; a program is the smallest unit of service. There may be one or more programs within a division.

RESERVE

An account used to record a portion of the fund balance as legally segregated for a specific use.

RESOLUTION

A special order of the City Council. A resolution has a lower legal standing than an ordinance.

RETAINED EARNINGS

The amount of financial resources available for use in an Enterprise fund. Similar to "Fund Balance", it represents the excess of all prior years' surpluses and deficits.

REVENUES

An amount received by the City from taxes, fees, permits, licenses, interest, intergovernmental sources and other sources during the fiscal year.

SALARIES, WAGES and EMPLOYEE BENEFITS

Budgeted expenditure categories that generally account for full time and part time employees, overtime expenses, and all employee benefits, such as medical and dental insurance and retirement benefits.

SPECIAL REVENUE FUNDS

This fund type collects revenues that are restricted by the City, County, State or Federal Government as to how the City might spend them.

Description of Funds

General Fund

101-General Fund – The General Fund is the primary operating fund of the City. The General Fund accounts for all financial resources except those required to be accounted for in another fund. That is, it is assumed that all of the City's activities are reported in the General Fund unless there is a compelling reason to report an activity in some other fund type. Generally Accepted Accounting Principles (GAAP) prescribe that a government report only one general fund.

There are at least three compelling reasons to account for a particular activity in some type of fund other than the General Fund:

- **GAAP Requirements.** In certain instances, GAAP require the use of another fund type. Examples of such requirements are found in reporting for resources that are required to be held in trust for employee pension plans, other postemployment benefit plans, or other employee benefit plans. The City does not have such plans.
- **Legal Requirements.** There may be legal requirements that a certain fund type be used to account for a given activity. Most special revenue sources that are legally restricted to expenditure for specified purposes (Capital Growth Fund, grants, local return of Proposition A and C, CDBG, Gas Taxes, etc.) fall into this accounting category.
- **Financial Administration.** The demands of sound financial administration may require the use of a fund other than the General Fund. For example, the City has found it appropriate to account for the Parking and Business Improvement Tax, and Mission Meridian Public Garage in this manner.

Internal Service Funds

Internal service funds account for activities that provide goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. Funds included are:

103-Insurance Fund – To provide resources for general liability and workers' compensation insurance claims.

106-Technology Surcharge Fund – To account for the funding collected through the City's Technology Fee Surcharge intended for acquiring and maintenance of a permitting software system.

Special Revenue Funds

Special revenue funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Funds included are:

201-MTA Pedestrian Improvement Fund – To account for MTA grants used for the Fair Oaks/Mission pedestrian improvement projects which include pedestrian accessibility, widened bikeways, landscaping, lighting modification and aesthetics.

205-Proposition “A” Local Return Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Proposition A in 1980. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

206-State and Local Recovery Fund (SLRF) – To account for all revenues and expenditures associated with this State fund.

207-Proposition “C” Local Return Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Proposition C in 1990. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

209-Carlyle Library Bequest – Carlyle donation

208-TEA/Metro Fund – To account for all revenues and expenditures associated with the TEA/Metro Fund. All revenues of this fund must be expended for transportation-related items.

211-CTC Traffic Improvement Grant Fund – To account for state and federal funding of street and intersection improvements relieving congestion at our busiest intersections.

214-Rogan HR 5394 Grant Fund – To account for the revenue and expenditures associated with the 110 FWY Hook Ramp Project funded by Rogan grant.

215-Street Lighting and Landscaping Fund – To account for the costs associated with the City’s street lighting and median landscaping programs. These costs are deemed to benefit all property owners who are assessed their proportionate share of the costs. These assessments are placed on the property tax bill and collected and remitted to the City by the County of Los Angeles.

217-Public, Education, and Government Fund – To account for revenues and expenditures used for public education and government access charges that the City’s cable franchise collects. Monies in this fund must be used to purchase equipment related to the production of public education and government access television.

218-Clean Air Act Fund – To account for revenues and expenditures expended for air quality improvement projects as established by the South Coast Air Quality Management District.

220-Business Improvement Tax (BIT) Fund – To account for business improvement tax returns collected by the City for specified purposes within the Parking and Business Improvement Area: (1) decoration of any public place, (2) promotion of public events; (3) furnishing of music; (4) general promotion of retail trade activities.

223-Gold Line Mitigation Fund – To account for the MTA’s funding for the improvements to the Gold Line Mission Street Station.

226-Mission Meridian Public Garage Fund – To account for the revenues and expenditures of the Mission Meridian Public Garage.

228-Housing Authority Fund – To account for the revenues and expenditures for the City of South Pasadena Housing Authority.

230-State Gas Tax Fund – To account for all state gas tax related revenues and expenditures, including street repair, reconstruction and maintenance. State law requires these gasoline taxes to be used to maintain the City’s street and highway system.

232-County Park Bond – To account for the revenues and expenditures for the County Park Bond related improvements.

233-Measure R Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Measure R in 2009. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

234-LACMTA Measure M MAT Grant Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Measure M in 2016. All revenues of this fund must be expended for transportation-related items eligible under the Metro Active Transportation, Transit and First/Last Mile (MAT) Program.

236-Measure M Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Measure M in 2016. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

237-Road Maintenance & Rehab Fund – To account for all revenues and expenditures associated with State Gas Tax SB1.

238-MSRC Grant Fund – To account for the revenues and expenditures for the Mobile Source Air Pollution Reduction Review Committee projects.

239-Measure W Fund – To account for all revenues and expenditures associated with improving conditions of storm water runoffs funded by parcel tax.

241-Measure H Fund – To account for the revenues and expenditures for the “Los Angeles County Plan to Prevent and Combat Homelessness” for the specific purpose of funding homeless services and short-term housing.

242-Prop C Exchange Fund – To account for all revenues and expenditures associated with competitive Metro Grant for eligible transportation projects.

245-Bike and Pedestrian Paths Fund – To account for the revenues and expenditures for bike and pedestrian facilities improvements funded by the State of California Transportation Development Act.

247-SGVCOG Grant Fund – To account for the revenues and expenditures to implement the Slow Streets Program funded by San Gabriel Valley Slower, Safer Street Program.

248-BTA Grant Fund – To account for the revenues and expenditures for the Bicycle Transportation Account (BTA) grant funded by the Los Angeles County Metropolitan

Transportation Authority. This grant was awarded to fund two projects from the City's Bicycle Master Plan: the Mission Street Green Sharrow Lane Project and the South Pasadena Bicycle Parking Project.

249-Open Streets Grant Fund – To account for the revenues and expenditures for the open streets grant funded by the Los Angeles County Metropolitan Transportation Authority. The goals of the Open Streets Grant Program is to provide opportunities for 1) riding transit, walking and riding a bike, possibly for the first time, 2) to encourage future mode shift to more sustainable transportation modes, and for 3) civic engagement to foster the development of multi-modal policies and infrastructure at the city/community level.

255-Capital Growth Requirement Fund – To account for fees paid to the City for building development to be applied towards the costs of public facilities improvements.

260-Community Development Block Grant (CDBG) Fund – To account for the revenues and expenditures for Community Development Block Grant projects.

270-Asset Forfeiture Fund – To account for proceeds received from forfeiture in narcotics investigations allocated for law enforcement activities.

272, 273 & 274-Federal and State Public Safety Grant Funds – To account for the operations of various federal and state grants, including COPS grants, and Homeland Security grants.

275- Park Impact Fees Fund – To account for the proceeds of a development fee used for the purpose of park facilities improvements and related expenditures.

276-Historic Preservation Grant Fund – To account for revenues and expenditures related to historic preservation grant funds.

277- Highway Safety Improvement Program Grant (HSIP) Fund – To account for revenues and expenditures related to street improvements funded by the grant.

Enterprise Funds

An enterprise fund may be used to report any activity for which a fee is charged to external users for goods or services. GAAP also require the use of an enterprise fund for any activity whose principal external revenue sources are used as the sole leverage for issuance of debt; if the cost of providing services must legally be recovered through fees or charges; or if the government's policy is to establish activity fees or charges designed to recover the cost of providing service.

210 & 310-Sewer Fund – To account for the provision of sewer construction, maintenance and operation services to residents of the City.

295-Arroyo Seco Golf Course Fund – To account for revenues and expenses relating to the Golf Course.

500-Water Utility Enterprise Fund – To account for all the activities and operations of the Utility. The Utility has several functioning wells (in neighboring San Gabriel and San Marino), three functioning reservoirs, and maintains miles of water lines and transmission lines.

505-2016 Water Revenue Bonds Fund – To account for proceeds from the 2016 Water Bond issuance. Proceeds from the bonds are to be used solely for water capital projects, and funds will be transferred over to the Water Fund as project expenses are drawn down.

550-Public Financing Authority Fund – To account for debt service and related expenses of the 2013 Water Bond issuance.

Capital Projects Funds

Governments often find it useful to report major capital acquisition and construction separately from their ongoing activities. Separate reporting enhances an understanding of the government's capital activities, and it helps to avoid the distortions in financial resources trend information that can arise when capital and operating activities are mixed.

104-Street Improvements Program Fund – To account for capital expenditures related to street improvements projects.

105-Facilities and Equipment Replacement Fund - To account the replacement costs of City vehicles and equipment.

108-SR110 General Fund Reserve Fund - To account for the capital expenditures related to improvement of transportation systems.

327-2000 Tax Allocation Bonds Fund – To account for capital expenditures for improvements funded by the bonds formerly held by the Successor Agency to the Community Redevelopment Agency.

Fiduciary Funds

A fiduciary fund is used in governmental accounting to report on assets held in trust for others. When financial statements are prepared for fiduciary funds, they are presented using the economic resources measurement focus and the accrual basis of accounting.

110-OPEB Trust Fund – Reserves to off-set future other post-employment benefit costs

Basis of Budget Accounting

The City of South Pasadena's accounting records are maintained in full accordance with Generally Accepted Accounting Principles (GAAP), as established by the Governmental Accounting Standards Board (GASB).

The budget basis refers to when revenues and expenditures are recognized in the City's accounts. Our annual budget is prepared on the same basis as the City's Annual Comprehensive Financial Report (ACFR).

The modified accrual basis is followed in all governmental funds (General, Special Revenue, Debt Service and Capital). Under the modified accrual basis of accounting – wherein the measurement focus is placed on current financial resources rather than a determination of net income – revenues are recognized when they become measurable and available. The reported fund balance provides an indication of available, spendable resources. Expenditures are recognized generally when the related liability is incurred.

Enterprise Funds are accounted for using the accrual basis of accounting. This is an economic resources measurement focus. Revenues are recognized when they are earned, and expenses are recognized when incurred. The accrual basis focuses on net income, and the operating statements provide an indication of the economic net worth of the fund. For budgetary purposes, however, the reported fund balance is a calculation of liquid or near-liquid cash assets (current assets minus current liabilities).

GANN Limit

Exhibit A
South Pasadena
Appropriations (Gann) Limit Calculation
Fiscal Year 2023-24

I Appropriation Limit		
Prior Year, 2022-23 Adopted Limit		\$31,568,147
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0444	
Change in South Pasadena Population (Note 2)	0.9941	1.0382
		1.0382
Current Year, 2023-24 Appropriation Limit		\$32,775,250
 II Appropriations Subject to Limit		
Estimated 2023-24 Revenues, All City Funds		\$73,558,624
Less: Non-Proceeds of Taxes (See Exhibit B)		(41,393,621)
Less: Exclusions (See Exhibit C)		(474,160)
		(474,160)
Total City Appropriations Subject to Limit		\$31,690,843
 III Amount Over/(Under) Limit (I - II)		 (\$1,084,407)
 IV Total City Appropriations as a % of Limit		 96.69%

Note 1: Change in California per capita income, 4.44%
 (Provided by the State of CA - Department of Finance)

Note 2: South Pasadena population decrease by 0.59%.
 Total City population as of January 1, 2023 is 26,273.
 (Provided by the State of CA - Department of Finance)

GANN Limit

Exhibit B

Non-Proceeds of Taxes

Fiscal Year 2023-24

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
101 General Fund			
Property Tax	15,794,477	-	15,794,477
Library Special Tax	375,149	-	375,149
Sales Tax	6,093,321	-	6,093,321
PSAF Sales Tax (Exempted by Statute)	-	384,712	384,712
Business License Tax	408,400	-	408,400
Utility Users Tax	4,352,462	-	4,352,462
Property Tax - VLF/Swap	3,905,907	-	3,905,907
Franchise Fees	-	1,061,477	1,061,477
Real Property Transfer Tax	210,000	-	210,000
Licenses/Permits	-	387,800	387,800
Fines/Penalties	-	58,000	58,000
Use of Money and Properties	-	1,345,014	1,345,014
Revenues from Other Agencies	-	475,500	475,500
Current Services	-	4,141,520	4,141,520
Other Revenues	-	46,508	46,508
Reimbursement from Other Funds	-	483,384	483,384
Total General Fund	31,139,716	8,383,915	39,523,631
Other Funds			
103 Insurance Funds	-	3,671,883	3,671,883
105 Facilities & Equipment Repair	-	44,395	44,395
106 Technology Surcharge	-	32,000	32,000
110 OPEB Trust Fund	-	58,560	58,560
205 Local Transit (Prop A)	-	821,973	821,973
207 Local Transit (Prop C)	-	661,776	661,776
208 TEA/Metro Fund	-	2,722	2,722
210 Sewer (Enterprise Fund)	-	2,288,250	2,288,250
213 SB2 Planning Grant	-	135,000	135,000
214 Rogan HR5394 Grant	-	1,087,899	1,087,899
215 Lighting and Landscape Maintenance	-	905,062	905,062
217 PEG Fees	-	11,433	11,433
218 Clean Air (AB2766)	-	36,011	36,011
220 Business Improvement Tax	60,000	31,875	91,875
223 Gold Line Mitigation	-	1,139	1,139
227 SA-CRA	-	196,600	196,600
228 Housing Authority	-	49,427	49,427
230 State Gas Tax	-	784,432	784,432
232 County Park Bond	-	118,000	118,000
233 Measure R	-	506,776	506,776
234 LACMTA Measure M MAT	-	475,000	475,000
236 Measure M	-	577,234	577,234
237 Road Maint. & Rehab (Applied to State's Limit)	-	691,569	691,569

GANN Limit

238 MSRC Grant	-	246,925	246,925
239 Measure W	-	257,722	257,722
240 Measure M MSP	-	250,000	250,000
241 Measure H	-	18,500	18,500
243 Measure R - MSP	-	475,000	475,000
245 Bike & Pedestrian Path	-	31,103	31,103
247 SGVCOG Grants	-	45,000	45,000
255 Capital Growth	-	70,877	70,877
260 CDBG	-	427,381	427,381
270 Asset Forfeiture	-	4,177	4,177
272 State COPS Grants	-	233,566	233,566
275 Park Impact Fees	-	174,757	174,757
276 Historic Preservation Grant	-	101	101
277 HSIP Grant	-	307,862	307,862
278 Housing Element Grant	-	4,000	4,000
281 CA State Library Building Grant	-	368,445	368,445
295 Arroyo Seco Golf Course (Enterprise)	-	1,649,650	1,649,650
500 Water (Enterprise Fund)	-	15,532,978	15,532,978
503 Water Efficiency Fund	-	282,158	282,158
510 Water & Sewer Impact Fees	-	209,172	209,172
927 Redevelopment Obligations Trust Fund	-	196,600	196,600
Total Other Funds	60,000	33,974,993	34,034,993
Less Interesting Earnings from Nonproceeds of Taxes		-2,240,558	-2,240,558
Subtotal All Funds	31,199,716	40,118,350	71,318,066
Interest Earnings	965,287	1,275,271	2,240,558
Total All Funds	32,165,003	41,393,621	73,558,624

GANN Limit

Exhibit C Excluded Costs Fiscal Year 2023-24

Category	Amount
Federal Mandates	
Social Security/Medicare	376,160
Non-Incidental Overtime - FLSA	98,000
	474,160
Qualified Debt Service	
	-
Total Excluded Costs	474,160

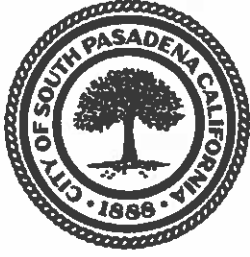
GANN Limit

Exhibit D
Interest Earnings
Fiscal Year 2023-24

Category	Amount
Non-Interest Tax Proceeds	31,199,716
Exclusions	(474,160)
	30,725,556
Total Non-Interest Budget	71,318,066
Tax Proceeds as Percent of Budget	43.08%
Interest Earnings	2,240,558
Amount of Interest Earned from Taxes	965,287
Amount of Interest Earned from Non-Taxes	1,275,271

ATTACHMENT 2
GANN Limit

(Item #20)



City Council Agenda Report

ITEM NO. 20

DATE: June 7, 2023

FROM: Arminé Chaparyan, City Manager *DYM tw AL*

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

SUBJECT: **Adoption of a Resolution Determining and Establishing an Appropriations Limit for Fiscal Year 2023-24 in Accordance with Article XIII B of the California Constitution**

Recommendation

It is recommended that the City Council adopt a resolution revising the City of South Pasadena's (City) FY 2023-24 Appropriations Limit.

Executive Summary

Voters Passed Gann Limit in 1979 to Constrain Government Spending. In the wake of Proposition 13 (1978)—the landmark initiative that limited local property taxes—voters passed another measure that limited the spending side of government operations. Proposition 4 (1979) amended the State Constitution to impose spending limits—technically, appropriations limits—on the state and most local governments. The limits are sometimes referred to as “Gann limits” in reference to one of the measure’s coauthors, Paul Gann. The fundamental purpose of the limits was to keep inflation and population adjusted appropriations under the 1978 79 level. The measure required revenues in excess of the limit to be rebated to taxpayers.

Background

The “Gann Initiative” (established by 1979’s Proposition 4) restricts the amount of tax-generated monies government entities can spend in a given fiscal year. Incorporated into Article XIII B of the State Constitution, the Gann Appropriations Limit specifies that appropriations funded by taxes may be increased annually by the higher of the change in California per capita income or nonresidential assessed valuation due to new construction and the change in South Pasadena population or Los Angeles County population.

Discussion/Analysis

The data used to calculate the City’s Fiscal Year 2023-24 limit are the change in California per capita income, 4.44%, and Los Angeles County population decrease, -0.75%. The

GANN Limit for Fiscal Year 2023-24

June 7, 2023

Page 2 of 2

application of these growth factors to the City's FY 2022-23 Appropriations Limit produces the City's FY 2023-24 limit of \$32,722,499.

For FY 2023-24, the appropriations subject to the limit are \$1,031,657 below the legally mandated limit. At this time, it is recommended the City Council adopt the proposed resolution setting the City's Appropriation Limit for FY 2023-24. The City will continue to closely monitor revenues during this fiscal year to determine if the actual revenues will exceed the Limit. Should the revenues from the proceeds of taxes exceed the legal Limit, alternatives for recalculations and/or a return of excess proceeds will need to be considered at that time.

Fiscal Impact

While there is no negative fiscal impact to the City, if revenues exceed the appropriations limit, the impact will be brought forward to council.

Attachments:

1. Resolution Revising an Appropriations Limit for FY 2023-24
2. Gann Appropriations Limit Calculation (Exhibits A, B, C, D) for FY 2023-24

ATTACHMENT 1

Resolution Adopting an Appropriations Limit for FY 2023-24

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RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DETERMINING THE APPROPRIATIONS LIMIT FOR FISCAL
YEAR 2023-24 IN ACCORDANCE WITH ARTICLE XIII B OF THE
CALIFORNIA CONSTITUTION AND GOVERNMENT CODE
SECTION 7910**

WHEREAS, Article XIII B was added to the Constitution of the State of California at the Special Statewide election held November 6, 1979 (commonly known as Proposition 4); and

WHEREAS, Government Code Section 7910 was added to Chapter 12.05 by Statute at the Regular Session of the California Legislature; and

WHEREAS, Proposition 111, which, among other things, provides new annual adjustment formulas for the Appropriations Limit, was approved by the voters in June, 1990; and

WHEREAS, The League of California Cities and the State of California Department of Finance have published population and per capita income growth indexes, as well as guidelines for the uniform application of Proposition 111; and

WHEREAS, Government Code Section 7910 requires the governing body of each local jurisdiction to adopt, by resolution, its Appropriation Limit; and

WHEREAS, said Appropriations Limit must be adhered to in preparing and adopting the City of South Pasadena's (City) annual Budget.

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

SECTION 1. In compliance with Article XIII B of the Constitution of the State of California, and Government Code Section 7910, the City hereby revise the City's Appropriation Limit for the Fiscal Year (FY) 2023-24 from \$31,568,147 to \$32,722,499.

SECTION 2. In the computation of such limits, the City selected population factors for South Pasadena, rather than those for County of Los Angeles, for use in FY 2023-24.

SECTION 3. In regard to the cost-of-living factors used in the computation of the Appropriations Limit, the City used the change in California per capita income, rather than the change in assessed valuation due to new nonresidential construction.

SECTION 5. 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 7th day of June, 2023.

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

Mark Perez, Deputy City Clerk

Andrew Jared, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7th day of June, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mark Perez, Deputy City Clerk

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ATTACHMENT 2

Gann Appropriations Limit Calculation (Exhibits
A, B, C, D) for FY 2023-24

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Exhibit A
South Pasadena
Appropriations (Gann) Limit Calculation
 Fiscal Year 2023-24

I Appropriation Limit

Prior Year, 2022-23 Adopted Limit		\$31,568,147
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0444	
Change in South Pasadena Population (Note 2)	<u>0.9941</u>	<u>1.0382</u>
Current Year, 2023-24 Appropriation Limit		\$32,775,250

II Appropriations Subject to Limit

Estimated 2023-24 Revenues, All City Funds		\$73,558,624
Less: Non-Proceeds of Taxes (See Exhibit B)		(41,393,621)
Less: Exclusions (See Exhibit C)		<u>(474,160)</u>
Total City Appropriations Subject to Limit		\$31,690,843

III Amount Over/(Under) Limit (I - II) (\$1,084,407)

IV Total City Appropriations as a % of Limit 96.69%

Note 1: Change in California per capita income, 4.44%
 (Provided by the State of CA - Department of Finance)

Note 2: South Pasadena population decrease by 0.59%.
 Total City population as of January 1, 2023 is 26,273.
 (Provided by the State of CA - Department of Finance)

Exhibit B
Non-Proceeds of Taxes
Fiscal Year 2023-24

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
101 General Fund			
Property Tax	15,794,477	-	15,794,477
Library Special Tax	375,149	-	375,149
Sales Tax	6,093,321	-	6,093,321
PSAF Sales Tax (Exempted by Statute)	-	384,712	384,712
Business License Tax	408,400	-	408,400
Utility Users Tax	4,352,462	-	4,352,462
Property Tax - VLF/Swap	3,905,907	-	3,905,907
Franchise Fees	-	1,061,477	1,061,477
Real Property Transfer Tax	210,000	-	210,000
Licenses/Permits	-	387,800	387,800
Fines/Penalties	-	58,000	58,000
Use of Money and Properties	-	1,345,014	1,345,014
Revenues from Other Agencies	-	475,500	475,500
Current Services	-	4,141,520	4,141,520
Other Revenues	-	46,508	46,508
Reimbursement from Other Funds	-	483,384	483,384
Total General Fund	31,139,716	8,383,915	39,523,631
Other Funds			
103 Insurance Funds	-	3,671,883	3,671,883
105 Facilities & Equipment Repair	-	44,395	44,395
106 Technology Surcharge	-	32,000	32,000
110 OPEB Trust Fund	-	58,560	58,560
205 Local Transit (Prop A)	-	821,973	821,973
207 Local Transit (Prop C)	-	661,776	661,776
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210 Sewer (Enterprise Fund)	-	2,288,250	2,288,250
213 SB2 Planning Grant	-	135,000	135,000
214 Rogan HR5394 Grant	-	1,087,899	1,087,899
215 Lighting and Landscape Maintenance	-	905,062	905,062
217 PEG Fees	-	11,433	11,433
218 Clean Air (AB2766)	-	36,011	36,011
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223 Gold Line Mitigation	-	1,139	1,139
227 SA-CRA	-	196,600	196,600
228 Housing Authority	-	49,427	49,427
230 State Gas Tax	-	784,432	784,432
232 County Park Bond	-	118,000	118,000
233 Measure R	-	506,776	506,776
234 LACMTA Measure M MAT	-	475,000	475,000
236 Measure M	-	577,234	577,234
237 Road Maint. & Rehab (Applied to State's Limit)	-	691,569	691,569
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240 Measure M MSP	-	250,000	250,000
241 Measure H	-	18,500	18,500
243 Measure R - MSP	-	475,000	475,000
245 Bike & Pedestrian Path	-	31,103	31,103
247 SGVCOG Grants	-	45,000	45,000
255 Capital Growth	-	70,877	70,877
260 CDBG	-	427,381	427,381
270 Asset Forfeiture	-	4,177	4,177
272 State COPS Grants	-	233,566	233,566
275 Park Impact Fees	-	174,757	174,757
276 Historic Preservation Grant	-	101	101
277 HSIP Grant	-	307,862	307,862
278 Housing Element Grant	-	4,000	4,000
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500 Water (Enterprise Fund)	-	15,532,978	15,532,978
503 Water Efficiency Fund	-	282,158	282,158
510 Water & Sewer Impact Fees	-	209,172	209,172
927 Redevelopment Obligations Trust Fund	-	196,600	196,600
Total Other Funds	60,000	33,974,993	34,034,993
Less Interesting Earnings from Nonproceeds of Taxes		-2,240,558	-2,240,558
Subtotal All Funds	31,199,716	40,118,350	71,318,066
Interest Earnings	965,287	1,275,271	2,240,558
Total All Funds	32,165,003	41,393,621	73,558,624

Exhibit C Excluded Costs Fiscal Year 2023-24

Category	Amount
Federal Mandates	
Social Security/Medicare	376,160
Non-Incidental Overtime - FLSA	98,000
	<hr/>
	474,160
Qualified Debt Service	
	<hr/>
	-
Total Excluded Costs	474,160

Exhibit D Interest Earnings Fiscal Year 2023-24
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Category	Amount
Non-Interest Tax Proceeds	31,199,716
Exclusions	(474,160)
	30,725,556
Total Non-Interest Budget	71,318,066
Tax Proceeds as Percent of Budget	43.08%
Interest Earnings	2,240,558
Amount of Interest Earned from Taxes	965,287
Amount of Interest Earned from Non-Taxes	1,275,271

ATTACHMENT 3
Master Fee Schedule

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Fee No.	Fee Title	Adopted Fee FY23	Proposed Fee (CPI Increase 5.1%)
CITY CLERK			
1	Duplication - FPPC Regulations	\$0.10	\$0.10
2	Digital Records Duplication (Formerly: Duplication - CD/DVD)	\$17.00	\$17.00
3	Duplication - Photocopy	\$0.10	\$0.10
4	Filing Fees - Candidates Nominations (Per CA Election Code Section 10228)	\$25.00	\$25.00
5	Filing Fees - Initiative Petition (Per CA Election Code 9103 (b))	\$200.00	\$200.00
COMMUNITY SERVICES			
CAMP MED FEES:			
6	Camp Med - Five Day Rate - 1st Child - Resident	\$169.00	\$178.00
7	Camp Med - Five Day Rate - Each Additional Child - Resident	\$157.00	\$165.00
8	Camp Med - Five Day Rate - 1st Child - Non-Resident	\$189.00	\$199.00
9	Camp Med - Five Day Rate - Each Additional Child - Non-Resident	\$178.00	\$187.00
10	Camp Med - Three Day Rate	\$104.00	\$109.00
11	Camp Med - Three Day Rate - Each Additional Child	\$99.00	\$104.00
12	Camp Med After School - Five Day Rate - 1st Child	\$101.00	\$106.00
13	Camp Med After School - Five Day Rate - Each Additional Child	\$96.00	\$101.00
14	Camp Med - Late Fee After First 5 Minutes - per minute	\$3.30	\$3.50
FIELD AND OPEN SPACE RENTAL FEES:			
Garfield / Arroyo Park:			
15	Sport Fields -- Non-Profit (Less than 50% contributor) (per hr)	\$57.00	\$60.00
16	Sports Fields -- Non-Profit (Contributor) (per hr)	\$0.00	\$0.00
17	Sport Fields - Resident (per hr.)	\$45.00	\$47.00
18	Sports Field - Non-Resident (per hr)	\$57.00	\$60.00
19	Gazebo Rental - Resident (4 hr block)	\$90.00	\$95.00
20	Gazebo Rental - Non-Resident (4 hr block)	\$134.00	\$141.00
21	Picnic Areas -- Deposit for Groups > 50 Persons resident	\$50.00	\$53.00
22	Picnic Areas -- Deposit for Groups > 50 Persons non-resident	\$61.00	\$64.00
23	Tennis Courts -- Sports Teams -- OG & Garfield Parks - Per Hour	\$56.00	\$59.00
24	Tennis Courts -- Instructions -- OG & Garfield Parks - Per Hour	\$56.00	\$59.00
OG Rec Center Rental Fees:			
25	Security Deposit	\$280.00	\$294.00
26	Non-Profit (per hr)	\$33.00	\$35.00
27	Resident (per hr)	\$33.00	\$35.00
28	Non-Resident (per hr)	\$45.00	\$47.00
29	Youth Groups - local (up to 2 hrs)	\$11.00	\$12.00
Eddie Park House Rental Fees:			
30	Security Deposit	\$280.00	\$294.00
31	Non-Profit (per hr)	\$101.00	\$106.00
32	Resident (per hr)	\$90.00	\$95.00
33	Non-Resident (per hr)	\$112.00	\$118.00
34	Event (4 hr block) Resident Only	\$169.00	\$178.00
35	Youth Groups - local (up to 2 hrs)	\$11.00	\$12.00
Garfield Youth House Rental Fees:			
36	Security Deposit	\$280.00	\$294.00
37	Non-Profit (per hr)	\$78.00	\$82.00
38	Resident (per hr)	\$68.00	\$71.00
39	Non-Resident (per hr)	\$112.00	\$118.00
40	Event (4 hr block) Resident Only	\$169.00	\$178.00
41	Youth Groups - local (up to 2 hrs)	\$11.00	\$12.00
War Memorial Rental Fees:			
42	Security Deposit	\$561.00	\$590.00
43	War Memorial -- Non-Profits (per hr)	\$124.00	\$130.00
44	War Memorial -- Resident (per hr)	\$112.00	\$118.00
45	War Memorial -- Non-Resident (per hr)	\$146.00	\$153.00
46	War Memorial -- Non-Profits -- Prime Time	\$197.00	\$207.00
47	War Memorial -- Resident / Local Business (per hr) -- Prime Time	\$185.00	\$194.00
48	War Memorial -- Non-Resident (per hr) -- Prime Time	\$219.00	\$230.00
49	War Memorial -- Lower Floor -- Non-Profits (per hr)	\$96.00	\$101.00
50	War Memorial -- Lower Floor -- Resident (per hr)	\$84.00	\$88.00
51	War Memorial -- Lower Floor -- Non-Resident (per hr)	\$112.00	\$118.00
52	War Memorial - Use of Kitchen (per event / use)	\$56.00	\$59.00
53	War Memorial - Use of Kitchen - Prime Time	\$169.00	\$178.00

Senior Center Rental Fees:				
54	Security Deposit	\$280.00	\$294.00	
55	Main Room - Non-Profits (per hr)	\$101.00	\$106.00	
56	Main Room - Resident (per hr)	\$90.00	\$95.00	
57	Main Room - Non-Resident (per hr)	\$112.00	\$118.00	
58	Conference Room -- Non- Profits (per hr)	\$33.00	\$35.00	
59	Conference Room -- Resident / Local Business (per hr)	\$33.00	\$35.00	
60	Conference Room -- Non-Resident (per hr)	\$45.00	\$47.00	
61	Kitchen Use (per event / use)	\$56.00	\$59.00	
Senior Center Programs:				
62	Hot Meals - Senior 55 & Over / Disabled Persons	\$2.75	\$3.00	
63	Hot Meals - Persons Under 55	\$5.00	\$5.00	
64	Home Delivered Meals - Senior 55 & Over / Disabled Persons	\$3.00	\$3.50	
65	Senior Center Membership - single person Over 55	\$25.00	\$25.00	
66	Senior Center Membership - couples Over 55	\$35.00	\$35.00	
67	Computer Lab Printing	\$0.20	\$0.20	
68	Leisure Classes - Seniors	Varies	Varies	
69	Coffee	\$1.00	\$0.50	
Dial-A-Ride Fees:				
70	Senior Resident (Registered) 55>	\$0.50	\$0.50	
71	Disabled Resident (Registered)	\$0.50	\$0.50	
72	Caregiver	\$0.00	\$0.00	
73	MTA Bus Pass - Senior 62 & Over	\$10.00	\$10.00	
74	MTA Bus Pass - Disabled Persons	\$10.00	\$10.00	
Miscellaneous Fees:				
75	Breakfast with Santa Event	\$23.00	\$24.00	
76	Spring Family Event - Presale	\$11.00	\$12.00	
77	Spring Family Event - Day of Event	\$17.00	\$18.00	
78	Booth Rental - All Facilities - per booth	\$56.00	\$59.00	
79	Event -Vendor/Catering Booth - per vendor/ booth	\$112.00	\$118.00	
80	Leisure Classes	Varies	Varies	
81	Refund Processing Fee	\$21.00	\$22.00	
82	Staff (Rental)	\$45.00	\$47.00	
83	Additional Staff (Alcohol)	\$45.00	\$47.00	
Community Development				
Building Fees:				
84	Building Permit & Plan Check	See LA County Fee Schedule	See LA County Fee Schedule	
Film Permit Fees:				
85	Still photography - Per Day	\$149.00	\$157.00	
86	Motion Picture Photography - Per Day	\$595.00	\$625.00	
87	Student Films/ Public Service Announcements/ Educational Films - Per Day	\$23.00	\$24.00	
88	Handheld Video Crew with less than 20 people - Per Day	\$149.00	\$157.00	
Location / Hourly Fees:				
89	Still Photography / Handheld Video Crew - On Public Right-Of-Way - Per Hour	\$84.00	\$88.00	
90	Student Filming On Public Right-of-way - per hour	\$17.00	\$18.00	
91	Street or Lane Closure - Per Hour	\$169.00	\$178.00	
92	Streets/Sidewalks/Alleys as Principal Site - Per Hour	\$169.00	\$178.00	
93	City Parking Lots - Per Hour	\$169.00	\$178.00	
94	City Building (Four Hour Minimum)/City Park - Per Hour	\$198.00	\$208.00	
95	Police (Eight Hour Minimum) - per hour	\$95.00	\$95.00	
96	Police Vehicles - per hour	\$23.00	\$24.00	
97	Fire (Eight Hour Minimum) - per hour	\$95.00	\$95.00	
98	Traffic Control Plan Review - per review	\$126.00	\$132.00	
99	Cancellation Fee	\$112.00	\$118.00	
Use Permits:				
100	Conditional Use Permit	\$3,925.00	\$4,125.00	
101	Temporary Use Permit (non-profit)	\$258.00	\$271.00	
102	Temporary Use Permit	\$517.00	\$543.00	
103	CUP Modification	\$2,804.00	\$2,947.00	

104	CUP with First Variance	\$5,048.00	\$5,305.00
105	Parking Use Permit	\$1,978.00	\$2,079.00
106	Administrative Use Permit	\$1,745.00	\$1,834.00
	Maps:		
107	Tentative Parcel Map	\$4,164.00	\$4,376.00
108	Tentative Tract Map	\$11,291.00	\$11,867.00
109	Final Parcel / Tract Map Review	\$6,201.00	\$6,517.00
	Design Review:		
110	Single Family Residence*	\$2,239.00	\$2,353.00
111	Commercial - Single Sign	\$1,777.00	\$1,868.00
112	Commercial - Sign Program	\$2,725.00	\$2,864.00
	Multi Family:		
113	3-8 Units	\$3,359.00	\$3,530.00
114	9-16 Units	\$4,478.00	\$4,706.00
115	17-50 Units	\$5,038.00	\$5,295.00
116	51-100 Units	\$5,598.00	\$5,883.00
117	101 Units or More	\$6,717.00	\$7,060.00
	Commercial:		
118	less than 2,000 sq ft	\$2,244.00	\$2,358.00
119	2,001 - 10,000 sq ft	\$4,486.00	\$4,715.00
120	10,000 + sq ft	\$6,730.00	\$7,073.00
	Cultural Heritage Commission Fees:		
121	Cultural Hert. Comm. - Landmark Review	\$1,683.00	\$1,769.00
	C.H.C. Cert. of Approp. (incl. Demo)		
122	Single-Family*	\$1,683.00	\$1,769.00
	Multi-Family:		
123	3-8 Units	\$3,365.00	\$3,537.00
124	9-16 Units	\$4,486.00	\$4,715.00
125	17-50 Units	\$6,730.00	\$7,073.00
126	51-100 Units	\$7,851.00	\$8,251.00
127	101 Units or More	\$10,095.00	\$10,610.00
	Commercial:		
128	less than 2,000 sq ft	\$3,365.00	\$3,537.00
129	2,001 - 10,000 sq ft	\$5,608.00	\$5,894.00
130	10,000 + sq ft	\$10,095.00	\$10,610.00
131	Chair Review	\$992.00	\$1,043.00
132	Historic Resource Evaluation	\$475.00	\$499.00
	Environmental Fees:		
	Flat Fees:		
133	Negative Declaration Filing	\$317.00	\$333.00
134	Mitigation Monitoring Inspection & Administrative Fee	Actual Cost	Actual Cost
135	Categorical Exemption (CEQA) - Filing	\$158.00	\$166.00
	Deposit-Based Fees:		
136	Initial Environmental Study	\$5,608.00	\$5,894.00
137	EIR	\$28,041.00	\$29,471.00
	Appeals:		
138	Appeals (To Planning Commission or City Council) - Single Family*	\$1,121.00	\$1,178.00
139	Appeal - Other Uses**	\$2,244.00	\$2,358.00
140	Appeal Continuance	\$336.00	\$353.00
	Deposits:		
141	Zoning Text & Map Amendments	\$11,216.00	\$11,788.00
142	Specific Plan Application	\$11,216.00	\$11,788.00
143	General Plan Amendment	\$22,433.00	\$23,577.00
144	Specific Plan Amendment	\$22,433.00	\$23,577.00
145	Development Agreement Review	\$11,216.00	\$11,788.00
146	Planned Development	\$11,216.00	\$11,788.00
	Other Planning Applications:		
147	Zoning Code Admin Modification	\$1,275.00	\$1,340.00
148	Zoning Code Interpretation	\$1,030.00	\$1,083.00
149	Application Withdrawal	\$1,979.00	\$2,080.00
150	Lot Line Adjustment / Parcel Merger / Certificate of Compliance	\$2,244.00	\$2,358.00
151	Hillside Development Review	\$2,244.00	\$2,358.00
152	Hillside Development Review with Variance	\$3,365.00	\$3,537.00
153	Variance - First	\$3,701.00	\$3,890.00
154	Variance - Each Additional	\$2,611.00	\$2,744.00

155	Vacation Easements, Alleys, Street	\$1,978.00	\$2,079.00
156	Discretionary Time Extension Request	\$3,009.00	\$3,162.00
157	Covenants	\$613.00	\$644.00
158	Mills Act Contract	\$2,244.00	\$2,358.00
Miscellaneous Fees:			
159	Public Noticing Fee (Does Not Include Material / Mailing Costs)	\$320.00	\$336.00
160	Garage/Yard Sale Permit	\$11.00	\$12.00
161	Temporary Banners - Per Banner, Per Permit	\$56.00	\$59.00
162	Zoning - Written Analysis of Conformance	\$790.00	\$830.00
163	Zoning Verification Letter	\$119.00	\$125.00
164	Zoning Clearance for Business License Review	\$70.00	\$74.00
165	Re-Review - Per hour	\$173.00	\$182.00
166	Pre-Application Meeting	\$336.00	\$353.00
167	Planning Inspection Per Hour	\$173.00	\$182.00
168	Changes / Modifications to Approved Plans (initiated by Applicant) - Single Family*	\$561.00	\$590.00
169	Changes / Modifications to Approved Plans (initiated by Applicant) - All Other Uses**	\$2,244.00	\$2,358.00
170	Administrative Citation (per Municipal Code)	\$561.00	\$590.00
Surcharges:			
171	General Plan Maintenance Fee (Percentage of Building Permit Fee)	15%	15%
172	Technology Surcharge (percentage applied to fire, building, engineering, and planning permits)	10%	10%
FINANCE			
Miscellaneous Fees:			
173	NSF Check Fee (CA Civil Code Section 1719)	\$25.00	\$25.00
174	Credit Card Transaction Fee (Percentage of Transaction Cost)	0.25%	3%
FIRE			
Fire Emergency Medical Services:			
175	Advance Life Support	\$2,299.00	LA County Rate
176	Basic Life support	\$1,533.00	LA County Rate
177	Treat No Transport	\$547.00	\$547.00
178	Other EMS Fees	LA County Fee	LA County Fee
179	Paramedic Program - Residential	\$90.00	\$95.00
180	Paramedic Program - Residential (6 months or less)	\$45.00	\$47.00
181	Paramedic Program - Business	\$101.00	\$106.00
182	Paramedic Program - Business (6 months or less)	\$50.00	\$53.00
Standby Fees:			
183	Engine Company - (Use or Standby)	\$634.00	\$666.00
184	Ambulance	\$384.00	\$404.00
185	Chief Officer Per Hr. - With 2 Hr. Min.	\$255.00	\$268.00
Sprinkler Plan Check and Inspection:			
Residential			
186	New	\$577.00	\$606.00
187	Remodel	\$411.00	\$432.00
Commercial			
New:			
188	0 - 10,000 sq ft.	\$676.00	\$710.00
189	10,000 - 25,000 sq ft.	\$890.00	\$935.00
190	25,000 - 50,000 sq ft.	\$1,417.00	\$1,489.00
191	50,000+ sq ft.	\$1,679.00	\$1,765.00
Remodel/T.I.:			
192	0 - 5,000 sq ft.	\$552.00	\$580.00
193	5,000 - 10,000 sq ft.	\$774.00	\$813.00
194	10,000 - 25,000 sq ft.	\$1,153.00	\$1,212.00
195	25,000+ sq ft.	\$1,417.00	\$1,489.00
196	Sprinkler - Extra Plan Check/ Site Visit - per check / visit	\$131.00	\$138.00
Fire Alarms:			
New: (# of Devices) - Commercial			
197	1 - 25 Devices	\$354.00	\$372.00
198	26-50 Devices	\$510.00	\$536.00
199	51-100 Devices	\$577.00	\$606.00
200	100+ Devices - Per Device	\$1,103.00	\$1,159.00

Remodel/ T.I.: Commercial		
201	1-5 Systems	\$288.00 \$303.00
202	6-15 Systems	\$379.00 \$398.00
203	16-50 Systems	\$510.00 \$536.00
204	50+ Systems	\$708.00 \$744.00
205	New Residential (Single Family)*	\$222.00 \$233.00
206	Remodel Residential (Single Family)*	\$157.00 \$165.00
207	Extra Plan Check/Site Visits	\$131.00 \$138.00
208	Hydrostatic Test and Alarm Test	\$131.00 \$138.00
209	Any Plan Check Not listed	\$131.00 \$138.00
Hazmat Fees:		
210	Hazmat Disclosure Level I	LA County Fee LA County Fee
211	Hazmat Disclosure Level II	LA County Fee LA County Fee
212	Hazmat Disclosure Level III	LA County Fee LA County Fee
213	Hazmat Placard Start Up Cost	LA County Fee LA County Fee
214	Hazmat Placard Updates	LA County Fee LA County Fee
False Alarm Fees:		
215	False Alarm - 1st Repsonse	\$0.00 \$0.00
216	False Alarm - 2nd and 3rd Repsonse	\$169.00 \$178.00
217	False Alarm - 4th and beyond	\$867.00 \$911.00
Inspections:		
218	Any Other Inspection Not Listed	\$131.00 \$138.00
Annual Inspection of Apartments		
219	3-8 Units	\$157.00 \$165.00
220	9-16 Units	\$198.00 \$208.00
221	17-50 Units	\$263.00 \$276.00
222	51-100 Units	\$329.00 \$346.00
223	101 Units or More	\$395.00 \$415.00
Annual Inspection of Businesses		
224	less than 2,000 sq ft	\$101.00 \$106.00
225	2,001 - 10,000 sq ft	\$224.00 \$235.00
226	10,000 + sq ft	\$508.00 \$534.00
227	Additional Inspection (3rd Visit, 2nd Reinspection)	\$158.00 \$166.00
228	Inspection (4th Visit and Subsequent)	\$217.00 \$228.00
New Business Fire Inspection		
229	less than 2,000 sq ft	\$67.00 \$70.00
230	2,001 - 10,000 sq ft	\$131.00 \$138.00
231	10,000 + sq ft	\$263.00 \$276.00
Permits:		
232	Permits - Event Tent	\$182.00 \$191.00
233	Permits - Special Film Feuling Truck	\$142.00 \$149.00
234	Permits - Any Other Required by Chief	\$307.00 \$323.00
235	Permits - Fireworks Display	\$590.00 \$620.00
Fire Reports:		
236	Redacted	\$50.00 \$53.00
237	Non-Redacted	\$9.00 \$9.00
Miscellaneous Fees:		
238	Investigation Cost Recovery	Actual Cost Actual Cost
239	Witness Fees	\$169.00 \$178.00
240	Record Research: Intensive, Interpretive - Per Half Hour	\$50.00 \$53.00
241	Records: Duplication Per Page	\$0.10 \$0.11
242	Underground Storage Tank Removal	\$526.00 \$553.00
243	Clean Up, 1st Responder	Actual Cost Actual Cost
LIBRARY		
Library Services Fees:		
244	Replacement - Processing Fee	\$17.00 \$10.00
245	Replacement of Library Item	Actual Cost Actual Cost
246	Inter-Library Loan (Per Title)	\$5.00 \$5.00
247	Library Asset Recovery Service	Actual Cost Actual Cost
Printing / Reproduction Fees:		
248	Local History Collection Image - Commercial Use	\$119.00 \$125.00
249	Local History Collection Image - Private Use - Resident	\$11.00 \$12.00
250	Local History Collection Image - Private Use - Non-Resident	\$28.00 \$29.00
251	Black & White	\$0.15 \$0.15
252	Color Copies	\$0.50 \$0.50

Passport Fees:		
253	Passport Photo - per photo	\$7.00 \$7.00
254	Passport Execution Fee (Per US State Department)	\$35.00 \$35.00
Community Room Rental Fees:		
255	Community Room - Non-Profit Groups - Per Hr. (Min. 2 Hrs.)	\$112.00 \$118.00
256	Community Room - Resident / Local Business - Per Hr. (Min. 2 Hrs.)	\$101.00 \$106.00
257	Community Room - Non-Resident - Per Hr. (Min 2 Hrs.)	\$134.00 \$141.00
258	Community Room - Non-Profit Groups - Primetime (Min. 2 Hrs.)	\$185.00 \$194.00
259	Community Room - Resident / Local Business - Primetime (Min. 2 Hrs.)	\$174.00 \$183.00
260	Community Room -Non-Resident - Primetime (Min 2 Hrs.)	\$207.00 \$218.00
261	Community Room - Staff (Cleanup and Supervision)	\$45.00 \$47.00
262	Community Room - Staff (Alcohol)	\$45.00 \$47.00
263	Community Room - Security Deposit	\$280.00 \$294.00
Equipment Rental Fees:		
264	Audio/Visual Equipment Rental	\$67.00 \$70.00
265	Equipment Rental - Baldwin Piano	\$40.00 \$42.00
POLICE		
Penalties:		
266	Display Vehicle for Sale	\$50.00 \$50.00
267	Parking in Red Zone	\$50.00 \$50.00
268	Parking in Yellow Zone	\$50.00 \$50.00
269	Parking in White Zone	\$50.00 \$50.00
270	Parking in Green Zone	\$50.00 \$50.00
271	Parked on Parkway	\$50.00 \$50.00
272	Parking Prohibited by Sign	\$50.00 \$50.00
273	1 HR, 2 HR, 4HR Time Limited Parking	\$50.00 \$50.00
274	Parking Outside Spaces	\$50.00 \$50.00
275	Parked Over 72 Hours	\$50.00 \$50.00
276	Parking Vehicle for Sale	\$50.00 \$50.00
277	Washing, Servicing or Repairing Vehicle	\$50.00 \$50.00
278	Selling from Motor Vehicle	\$50.00 \$50.00
279	Parking Left Side of Roadway	\$50.00 \$50.00
280	Parking Adjacent to Schools	\$50.00 \$50.00
281	Exceeding 3% Grade/ Wheels Not Curbed	\$50.00 \$50.00
282	Emergency No Parking	\$50.00 \$50.00
283	Alley Parking - Sign Posted	\$50.00 \$50.00
284	Parked on Private Property	\$50.00 \$50.00
285	Parking on Public Property	\$50.00 \$50.00
286	Parking on City Owned Off-street Facility	\$50.00 \$50.00
287	Oversized Vehicle	\$50.00 \$50.00
288	Unattended Trailer	\$50.00 \$50.00
289	Overnight Parking	\$50.00 \$50.00
290	City Parking Lot (2 HR Limit)	\$50.00 \$50.00
Parking Pass Fees:		
291	Parking 1 Year	\$137.00 \$144.00
292	Parking - Senior Citizens (65 Years old min.)	\$110.00 \$116.00
293	Parking - Alternate Fuel Vehicles	\$110.00 \$116.00
294	Parking - Monthly Pass	\$33.00 \$35.00
295	Parking - Replacement/ Transfer	\$18.00 \$19.00
296	Parking - Daily Pass	\$2.30 \$2.40
All Police Reports:		
297	Redacted	\$98.00 \$103.00
298	Non-Redacted - Non-Resident	\$25.00 \$26.00
299	Non-Redacted - Resident	\$25.00 \$26.00
False Alarm:		
300	False Alarm 1st	\$0.00 \$0.00
301	False Alarm 2nd - 3rd	\$169.00 \$178.00
302	False Alarm 4th and beyond	\$618.00 \$650.00
Reproduction:		
303	Photo Reproduction - Per Photo	\$25.00 \$26.00
304	Video/Audio Reproduction	\$98.00 \$103.00
Miscellaneous Fees:		
305	DUI Emergency Response	Actual Cost Actual Cost
306	Records Check/ Clearance Letter	\$25.00 \$26.00
307	Special Business Background Check	\$584.00 \$614.00

308	Impound Fee - Vehicle Release	\$144.00	\$151.00
309	Juvenile Recovery	Actual Cost	Actual Cost
310	Firearms Storage & Release	\$33.00	\$35.00
311	Citation Corrections/ Inspection Service (resident)	\$17.00	\$18.00
312	Citation Corrections/ Inspection Service (non-resident)	\$42.00	\$44.00
313	Fingerprint Services -- Per Three Cards	\$25.00	\$26.00
		Fee set by	
314	Civil Subpoena	Courts	Fee set by Courts
315	Duces Tecum Subpoena (Per CA Evidence Code)	\$15.00	\$16.00
316	Booking Fee	\$155.00	\$163.00
317	Tow Franchise Fee - per year	\$1,102.00	\$1,102.00
318	CCW Application Fee	\$317.00	\$317.00
319	CCW Clerical Fee	\$35.00	\$35.00
320	Psychological Evaluation	\$150.00	\$150.00
321	CCW Amendment Fee	\$20.00	\$20.00
PUBLIC WORKS			
Water Fees:			
322	Water Turn Off (After Hours)	\$163.00	\$171.00
323	Water Turn On (After Hours)	\$163.00	\$171.00
324	Water 24 Hour Door Hanger Fee	\$35.00	\$37.00
325	Water Turn Off for Non-Payment***	\$72.00	\$76.00
326	Water - New/Change Account	\$112.00	\$118.00
327	Water - Discontinue Service	\$112.00	\$118.00
328	Water - Discontinue for Non-Compliance	\$217.00	\$228.00
329	Water - Unauthorized Turn on	\$217.00	\$228.00
330	Fire Flow Testing	\$579.00	\$609.00
331	Temporary Meter Rental - Install	\$45.00	\$47.00
332	Temporary Meter Rental - Move	\$112.00	\$118.00
333	Temporary Meter Rental - Rental	\$86.00	\$90.00
334	Inspection of Backflow Prevention Device	\$201.00	\$211.00
335	Backflow Prevention Program Penalty	\$336.00	\$353.00
336	Water Installation Inspection Fee	\$346.00	\$364.00
Deposit-Based Fees:			
337	Water Service Installation	\$5,608.00	\$5,894.00
338	Water Meter installation	\$1,121.00	\$1,178.00
339	Temporary Meter Rental	\$2,804.00	\$2,947.00
Sewer Fees:			
340	Sewer Connection/Inspection, Existing Lateral	\$393.00	\$413.00
341	Sewer Connection/Inspection, Existing WYE	\$393.00	\$413.00
342	Sewer Connection/Inspection, Saddle Connect	\$393.00	\$413.00
343	Capping of Sewer Lateral	\$393.00	\$413.00
344	Sewer Construction Fee - New Construction	\$777.00	\$817.00
345	Sewer Spill in Public ROW	Actual Cost	Actual Cost
346	Fats, Oils, & Grease Permit Fee (annual)	\$159.00	\$167.00
347	Fats, Oils, & Grease Inspection Fee (annual)	Actual Cost	Actual Cost
348	Fats, Oils, & Grease Mitigation Penalty (annual)	\$393.00	\$413.00
PW Engineering:			
349	Excavate - Utility Trenches <= 100 l.f.	\$642.00	\$675.00
350	Excavations-Utility Trenches >= 100 l.f.	\$779.00	\$819.00
351	Excavations-Utility Trenches > 100 l.f. - per l.f.	\$0.61	\$0.64
352	Excavation-Utility Patches	\$575.00	\$604.00
353	Concrete Sidewalk / Driveway Parkway / Permit	\$203.00	\$213.00
354	Concrete Sidewalk / Driveway / Parkway Inspection	\$270.00	\$284.00
355	Curb & Gutter Permit	\$203.00	\$213.00
356	Curb & Gutter Inspection Flat Fee	\$270.00	\$284.00
357	Curb Coring Base Permit	\$224.00	\$235.00
358	Curb Coring Inspection Flat Fee	\$213.00	\$224.00
359	Pavement Street & Alley	\$453.00	\$476.00
360	Pavement Street & Alley Inspections Flat Fee	\$610.00	\$641.00
361	Street/ROW Vacation/ Abandonment	\$5,991.00	\$6,297.00
362	Public Improvement Inspection	\$542.00	\$570.00
363	Public Works Plan Check Fee - Single Family*	\$561.00	\$590.00
364	Public Works Plan Check Fee - Other Uses**	\$1,004.00	\$1,055.00
365	Additional Plan Check/ Reviews Beyond 2	\$168.00	\$177.00

366	Final Parcel Map Review	\$3,151.00	\$3,312.00
367	Final Tract Map Review	\$3,151.00	\$3,312.00
368	Final Map Amendment - Administrative	\$168.00	\$177.00
369	Temp Encroachment - Dumpster	\$101.00	\$106.00
370	Temp Encroachment - Southwest Hills	\$220.00	\$231.00
371	Temp Encroachment - All Other	\$118.00	\$124.00
Deposits (Time and Material):			
372	Street Renaming Processing	\$5,608.00	\$5,894.00
Miscellaneous Fees:			
373	100 foot Radius Map & Mailing Lists	\$74.00	\$78.00
374	Sidewalk Dining Permit/ Inspect, Initial	\$139.00	\$146.00
375	Sidewalk Dining Permit/ Inspect, Renewal	\$105.00	\$110.00
376	Sidewalk Rental Fee - Per Sq. Ft.	\$4.50	\$4.70
377	Sidewalk Vendor Permit	\$149.00	\$157.00
378	House Number Change	\$503.00	\$529.00
379	Oversized/Overloads Permits (Per Transportation Code)	\$18.00	\$19.00
380	Block Party Street Closure - Initial	\$299.00	\$314.00
381	Block Party Street Closure - Renewal	\$112.00	\$118.00
382	Blueprint/ Map Reproduction	Actual Cost	Actual Cost
383	Banner Installation & Removal	\$214.00	\$225.00
384	Banner Installation - Initial	\$354.00	\$372.00
385	Parade/ Special Event Staffing	Hourly Rate	Hourly Rate
386	No Parking Signs (temporary)	\$42.00	\$44.00
Trees:			
387	Tree Removal / Replacement Permit	\$346.00	\$364.00
388	Private Property Tree Removal for Developments (3+ more trees)	\$480.00	\$504.00
389	Tree Trimming Permit	\$71.00	\$75.00
390	Inspection For Trimming or Removal	\$134.00	\$141.00
391	Private Tree Trimming in Public ROW	Actual Cost	Actual Cost
Newsrack:			
392	Newsrack Permit - Initial	\$206.00	\$217.00
393	Newsrack Permit - Annual Renewal	\$71.00	\$75.00
TRANSPORTATION			
394	Mission Meridian Village Parking (Daily)	\$3.00	\$3.00
395	Mission Meridian Village Parking (Monthly)	\$50.00	\$50.00
396	Mission Meridian Village Parking (Monthly Senior)	\$12.00	\$12.00

Footnotes:

- *Single Family: This term refers to single-family homes and duplexes (2 attached dwelling units)
- **Other Uses: This term refers to multifamily (3 or more units), Commercial, Mixed Use, or Legal Non-Conforming Use
- ***Water Turnoff for Non-Payment: This fee has a low income cap per SB 998.

Facility Rental Terms:

- Non-Profit = Registered 501c(3) organization
- Resident = South Pasadena Resident with South Pasadena Address or South Pasadena Based Business
- Non-Resident = Non-South Pasadena Based Resident or Business
- Prime Time (Community Services) = Begins at 3PM on Friday through Saturday at 12PM
- Prime Time (Library): Begins at 4PM on Friday through Sunday at 10PM

Fee Title	CY 2023 Fee
Water Rates:	
Water Services - Tier 1	\$3.75
Water Services - Tier 2	\$4.72
Water Services - Tier 3	\$5.53
Waste Water Discharge	\$2.00
Meter Service Charges - 3/4"	\$94.28
Meter Service Charges - 1"	\$141.72
Meter Service Charges - 1 1/2"	\$260.33
Meter Service Charges - 2"	\$402.66
Meter Service Charges - 3"	\$734.73
Meter Service Charges - 4"	\$1,209.14
Meter Service Charges - 6"	\$2,395.14
Meter Service Charges - 8"	\$4,292.76
Efficiency Fee	\$0.14
Sewer Rates:	
Single Family Fixed Charge (per EDU per bi-month)	\$30.45
Multi-Family Fixed Charge (per EDU per bi-month)	\$23.92
Commercial Flow Charge (per HCF of water)	\$2.01
Elementary Schools (per ADA per month)	\$0.23
Middle Schools (per ADA per month)	\$0.46

Fees set per Resolution 7536 & 7537

GROWTH REQUIREMENT CAPITAL FEES

Community Development

Growth Mgmt, Residential Development	\$1.64	per Sq Ft	<i>set by Ordinance No. 1985</i>
Growth Mgmt, Commercial/Industrial Development	\$1.07	per Sq Ft	<i>set by Ordinance No. 1985</i>
Growth Mgmt, Park Impact Fee - Residential NEW	\$7.65	per Sq Ft	<i>set by Resolution No. 7466</i>
Growth Mgmt, Park Impact Fee - Residential Remodel	\$7.65	per Sq Ft > 250sqft	<i>set by Resolution No. 7466</i>
Growth Mgmt, Park Impact Fee - Senior Housing	\$2.95	per Sq Ft	<i>set by Resolution No. 7466</i>

Other FEES:

Community Development

Strong Motion Instrumentation Program – SMIP	Varies	<i>Pursuant to Section 2705, Chapter 8, Division 2 of the Public Resources Code of the State of California</i>	
Public Art Development Fee - on-site	1%	of total building valuation	<i>set by Ordinance No. 2325</i>
Public Art Development Fee - in lieu	1.5%	of total building valuation	<i>set by Ordinance No. 2325</i>

BUSINESS LICENSE FEES
Last update: Resolution No. 7105

FEE TITLE	CURRENT FEES	UNITS	TERM	BUSINESS IMPROVE. TAX	TOTAL
Basic Business License Fees					
RETAIL WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
RETAIL WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
WHOLESALE WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
WHOLESALE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
SERVICE WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
SERVICE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
MANUFACTURING WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$24.00	\$120.00
MANUFACTURING WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$2.40	\$12.00
PROFESSIONAL BUSINESSES	\$130.00	LICENSE	YEAR	\$48.75	\$178.75
PROFESSIONAL WITH ADDITIONAL PROF EMPLYS	\$70.00	BUSINESS	YEAR	\$26.25	\$96.25
PROFESSIONAL WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
BUSINESS BY VEHICLE	\$100.00	VEHICLE	YEAR	\$37.50	\$137.50
BUSINESSES WITH ADDITIONAL VEHICLES	\$40.00	VEHICLE	YEAR	\$15.00	\$55.00
CONTRACTOR \$0-\$4,999	\$36.00	CONTRACT	QTR	\$13.50	\$49.50
CONTRACTOR \$5,000-\$49,999	\$60.00	CONTRACT	QTR	\$22.50	\$82.50
CONTRACTOR \$50,000+	\$120.00	CONTRACT	QTR	\$45.00	\$165.00
BUSINESSES NOT CLASSIFIED	\$96.00	BUSINESS	YEAR	\$36.00	\$132.00
BUSINESSES NOT CLASS. WITH ADD. EMPLOYEE	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
Specialty Business License Fees					
ADVERTISING STRUCTURES, SIGNS, DISPLAYS	\$360.00	SIGN	YEAR	** \$135.00	\$495.00
BILLBOARD	\$24.00	BILLBOARD	YEAR	\$9.00	\$33.00
ADVERTISING VEHICLE	\$120.00	VEHICLE	DAY	\$45.00	\$165.00
ANTIQUE DEALER	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
ANTIQUE DEALER W/ADD'L EMPLOYEE	\$9.60	LICENSE	YEAR	\$3.60	\$13.20
APARTMENTS, HOTELS, (3+DWELLING UNITS)	\$72.00	LICENSE	YEAR	\$18.00	\$90.00
ADDITIONAL UNITS OVER THREE	\$9.60	UNIT	YEAR	\$2.40	\$12.00
AUCTION	\$168.00	EVENT	DAY	** \$63.00	\$231.00
BOARDING HOUSE	\$96.00	LICENSE	YEAR	** \$36.00	\$132.00
BOWLING ALLEYS	\$62.40	LANE	YEAR	** \$23.40	\$85.80
CANVASSERS	\$96.00	PERSON	YEAR	** \$36.00	\$132.00
CANVASSERS	\$48.00	PERSON	DAY	** \$18.00	\$66.00
CANVASSERS	\$72.00	PERSON	QTR	** \$27.00	\$99.00
CHRISTMAS TREE WREATHS	\$168.00	LICENSE	MONTH	** \$63.00	\$231.00
CIRCUS, CARNIVAL, MENAGERIE, RODEO	\$480.00	EVENT	DAY	** \$180.00	\$660.00
TRAINED ANIMALS EXHIBITION	\$48.00	EVENT	DAY	** \$18.00	\$66.00
FIREARMS	\$96.00	BUS LICENSE	YEAR	** \$36.00	\$132.00
FORTUNE TELLING	\$400.00	LICENSE	YEAR	** \$150.00	\$550.00
GARDNERS-FIRST VEHICLE	\$80.00	VEHICLE	YEAR	\$30.00	\$110.00
GARDNERS WITH ADDITIONAL VEHICLES	\$40.00	VEHICLE	YEAR	\$15.00	\$55.00
HOSPITALS (5 BEDS + ONE EMPLOYEE)	\$192.00	LICENSE	YEAR	\$72.00	\$264.00
HOSPITALS WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
HOSPITALS WITH MORE THAN 5 BEDS	\$9.60	BED	YEAR	\$3.60	\$13.20
LAUNDRY/DRY CLEANING	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
LAUNDRY/DRY CLEAN. WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
LAUNDRY/DRY CLEAN. WITH NONLOCAL TRUCK	\$120.00	TRUCK	YEAR	\$45.00	\$165.00
LAUNDRY/DRY CLEAN. W/ ADD. NONLCL TRUCKS	\$48.00	TRUCK	YEAR	\$18.00	\$66.00
MACHINES, GAMES, VENDING	\$72.00	MACHINE	QTR	\$27.00	\$99.00
THEATRES	\$1.92	SEAT	YEAR	\$0.72	\$2.64
SINGLE PRODUCTION	\$0.12	SEAT	SHOW	\$0.05	\$0.17
NRSRY/PRVT SCHL - NIGHT, 5 BEDS, 1 EMP	\$192.00	LICENSE	YEAR	\$72.00	\$264.00
NRSRY/PRVT SCHL - NIGHT, >5 BEDS	\$9.60	BED	YEAR	\$3.60	\$13.20
NRSRY/PRVT SCHL - DAY CARE ONLY	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
NRSRY/PRVT SCHL - NITE/DAY, ADD EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
DAY CARE ONLY	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
DAY CARE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
PATROLMAN	\$24.00	EMPLOYEE	YEAR	\$9.00	\$33.00
PATROL SYSTEM	\$168.00	LICENSE	YEAR	\$63.00	\$231.00
PAWNBROKER	\$240.00	LICENSE	YEAR	\$90.00	\$330.00
PAWNBROKER WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
PEDDLER (FOOT)	\$96.00	PERSON	YEAR	** \$36.00	\$132.00

BUSINESS LICENSE FEES
Last update: Resolution No. 7105

FEE TITLE	CURRENT FEES	UNITS	TERM	BUSINESS IMPROVE. TAX	TOTAL
PEDDLER (FOOT)	\$48.00	PERSON	DAY	** \$18.00	\$66.00
PEDDLER (FOOT)	\$72.00	PERSON	QTR	** \$27.00	\$99.00
PEDDLER (VEHICLE)	\$128.00	VEHICLE	YEAR	\$48.00	\$176.00
PUBLIC DANCE HALL-LONG TERM	\$960.00	FACILITY	YEAR	** \$360.00	\$1,320.00
PUBLIC DANCE HALL WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	TERM	** \$3.60	\$13.20
PUBLIC DANCE HALL-TEMPORARY	\$120.00	FACILITY	MONTH	** \$45.00	\$165.00
SEARCHLIGHTS	\$48.00	MACHINE	NIGHT	\$18.00	\$66.00
SECONDHAND DEALERS	\$216.00	LICENSE	YEAR	\$81.00	\$297.00
SECONDHAND DEALERS WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
SHARPENING TOOLS	\$24.00	LICENSE	MONTH	\$9.00	\$33.00
SALES-SHRFF,BNKRPTCY,ASSIGNEE-LONG TERM	\$480.00	LICENSE	YEAR	\$180.00	\$660.00
SALES-SHRFF,BNKRPTCY,ASSIGNEE-SHORT	\$96.00	LICENSE	DAY	\$36.00	\$132.00
SIDESHOW, RIDES, ETC	\$96.00	LICENSE	DAY	** \$36.00	\$132.00
SKATING RINKS, SHOOTING GALLERY, RACETRK	\$360.00	LICENSE	YEAR	** \$135.00	\$495.00
SKTNG, SHTNG, RCTRK WITH ADD, EMPLOYEES	\$9.60	EMPLOYEE	YEAR	** \$3.60	\$13.20
TAXICAB DRIVERS	\$24.00	LICENSE	YEAR	\$9.00	\$33.00
TAXICAB OWNERS	\$120.00	CAB	YEAR	\$45.00	\$165.00
VENDERS (ITINERANT)	\$96.00	LICENSE	YEAR	** \$36.00	\$132.00
VENDERS (ITINERANT)	\$48.00	LICENSE	DAY	** \$18.00	\$66.00
VENDERS (ITINERANT)	\$72.00	LICENSE	QTR	** \$27.00	\$99.00
VENDING MACHINES	\$32.00	MACHINE	YEAR	\$12.00	\$44.00
MESSAGE FILING FEE	\$100.00				
FINGERPRINTS	\$42.00				
PERMIT FEE	\$50.00	PERMIT	YEAR		
NEW BUS LIC APPLICATION/ IN-TOWN	\$34.00	APPLICATION	YEAR		
NEW BUS LIC APPLICATION/ OUT-OF-TOWN	\$13.00	APPLICATION	YEAR		
NEW BUS LIC APP/ OUT-OF-TOWN CONTRACTOR	\$25.00	APPLICATION	YEAR		
BUSINESS LICENSE LISTING	\$9.00	REQUEST	PLUS \$0.10 per page		

*= Business Improvement Tax
 set by Ordinance No. 1738

**= Permit Required

ATTACHMENT 4

Resolution Adopting the Fiscal Year 2023-24 Annual Budget

Materials Available Monday, June 5, 2023

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