



**CITY OF SOUTH PASADENA
CITY COUNCIL**

AMENDED AGENDA

**SPECIAL MEETING
CLOSED SESSION**

**WEDNESDAY, JUNE 21, 2023
7:01 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: 825 9999 2830**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov.
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/82599992830> or
3. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

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

PUBLIC COMMENT

CLOSED SESSION AGENDA ITEMS

A. PUBLIC EMPLOYMENT – PERFORMANCE EVALUATION

Government Code Section 54957(b)(1)

Title: City Manager

B. 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: California Department of Transportation

Under Negotiation: Price and Terms

C. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

- 1. City of South Pasadena, et al. vs California Department of Transportation, et al. (LASC Case No. 21STCP01779)
- 2. *Cruz v. So. Pasadena* (LASC Case No. 21STCV19706)
- 3. *City of So. Pasadena vs. Hollywood, Arogant* (LASC Case No. 23PDRO00243)

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **June 21, 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.*

06/20/2023

/s/

Date

Tiara Solorzano, Management Assistant



**CITY OF SOUTH PASADENA
CITY COUNCIL**

AGENDA

**REGULAR MEETING
WEDNESDAY, JUNE 21, 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.

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

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 DECLARING THE WEEK OF JUNE 19 TO JUNE 24, 2023 AS NATIONAL MOSQUITO CONTROL AWARENESS WEEK**
4. **PRESENTATION OF A PROCLAMATION RECOGNIZING EL ADOBE FLORES IN THE CITY OF SOUTH PASADENA**

RECOGNITION/INTRODUCTION**5. STAFF INTRODUCTION****Library:**

Jenny Reyes, Librarian

CHANGES TO THE AGENDA**6. 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.

7. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$17,792.76; GENERAL CITY WARRANTS IN THE AMOUNT OF \$441,871.66; ONLINE PAYMENTS IN THE AMOUNT OF \$91,021.02; TRANSFERS IN THE AMOUNT OF \$60,000.00; VOIDS IN THE AMOUNT OF (\$275.00); PAYROLL IN THE AMOUNT OF \$797,319.90Recommendation

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

8. MONTHLY INVESTMENT REPORTS FOR APRIL 2023Recommendation

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

9. UPDATE ON THE REMOVAL OF RACIALLY RESTRICTIVE COVENANTS FROM CITY-OWNED PROPERTIESRecommendation

It is recommended that the City Council receive and file an update on the removal of racially restrictive covenants from City-owned properties.

10. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR JUNE 7, 2023Recommendation

It is recommended that the City Council approve the minutes for the June 7, 2023, Regular City Council Meeting.

11. RECEIVE AND FILE FISCAL YEAR 2023-24 WATER AND SEWER CAPACITY CHARGESRecommendation

It is recommended that the City Council receive and file information related to the annual adjustment of Water and Sewer Development Impact Fees, also referred to as Water and Sewer Capacity Charges, for Fiscal Year (FY) 2023-2024.

PUBLIC HEARING**12. ADOPTION OF A RESOLUTION CONFIRMING AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR THE LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT (LLMD) FOR FISCAL YEAR 2023-2024**

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CONFIRMING A DIAGRAM AND THE FISCAL YEAR 2023-2024 ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR CERTAIN MAINTENANCE IN AN EXISTING 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, after receiving Public Hearing testimony, adopt the attached resolution confirming the annual levy and collection of assessments for the Lighting and Landscaping Maintenance District (LLMD) for Fiscal Year (FY) 2023-2024.

ACTION/DISCUSSION

13. **REPORT ON THE MEASURES TAKEN TO ALLEVIATE THE CONDITIONS WHICH LED TO THE ADOPTION OF INTERIM URGENCY ORDINANCE NO. 2374 THAT ESTABLISHED THE CURRENT MORATORIUM ON NO-FAULT JUST CAUSE EVICTIONS OF RESIDENTIAL TENANCIES**

Recommendation

It is recommended that the City Council adopt and issue the 10-Day Report regarding Interim Urgency Ordinance No. 2374 that imposed a moratorium on no-fault just cause evictions of residential tenancies.

14. **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.

15. **APPROVAL OF THE AGREEMENT WITH PARKWOOD LANDSCAPE MAINTENANCE, INC. FOR AN ANNUAL AMOUNT UP TO \$684,000 FOR LANDSCAPE MAINTENANCE SERVICES FOR A TERM OF THREE YEARS**

Recommendation

It is recommended that the City Council award an agreement to Parkwood Landscape Maintenance Inc. to provide Landscape Maintenance Services to City facilities, for an annual amount up to \$684,000 for Fiscal Years 2023-2024, 2024-2025, and 2025-2026 and authorize the City Manager to execute the Agreement.

16. **ADOPTION OF A RESOLUTION APPROVING THE FISCAL YEAR 2023-2024 PROJECT LIST AND EXPENDITURE PLAN TO BE FUNDED BY SENATE BILL 1 (SB 1) ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, IDENTIFYING A LIST OF PROJECTS FOR FISCAL YEAR 2023-2024 FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

Recommendation

It is recommended that the City Council:

1. Adopt a resolution approving the Fiscal Year (FY) 2023-2024 project list and expenditure plan for the Senate Bill 1 (SB 1) Road Repair and Accountability Act of 2017 (SB 1) to be funded through the State's Road Maintenance and Rehabilitation Account (RMRA); and
2. Authorize the City Manager and her designee, the Public Works Director, to sign the application and all related program documents.

PUBLIC COMMENT – CONTINUED**17. 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**18. 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.

19. CITY MANAGER COMMUNICATIONS**ADJOURNMENT****FOR YOUR INFORMATION****FUTURE CITY COUNCIL MEETINGS**

June 28, 2023	Special City Council Meeting	5:00 P.M.
June 28, 2023	Commissioner Congress at War Memorial Building	6:00 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

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06/15/2023

/S/

Date

Tiara Solorzano, Management Assistant

CITY OF SOUTH PASADENA

PROCLAMATION



Proclamation Declaring the Week of June 19 to June 24, 2023 as National Mosquito Control Awareness Week

- WHEREAS, the American Mosquito Control Association is dedicated to preserving the public’s health and wellbeing through the use of safe environmentally sound mosquito control programs since 1935; and
- WHEREAS, the Los Angeles County Department of Public Health concluded San Gabriel Valley communities accounted for 41% of LA County’s West Nile virus human cases in 2021; and
- WHEREAS, excess numbers of mosquitoes decrease standards of living, diminish enjoyment of the outdoors, public parks and playgrounds, hinder outdoor work, and reduce property values; and
- WHEREAS, the threat of *Aedes* mosquitoes in our community increases the risk of a local outbreak of dengue fever, Zika, yellow fever, and chikungunya; and
- WHEREAS, the City of South Pasadena in cooperation with the San Gabriel Valley Mosquito & Vector Control District has been involved in protecting public health from mosquito-borne illnesses;

NOW, THEREFORE, I, Jon Primuth, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim June 19 to June 24, 2023 as National Mosquito Control Awareness Week.

_____	6/21/2023
Jon Primuth, Mayor	Date

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PROCLAMATION



Proclamation Recognizing El Adobe Flores in the City of South Pasadena

- WHEREAS, El Adobe Flores was built in 1839 on El Rancho Rincón de San Pascual, Alta California, México lands inhabited by indigenous Tongva people; and
- WHEREAS, on January 11, 1847, El Adobe Flores was where California leaders under Comandante General José María Flores decided to negotiate a treaty peacefully ending bloody warfare with invading United States military forces and guaranteeing California residents rights equal to U.S. citizens; and
- WHEREAS, El Adobe Flores has been preserved for 184 years by successive owners as a ranch house, golf course clubhouse, tea house, real estate office and private residence; and
- WHEREAS, El Adobe Flores has been envisioned by photographers and artists since the 1800s, restored by architect Carleton Winslow in 1919 and painted by artist Norman Chamberlain in the 1920s; and
- WHEREAS, El Adobe Flores was recognized as the first City of South Pasadena Cultural Heritage Landmark in 1972 and by the National Register of Historic Places on June 18, 1973;

NOW, THEREFORE, I, Jon Primuth, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim that the City of South Pasadena recognizes El Adobe Flores as a lasting example of the Mexican presence in California, and for flying the U.S. and Mexican flags recognizing California's bi-national development. And further, that the McCloskey-Burzell Family be honored for their continued restoration, preservation and conservation of El Adobe Flores, its courtyard and native plant garden since 1967, as an outstanding contribution to South Pasadena's past, present and future.

Jon Primuth, Mayor

6/21/2023

Date

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City Council Agenda Report

ITEM NO. 7

DATE: June 21, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Hsiulee Tran, Deputy Finance Director

SUBJECT: **Approval of Prepaid Warrants in the Amount of \$17,792.76; General City Warrants in the Amount of \$441,871.66; Online Payments in the Amount of \$91,021.02; Transfers in the Amount of \$60,000.00; Voids in the Amount of (\$275.00); Payroll in the Amount of \$797,319.90**

Recommendation

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

Fiscal Impact

Prepaid Warrants:

Warrant # 316737-316741	\$	17,792.76
ACH	\$	0
Voids	\$	0

General City Warrants:

Warrant # 316742-316844	\$	272,748.90
ACH	\$	169,122.76
Voids	\$	(275.00)

Payroll Period Ending: 06/04/2023	\$	3,043.50
Payroll Period Ending: 06/09/2023	\$	794,276.40
Wire Transfers Out – To (LAIF)	\$	0
Wire Transfers In – From (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers Out – To (Acct # 2413)	\$	60,000.00
Wire Transfers Out – To (Acct # 1936)	\$	0
Online Payments	\$	91,021.02
Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	1,407,730.34
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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 21, 2023

Page 3 of 3

Attachments:

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

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ATTACHMENT 1
Warrant Summary

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

Fund No.	Date	6/21/2023	
		Amounts	
		Prepaid	Written
General Fund	101	708.43	297,238.74
Insurance Fund	103	-	867.00
Street Improvement Program	104	-	-
Facilities & Equip.Cap. Fund	105	15,520.18	-
Programs and Projects	107	-	-
Local Transit Return "A"	205	-	1,368.50
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	1,086.49
TEA/Metro	208	-	-
Sewer Fund	210	-	26,400.09
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	-	-
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	-	26.86
County Park Bond Fund	232	-	1,485.38
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	11,041.24
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
Water Fund	500	-	79,972.20
Water Efficiency Fund	503	-	-
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	1,564.15	22,385.16
Column Totals:		17,792.76	441,871.66

Recap by fund	Fund No.	Amounts	
		Prepaid	Written
RSA	227	-	-
RSA Report Totals:		-	-
City Report Totals:			459,664.42

Payroll Period Ending: 06/04/2023	3,043.50
Payroll Period Ending: 06/09/2023	794,276.40
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	60,000.00
Wire Transfer Out - To Acct. # 1936	-
Online Payments	91,021.02
Voids - Prepaid	-
Voids - General Warrant	(275.00)

Grand Report Total: 1,407,730.34

Jon Primuth, Mayor

Hsiulee Tran, Deputy Finance Director

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ATTACHMENT 2
Prepaid Warrant List

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Accounts Payable

Check Detail

User: calvarez
Printed: 06/13/2023 - 5:53PM



Check Number	Check Date		Amount
ADBVT0 - Benvenuto, Adriana			
316737	06/06/2023		
Inv	129025		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/05/2023	Void and Re-Issue Refund paid via Check # 316095.		135.00
Inv 129025 Total			135.00
			<hr/>
316737 Total:			135.00
			<hr/>
ADBVT0 - Benvenuto, Adriana Total:			135.00
CSD3014 - Ca. State Disbursement Unit			
316738	06/06/2023		
Inv	PR.05.12.2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/10/2023	PR Batch 51223.05.2023 - Garnishment		814.15
Inv PR.05.12.2023 Total			814.15
			<hr/>
316738 Total:			814.15
			<hr/>
CSD3014 - Ca. State Disbursement Unit Total:			814.15
VRMZ7000 - Munoz, Valerie			
316739	06/06/2023		
Inv	PR.05.12.2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/10/2023	PR Batch 51223.05.2023 - Garnishment		750.00
Inv PR.05.12.2023 Total			750.00
			<hr/>
316739 Total:			750.00
			<hr/>
VRMZ7000 - Munoz, Valerie Total:			750.00
ROTH6010 - Roth Staffing Companies, L.P.			
0	06/06/2023		

Check Number	Check Date	Amount
Inv 16005925		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2023	Front Desk & Clerical Services for Finance - W/E 05/14/23.	1,336.86
Inv 16005925 Total		1,336.86
Inv 16008708		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/26/2023	Front Desk & Clerical Services for Finance - W/E 05/21/23.	1,336.86
Inv 16008708 Total		1,336.86
Inv 16011507		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/02/2023	Front Desk & Clerical Services for Finance - W/E 05/28/23.	1,588.86
Inv 16011507 Total		1,588.86
0 Total:		4,262.58
ROTH6010 - Roth Staffing Companies, L.P. Total:		4,262.58
SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000		
0	06/06/2023	
Inv PR.05.12.2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	PR Batch 51223.05.2023 SPPOA - Union Dues	3,683.55
05/10/2023	PR Batch 51223.05.2023 SPPOA Insurance	2,381.01
Inv PR.05.12.2023 Total		6,064.56
0 Total:		6,064.56
SOU5435 - S.P. Police Officers Association Total:		6,064.56
SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000		
0	06/06/2023	
Inv PR.05.12.2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	PR Batch 51223.05.2023 SPPSEA - Union Dues	1,440.00
Inv PR.05.12.2023 Total		1,440.00
0 Total:		1,440.00
SOU5451 - S.P. Public Service Employees Association Total:		1,440.00

Check Number	Check Date		Amount
SOU5230 - S.P.Firefighters L-3657			
0	06/06/2023		
Inv	PR.05.12.2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/10/2023	PR Batch 51223.05.2023 FFA Fire Rec Fees		90.00
05/10/2023	PR Batch 51223.05.2023 Fire Assn. Insurance		177.42
05/10/2023	PR Batch 51223.05.2023 Firefighters 3657 - Union		1,800.00
Inv PR.05.12.2023 Total			2,067.42
0 Total:			2,067.42
SOU5230 - S.P.Firefighters L-3657 Total:			2,067.42
SSDV2018 - Sandoval, Sheila			
0	06/06/2023		
Inv	PR.05.12.2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/10/2023	PR Batch 51223.05.2023 - Garnishment		956.03
05/10/2023	PR Batch 51223.05.2023 - Garnishment		110.63
Inv PR.05.12.2023 Total			1,066.66
0 Total:			1,066.66
SSDV2018 - Sandoval, Sheila Total:			1,066.66
RBTWILKI - Wilkins, Robert			
316740	06/06/2023		
Inv	132249		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/05/2023	Refund Camp Med Summer Camp amount charged to wrong participant.		573.43
Inv 132249 Total			573.43
316740 Total:			573.43
RBTWILKI - Wilkins, Robert Total:			573.43
Total:			17,173.80

Accounts Payable

Check Detail

User: calvarez
Printed: 06/13/2023 - 5:56PM



Check Number	Check Date		Amount
ENTERPRI - Enterprise FM Trust			
316741	06/08/2023		
Inv	FBN4746655		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/07/2023	PD Vehicle Lease Payment May 2023		7,760.09
Inv FBN4746655 Total			7,760.09
Inv	FBN4770557		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/07/2023	PD Vehicle Lease Payment June 2023		7,760.09
Inv FBN4770557 Total			7,760.09
316741 Total:			<hr/> 15,520.18
ENTERPRI - Enterprise FM Trust Total:			<hr/> 15,520.18
Total:			<hr/> <hr/> 15,520.18

ATTACHMENT 3 General City Warrant List

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Accounts Payable

Check Detail

User: calvarez
Printed: 06/14/2023 - 3:30PM



Check Number	Check Date		Amount
ACHG2013 - A-Check Global			
316742	06/21/2023		
Inv	59-0705849		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/28/2023	Pre-Employment Background Check Services		123.22
Inv 59-0705849 Total			123.22
316742 Total:			123.22
ACHG2013 - A-Check Global Total:			123.22
ACTSGV3 - Active San Gabriel Valley			
316743	06/21/2023		
Inv	2021085		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/03/2021	South Pasadena Slow Streets - Pre-Design		5,725.00
Inv 2021085 Total			5,725.00
316743 Total:			5,725.00
ACTSGV3 - Active San Gabriel Valley Total:			5,725.00
AFLA7010 - AFLAC			
0	06/21/2023		
Inv	037780		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/25/2023	Payment for Employee Optional Insurance - May 2023		1,326.65
Inv 037780 Total			1,326.65
0 Total:			1,326.65
AFLA7010 - AFLAC Total:			1,326.65
ALC4018 - Alco Target Company			
316744	06/21/2023		

Check Number	Check Date	Amount
Inv 71715		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Police Training targets	110.25
Inv 71715 Total		110.25
316744 Total:		110.25
ALC4018 - Alco Target Company Total:		110.25
ALH0179 - Alhambra Car Wash		
316745	06/21/2023	
Inv April 2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	PD car washes April 2023	351.00
Inv April 2023 Total		351.00
316745 Total:		351.00
ALH0179 - Alhambra Car Wash Total:		351.00
ACMT2920 - All City Management Services, Inc.		
316746	06/21/2023	
Inv 85732		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	Crossing Guard Services April 30-May 13, 2023	11,283.89
Inv 85732 Total		11,283.89
316746 Total:		11,283.89
ACMT2920 - All City Management Services, Inc. Total:		11,283.89
ALL0197 - All Star Fire Equipment, Inc.		
316747	06/21/2023	
Inv 247458		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Thorogood QR14 Firefighter Boots & Wildland Boots	3,968.44
Inv 247458 Total		3,968.44
Inv 247855		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/25/2023	Thorogood QR14 Firefighter Boots & Wildland Boots	862.04
Inv 247855 Total		862.04

Check Number	Check Date	Amount
316747 Total:		4,830.48
ALL0197 - All Star Fire Equipment, Inc. Total:		4,830.48
DVDALRED - Allred, David		
316748	06/21/2023	
Inv 0387		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Fire Dept. Custom Specialty Helmet Shields Qty # 26	3,770.00
Inv 0387 Total		3,770.00
316748 Total:		3,770.00
DVDALRED - Allred, David Total:		3,770.00
AMDA6710 - Almeda, Jose L.		
316749	06/21/2023	
Inv 12008		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Work Boots Reimbursement FY 22-23	250.00
Inv 12008 Total		250.00
316749 Total:		250.00
AMDA6710 - Almeda, Jose L. Total:		250.00
AMAZONCP - Amazon Capital Services, Inc.		
0	06/21/2023	
Inv 14JG-RLCX-JYM3		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/05/2023	Batteries for range	19.83
Inv 14JG-RLCX-JYM3 Total		19.83
Inv 1FQL-VT6R-L73T		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	HEPA Filters & cross-cut paper shredder	90.15
Inv 1FQL-VT6R-L73T Total		90.15
Inv 1LGG-6Y91-JWMQ		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/05/2023	Office Supplies	29.37

Check Number	Check Date	Amount
Inv 1LGG-6Y91-JWMQ Total		29.37
Inv 1PY6-HJC4-4JWY		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/16/2023	Office Supplies	-9.69
Inv 1PY6-HJC4-4JWY Total		-9.69
0 Total:		129.66
AMAZONCP - Amazon Capital Services, Inc. Total:		129.66
AME0229 - Ameritas		
0	06/21/2023	
Inv June 2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Payment for EE Vision Plan Premium from Ameritas VSP	3,196.84
Inv June 2023 Total		3,196.84
Inv May 2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2023	Payment for EE Vision Plan Premium from Ameritas VSP	3,226.04
Inv May 2023 Total		3,226.04
0 Total:		6,422.88
AME0229 - Ameritas Total:		6,422.88
EMPI5011 - Aramsco, Inc. (Formerly Empire Cleaning Supply)		
316750	06/21/2023	
Inv S5845842.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Fire Station Cleaning Supplies	75.46
Inv S5845842.001 Total		75.46
Inv S5845842.002		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/26/2023	Fire Station Cleaning Supplies	168.08
Inv S5845842.002 Total		168.08
316750 Total:		243.54
EMPI5011 - Aramsco, Inc. (Formerly Empire Cleaning Supply) Total:		243.54

RIAL6501 - Arriola, Richard

316751 06/21/2023

Inv 5/28/2023

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Mileage Reimbursement - 05/28/2023 @ 4:55AM	17.42

Inv 5/28/2023 Total 17.42

Inv 5/28/2023 P2

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Mileage Reimbursement - 05/28/2023 @ 2:03AM	17.42

Inv 5/28/2023 P2 Total 17.42

316751 Total: 34.84

RIAL6501 - Arriola, Richard Total:

34.84

ERCARRYO - Arroyo, Eric Jason

316752 06/21/2023

Inv 3067

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	As-needed background investigations for employment	1,500.00

Inv 3067 Total 1,500.00

316752 Total: 1,500.00

ERCARRYO - Arroyo, Eric Jason Total:

1,500.00

AT&T5006 - AT&T

316753 06/21/2023

Inv 130464796051723

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	AN 130464796 Service for 4/18/23 - 5/17/23 and 5/18/23 - 6/17/23	180.48

Inv 130464796051723 Total 180.48

316753 Total: 180.48

316754 06/21/2023

Inv 000019994315

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/27/2023	AN: CLAPDSOPAS Service 3/27-4/26/23 & 4/27-5/26/23	601.30

Inv 000019994315 Total 601.30

Check Number	Check Date	Amount
Inv	000019999007	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/27/2023	BAN 9391036943 Service 3/27-4/26/23 & 4/27-5/26/23	2,769.18
Inv 000019999007 Total		2,769.18
316754 Total:		3,370.48
ATCN9011 - AT&T Total:		3,550.96
AGSINC - Automated Gate Services, Inc.		
316755	06/21/2023	
Inv	92913694	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Wilson Reservoir Gate Preventive Maintenance	738.00
Inv 92913694 Total		738.00
Inv	92913821	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Graves Reservoir Gate Preventive Maintenance	482.00
Inv 92913821 Total		482.00
316755 Total:		1,220.00
AGSINC - Automated Gate Services, Inc. Total:		1,220.00
BAK0369 - Baker & Taylor Books		
0	06/21/2023	
Inv	2037221415	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2022	Library Books	75.71
Inv 2037221415 Total		75.71
Inv	2037373715	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2023	Library Books	231.03
Inv 2037373715 Total		231.03
Inv	2037425932	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	Library Books	757.03
Inv 2037425932 Total		757.03

Check Number	Check Date	Amount
Inv	2037428703	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	Library Books	980.20
Inv 2037428703 Total		980.20
Inv	2037439630	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2023	Library Books	905.28
Inv 2037439630 Total		905.28
Inv	2037455504	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2023	Library Books	1,611.86
Inv 2037455504 Total		1,611.86
Inv	2037458675	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	Library Books	797.81
Inv 2037458675 Total		797.81
Inv	2037463718	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Library Books	205.15
Inv 2037463718 Total		205.15
Inv	2037465103	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	Library Books	670.23
Inv 2037465103 Total		670.23
Inv	2037465229	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Library Books	683.32
Inv 2037465229 Total		683.32
Inv	2037476210	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	Library Books	1,248.20
Inv 2037476210 Total		1,248.20
Inv	2037479261	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Library Books	478.15

Check Number	Check Date	Amount
Inv 2037479261 Total		478.15
Inv 2037481595		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Library Books	423.65
Inv 2037481595 Total		423.65
Inv 2037482881		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Library Books	1,547.54
Inv 2037482881 Total		1,547.54
Inv 2037506234		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	Library Books	40.40
Inv 2037506234 Total		40.40
Inv 2037510773		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/16/2023	Library Books	122.76
Inv 2037510773 Total		122.76
Inv 2037520439		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	Library Books	260.79
Inv 2037520439 Total		260.79
Inv 2037550768		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/23/2023	Library Books	83.58
Inv 2037550768 Total		83.58
0 Total:		11,122.69
BAK0369 - Baker & Taylor Books Total:		11,122.69
BRDE6710 - Bardales Jr., Luis		
316756	06/21/2023	
Inv 12007		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Work Boots Reimbursement FY 22-23	250.00
Inv 12007 Total		250.00

Check Number	Check Date	Amount
316756 Total:		250.00
BRDE6710 - Bardales Jr., Luis Total:		250.00
SHBE8032 - Bee, Shuny		
316757	06/21/2023	
Inv 9599		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Contract Class Instructor - May 2023 Jeetkunedo	97.50
Inv 9599 Total		97.50
Inv 9654		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Contract Class Instructor - May 2023 Taekwondo 5:15	97.50
Inv 9654 Total		97.50
Inv 9686		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Contract Class Instructor - May 2023 Taekwondo 4:30	487.50
Inv 9686 Total		487.50
316757 Total:		682.50
SHBE8032 - Bee, Shuny Total:		682.50
DABN8267 - Bohan, Diana 101-8030-8021-8267-000		
0	06/21/2023	
Inv 10041		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Contract Class Instructor - May 2023 Senior Yoga Walk-Ins	144.00
Inv 10041 Total		144.00
Inv 9867		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Contract Class Instructor - May 2023 Senior Yoga	215.20
Inv 9867 Total		215.20
0 Total:		359.20
DABN8267 - Bohan, Diana Total:		359.20

DBAR3011 - Brink's Incorporated

316758	06/21/2023	
Inv	12282893	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2023	Armored Car Transportation	1,556.76
Inv 12282893 Total		1,556.76
Inv	12311809	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Armored Car Transportation	759.58
06/01/2023	Armored Car Transportation	793.86
Inv 12311809 Total		1,553.44
Inv	5697974	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2023	Armored Car Transportation	48.07
Inv 5697974 Total		48.07
Inv	5769741	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Armored Car Transportation	70.56
Inv 5769741 Total		70.56
316758 Total:		3,228.83

DBAR3011 - Brink's Incorporated Total:

3,228.83

PMAB8021 - Budka, Pamela Avry

316759	06/21/2023	
Inv	10020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Contract Class Instructor - May 2023 Walk-In Senior Meditation	32.00
Inv 10020 Total		32.00
Inv	9850	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Contract Class Instructor - May 2023 Senior Chair Yoga Walk-In	132.00
Inv 9850 Total		132.00
Inv	9987	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Contract Class Instructor - May 2023 Senior Chair Yoga	80.00
Inv 9987 Total		80.00

Check Number	Check Date	Amount
Inv 9988		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Contract Class Instructor - May 2023 Senior Meditation	96.00
Inv 9988 Total		96.00
316759 Total:		340.00
PMAB8021 - Budka, Pamela Avry Total:		340.00
PABUSTLO - Bustillo, Pablo		
316760	06/21/2023	
Inv INV066		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/04/2023	Arroyo Park Electrical Repairs - Snack shack + Restrooms	2,160.00
Inv INV066 Total		2,160.00
316760 Total:		2,160.00
PABUSTLO - Bustillo, Pablo Total:		2,160.00
CAL5236 - CA Linen Services		
316761	06/21/2023	
Inv 2119362		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/29/2023	Fire Department Linen Rental and Cleaning Services	109.38
Inv 2119362 Total		109.38
Inv 2121834		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Fire Department Linen Rental and Cleaning Services	107.34
Inv 2121834 Total		107.34
316761 Total:		216.72
CAL5236 - CA Linen Services Total:		216.72
CAMERPL - California Metro Patrol & EMS, Inc.		
316762	06/21/2023	
Inv 3249		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/07/2023	Security Services at City Hall - 3/27/23 thru 4/7/23	3,278.52

Check Number	Check Date	Amount
Inv 3249 Total		3,278.52
Inv 3250		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/21/2023	Security Services at City Hall - 4/10/23 thru 4/21/23	3,288.80
Inv 3250 Total		3,288.80
Inv 3251		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	Security Services at City Hall - 4/24/23 thru 5/5/23	3,288.80
Inv 3251 Total		3,288.80
Inv 3452		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2023	Security Services at City Hall - 5/8/23 thru 5/19/23	3,288.80
Inv 3452 Total		3,288.80
316762 Total:		13,144.92
CAMERPL - California Metro Patrol & EMS, Inc. Total:		13,144.92
CAN0607 - Cantu Graphics Inc.		
316763	06/21/2023	
Inv 21536		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2023	PD Slow down campaign signs	496.13
Inv 21536 Total		496.13
Inv 21537		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	PD public outreach postcards	49.61
Inv 21537 Total		49.61
Inv 2538		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2023	Business cards for Sgt. Dubois	38.53
Inv 2538 Total		38.53
316763 Total:		584.27
CAN0607 - Cantu Graphics Inc. Total:		584.27
CWNC2501 - Carl Warren & Company		

Check Number	Check Date		Amount
0	06/21/2023		
Inv	2032760-2032781		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/26/2023	Legal Matters		867.00
Inv 2032760-2032781 Total			867.00
			<hr/>
0 Total:			867.00
			<hr/>
CWNC2501 - Carl Warren & Company Total:			867.00
CAEN9297 - Carollo Engineers, Inc.			
0	06/21/2023		
Inv	FB34873		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/05/2023	Development of Report Related to Sewer Consent Judgement Mar'23		18,091.50
Inv FB34873 Total			18,091.50
Inv	FB36085		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/05/2023	Development of Report Related to Sewer Consent Judgment Apr'23		8,118.75
Inv FB36085 Total			8,118.75
			<hr/>
0 Total:			26,210.25
			<hr/>
CAEN9297 - Carollo Engineers, Inc. Total:			26,210.25
TIM4011 - Charter Communications			
316764	06/21/2023		
Inv	0029763042723		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/27/2023	AN 8448 20 899 0029763 1422 Mission St CTRL ACCT		326.38
Inv 0029763042723 Total			326.38
Inv	0029763052723		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/27/2023	AN 8448 20 899 0029763 1422 Mission St CTRL ACCT		326.38
Inv 0029763052723 Total			326.38
Inv	0052005042623		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/26/2023	AN 8448 20 899 0052005 1414 Mission St CTRL ACCT		3,265.91
Inv 0052005042623 Total			3,265.91

Check Number	Check Date	Amount
Inv 0052005052623		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/26/2023	AN 8448 20 899 0052005 1414 Mission St CTRL ACCT	3,265.91
Inv 0052005052623 Total		3,265.91
Inv 0070193050123		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2023	AN 8448 30 008 0070193 660 Stoney Drive	83.95
Inv 0070193050123 Total		83.95
Inv 0251967052223		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2023	AN 8448 30 008 0251967 1102 Oxley St. Sublease	508.22
Inv 0251967052223 Total		508.22
316764 Total:		7,776.75
TIM4011 - Charter Communications Total:		7,776.75
CHWCONST - Chawkins Communications Consulting, Inc.		
316765 06/21/2023		
Inv 1038		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/04/2023	Electrification Project/Stakeholder Coordination Services Jun'23	2,340.00
Inv 1038 Total		2,340.00
316765 Total:		2,340.00
CHWCONST - Chawkins Communications Consulting, Inc. Total:		2,340.00
CINTAS - Cintas Corporation		
316766 06/21/2023		
Inv 5160208392		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Senior Ctr May First Aid Subscription/Supplies - FY2022-2023	119.75
Inv 5160208392 Total		119.75
Inv 9221842046		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/23/2023	AED May Servicing - FY2022-2023	153.25
Inv 9221842046 Total		153.25

Check Number	Check Date	Amount
316766 Total:		273.00
CINTAS - Cintas Corporation Total:		273.00
JMCB6710 - Cipres Bravo, Jose Manuel		
316767	06/21/2023	
Inv 12006		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Work Boots Reimbursement FY 22-23	250.00
Inv 12006 Total		250.00
316767 Total:		250.00
JMCB6710 - Cipres Bravo, Jose Manuel Total:		250.00
ALPD4010 - City of Alhambra Police Department		
316768	06/21/2023	
Inv S.P. 04/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Inmate housing for April 2023	2,752.00
Inv S.P. 04/2023 Total		2,752.00
316768 Total:		2,752.00
ALPD4010 - City of Alhambra Police Department Total:		2,752.00
COGL8180 - City of Glendale		
316769	06/21/2023	
Inv 23-1174		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2023	Computer/Phone Forensics DR# 22-14239	3,150.00
Inv 23-1174 Total		3,150.00
Inv 23-1176		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2023	Evidence swab and reference swab DNA processing DR 20-2170	1,600.00
Inv 23-1176 Total		1,600.00
316769 Total:		4,750.00
COGL8180 - City of Glendale Total:		4,750.00

Check Number	Check Date		Amount
SPMN3010 - City of South Pasadena			
316770	06/21/2023		
Inv	14044-05.17.23		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Utility Bill statement for: Dog Park		451.86
Inv 14044-05.17.23 Total			451.86
Inv	19386-05.17.23		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Utility Bill statement for Arroyo Park (Stoney Drive)		510.86
Inv 19386-05.17.23 Total			510.86
Inv	19387-05.17.23		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Utility Bill statement for Arroyo Park(San Pasqual)		522.66
Inv 19387-05.17.23 Total			522.66
316770 Total:			1,485.38
SPMN3010 - City of South Pasadena Total:			1,485.38
CIV2123 - CivicStone, LLC			
0	06/21/2023		
Inv	2018-218		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/21/2023	Caltrans Housing Consultant - March 2023		350.00
Inv 2018-218 Total			350.00
0 Total:			350.00
CIV2123 - CivicStone, LLC Total:			350.00
MNBL8170 - Crestline Software, LLC			
0	06/21/2023		
Inv	INV1938		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2023	Contract Services & Lock Box (May 2023)		26,746.00
Inv INV1938 Total			26,746.00
Inv	INV2095		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/10/2023	Credit Card & Return Fees (April 2023)		8,215.02
Inv INV2095 Total			8,215.02

Check Number	Check Date	Amount
Inv INV2151		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	Printing & Postage Fees (april 2023)	2,113.58
Inv INV2151 Total		2,113.58
Inv INV2315		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Contract Services & Lock Box (June 2023)	26,737.40
Inv INV2315 Total		26,737.40
0 Total:		63,812.00
MNBL8170 - Crestline Software, LLC Total:		63,812.00
CRSSTWN9 - Crosstown Electrical & Data Inc.		
316771	06/21/2023	
Inv 4620-005		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2023	Fair Oaks Ave. Traffic Signal Improvements Project	11,041.24
Inv 4620-005 Total		11,041.24
316771 Total:		11,041.24
CRSSTWN9 - Crosstown Electrical & Data Inc. Total:		11,041.24
DEL0771 - Delta Dental of California		
316772	06/21/2023	
Inv BE005522580		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Employee Dental Premiums - June 2023	12,441.98
Inv BE005522580 Total		12,441.98
316772 Total:		12,441.98
DEL0771 - Delta Dental of California Total:		12,441.98
LEADMART - Demarest, Leah		
316773	06/21/2023	
Inv 05232023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/23/2023	Reimbursement for LAEDC 88 Cities Summit Expenses	69.82

Check Number	Check Date	Amount
Inv 05232023 Total		69.82
316773 Total:		69.82
LEADMART - Demarest, Leah Total:		69.82
DEM0777 - Demco Inc.		
316774	06/21/2023	
Inv 7307644		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	CD/DVD label strips	133.33
Inv 7307644 Total		133.33
316774 Total:		133.33
DEM0777 - Demco Inc. Total:		133.33
CHDHRJ - Dhanraj, Chelsea L.		
316775	06/21/2023	
Inv 131866		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Refund of deposit for the reservation of GYH.	280.00
Inv 131866 Total		280.00
316775 Total:		280.00
CHDHRJ - Dhanraj, Chelsea L. Total:		280.00
DIG0800 - Digital Telecommunications Corp		
0	06/21/2023	
Inv 47865		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2023	Technician Service Call for Library - Relocate 7 Extensions	210.00
Inv 47865 Total		210.00
Inv 48210		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/25/2023	Technician Service Call for PW 626-403-7240	290.00
Inv 48210 Total		290.00
0 Total:		500.00

Check Number	Check Date		Amount
DIG0800 - Digital Telecommunications Corp Total:			500.00
DIV5011 - Diversified Inspections/ITL Inc.			
316776	06/21/2023		
Inv	INDI63345		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/30/2023	Safety inspection on 178 feet of Ground Ladder		1,094.71
Inv INDI63345 Total			1,094.71
316776 Total:			1,094.71
DIV5011 - Diversified Inspections/ITL Inc. Total:			1,094.71
DOO0805 - Dooley Enterprises Inc			
316777	06/21/2023		
Inv	62684		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/31/2023	PD ammunition range equipment		8,372.18
Inv 62684 Total			8,372.18
316777 Total:			8,372.18
DOO0805 - Dooley Enterprises Inc Total:			8,372.18
WILLDNBE - Dunable, William F.			
316778	06/21/2023		
Inv	052306		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/11/2023	Lidar certifications on 2 units and battery handle repair		330.00
Inv 052306 Total			330.00
316778 Total:			330.00
WILLDNBE - Dunable, William F. Total:			330.00
ELSRTIRE - El Sereno Tire Shop			
316779	06/21/2023		
Inv	1291		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/22/2023	1 new tire, repair vehicle #78		168.81
Inv 1291 Total			168.81

Check Number	Check Date	Amount
Inv 1303		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/23/2023	Repaired left & right rear tire for Dial-a-Ride 81	50.00
Inv 1303 Total		50.00
316779 Total:		218.81
ELSRTIRE - El Sereno Tire Shop Total:		218.81
EMRS4010 - Emergency Response Crime Scene Cleaning		
316780	06/21/2023	
Inv T2022-376		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/28/2023	Clean-up of scene DR 23-14120	750.00
Inv T2022-376 Total		750.00
316780 Total:		750.00
EMRS4010 - Emergency Response Crime Scene Cleaning Total:		750.00
FDBC8025 - Fast Deer Bus Charter Inc.		
316781	06/21/2023	
Inv 159131		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2023	Senior Center Trip - Sherman Gardens & Library	1,368.50
Inv 159131 Total		1,368.50
316781 Total:		1,368.50
FDBC8025 - Fast Deer Bus Charter Inc. Total:		1,368.50
FED1109 - FedEx		
316782	06/21/2023	
Inv 8-129-10619		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2023	Shipments: background investigatons, lidar cert & uniform vendor	83.01
Inv 8-129-10619 Total		83.01
Inv 8-143-48440		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/26/2023	Shipments for background investigator	25.70
Inv 8-143-48440 Total		25.70

Check Number	Check Date	Amount
316782 Total:		108.71
FED1109 - FedEx Total:		108.71
STEFRES - Flores, Stephanie		
316783	06/21/2023	
Inv 132022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Patron requested refund, no longer needs Gazebo reservation.	67.00
Inv 132022 Total		67.00
316783 Total:		67.00
STEFRES - Flores, Stephanie Total:		67.00
BRAS3010 - Foster & Foster Consulting Actuaries, Inc.		
0	06/21/2023	
Inv 22-288		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2022	CalPERS & OPEB Study	828.00
Inv 22-288 Total		828.00
Inv 22-340		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/26/2022	GASB 75 Statement Report	2,500.00
Inv 22-340 Total		2,500.00
Inv 25973		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	2021/22 GASB 75 funding valuation	16,500.00
Inv 25973 Total		16,500.00
Inv 26200		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2023	Actuarial Presentation at 02/15/2023 City Council Meeting.	1,472.50
Inv 26200 Total		1,472.50
0 Total:		21,300.50
BRAS3010 - Foster & Foster Consulting Actuaries, Inc. Total:		21,300.50

GALL5011 - Galls, LLC

316784 06/21/2023

Inv 024282400

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2023	Fire - Porraz - Belt Buckle, Nametag, Plain Tie Bar	37.23

Inv 024282400 Total 37.23

Inv 024282628

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2023	Fire - Dunn - Wool 4 In Hand Tie	7.25

Inv 024282628 Total 7.25

Inv 024322758

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2023	Fire - Corrao - Belt, Wool Cap, Nametag, Tie Bar	126.53

Inv 024322758 Total 126.53

Inv 024322759

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2023	Fire - Anderson - Buckle, Wool Cap, Nametag, Plain Tie Bar	126.53

Inv 024322759 Total 126.53

Inv 024322760

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2023	Fire - Szenczi - Buckle, Nametag, Plain Tie Bar	38.57

Inv 024322760 Total 38.57

Inv 024322762

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2023	Fire - Larkin - Belt, Nametag, Plain Tie Bar	37.23

Inv 024322762 Total 37.23

Inv 024374195

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	Fire - Vazquez - Shirt, Belt Buckle, Nametag, Tie Bar, Oxford	324.93

Inv 024374195 Total 324.93

Inv 024374209

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	Fire - McLellan - Shirt, Buckle, Cap, Oxford. Nametag, Tie Bar	317.59

Inv 024374209 Total 317.59

Check Number	Check Date	Amount
Inv	024374210	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	Fire - Papadakis - Shirt, Buckle, Cap, Oxford, Nametag, Tie Bar	317.59
Inv 024374210 Total		317.59
Inv	024374259	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	Fire - Tobias - Shirt, Buckle, Oxford, Nametag, Tie Bar	228.70
Inv 024374259 Total		228.70
Inv	024374260	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	Fire - Benites - Shirt, Buckle, Cap, Oxford, Nametag, Tie Bar	317.59
Inv 024374260 Total		317.59
Inv	024386529	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Fire - Carson - Shirt, Belt, Oxfords, Tie Bar	317.59
Inv 024386529 Total		317.59
Inv	024386530	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Fire - Dunn - Belt, Oxford, Nametag, Tie Bar, Bades, Flat Button	570.96
Inv 024386530 Total		570.96
Inv	024386596	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	Fire - Hill - Shirt, Plain Tie Bar, Nametag	133.34
Inv 024386596 Total		133.34
Inv	024399381	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	Fire - Tregenza - Shirt, Buckle, Nametag, Plain Tie Bar	150.55
Inv 024399381 Total		150.55
Inv	024399666	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	Fire - Porraz - Wool 4 In Hand Tie	7.25
Inv 024399666 Total		7.25
Inv	024399668	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	Fire - Szenczi - Wool 4 In Hand Tie	7.28

Check Number	Check Date	Amount
Inv 024399668	Total	7.28
Inv	024399669	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	Fire - Larkin - Wool 4 In Hand Tie	7.25
Inv 024399669	Total	7.25
Inv	024420692	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Fire - McLellan - Wool 4 In Hand Tie	7.34
Inv 024420692	Total	7.34
Inv	024420693	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Fire - Papadakis - Wool 4 In Hand Tie	7.34
Inv 024420693	Total	7.34
Inv	024420694	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Fire - Tobias - Wool 4 In Hand Tie	7.34
Inv 024420694	Total	7.34
Inv	024420695	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Fire - Benites - Wool 4 In Hand Tie	7.34
Inv 024420695	Total	7.34
Inv	024420696	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Fire - Carson - 4 Wool 4 In Hand Tie	7.34
Inv 024420696	Total	7.34
Inv	024420697	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Fire - Corrao - Wool 4 In Hand Tie	7.34
Inv 024420697	Total	7.34
Inv	024420698	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Fire - Anderson - Wool 4 In Hand Tie	7.34
Inv 024420698	Total	7.34

Check Number	Check Date	Amount
Inv	024420703	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Fire - Hill - Wool 4 In Hand Tie	7.49
Inv 024420703 Total		7.49
Inv	024420704	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Fire - Tregenza - Wool 4 In Hand Tie	7.34
Inv 024420704 Total		7.34
Inv	024431279	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Bike patrol equipment for Officer Smith	316.99
Inv 024431279 Total		316.99
Inv	024452459	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	Fire - Szenczi - Shirts & Chest Embroidery	183.94
Inv 024452459 Total		183.94
Inv	024461610	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Fire - Corrao - Poromeric Academy Oxford	78.15
Inv 024461610 Total		78.15
Inv	024461613	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	Fire - Treganza - Poromeric Academy Oxford	78.15
Inv 024461613 Total		78.15
Inv	024474567	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2023	Fire - Anderson - Poromeric Academy Oxford	78.15
Inv 024474567 Total		78.15
Inv	024474568	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2023	Fire - Porraz - Poromeric Academy Oxford	77.27
Inv 024474568 Total		77.27
Inv	024474569	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2023	Fire - Larkin - Poromeric Academy Oxford	77.27

Check Number	Check Date	Amount
Inv 024474569	Total	77.27
Inv	024474593	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2023	Fire - Dunn - Mens Essential Broadcloth L/S Shirt	18.46
Inv 024474593	Total	18.46
Inv	024474594	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2023	Fire - Porraz - Mens Essential Broadcloth L/S Shirt	18.46
Inv 024474594	Total	18.46
Inv	024474597	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2023	Fire - Szenczi - Mens Essential Broadcloth L/S Shirt	18.52
Inv 024474597	Total	18.52
Inv	024474598	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2023	Fire - Larkin - Mens Essential Boradcloth L/S Shirt	18.46
Inv 024474598	Total	18.46
Inv	024544520	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Vest for Officer Gruenewald	861.72
Inv 024544520	Total	861.72
Inv	024557882	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2023	Vest for Officer Kim	861.72
Inv 024557882	Total	861.72
Inv	024596936	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Fire - Porraz - Nomex Shirt, Chest Embroidery, Nomex Pants	514.41
Inv 024596936	Total	514.41
316784	Total:	6,341.84
GALL5011 - Galls, LLC	Total:	6,341.84
EGGO4011 - Giron-Garrido, Elias		

Check Number	Check Date		Amount
316785	06/21/2023		
Inv	05/18-19/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	PepperBall Reimbursement for Officer Giron		105.76
Inv 05/18-19/2023 Total			105.76
316785 Total:			105.76
EGGO4011 - Giron-Garrido, Elias Total:			105.76
GVRNTAGN - Government Training Agency			
316786	06/21/2023		
Inv	68389		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Traffic Collision Investigations for Auto/Peds for Ofcr. Sanchez		622.00
06/01/2023	Traffic Collision Investigations Intermediate for Ofcr. Sanchez		549.00
Inv 68389 Total			1,171.00
316786 Total:			1,171.00
GVRNTAGN - Government Training Agency Total:			1,171.00
ISGU4011 - Gutierrez, Issac			
316787	06/21/2023		
Inv	05/18-19/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	PepperBall Reimbursement for Officer Gutierrez		111.92
Inv 05/18-19/2023 Total			111.92
316787 Total:			111.92
ISGU4011 - Gutierrez, Issac Total:			111.92
RIHZ6601 - Hernandez, Ricardo			
316788	06/21/2023		
Inv	5/24/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Mileage Reimbursement - 05/24/2023 @ 7:15		10.05
Inv 5/24/2023 Total			10.05
Inv	5/27/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Mileage Reimbursement - 05/27/2023 @ 2:10PM		8.52

Check Number	Check Date	Amount
Inv 5/27/2023 Total		8.52
Inv 5/27/2023 P2		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Mileage Reimbursement - 05/27/2023 @ 9:15AM	10.05
Inv 5/27/2023 P2 Total		10.05
Inv 5/28/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Mileage Reimbursement - 05/28/2023 @ 2:00AM	7.86
Inv 5/28/2023 Total		7.86
Inv 5/28/2023 P2		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Mileage Reimbursement - 05/28/2023 @ 5:00AM	7.86
Inv 5/28/2023 P2 Total		7.86
316788 Total:		44.34
RIHZ6601 - Hernandez, Ricardo Total:		44.34
ADHA6116 - Herrera, Adam		
316789	06/21/2023	
Inv 5/14/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Mileage Reimbursement - 05/14/2023 @ 5:30PM	26.86
Inv 5/14/2023 Total		26.86
316789 Total:		26.86
ADHA6116 - Herrera, Adam Total:		26.86
HDLC3010 - Hinderliter deLlamas & Associates		
316790	06/21/2023	
Inv SIN028388		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2023	Contract Services - Additional Audit Services	827.92
05/30/2023	Contract Services - Audit Services	1,859.49
05/30/2023	Contract Services - Sales Tax (april - june 2023)	1,293.02
05/30/2023	Contract Services - Additional Audit Services	1,373.24
Inv SIN028388 Total		5,353.67
316790 Total:		5,353.67

HDLC3010 - Hinderliter deLlamas & Associates Total:	5,353.67
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CDPS1020 - ICC General Code

316791 06/21/2023

Inv GC0010893

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/30/2023	Municipal Code Web Update	78.00

Inv GC0010893 Total	78.00
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316791 Total:	78.00
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CDPS1020 - ICC General Code Total:	78.00
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CARRICNG - Inciong, Carrie

316792 06/21/2023

Inv 132040

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Refund for recreational class, patron not interested.	88.00

Inv 132040 Total	88.00
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316792 Total:	88.00
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CARRICNG - Inciong, Carrie Total:	88.00
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JSAR4011 - Jack's Auto Repair

316793 06/21/2023

Inv 18303

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2023	Oil change and fluid replacement unit #1405	100.23

Inv 18303 Total	100.23
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Inv 18306

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/25/2023	New Ignition coil on Veh, # 79	114.51

Inv 18306 Total	114.51
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Inv 18309

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/23/2023	New heater hose tee + rear rotors veh. # 79	473.52

Inv 18309 Total	473.52
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Check Number	Check Date	Amount
Inv 18316		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/26/2023	Vent solenoid replacement unit #1404	255.56
Inv 18316 Total		255.56
316793 Total:		943.82
JSAR4011 - Jack's Auto Repair Total:		943.82
JHA307 - John L. Hunter and Associates, Inc.		
316794	06/21/2023	
Inv SPIFOG12303		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	FOG Control Program: March 2023	155.00
Inv SPIFOG12303 Total		155.00
316794 Total:		155.00
JHA307 - John L. Hunter and Associates, Inc. Total:		155.00
JCRS5011 - Jones Coffee Roasters		
316795	06/21/2023	
Inv 60283		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2023	Fire Department Monthly Coffee Supplies	162.68
Inv 60283 Total		162.68
316795 Total:		162.68
JCRS5011 - Jones Coffee Roasters Total:		162.68
LPC4011 - Lynn Peavey Company		
316796	06/21/2023	
Inv 399367		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2023	Evidence room supplies	77.70
Inv 399367 Total		77.70
316796 Total:		77.70
LPC4011 - Lynn Peavey Company Total:		77.70

Check Number	Check Date		Amount
KVMC6710 - Machado, Kelvin			
316797	06/21/2023		
Inv	5/27/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Mileage Reimbursement - 05/27/2023 @ 11:40AM		21.88
Inv 5/27/2023 Total			21.88
316797 Total:			21.88
KVMC6710 - Machado, Kelvin Total:			21.88
VCMA6710 - Magana, Victor			
316798	06/21/2023		
Inv	12003		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Work Boots Reimbursemet FY 22-23		250.00
Inv 12003 Total			250.00
316798 Total:			250.00
VCMA6710 - Magana, Victor Total:			250.00
CHRMDLA - Mandala, Chris			
316799	06/21/2023		
Inv	300007792		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2023	Reimburse Membership for American Association of Code Enforce,		75.00
Inv 300007792 Total			75.00
316799 Total:			75.00
CHRMDLA - Mandala, Chris Total:			75.00
MAN5011 - Manhattan Stitching Co			
316800	06/21/2023		
Inv	93387		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/24/2023	Community Services - Staff Jackets		400.00
05/24/2023	Community Services - Staff Jackets		800.00
05/24/2023	Community Services - Staff Jackets		157.65
Inv 93387 Total			1,357.65
316800 Total:			1,357.65

Check Number	Check Date	Amount
MAN5011 - Manhattan Stitching Co Total:		1,357.65
MAT5563 - Matt Chlor Inc		
316801	06/21/2023	
Inv 28710		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Wilson Reservoir	172.65
Inv 28710 Total		172.65
316801 Total:		172.65
MAT5563 - Matt Chlor Inc Total:		172.65
MCM2352 - McMaster Carr Supply Co		
316802	06/21/2023	
Inv 97894105		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Urgent Replacement of damaged asphalt breaker for Water Dist.	102.86
Inv 97894105 Total		102.86
316802 Total:		102.86
MCM2352 - McMaster Carr Supply Co Total:		102.86
CHRMELE - Mele, Christy		
316803	06/21/2023	
Inv 132035		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Full refund of wk 2 of camp Med summer camp due to emergency	149.00
Inv 132035 Total		149.00
316803 Total:		149.00
CHRMELE - Mele, Christy Total:		149.00
FMOR6710 - Morales, Felipe		
316804	06/21/2023	
Inv 12004		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/04/2023	Work Boots Reimbursement FY 22-23	250.00
Inv 12004 Total		250.00

Check Number	Check Date	Amount
316804 Total:		250.00
FMOR6710 - Morales, Felipe Total:		250.00
MSWCLTN - MSW Consultants, Inc.		
316805	06/21/2023	
Inv 603		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Professional Refuse and Waste Consulting Services.	28,635.00
Inv 603 Total		28,635.00
316805 Total:		28,635.00
MSWCLTN - MSW Consultants, Inc. Total:		28,635.00
MVCH3011 - MV Cheng & Associates Inc.		
316806	06/21/2023	
Inv 05/31/2023 A		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Temporary Staffing Serivces - Senior Accountant - May 2023.	5,700.00
Inv 05/31/2023 A Total		5,700.00
Inv 05/31/2023 D		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Temporary Staffing Serivces - Finance Director - May 2023.	27,440.00
Inv 05/31/2023 D Total		27,440.00
316806 Total:		33,140.00
MVCH3011 - MV Cheng & Associates Inc. Total:		33,140.00
PEG4590 - NUFIC		
316807	06/21/2023	
Inv May 2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Premium for EE Benefits AD&D, Basic & Optional Coverage	1,011.15
Inv May 2023 Total		1,011.15
316807 Total:		1,011.15
PEG4590 - NUFIC Total:		1,011.15

Check Number	Check Date		Amount
IICC8025 - Occupational Health Centers of California			
316808	06/21/2023		
Inv	79188483		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2023	Medical Tests and Physicals for Transportation Department		122.00
Inv 79188483 Total			122.00
316808 Total:			122.00
IICC8025 - Occupational Health Centers of California Total:			122.00
PHS4011 - Pasadena Humane Society			
316809	06/21/2023		
Inv	JUN2023SoPas		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/02/2023	Animal Control Services June 2023		14,456.90
Inv JUN2023SoPas Total			14,456.90
316809 Total:			14,456.90
PHS4011 - Pasadena Humane Society Total:			14,456.90
PSLSV802 - Pasadena Live Scan Service			
316810	06/21/2023		
Inv	1214		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/31/2023	Pre-Employment Live Scan Services - May 2023		750.00
Inv 1214 Total			750.00
316810 Total:			750.00
PSLSV802 - Pasadena Live Scan Service Total:			750.00
PWP4465 - Pasadena Water & Power			
316811	06/21/2023		
Inv	197068404705		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Water Purchased from City of Pasadena March 2023		2,593.69
Inv 197068404705 Total			2,593.69
Inv 197081089770			
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Water Purchased from City of Pasadena May 2023		2,920.30

Check Number	Check Date	Amount
Inv 197081089770 Total		2,920.30
Inv 197579691236		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Water Purchased from City of Pasadena April 2023	2,547.03
Inv 197579691236 Total		2,547.03
316811 Total:		8,061.02
PWP4465 - Pasadena Water & Power Total:		8,061.02
PHOE4610 - Phoenix Group Information Systems		
316812	06/21/2023	
Inv 042023184		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2023	Citations processed for the month of April 2023	4,293.30
Inv 042023184 Total		4,293.30
316812 Total:		4,293.30
PHOE4610 - Phoenix Group Information Systems Total:		4,293.30
PUWA8020 - Pure Water		
0	06/21/2023	
Inv 2024801		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Fire - Drinking Water June 2023	66.24
Inv 2024801 Total		66.24
0 Total:		66.24
PUWA8020 - Pure Water Total:		66.24
QUI5869 - Quill Corporation		
316813	06/21/2023	
Inv 32337336		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	Under-Desk Computer Keyboard Trays	820.17
Inv 32337336 Total		820.17
316813 Total:		820.17

Check Number	Check Date		Amount
QUI5869 - Quill Corporation Total:			820.17
RLPADASS - Ralph Anderson & Associates			
316814	06/21/2023		
Inv	INV-03426		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/15/2021	Technical Assistance for HR Mgr., Senior Engineer, PD Assistant		675.00
Inv	INV-03426 Total		675.00
Inv	INV-04261		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/07/2023	Professional Services - Recruitment for Deputy Police Chief		7,425.00
Inv	INV-04261 Total		7,425.00
316814 Total:			8,100.00
RLPADASS - Ralph Anderson & Associates Total:			8,100.00
JORM4011 - Ramirez, Jose			
316815	06/21/2023		
Inv	05/31/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Record Sealing & Purging Training Reimbursement for Ramirez		59.45
Inv	05/31/2023 Total		59.45
316815 Total:			59.45
JORM4011 - Ramirez, Jose Total:			59.45
RGWA2980 - Rangwala, Kaizer			
316816	06/21/2023		
Inv	2301		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/05/2023	Consultant: Community Engagement, Urban Design & Urban Planning		19,500.00
Inv	2301 Total		19,500.00
316816 Total:			19,500.00
RGWA2980 - Rangwala, Kaizer Total:			19,500.00
CBRICHRD - Richards, CB			
316817	06/21/2023		

Check Number	Check Date		Amount
Inv	131867		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Refund of deposit for the reservation of WMB.		561.00
Inv 131867 Total			561.00
316817 Total:			561.00
CBRICHRD - Richards, CB Total:			561.00
ACTM3010 - Robert Half International, Inc.			
0	06/21/2023		
Inv	0206086C		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/08/2023	Professional Services - Temporary Staffing - May 2023		28,719.97
Inv 0206086C Total			28,719.97
0 Total:			28,719.97
ACTM3010 - Robert Half International, Inc. Total:			28,719.97
RON1111 - Ronnie, Matthew			
316818	06/21/2023		
Inv	05/15-18/23		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Frontline Leadership Training Reimbursement for Sgt. Ronnie		155.05
06/01/2023	Frontline Leadership Training Reimbursement for Sgt. Ronnie		247.89
Inv 05/15-18/23 Total			402.94
316818 Total:			402.94
RON1111 - Ronnie, Matthew Total:			402.94
ROTH6010 - Roth Staffing Companies, L.P.			
0	06/21/2023		
Inv	16014319		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/09/2023	Front Desk & Clerical Services for Finance - W/E 06/04/2023.		1,060.50
Inv 16014319 Total			1,060.50
0 Total:			1,060.50
ROTH6010 - Roth Staffing Companies, L.P. Total:			1,060.50

Check Number	Check Date		Amount
BENR8021 - Rushing, Ben			
316819	06/21/2023		
Inv	6162023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/25/2023	Senior Center entertainment for Father's Day		150.00
Inv 6162023 Total			150.00
316819 Total:			150.00
BENR8021 - Rushing, Ben Total:			150.00
CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000			
0	06/21/2023		
Inv	PR 05.12.2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/10/2023	PR Batch 51223.05.2023 PART TIME ASSN. DUES / FEE		224.00
Inv PR 05.12.2023 Total			224.00
0 Total:			224.00
CEAP7000 - S.P. Public Service Employees Association-PT Total:			224.00
SGVMC111 - San Gabriel Valley Medical Center			
316820	06/21/2023		
Inv	905641		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Blood alcohol withdrawl 905641		48.00
Inv 905641 Total			48.00
Inv	905680		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2023	Blood alcohol withdrawl 905680		48.00
Inv 905680 Total			48.00
Inv	906253		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Blood alcohol withdrawl 906253		48.00
Inv 906253 Total			48.00
Inv	906290		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Blood alcohol withdrawl 906290		48.00

Check Number	Check Date	Amount
Inv 906290 Total		48.00
316820 Total:		192.00
SGVMC111 - San Gabriel Valley Medical Center Total:		192.00
SAN4958 - San Marino Security System		
316821	06/21/2023	
Inv 40735		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Quarterly Monitoring Of Meridian Museum (May-June 2023)	218.00
Inv 40735 Total		218.00
316821 Total:		218.00
SAN4958 - San Marino Security System Total:		218.00
SAN8569 - Sandler Brothers		
316822	06/21/2023	
Inv 0242620-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/25/2023	Fire - Colored Knit cloth for vehicles/surfaces	289.56
Inv 0242620-IN Total		289.56
316822 Total:		289.56
SAN8569 - Sandler Brothers Total:		289.56
SAVGTRN - Savage Training Group LLC		
316823	06/21/2023	
Inv 2120		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Response Tactics for Critical Incidents Training For 2 Officers	593.00
Inv 2120 Total		593.00
316823 Total:		593.00
SAVGTRN - Savage Training Group LLC Total:		593.00
SCRBHLDG - ScribSoft Holdings, Inc.		
316824	06/21/2023	
Inv PER0027803		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
04/30/2023	CCW Fee Processing April 2023	219.00
Inv PER0027803	Total	219.00
316824	Total:	219.00
SCRBHLDG - ScribSoft Holdings, Inc. Total:		219.00
SHO7777 - Showcases		
0	06/21/2023	
Inv 326449		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	DVD cases & CD pages	220.54
Inv 326449	Total	220.54
0	Total:	220.54
SHO7777 - Showcases Total:		220.54
OVIDU - Simion, Ovidiu Adrian		
316825	06/21/2023	
Inv 485		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Notary Services	50.00
Inv 485	Total	50.00
Inv 4873		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	3 notaries done for 3 applicants: Brittin, Lozick and Ochoa	95.00
Inv 4873	Total	95.00
316825	Total:	145.00
OVIDU - Simion, Ovidiu Adrian Total:		145.00
STA5219 - Staples Business Advantage		
0	06/21/2023	
Inv 3537495664		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	Office Supplies	306.45
Inv 3537495664	Total	306.45

Check Number	Check Date	Amount
Inv	3537663653	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	binders, keyboard, post-its, fan	104.20
Inv 3537663653 Total		104.20
Inv	3537663654	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	calendar	22.50
Inv 3537663654 Total		22.50
Inv	3537742396	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2023	PD office supplies	483.70
Inv 3537742396 Total		483.70
Inv	3537742397	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2023	PD office supplies	728.98
Inv 3537742397 Total		728.98
Inv	3537861832	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2023	PD office supplies	97.86
Inv 3537861832 Total		97.86
Inv	3538085756	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2023	pencils	52.80
Inv 3538085756 Total		52.80
Inv	3538085757	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Recreation office paper supply	98.10
Inv 3538085757 Total		98.10
Inv	3538203031	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/15/2023	keyboard, packing tape, febreze	42.59
Inv 3538203031 Total		42.59
Inv	3538819946	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/25/2023	Office Supplies	107.21

Check Number	Check Date	Amount
Inv 3538819946 Total		107.21
Inv 3538819948		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Mgmt. Svcs. Office Supplies - File Cabinet	99.21
Inv 3538819948 Total		99.21
Inv 3539496689		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Office Supplies	79.36
Inv 3539496689 Total		79.36
Inv 3539836018		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/03/2023	Office Supplies	71.82
Inv 3539836018 Total		71.82
0 Total:		2,294.78
STA5219 - Staples Business Advantage Total:		2,294.78
SCRR4010 - Superior Court of California, County of LA		
316826	06/21/2023	
Inv April 2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/04/2023	Citations processed for the month of April 2023	3,409.50
Inv April 2023 Total		3,409.50
316826 Total:		3,409.50
SCRR4010 - Superior Court of California, County of LA Total:		3,409.50
SURFIRE - Surefire, LLC		
316827	06/21/2023	
Inv 2585951		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2023	Scout lights and mounts	2,241.46
Inv 2585951 Total		2,241.46
316827 Total:		2,241.46

Check Number	Check Date	Amount
SURFIRE - Surefire, LLC Total:		2,241.46
TACTSECR - Tactical Integrated Security		
316828	06/21/2023	
Inv 1147		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/13/2023	Service call for CCTV camera	140.00
Inv 1147 Total		140.00
316828 Total:		140.00
TACTSECR - Tactical Integrated Security Total:		140.00
TOT2010 - TASC		
316829	06/21/2023	
Inv IN2577208		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/17/2022	FSA - Plan Only Documents 1/1/2023 - 12/31/2023	417.24
Inv IN2577208 Total		417.24
316829 Total:		417.24
TOT2010 - TASC Total:		417.24
HAFR7000 - The Hartford		
316830	06/21/2023	
Inv 085031949157		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Life Insurance Benefit June 2023	958.50
Inv 085031949157 Total		958.50
316830 Total:		958.50
HAFR7000 - The Hartford Total:		958.50
TLSI8011 - The Library Store Inc.		
316831	06/21/2023	
Inv 633432		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2023	Book trucks	1,112.67
Inv 633432 Total		1,112.67

Check Number	Check Date	Amount
316831 Total:		1,112.67
TLSI8011 - The Library Store Inc. Total:		1,112.67
URBP8035 - The Urban Pet		
316832	06/21/2023	
Inv	220001137256	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/03/2023	Food for K9 Zaggy	159.98
Inv 220001137256 Total		159.98
316832 Total:		159.98
URBP8035 - The Urban Pet Total:		159.98
TMOB4010 - T-Mobile		
316833	06/21/2023	
Inv	988212311	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2023	AN 988212311 Service for 3/21 - 4/20/23 and 4/21 - 5/20/23	79.30
Inv 988212311 Total		79.30
316833 Total:		79.30
TMOB4010 - T-Mobile Total:		79.30
HIENTRAN - Tran, Hien		
316834	06/21/2023	
Inv	132105	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Full refund for rec class, Patron will not be in town	360.00
Inv 132105 Total		360.00
316834 Total:		360.00
HIENTRAN - Tran, Hien Total:		360.00
TRSU9235 - TrueLine Construction & Surfacing, Inc.		
316835	06/21/2023	
Inv	2275	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Re-stripping of pickle ball lines at Orange Grove courts.	3,209.64
06/01/2023	Re-stripping of pickle ball lines at Orange Grove courts.	670.36

Check Number	Check Date	Amount
Inv 2275 Total		3,880.00
Inv 2774		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Re-Striping of Outdoor Court at Orange Grove Park.	2,440.00
Inv 2774 Total		2,440.00
316835 Total:		6,320.00
TRSU9235 - TrueLine Construction & Surfacing, Inc. Total:		6,320.00
UCL6115 - UCLA Cashing Department		
316836	06/21/2023	
Inv 3013-513		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Fire Department Continuing Education - June 2023	2,281.47
Inv 3013-513 Total		2,281.47
316836 Total:		2,281.47
UCL6115 - UCLA Cashing Department Total:		2,281.47
ULIN8021 - Uline, Inc.		
0	06/21/2023	
Inv 163106507		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2023	Stainless Steel Table for Evidence Room	639.67
Inv 163106507 Total		639.67
0 Total:		639.67
ULIN8021 - Uline, Inc. Total:		639.67
UND6710 - Underground Service Alert/SC		
316837	06/21/2023	
Inv 22-2303968		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/04/2023	Utility Underground Service Alert for Water Division May 1	54.29
Inv 22-2303968 Total		54.29
Inv 22-2304359		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
06/04/2023		Utility Underground Service Alert for Water Division Jun 1	54.29
Inv 22-2304359 Total			54.29
Inv 420230721			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/04/2023		Utility Underground Service Alert for Water Division May 1	183.25
Inv 420230721 Total			183.25
Inv 520230719			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/04/2023		Utility Underground Service Alert for Water Division Jun 1	200.75
Inv 520230719 Total			200.75
316837 Total:			492.58
UND6710 - Underground Service Alert/SC Total:			492.58
POR4707 - United Site Services, Inc.			
316838	06/21/2023		
Inv INV-01693311			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/01/2023		Portable Toilet service for Skate Park Period 5/16/23 - 6/12/23	368.34
Inv INV-01693311 Total			368.34
316838 Total:			368.34
POR4707 - United Site Services, Inc. Total:			368.34
UNTCSYS - United Tactical Systems, LLC			
316839	06/21/2023		
Inv 0085092-IN			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/01/2023		PepperBall Training for Officers Giron And Gutierrez 05/18-19/23	1,098.00
Inv 0085092-IN Total			1,098.00
316839 Total:			1,098.00
UNTCSYS - United Tactical Systems, LLC Total:			1,098.00
UPP7789 - Upper San Gabriel Valley MWD			
316840	06/21/2023		

Check Number	Check Date		Amount
Inv	2/04-23		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	April 2023 MWD Water Purchase		88.33
Inv 2/04-23 Total			88.33
316840 Total:			88.33
UPP7789 - Upper San Gabriel Valley MWD Total:			88.33
VERW6711 - Verizon Wireless			
316841	06/21/2023		
Inv	9933848579		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2023	AN 642443919-00001 Services for 4/2/23 to 5/1/23		1,238.65
Inv 9933848579 Total			1,238.65
Inv	9935145589		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2023	AN 842311063-00002 Services for 4/18/23 to 5/17/23		728.53
Inv 9935145589 Total			728.53
Inv	9935840434		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/26/2023	AN 270619951-00004 Services for 4/27/23 to 5/26/23		491.40
Inv 9935840434 Total			491.40
316841 Total:			2,458.58
VERW6711 - Verizon Wireless Total:			2,458.58
EDVL6010 - Villalobos, Edgar			
316842	06/21/2023		
Inv	12359		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/04/2023	Work Boots Reimbursement FY 22-23		250.00
Inv 12359 Total			250.00
316842 Total:			250.00
EDVL6010 - Villalobos, Edgar Total:			250.00
VUL6601 - Vulcan Materials Company			

Check Number	Check Date		Amount
0	06/21/2023		
Inv	73653503		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/04/2023	Sand for Backfill for Water Div.		378.10
Inv 73653503 Total			378.10
Inv	73653504		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/04/2023	Asphalt for Roadway Repairs for Water Div.		1,367.82
Inv 73653504 Total			1,367.82
0 Total:			1,745.92
VUL6601 - Vulcan Materials Company Total:			1,745.92
WLHD8020 - Westlake Hardware			
0	06/21/2023		
Inv	14303620		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2023	Water Production Supplies		368.06
Inv 14303620 Total			368.06
0 Total:			368.06
WLHD8020 - Westlake Hardware Total:			368.06
WIL2010 - Willdan Engineering			
316843	06/21/2023		
Inv	006-24481		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/05/2023	Engineering Signal Sheet for Orange Grove/Mission Intersection		1,800.00
Inv 006-24481 Total			1,800.00
316843 Total:			1,800.00
WIL2010 - Willdan Engineering Total:			1,800.00
HTHWILMS - Williams, Heather			
316844	06/21/2023		
Inv	1261		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/31/2023	24/7 Critical Incident Stress Debriefing Services for Fire Dept.		450.00
Inv 1261 Total			450.00

316844 Total:	450.00
---------------	--------

HTHWILMS - Williams, Heather Total:	450.00
--	--------

PUFG8267 - Wong, Pauline Sam

0 06/21/2023

Inv 10021

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Senior Line Dance - Monthly - Contract Class Instructor	16.00

Inv 10021 Total	16.00
-----------------	-------

Inv 10022

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Senior Line Dance - Walk-In Contract Class Instructor	180.00

Inv 10022 Total	180.00
-----------------	--------

Inv 10142

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Adult Line Dance - Walk- In-Contract Class Instructor	195.00

Inv 10142 Total	195.00
-----------------	--------

Inv 9590

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2023	Adult Line Dance - Monthly-Contract Class Instructor	16.25

Inv 9590 Total	16.25
----------------	-------

0 Total:	407.25
----------	--------

PUFG8267 - Wong, Pauline Sam Total:	407.25
--	--------

MZLN8267 - Zeledon, Maria

0 06/21/2023

Inv 9638

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Spanish 3pm- Contract Class Instructor	780.00

Inv 9638 Total	780.00
----------------	--------

Inv 9639

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2023	Spanish 4pm- Contract Class Instructor	195.00

Inv 9639 Total	195.00
----------------	--------

Check Number	Check Date	Amount
0 Total:		975.00
MZLN8267 - Zeledon, Maria Total:		975.00
Total:		441,871.66

ATTACHMENT 4

Online Payments

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City of
SOUTH PASADENA

Online Payment Log			
Date	Vendor	Amount	Description
5/25/2023	UMPQUA Bank	\$27,745.73	Online Payment for April 2023 Credit Card Transactions.
6/1/2023	So Cal Edison	\$61,995.90	Online Payment for City Electric Account # 11581.
6/7/2023	So Cal Gas	\$1,279.39	Online Payment for City Owned Gas Accounts.
Total:		\$91,021.02	

City of
SOUTH PASADENA

April 2023 Credit Card Expense Summary		
Date	Description	Amount
04.01.2023	El Merkury Restaurant (Lunch) - Conference Expense for CD Director	\$44.88
04.01.2023	Grand Hyatt San Diego - Hotel Accommodations for CPRS Conference	\$994.23
04.01.2023	Grand Hyatt San Diego - Hotel Accommodations for CPRS Conference	\$1,090.23
04.01.2023	Grand Hyatt San Diego - Hotel Accommodations for CPRS Conference	\$994.23
04.01.2023	Grand Hyatt San Diego - Hotel Accommodations for CPRS Conference	\$994.23
04.01.2032	Amma's South Indian Cuisine (Dinner) - Conference Expense for CD Director	\$12.96
04.01-04.29.23	Motor Officers - Tesla Electric Charging	\$351.47
04.01-04.29.23	Fuel for Motor Officers - Gasoline	\$256.59
04.02.2023	Pavilions - Supplies for Lunch Program	\$13.48
04.02.2023	Dominos - Spring Camp Lunch	\$80.07
04.03.2023	Tommy DiNic's (lunch) - Conference Expense for CD Director	\$18.00
04.03.2023	Netflix for Community Services	\$15.49
04.03.2023	Puesto at San Diego - Dinner for staff at CPRS Conference	\$127.65
04.03.2023	CANVA for Community Services	\$119.99
04.04.2023	La Colombe Terminal Restaurant - Conference Expense for CD Director	\$19.66
04.04.2023	Philadelphia Marriott Downtown - Conference Expense for CD Director	\$1,490.67
04.04.2023	WWW.istockphoto.com - Graphic Banner for Eclectic Festival	\$12.00
04.04.2023	Kansas City BBQ San Diego - Dinner for staff at CPRS Conference	\$63.76
04.04.2023	Etsy.com - The Path Less - City's 135 Birthday Celebration Cupcake Toppers	\$237.04
04.04.2023	Vons - Pastries for Community Listening Session	\$7.99
04.04.2023	Starbucks - Coffee for Listening Session	\$20.00
04.04.2023	CSMFO - Course for Finance Staff	\$75.00
04.05.2023	Winchell's Donuts - Donuts for Leaf Blower Event	\$121.94
04.05.2023	California City Management Foundation Membership	\$400.00
04.05.2023	Gotprint.com - Printing Banners for Eclectic Music Festival	\$132.42
04.05.2023	EIG Constant Contact	\$200.00
04.05.2023	Vons - Community Listening Session Baked Goods	\$7.99
04.05.2023	Vons - SGV Care Congresswoman Judy Chu Refreshments	\$47.98
04.05.2023	Starbucks - Coffee for Listening Session	\$20.00
04.05.2023	Starbucks - SGV Care Congresswoman Judy Chu Coffee	\$20.00
04.05.2023	Teleflora Employee Engagement Event	\$70.55
04.06.2023	GMPARTSGIANT.COM - Steering wheel replacement unit # 1201	\$168.86
04.06.2023	City Clerks Assoc. of CA- Ad for Chief City Clerk Position	\$200.00
04.06.2023	Totally Promotional - Bring Your Child to Work Day Promotional Items	\$197.35
04.06.2023	Totally Promotional - Bring Your Child to Work Day Promotional Items	\$214.99
04.06.2023	Dodgers - Employee Engagement Event	\$2,494.00
04.07.2023	Safelite Auto Glass - window replacement of unit # 1908	\$541.87
04.07.2023	Smart & Final - Snacks for Camp Med	\$268.06
04.07.2023	JW Marriott - Councilmember J. Braun	\$478.82
04.07.2023	Smart & Final - Supplies for Senior Egg Hunt	\$94.12
04.08.2023	Zoom - Community Development Monthly Subscription Cost	\$447.19
04.08.2023	Fiesta Fantastic Entertainment - Trackless train for egg hunt	\$470.00
04.09.2023	Sunburst Rock - Boulders for Healing Garden	\$104.74
04.09.2023	Facebook - Social Media Post for Community Services	\$4.00
04.10.2023	Pavilions - Refreshment for Gruenewald's swearing in ceremony	\$47.24
04.10.2023	Best Buy - Network and telephone cables	\$96.97
04.10.2023	CA Chapter APA -Ad for Senior Planner Position	\$70.00
04.10.2023	Planetizen - Ad for Senior Planner Position	\$99.95
04.10.2023	Fed Ex· Overnight Delivery for Settlement Agreement	\$49.64
04.10.2023	Fed Ex· Overnight Delivery for Settlement Agreement	\$57.36
04.10.2023	Stay Golden - Photo booth for Senior Prom	\$295.00
04.11.2023	Party City - Supplies for dispatch appreciation week	\$110.54
04.11.2023	Amazon - Pens for Bring Your Child to Work Day 2023	\$121.11
04.11.2023	Smart & Final - Supplies for Senior Prom	\$74.15
04.12.2023	Starbucks - Coffee for WISPPA meeting	\$20.00

04.12.2023	Amazon Allstate 5 year Indoor Furniture Protection Agreement	\$29.99
04.12.2023	Amazon - Flexispot Standing/Adjustable Desk 48 x30 Inches	\$198.44
04.12.2023	League of CA Cities - Countywide City Manager's Meeting	\$150.00
04.13.2023	American Flag Express - Replacement of flags at various City locations	\$1,587.26
04.13.2023	United Airlines - Airfare for CAPIO Conference Snyder	\$492.80
04.13.2023	Smart & Final - Snacks for Teen Center	\$86.69
04.13.2023	Eco Products - Supplies for volunteer recognition event	\$140.58
04.14.2023	Wal-Mart - Container for Fire Chief's Vehicle	\$51.17
04.14.2023	Plumbing Wholesale - Dish master Imperial Faucet for Fire Department	\$452.51
04.14.2023	Hyatt Regency - CalCities Leadership Summit Sacramento for Tamara Binns	\$749.46
04.16.2023	Vons - Baked Goods for Bring Your Child to Work Day	\$830.58
04.16.2023	CSMFO - Course for Finance Staff	\$50.00
04.17.2023	Gales Restaurant - Community Engagement	\$120.28
04.17.2023	Heirloom Bakery - Refreshments for volunteer recognition event	\$310.82
04.19.2023	Pavilions - Refreshments for volunteer recognition event	\$83.44
04.19.2023	Mammas Brick Oven - Dinner for City Council Meeting	\$104.11
04.19.2023	Mendocino Farms - Directors Working Lunch	\$67.95
04.19.2023	Amazon - Finance Director Office Remodel	\$915.06
04.20.2023	Winchell's Donuts - Donuts for Leaf Blower Event	\$60.97
04.20.2023	The Munch Co. - Lunch for Bring Your Child to Work Day 2023	\$350.93
04.20.2023	Aquarium of the Pacific - Senior Center Trip	\$367.20
04.20.2023	Trader Joes - Decorations for volunteer recognition event	\$62.20
04.20.2023	Amazon - Samsung Galaxy AB 32GB Tab	\$163.85
04.21.2023	SirsiDynix - classes for employee J. Reyes	\$200.00
04.23.2023	Amazon - Custom Baseball Caps for Job Fair	\$177.55
04.23.2023	Amazon - Custom Canvas Tote Bags for Job Fair	\$173.08
04.23.2023	Amazon - Personalized Pens for Job Fair	\$92.58
04.25.2023	Amazon Miesherk iPad Pro 12.9 Case	\$28.48
04.25.2023	Amazon - Rantice Galaxy Tab AB 10.5 Case	\$18.73
04.25.2023	Amazon - 6 pack Tablecloths for City Event (CM Office Item)	\$80.47
04.25.2023	Amazon - Office Supplies for City Manager's Office	\$27.42
04.25.2023	Costco - 2nd Floor Kitchen Supplies & Appliances	\$121.25
04.25.2023	Costco - 2nd Floor Kitchen Supplies & Appliances	\$231.51
04.25.2023	Costco - 2nd Floor Kitchen Supplies & Appliances	\$159.96
04.25.2023	Costco - 2nd Floor Kitchen Supplies & Appliances	\$181.89
04.26.2023	Westlake Ace Hardware - Planters and Potting Mix for Public Works Dept.	\$99.88
04.26.2023	Sofi Stadium - Deposit for Senior Center Trip	\$440.00
04.26.2023	Einstein Bros - Refreshments for Strat Plan Implementation Workshop	\$42.96
04.26.2023	Association of Workplace Investigators Basic Virtual Seminar	\$275.00
04.26.2023	The Habit Burger Grill - City Council Meeting Dinner	\$66.83
04.26.2023	Pavilions - Refreshments for Interviews on 05/01 & 05/03	\$21.96
04.26.2023	Pavilions - Refreshments for Bring Your Child to Work Day	\$77.71
04.26.2023	Starbucks - Coffee for Interviews 05/01 & 05/03	\$80.00
04.26.2023	Quick and Clean - Dry Cleaning Rentals	\$300.00
04.27.2023	la Monarca Bakery - Community Development Department	\$54.00
04.27.2023	Smart & Final - Ice cream for Take Your Kids to Work Day	\$29.97
04.27.2023	Hyatt Regency - Mary Jerejian CAPIO Conference	\$874.32
04.27.2023	Tomato Pie Pizza - Lunch for Bring your Child to Work Day 2023	\$407.33
04.27.2023	Starbucks - Coffee for Bring Your Child to Work Day 2023	\$40.00
04.27.2023	Sears - Senior Center Refrigerator	\$49.00
04.27.2023	Library Journal - EDI Classes for Employee O. Radbill	\$237.24
04.27.2023	Café X20 - City Council Budget Presentations Lunch	\$167.51
04.30.2023	Costco - Supplies for Cinco De Mayo Luncheon	\$48.57
04.30.2023	Smart & Final - Senior Center Lunch Program Supplies	\$142.94
04.30.2023	Office Depot - Budget Presentation Supplies	\$584.84
Total:		\$27,745.73

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ATTACHMENT 5
Prepaid &Warrant Voids

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Accounts Payable

Void Check Proof List

User: calvarez
Printed: 06/13/2023 - 6:04PM
Batch: 00003.06.2023



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: CASTSAC				California State University, Sac						
Check No: 316633				Check Date: 06/07/2023						
101-4010-4011-8200-000	275.00	052023248107	05/11/2023	TRAFFIC SAFETY LAW ENFORCEMENT FORUM FOR MOTOR OFFICER SANCHEZ					No	0
Check Total:	275.00									
Vendor Total:	275.00									
Report Total:	275.00									

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ATTACHMENT 6
Payroll Summary

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Payroll

Payroll Summary Report



Payroll Date: 6/4/2023 Off-Cycle

Checks	\$	-
Direct Deposits	\$	2,561.40
IRS Payments	\$	311.66
EDD - State of CA	\$	170.44
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
Subtotal:	\$	3,043.50

Payroll Date: 6/9/2023 Regular

Checks	\$	883.98
Direct Deposits	\$	499,815.06
IRS Payments	\$	110,124.77
EDD - State of CA	\$	33,130.12
PERS Pension	\$	124,867.67
Deferred Comp	\$	25,454.80
PERS Health	\$	-
Subtotal:	\$	794,276.40

Grand Total: **\$ 797,319.90**

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City Council Agenda Report

ITEM NO. 8

DATE: June 21, 2023

FROM: Arminé Chaparyan, City Manager

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

SUBJECT: Monthly Investment Reports for April 2023 *AC*

Recommendation

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

Background

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

The reports reflect all investments at the above-referenced date and conform to the California Government Code, Section 53600 et. seq., and the City Investment Policy adopted by Resolution No. 7635. A copy of the Resolution is available in the City Clerk's Office.

Analysis

The Monthly Investment Report provides a detailed report of the City's investments in various bonds and the Local Agency Investment Fund (LAIF). The report reflects that the City complies with the reporting requirements of California Government Code Section 53646, whereby the agency must describe the investments made, indicate monies under the management of contracted parties, discuss compliance with local investment policy, and discuss whether the agency can meet its expenditure requirements for the next six months. Investments herein provide sufficient cash flow liquidity to meet the estimated expenditures, as required in the investment policy.

Key Performance Indicators and Strategic Plan

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

Fiscal Impact

There is no fiscal impact associated with this recommendation.

Commission Review and Recommendation

Item not required to be reviewed by a commission.

Attachment:

1. City Investment Report for April 2023

ATTACHMENT 1
City Investment Reports for April 2023

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Exhibit A
City of South Pasadena
INVESTMENT REPORT
April 30, 2023

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD ¹	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	2.870%	24.40%	15,851,247.47	15,851,247.47
SUBTOTAL			24.40%	\$ 15,851,247.47	\$ 15,851,247.47
ZIONS BANK					
Money Market	See Exhibit B-1	4.490%	0.63%	407,503.66	407,503.66
Corporate Bonds	See Exhibit B-1	5.112%	22.10%	14,353,532.36	13,779,293.79
U.S. Obligations	See Exhibit B-1	4.700%	1.82%	1,180,800.00	1,205,301.65
U.S. Treasury Notes & Bonds	See Exhibit B-1	4.724%	49.41%	32,096,041.83	31,353,747.66
U.S. Obligations Variable	See Exhibit B-1	4.920%	1.64%	1,066,455.34	1,065,023.52
SUBTOTAL			75.60%	\$ 49,104,333.19	\$ 47,810,870.28
TOTAL INVESTMENTS			100.00%	\$ 64,955,580.66	\$ 63,662,117.75

BANK ACCOUNTS:

Bank of the West Accounts Balance	\$ 22,117,130.87
BNY Mellon Uninvested Cash Balance ²	\$ 162,346.86

Footnotes:

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

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

Required Disclosures:

Average weighted maturity of the portfolio 576 DAYS

Average weighted total yield of the portfolio 4.259%

Projected Expenditures for the next 6 months:

Projected with Prior Year Same Period: \$ 23,427,239

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

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

In compliance with the California Government Code Section 53646, as the City Treasurer of the City of South Pasadena, based on the information provided I hereby identify that the City is able to meet its expenditure requirements for the next six months and that all investments are in compliance to the City's Statement of Investment Policy.

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



Zhen Tao, City Treasurer

6/15/2023

Date

Exhibit B-1

City of South Pasadena
Investments held at Zions Bank (managed by Morgan Stanley/Western Assets Management)
April 30, 2023

Issuer	CUSIP	Par Value	Coupon Rate	Maturity Date	Cost	Market Value	Yield or YTW ¹
Money Market							
Fidelity Gov Port III FCGXX		407,503.66	N/A	N/A	407,503.66	407,503.66	4.2100%
Subtotal Corporate Bonds		407,503.66			407,503.66	407,503.66	4.2100%
Corporate Bonds							
General Dynamics Corp	369550BD9	470,000.00	3.375%	5/15/2023	476,093.05	469,734.22	5.210%
Burlington Northn Santa Fe	12189LAQ4	466,000.00	3.850%	9/1/2023	471,247.13	464,223.55	5.210%
Cisco Systems Inc	17275RBH4	237,000.00	2.200%	9/20/2023	235,410.30	234,575.21	5.040%
Deere John Capital Corp	24422EUM9	473,000.00	3.650%	10/12/2023	482,792.76	470,293.77	5.110%
Caterpillar Finl Svcs	14912L5X5	469,000.00	3.750%	11/24/2023	488,541.36	465,404.64	5.020%
Truist Finl Corp	05531FBF9	594,000.00	3.750%	12/6/2023	610,589.30	587,265.69	5.060%
3M Co	88579YBB6	237,000.00	3.250%	2/14/2024	233,641.71	233,975.27	5.540%
Blackrock Inc	09247XAL5	467,000.00	3.500%	3/18/2024	471,794.13	460,843.37	5.110%
MetLife Inc	59156RBH0	235,000.00	3.600%	4/10/2024	242,189.29	231,200.49	5.630%
Comcast Corp New	20030NCR0	468,000.00	3.700%	4/15/2024	486,999.46	462,190.28	5.360%
Ace Ina Hldgs Inc	00440EAR8	470,000.00	3.350%	5/15/2024	455,881.20	462,243.14	5.330%
Texas Instruments Inc	882508BB9	478,000.00	2.625%	5/15/2024	484,080.02	466,592.29	5.150%
Paccar Financial Corp	69371RQ25	242,000.00	2.150%	8/15/2024	245,945.38	234,024.13	5.270%
Unitedhealth Group Inc	91324PDR0	598,000.00	2.375%	8/15/2024	612,447.46	579,971.40	5.260%
United Parcel Svcs Inc	911312BT2	241,000.00	2.200%	9/1/2024	242,165.57	233,159.96	5.180%
Coca Cola Co	191216CL2	490,000.00	1.750%	9/6/2024	490,801.14	474,648.08	4.510%
PNC Finl Svcs Group Inc	693475AY1	610,000.00	2.200%	11/1/2024	612,034.86	581,840.74	5.090%
Pepsico Inc	713448EQ7	483,000.00	2.250%	3/19/2025	494,354.84	465,354.27	4.970%
Target Corp	87612EBL9	487,000.00	2.250%	4/15/2025	494,519.29	468,390.58	5.020%
US Bancorp	91159HHZ6	504,000.00	1.450%	5/12/2025	498,297.09	467,374.64	5.210%
JPMorgan Chase & Co	46625HMN7	827,000.00	3.900%	7/15/2025	873,558.57	814,322.77	5.190%
Bank Of America Corp	06051GFS3	585,000.00	3.875%	8/1/2025	624,331.14	571,804.00	5.140%
Home Depot Inc	437076BK7	472,000.00	3.350%	9/15/2025	499,974.23	462,538.16	5.010%
Bristol-Myers Squibb Co	110122DN5	513,000.00	0.750%	11/13/2025	473,796.54	470,964.74	4.910%
Prudential Finl Inc	74432QCH6	257,000.00	1.500%	3/10/2026	249,874.41	236,388.62	5.050%
Procter & Gamble Co	742718FP9	523,000.00	1.000%	4/23/2026	501,840.38	479,774.85	4.770%
Schwab Charles Corp	808513BR5	524,000.00	1.150%	5/13/2026	503,714.96	463,349.79	5.150%
Intel Corp	458140AU4	485,000.00	2.600%	5/19/2026	497,799.65	461,734.97	5.040%
Bank New York Mellon Corp	06406RBJ5	477,000.00	4.414%	7/24/2026	475,693.02	470,928.29	5.470%
Amazon Com Inc	023135CP9	351,000.00	4.550%	12/1/2027	353,148.12	356,759.48	4.820%
State Street Corp	857477BS1	520,000.00	2.203%	2/7/2028	469,976.00	477,422.40	5.050%
Subtotal Corporate Bonds		14,253,000.00			14,353,532.36	13,779,293.79	5.1125%
U.S. Obligations							
Federal Home Loan Banks	3130AUU36	1,200,000.00	4.125%	3/13/2026	1,180,800.00	1,205,301.65	4.700%
Subtotal U.S. Obligations		1,200,000.00			1,180,800.00	1,205,301.65	4.7000%
U.S. Treasury Notes & Bonds							
U.S. Treasury Notes	91282CDA6	1,471,000.00	0.250%	9/30/2023	1,446,948.50	1,443,188.91	5.130%
U.S. Treasury Notes	9128285P1	2,133,000.00	2.875%	11/30/2023	2,179,603.78	2,108,670.47	5.120%
U.S. Treasury Notes	912828W71	2,036,000.00	2.125%	3/31/2024	2,034,316.55	1,986,213.45	5.180%
U.S. Treasury Notes	912828X70	2,888,000.00	2.000%	4/30/2024	2,893,472.33	2,807,903.11	5.160%
U.S. Treasury Notes	91282CDB4	2,753,000.00	0.625%	10/15/2024	2,688,117.38	2,605,994.09	4.980%
U.S. Treasury Notes	91282CGG0	2,500,000.00	4.125%	1/31/2025	2,475,782.50	2,494,726.55	4.840%
U.S. Treasury Notes	912828ZF0	2,539,000.00	0.500%	3/31/2025	2,466,140.98	2,371,783.03	4.760%
U.S. Treasury Notes	912828ZW3	2,320,000.00	0.250%	6/30/2025	2,213,630.56	2,142,465.62	4.640%
U.S. Treasury Notes	91282CAZ4	2,077,000.00	0.375%	11/30/2025	1,972,491.75	1,899,887.07	4.550%
U.S. Treasury Notes	91282CBH3	2,215,000.00	0.375%	1/31/2026	2,109,604.43	2,016,947.86	4.500%
U.S. Treasury Notes	91282CBT7	2,062,000.00	0.750%	3/31/2026	1,982,404.35	1,892,851.56	4.440%
U.S. Treasury Notes	91282CCW9	2,598,000.00	0.750%	8/31/2026	2,485,764.10	2,357,482.04	4.410%
U.S. Treasury Notes	91282CFM8	2,900,000.00	4.125%	9/30/2027	2,902,567.40	2,960,378.90	4.340%
U.S. Treasury Notes	91282CGH8	2,272,000.00	3.500%	1/31/2028	2,245,197.22	2,265,255.00	4.190%
Subtotal Treasury Notes & Bonds		32,764,000.00			32,096,041.83	31,353,747.66	4.7242%

Issuer	CUSIP	Par Value	Coupon Rate	Maturity Date	Cost	Market Value	Yield or YTW¹
U.S. Obligations Variable							
U S Treasury Notes Adj Rt	91282CDE8	1,065,000	4.61%	10/31/2023	1,066,455.34	1,065,023.52	4.9200%
Subtotal U.S. Obligations Variable		1,065,000.00			1,066,455.34	1,065,023.52	4.9200%
Grand Total		49,689,503.66			49,104,333.19	47,810,870.28	4.7996%

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

Issuer	CUSIP	Par Value	Coupon Rate	Maturity Date	Cost
Maturities					
None					
Withdrawals					
None					
Sales/Calls					
None					

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

Exhibit B-2

**Funds and Investments
Held by Contracted (Third) Parties
April 30, 2023**

2016 Water Revenue Bonds

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

1	Cash		90.27	0.010%	90.27	0.010%		1	
2	Morgan Stanley Treasury Portfolio		162,256.59	0.250%	162,256.59	0.250%		1	
Subtotal Cash & Cash Equivalents		0.52%	162,346.86	0.250%	162,346.86	0.250%		1	
Total Project Fund			162,346.86	0.250%	162,346.86	0.250%		1	

Exhibit C

**April 30, 2023
Investment Report**

Summary of Invested Funds -- Last Day of the Month

MONTH	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
JULY	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395	39,309,559	47,220,730	62,091,716
AUGUST	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197	35,205,219	47,188,874	62,035,853
SEPTEMBER	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588	35,108,138	50,651,612	62,025,768
OCTOBER	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	30,424,551	32,530,753	47,647,956	62,066,381
NOVEMBER	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	30,394,571	36,836,391	47,638,933	62,383,437
DECEMBER	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	30,398,333	36,824,546	51,976,067	62,346,272
JANUARY	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	30,183,446	43,433,939	56,735,289	63,037,830
FEBRUARY	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	35,784,459	43,636,405	44,768,920	62,673,423
MARCH	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	35,894,036	43,608,698	53,763,388	63,422,072
APRIL	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	36,081,161	42,158,002	53,442,475	63,662,118
MAY	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	34,133,626	42,180,215	53,637,240	
JUNE	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	34,218,755	42,164,581	53,485,809	

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City Council Agenda Report

ITEM NO. 9

DATE: June 21, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Angelica Frausto-Lupo, Community Development Director
Leah Demarest, Senior Planner for Housing Programs

SUBJECT: **Update on the Removal of Racially Restrictive Covenants from City-Owned Properties**

Recommendation

It is recommended that the City Council receive and file an update on the removal of racially restrictive covenants from City-owned properties.

Executive Summary

On February 2, 2022, the City Council adopted the *Resolution of the City Council of the City of South Pasadena Condemning the City's History as a Sundown Town and Past Practices of Institutionalized Racism* ("Sundown Town Resolution"). As part this, the City has committed to removing racially restrictive covenants from City-owned properties. There are 65 parcels that can be addressed in this effort.

Background

In Section 4 of South Pasadena's Sundown Town Resolution, the City Council directs City staff to:

1. review the deeds of properties currently owned by the City, or owned in the future, in coordination with the Los Angeles County Registrar-Recorder's implementation plan;
2. remove any existing racially restrictive housing covenants; and
3. for any property purchased in the future, to remove the racially restrictive housing covenant prior to accepting property.

The City has since included this commitment to remove racially restrictive covenants from City-owned properties in its 2021-2029 General Plan Housing Element. Specifically, in Program 5.c, the City commits to removing all racially restrictive covenants from City-owned properties by June 2023. City staff began researching the implementation of this program in the winter of 2023 with the intent of meeting this deadline.

Removing Racially Restrictive Covenants from City-Owned Properties

June 21, 2023

Page 2 of 3

Analysis

Assembly Bill 1466 (AB 1466) requires the Los Angeles County Registrar-Recorder/County Clerk (RR/CC) to develop a plan to identify and redact discriminatory and restrictive covenant language from archived public records. To that end, the RR/CC released in 2022 its Restrictive Covenant Modification Implementation Plan (Attachment 1). Staff contacted the RR/CC to inquire about the status and timeline of the Implementation Plan. The RR/CC anticipates contracting with a vendor to commence services in early January 2024. According to the Implementation Plan, the RR/CC expects the review and completion of approximately 50 million pages per year. At that rate, the review and completion of the approximately 475 million pages in total will take 9.5 years. The timing of the County's identification and redaction of racially restrictive covenants recorded against South Pasadena properties is not determined.

The City and the South Pasadena Housing Authority collectively own 65 parcels, according to the City of South Pasadena's records. The RR/CC maintains property records at its main office in Norwalk. Los Angeles County property records are filed by grantor name, grantee name, and year of recording; recorded documents cannot be searched by the property's address or Assessor's Parcel Number (APN). Staff confirmed the process for requesting real estate records in phone calls with two employees of the RR/CC.

Since a racially restrictive covenant runs with the land, they are not necessarily limited to the recorded documents of recent transactions involving the property (e.g., transfer of title to the City). Given that staff does not have access to a comprehensive transaction history for each of the 65 properties, it would be very challenging to identify and obtain recorded documents that might contain racially restrictive covenants within the RR/CC's search parameters.

Therefore, an exhaustive search of each property's title is necessary to identify any racially restrictive covenants. Staff do not have the capacity to perform this work and thus have determined that it will be necessary to contract with a title company to search and identify property records with racially restrictive language. The services sought by the City include 1) a condition of title guarantee for each property, which is a form of title report that is not associated with a transaction and 2) notice if documents contain a racially restrictive covenant, pursuant to California Government Code Section 12956.

To ensure sufficient funds to remove racially restrictive covenants on properties the City currently owns, in addition to properties it might acquire in the future, staff have appropriated \$100,000 in the Community Development Department's Professional Services Account through the Fiscal Year 2023-2024 Annual Budget.

Key Performance Indicators and Strategic Plan

This item aligns with Strategic Plan priority 5, Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.

Commission Review and Recommendation

This matter was not reviewed by a City Commission.

Fiscal Impact

If the City proceeds with the execution of a professional services agreement with a title company, this item is included in the City's Fiscal Year 2023-2024 Annual Budget for \$100,000 under Community Development Department Professional Services Account No. 101-7010-7011-8170.

Attachments:

- 1) Los Angeles County Registrar-Recorder/City Clerk Restrictive Covenant Modification Implementation Plan
- 2) Notice of illegal restriction and Restrictive Covenant Modification form

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ATTACHMENT 1

Los Angeles County Registrar-Recorder/City Clerk Restrictive Covenant Modification Implementation Plan

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LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

Restrictive Covenant Modification Implementation Plan (Assembly Bill 1466)

Overview

Restrictive Covenants became common after 1926 when the U.S. Supreme Court validated their use allowing discriminatory language to be placed in recordable instruments. In 1968, Congress passed the Housing Rights Act, finally outlawing discrimination based on race or ethnicity in the sale or rental of housing. Although Congress banned the insertion of this language, some documents after 1968 continue to reference this language in legal descriptions and Covenants, Conditions, and Restrictions (CC&R) documents.

Current law prohibits public documents from being recorded with discriminatory or restrictive covenant language (i.e., age, race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, veteran or military status, genetic information, or national origin).

[Assembly Bill 1466 \(AB 1466\)](#) expands the current law and will require the Los Angeles County Registrar-Recorder/County Clerk (RR/CC) to develop a plan to identify and redact discriminatory and restrictive covenant language from archived public records. Under AB 1466, the purpose of this document is to outline the RR/CC's implementation plan as required in [Government Code Section 12956.3¹](#)

Restrictive Covenant Modification Implementation Plan

The RR/CC will search and review its archive in its entirety dating back to 1850. The process will begin with the most recent documents and work backward until completion.

This is a multiphase project that requires the RR/CC to solicit vendor(s) services. Through an open competitive Request for Proposal (RFP) process the RR/CC will request the following services:

1. Phase 1 (Conversion): vendor to convert hardcopy papers, books, and microfilm rolls into digital images to be compatible with Optical Character Recognition (OCR).
2. Phase 2 (Software): vendor to develop custom workflows and services to implement the RCM project and identify restrictive covenant language captured through an OCR process, backed by Artificial Intelligence and indexed using machine learning technologies. The workflow will include locating, routing, queuing, and redacting restrictive language.

Simultaneously, as the RR/CC currently houses microfilm conversion machines (microfilm to a digital image), we will begin an internal focus on the years 1976 working backward. The RR/CC staff will conduct image conversion and prepare the documents for the OCR process.

Once the RR/CC enters a contractual agreement with a vendor(s), this project will divide into two separate workflows based on the format of the document:

1. Workflow #1 (1850 – 1976) – documents are in paper or microfilm format with no electronic image and no electronic index.
 - a. Needs conversion to digital image
 - b. Needs index OCR

2. Workflow #2 (1977 – to the present) – document images and index are both in digital format
 Once imaged, all documents will go through the RCM workflow steps outlined below:
 - a. Full-page OCR locates the RC and highlights the words for review
 - b. Staff reviews to confirm that it is believed to be RC wording
 - c. Route the highlighted document to Los Angeles County Counsel for review
 - d. Los Angeles County Counsel reviews the highlighted RC document, selects the Approve or Deny box on the RCM form, and signs/dates the form electronically
 - e. The program will automatically mask/redact the restrictive wording on the original document and records/indexes the RCM document

Document Volumes

The estimated volume of documents from 1850 to 2021 in Los Angeles County.

Est. Docs Total	129,765,044	Est. Pages Total	454,177,654
Total Docs to convert (1850 - 1976):		38,705,799	
Approximately pages to convert:		135,470,297	
Total docs imaged (1977-2021):		91,059,245	
Approximately pages imaged:		318,707,358	

RFP Timeline

Restricted Covenant Program Services RFP Timeline

Task	Start Date	End Date
SOLICITATION PREPARATION	4/25/2022	9/30/2022
SOLICITATION RELEASE	10/3/2022	11/21/2022
SOLICITATION EVALUATION	12/2/2022	3/13/2023
CONTRACT NEGOTIATIONS	4/18/2023	4/29/2023
BOARD AGENDA	5/30/2023	9/16/2023
CONTRACT IMPLEMENTATION	9/12/2023	10/31/2023
ESTIMATED SYSTEM LIVE DATE	1/1/2024	

Progression

The RR/CC will have approximately 475 million pages to send through the final RCM workflow. Beginning in January 2024, the RR/CC anticipates the successful review and completion of approximately 50 million pages per year*.

*Further updates to this may be provided after the project is implemented and moves forward.

Public Access and Tracking

AB 1466 requires all counties to title these documents as “Restrictive Covenant Modifications” in their recording systems. All RC documents can be located through the RR/CC Index, which is created using the Grantor/Grantee information Per Government Code 27280.5. All documents are made available for public viewing and purchasing so these titles can be identified and researched further by any interested party.

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ATTACHMENT 2
Notice of illegal restriction and Restrictive Covenant
Modification form

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**The following notice is pursuant to California Government Code
Section 12956.1(b)(1))**

Notice

If this document contains any restriction based on age, race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, genetic information, national origin, source of income as defined in subdivision (p) of Section 12955, or ancestry, that restriction violates state and federal fair housing laws and is void, and may be removed pursuant to Section 12956.2 of the Government Code by submitting a “Restrictive Covenant Modification” form, together with a copy of the attached document with the unlawful provision redacted to the county recorder’s office. The “Restrictive Covenant Modification” form can be obtained from the county recorder’s office and may be available on its internet website. The form may also be available from the party that provided you with this document. Lawful restrictions under state and federal law on the age of occupants in senior housing or housing for older persons shall not be construed as restrictions based on familial status.

Restrictive Covenant Modification

Under current state law, including AB1466 effective January 1, 2022, homeowners can request to modify property documents that contain unlawful discriminatory covenants. Government Code Section 12956.2 allows a person who holds an ownership interest of record in property that the person believes is the subject of an unlawfully restrictive covenant to record a Restrictive Covenant Modification document to have the illegal language stricken. Unlawful restrictions include those restrictions based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, veteran or military status, national origin, source of income as defined in Government Code Section 12955 subdivision (p), ancestry, or genetic information.

To Record a Restrictive Covenant Modification, you must:

- Complete a Restrictive Covenant Modification Form; this must be signed in front of a notary public.
- Attach a copy of the original document containing the unlawful restrictive language with the unlawful language stricken.
- Submit the completed document to the County Recorder.

This document requires the following:

1. Name(s) of current owner(s)
2. Identification of document page number and language in violation
3. Recording reference of document with unlawful restrictive covenant
4. Copy of referenced document attached complete with unlawful restrictive language stricken out
5. Signature(s) of owner(s)
6. Signature(s) acknowledged
7. Approval by County Counsel provided to County Recorder

Upon receipt, the Recorder's office will submit the document to County Counsel who will determine whether the original document contains any unlawful restrictions, as defined in Government Code Section 12956.2 subdivision (b). Only those determined to be in violation of the law will be recorded and those that are not, will be returned to the submitter unrecorded.

Please note that the County Recorder is not liable for modification not authorized by law. This is the sole responsibility of the holder of ownership interest who caused the modified recordation per Government Code Section 12956.2 subdivision (f).

Pursuant to the requirements of AB1466, and no later than July 1, 2022, the Assessor-County Clerk-Recorder will post an implementation plan outlining our strategy to identify records with discriminatory restrictions.

Recording Requested By

When recorded mail document to

Above Space for Recorder's Use Only

RESTRICTIVE COVENANT MODIFICATION

I (We) _____ have an ownership interest of record in the property located at _____ that is covered by the document described below.

The following referenced document contains a restrictive covenant based on race, color, religion, sex, familial status, marital status, disability, national origin, source of income as defined in subdivision (p) of Section 12955, or ancestry that violates state and federal fair housing laws and that restriction is void. Pursuant to Section 12956.2 of the Government Code, this document is being recorded solely for the purpose of eliminating that restrictive

covenant as shown on page(s) _____ of the document recorded on _____ (date)

In book _____ and page _____, or Document No. _____ of the Official records of the County of _____, State of California.

The document referenced above was originally indexed in the following manner _____ and this document shall be indexed in like manner pursuant to Section 12956.2 (e).

The effective date of the terms and conditions of this modification document shall be the same as the effective date of the original document referenced above.

Dated _____

Printed Name(s)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }
COUNTY OF _____ }

On _____ before me, _____, a Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/their/her authorized capacity(ies), and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____



City Council Agenda Report

ITEM NO. 10

DATE: June 21, 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 June 7, 2023**

Recommendation

It is recommended that the City Council approve the minutes for the June 7, 2023, Regular 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.

Attachment: June 7, 2023, Regular City Council Meeting Minutes

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ATTACHMENT 1

June 7, 2023, City Council Meeting Minutes

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

MINUTES
WEDNESDAY, JUNE 7, 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, June 7, 2023, at 7:19 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

Management Assistant Tiara Solorzano, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Andrew Jared, City Attorney, 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 Mayor Jon Primuth.

CLOSED SESSION ANNOUNCEMENTS**1. CLOSED SESSION ANNOUNCEMENTS****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

The City Council commenced Closed Session at 5:35 P.M. with all Councilmembers present.

City Attorney Jared reported that no action was taken in closed session.

The City Council recessed Closed Session at 7:06 P.M.

PUBLIC COMMENT

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

Zoom Public Comment:

Yvonne LaRose spoke regarding the restroom at the farmers market and historic museum.

In Person Public Comment:

Jim Tavares spoke regarding an upcoming event for the South Pasadena Preservation Foundation on June 25, 2023, for the historic house – Adobe Flores.

Sam Burgess spoke regarding the 626 Cal Trans Property and yard maintenance.

Alan Ehrlich spoke regarding 1313 Huntington Drive visit from Councilmember Donovan, the two meetings that took place at the same time on Monday, June 5th, and the security guard at entrance of City Hall.

PRESENTATIONS

3. PRESENTATION OF A PROCLAMATION RECOGNIZING THE ONEONTA CLUB CENTENNIAL CELEBRATION

Mayor Primuth and Dean Serwin presented the Proclamation of the Oneonta Club.

4. PRESENTATION OF A PROCLAMATION DECLARING THE MONTH OF JUNE 2023 AS “PRIDE MONTH”

Mayor Primuth and Elias Naranjo from the Laurel Foundation presented the Proclamation declaring the month of June 2023 as “PRIDE MONTH”.

5. UPDATE ON 710 PROJECT COORDINATION WITH NEIGHBOR CITIES

Public Works Director Ted Gerber presented details and updates on the 710 Project coordination with surrounding cities.

Councilmember Michael Cacciotti requested that staff send a letter to our Assemblymember or State Senator to address Caltrans on our behalf.

PRESENTATIONS

6. STAFF INTRODUCTION**Management Services Department:**

Tiara Solorzano, Management Assistant

Luis Frausto, Management Services Director, introduced the employee.

Public Works Department:

Melanis Stepanian, Management Assistant

Ted Gerber, Public Works Director, introduced the employee.

COMMUNICATIONS**7. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

Mayor Primuth requested the following reordering of the agenda:

Item 15, 18, 19, 20, and 21. Unanimous consent from Council to move action items prior to the consent calendar. Mayor Primuth requested to move item 12 to Action/Discussion following item 15.

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 Item Nos. 8, 10, 11, 13, and 16, as presented by staff. Councilmember Braun requested to pull Item Nos. 9 and 14 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.

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 \$1,548,714.07**Recommendation**

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

A motion was made to approve recommendation on the Consent Calendar

9. 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.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Braun, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to approve Item No. 9, as modified with the additional documents. The motion carried 5-0, by the following vote:

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

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.

A motion was made to approve recommendation on the Consent Calendar

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)

A motion was made to approve recommendation on the Consent Calendar

Ordinance No. 2375 was adopted.

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).

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Cacciotti, seconded by Councilmember Donovan and approved by roll call vote to approve Item No. 12, as presented by staff. The motion carried 5-0, by the following vote:

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

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.

A motion was made to approve recommendation on the Consent Calendar

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.

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. 14, as presented by staff. The motion carried 5-0, by the following vote:

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

Resolution No. 7818 was adopted.

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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.

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. 15, as presented by staff. The motion carried 5-0, by the following vote:

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

Resolution No. 7819 was adopted.

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.

A motion was made to approve recommendation on the Consent Calendar

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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.

This item was continued to the 6/21/2023, City Council meeting date for further discussion.

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.

COUNCIL ACTION AND MOTION

A motion was made by Mayor Pro Tem Zneimer, seconded by Councilmember Donovan and approved by roll call vote to approve Item No. 18, as presented by staff. The motion carried 5-0, by the following vote:

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

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.

In-Person Public Comment:

Alan Ehrlich spoke regarding the Chamber of Commerce budget.

COUNCIL ACTION AND MOTION

Mayor Pro Tem Zneimer requested staff to obtain data on businesses in South Pasadena and their membership status for the South Pasadena Chamber of Commerce.

A motion was made by Councilmember Braun, seconded by Councilmember Cacciotti and approved by roll call vote to approve Item No. 19, as presented by staff. The motion carried 3-1-0-1, by the following vote:

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

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.

In-Person Public Comment:

Josh Betta spoke regarding violations of the GANN Limit.

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 by staff. The motion carried 5-0, by the following vote:

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

Resolution No. 7820 was adopted.

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

In-Person Public Comment:

Josh Betta spoke regarding his support for taking budget back to Commission, the city’s KPI’s, and recommended a resolution to continue appropriations to address head count.

Sheila Rossi spoke regarding her opposition of the budget, and stated the current budget book was not what Finance Commission was given.

Stephen Rossi – Conceded time to Sheila Rossi.

Alan Ehrlich spoke regarding and reiterated comments of Betta and Rossi and recommended the budget be sent back to the Finance Commission for review.

Fred Findley spoke regarding the similarity of this budget process to the one from three years ago. Mr. Findley requested to allow Finance Commission to review the new budget.

Zoom Public Comments:

Steven Lawrence spoke regarding the importance of Finance Commission and their review of the budget.

Yvonne LaRose spoke regarding staffing and personnel and stated her questions not being answered.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to take budget back to Finance Commission and bring back to Council as a Joint Meeting with the Finance Commission once it has been approved to form by the Finance Commission. The motion carried 5-0, by the following vote:

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

PUBLIC COMMENT – CONTINUED

22. CONTINUED PUBLIC COMMENT – GENERAL

None.

COMMUNICATIONS

23. COUNCILMEMBER COMMUNICATIONS

Mayor Pro Tem Zneimer had no comments.

Councilmember Donovan had no comments.

Councilmember Braun had no comments.

Mayor Primuth had no comments.

Councilmember Cacciotti had no comments.

24. 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 11:15 P.M., to the next City Council meeting scheduled on Wednesday, June 21, 2023.

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. 11

DATE: June 21, 2023

FROM: Arminé Chaparyan, City Manager *AL*

PREPARED BY: H. Ted Gerber, Public Works Director
Victor Magana, Water Operations Manager

SUBJECT: Receive and File Fiscal Year 2023-24 Water and Sewer Capacity Charges

Recommendation

It is recommended that the City Council receive and file information related to the annual adjustment of Water and Sewer Development Impact Fees, also referred to as Water and Sewer Capacity Charges, for Fiscal Year (FY) 2023-2024.

Executive Summary

The expansion or improvements of water and sewer facilities requires the imposition of a development impact fee, which was established in 2015. Beginning July 1, 2016, and on each July 1 thereafter, the rate of the fee increases without further action by the City in accordance with a formula established in the South Pasadena Municipal Code (SPMC). This item provides City Council and the public information on the FY 2023-2024 rates.

Background

On January 7, 2015, the City Council ordained that in order to provide services to future development in the City, the City must expand or improve its water and sanitary sewer facilities. The expansion or improvements of water and sewer facilities required the imposition of a development impact fee, and this capacity charge was a key funding mechanism designed to support the financial burden generated from new development in the City, and future capital improvement projects. Ordinance No. 2280 was approved adding Chapter 16B to the SPMC. Under section 16B.5(b), the rate of the fee increases every July 1 without further action by the City, according to the following formula:

$$\text{Council Approved Rate} = \frac{\text{ENR Index for April of Current Year}}{\text{ENR Index for April of Council Approval Year}}$$

Where the "Council Approved Rate" is the rate most recently establish by resolution or ordinance of the city council, the "ENR Index for April of Current Year" is the Construction Cost Index published in the Engineering News-Record (ENR) for the month of April of the year when the calculation is made. The "ENR Index for April of Council Approval Year" is

FY 2023-2024 Water & Sewer Development Impact Fees / Capacity Charges

June 21, 2023

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the Construction Cost Index published for April of the year in which the City Council approved the rate, which in this case was 2015.

Analysis

On February 4, 2015, the City Council approved Resolution No. 7390 establishing the Water and Sewer Capacity Charges to recover the cost of improving or building public facilities to deliver water and sewer service. The capacity charges became effective April 5, 2015, and established five (5) water rates based on the water meter size / pipe diameter, and therefore, the capacity of the connection in gallons per minute (gpm); and established one (1) sewer rate based on a single-family home, that is prorated for other types of facility sewer connections, such as multi-family homes or businesses.

The baseline rates that were established in the ‘Council Approval Year’ FY 2015-2016 are associated with an April 2015 ENR Index of 9992. The ENR Index from April 2023 is 13230. The ratio of 13230 (April 2023) to 9992 (April 2015) is 1.324059 (132.4%), which is the number used to increase the FY 2015-2016 established rates to the new FY 2023-2024 rates. Tables 1 and 2 below demonstrate this analysis for water and sewer capacity charges, respectively.

Table 1: Calculation of FY 2023-2024 Water Capacity / Impact Fee Rates						
Water Capacity / Impact Fee Rates Adopted in FY 2015-2016 (Baseline Year)				New Water Capacity / Impact Fee Rates Calculated for FY 2023-2024		
Water Meter Size	Water Meter Capacity (gpm)	Water Capacity Charge <small>(from 2015 Resolution 7390)</small>	ENR Index for April of FY 2015-2016 <small>(Council Approval Year)</small>	ENR Index for April of FY 2023-2024 <small>(New Year)</small>	Ratio <small>(New Year / Council Approval Year)</small>	Water Capacity Charge Effective 7/1/2023
3/4"	20	\$ 7,916	9992	13230	1.324059	\$ 10,481
1"	50	\$ 19,789				\$ 26,201
1 1/2"	100	\$ 39,578				\$ 52,403
2"	160	\$ 63,325				\$ 83,846
3"	320	\$ 126,649				\$ 167,690

Note: Fees for water meter size larger than 3 inches, which is not common, shall be considered on a case-by-case basis rather than by extrapolation.

Table 2: Calculation of FY 2023-2024 Water Capacity / Impact Fee Rates					
Sewer Capacity / Impact Fee Rates Adopted in FY 2015-2016 (Baseline Year)			New Sewer Capacity / Impact Fee Rates Calculated for FY 2023-2024		
Sewer Connection Size	Sewer Capacity Charge <small>(from 2015 Resolution 7390)</small>	ENR Index for April of FY 2015-2016 <small>(Council Approval Year)</small>	ENR Index for April of FY 2023-2024 <small>(New Year)</small>	Ratio <small>(New Year / Council Approval Year)</small>	Water Capacity Charge Effective 7/1/2023
1 Equivalent Dwelling Unit (EDU)	\$ 2,094	9992	13230	1.324059	\$ 2,772

Note: The proposed sewer capacity charge for an equivalent dwelling unit (single-family home) is prorated for other types of connections such as multi-family housing or commercial connections.

Fiscal Impact

There is no direct fiscal impact to the City from the annual adjustment of the rates, with the exception of the subscription fee to the Engineering News-Record to obtain the published Construction Cost Index each year, this fee is approximately \$100 per year and is paid from the enterprise water fund. Funds generated from this capacity charges are placed in a separate revenue fund. The fees, along with any interest earnings on the accounts, may only be utilized for the cost of capital improvements to City water and sewer facilities.

Environmental Analysis

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”), pursuant to CEQA Guidelines section 15378(a). In addition, pursuant to section 15378(b), this action implements a government funding mechanism which does not involve any commitment to any specific project, and has no potential for resulting in either a direct physical change in the environment 15378(b)(4), and it is an administrative activity of government that will not result in direct or indirect physical changes in the environment 15378(b)(5).

Key Performance Indicators and Strategic Plan

This item is not associated with a Key Performance Indicator or Strategic Plan Goal, however, as this action generates funds to construct and replace water and sewer facilities, it aligns with the City’s Capital Improvement Program and associated master plans.

Commission Review and Recommendation

This item was not reviewed by a commission.

Public Notification

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

Attachments

1. January 7, 2015 Ordinance 2280 – Adding SPMC Chapter 16B Related to Water and Sewer Impact Fees
2. February 4, 2015 Resolution 7390 – Establishing Water and Sewer Capacity Charges

ATTACHMENT 1

January 7, 2015 Ordinance 2280 – Adding South Pasadena
Municipal Code Chapter 16B Related to Water and Sewer
Impact Fees

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ORDINANCE NO. 2280**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
ADDING CHAPTER 16B TO THE SOUTH PASADENA
MUNICIPAL CODE WITH RESPECT TO WATER
AND SEWER IMPACT FEES**

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

SECTION 1. The City Council finds and declares that:

- (a) In order to provide services to future development in the City, the City must expand or improve its water and sanitary sewer facilities. The expansion or improvements of public water and sewer facilities requires the imposition of a development impact fee.
- (b) The City has engaged Hoag Consulting to prepare a study of the cost of new or improved water and sewer facilities required by future development and the proportionate costs which new developments should pay toward those improvements (Study). The Study describes the water and sewer facilities improvements that are needed to mitigate the anticipated demands of new development. The Study, which is on file in the Office of the City Clerk, is incorporated herein by reference.
- (c) Section 66000 et seq. of the California Government Code authorizes the City to levy a fee upon development projects to defray all or a portion of the costs of public facilities (including public improvements and public amenities) related to the development project.
- (d) The City desires to impose a fee, to be known as the “Water and Sewer Impact Fee” upon development projects, for the purpose of funding the costs of improving water and sewer capital facilities to meet increased demand from developments (Fee). The Fee, its methodology, and the calculations supporting its methodology, are set forth in this Ordinance and more completely analyzed in the Study.
- (e) The Fee is a “capacity charge” for purposes of Government Code Section 66013(b)(3) because it is a charge “for public facilities in existence at the time a charge is imposed or ... for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged, including supply or capacity contracts for rights or entitlements, real property

interests, and entitlements and other rights of the local agency involving capital expense relating to its use of existing or new public facilities.” The Fee is not a “commodity charge.”

- (f) The Study estimates the costs of each element of improving water and sewer facilities and substantiates a methodology for the Fee that will charge each new development projects only for the portion of the costs for improvements necessary to mitigate the impacts expected to be caused by that development project.
- (g) There is a reasonable relationship between the need for improvements to the City’s water and sewer system and the development projects on which the Fee will be imposed because such new development projects will create an additional demand on City services, requiring the expansion of water and sewer facilities to provide such services.
- (h) There is a reasonable relationship between the Fee’s use and development projects on which the Fee will be imposed because the Fee will only fund the portion of Project costs necessitated by each new development.
- (i) The Fee does not exceed the estimated reasonable cost of providing the facilities for which the Fee is imposed. The Fee is not levied, collected or imposed for general revenue purposes, but is levied specifically to fund facilities of the types set forth in the Report.
- (j) This ordinance does not constitute a project under the California Environmental Quality Act (CEQA) Guidelines as set forth in Title 14, Section §15378 of the California Code of Regulations, because it amends a government funding mechanism which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment (§15378(b) (4)) and is an administrative activity of government that will not result in direct or indirect physical changes in the environment (§15378(b) (5)).
- (k) On December 17, 2014, the City Council held a full and fair public hearing, noticed pursuant to Section 66016 of the Government Code, regarding the Fee.

SECTION 2. The Study, and each finding contained therein, is hereby adopted by the City Council. With respect to any inconsistency between this ordinance and the Study, the terms of this ordinance shall control.

SECTION 3. Chapter 16B of the South Pasadena Municipal Code is hereby added as follows:

CHAPTER 16B
WATER AND SEWER IMPACT FEE

16B.1 Purpose

The purpose of this impact fee is to mitigate unfavorable impacts on the City's water and sanitary sewer systems attributed to new development. This fee is to be applied toward the costs of new or expanded public water and sewer facilities. It is based on a formula designed to ensure that individual developers pay their fair share for public facilities needed to serve the increased population which results from new development.

16B.2 Definitions

As used in this chapter:

- (a) "Costs of capital improvements" include all costs related to acquisition, construction, repair and financing of improvements to the Water and Sewer Facilities, but do not include costs of routine maintenance.
- (b) "Essential infrastructure" means capital improvements related to the Water and Sewer Facilities which are otherwise not specifically identified for funding as a part of other city development fees.
- (c) "Fees" collected under the requirement of this chapter are as defined in Section 66000 of the Government Code but collected specifically for the purposes outlined in this chapter.
- (d) "Gross floor area" means the total horizontal area of all the floors of a structure included within the surrounding exterior walls, including garages, and accessory structures, but excluding patios.
- (e) "New development" means the construction of new structures or additions to existing non-residential structures in the city and, with respect to residential development, any development project that creates additional Dwelling Units. "New Development" shall not mean replacement or expansion of an existing Dwelling Unit. With respect to nonresidential development, "New Development" shall also mean any development project that creates additional square footage of useful area or changes the Use Class of an existing structure. When any New Development occurs on a parcel (or group of parcels), "New Development" shall include all new construction on the parcel.
- (f) "Sewer facilities" or "system" has the same meaning as set forth in section 30.1 of this Code.
- (g) "Water facilities" or "system" means the system of pipes, conduits, and related infrastructure which treats, stores, and delivers the municipal water supply to residents.

16B.3 Water and Sewer Impact Fee Imposed

The Fee is hereby imposed as a condition of the issuance of any permit for any New Development, unless expressly exempted by this chapter.

16B.4 Timing of Payment

- (a) Except as otherwise required by Government Code Section 66007, the Fee shall accrue at the time the city receives an application for utility service. A Fee shall be calculated at the rate in effect when the Fee accrues.

- (b) Payment of the Fee may be deferred, for residential development only, to the date of approval of the final building inspection of the development, provided the owner of the real property for which the fees are required enters into a recordable agreement with the city prior to issuance of the building permit for the development, which shall constitute a lien on the property from the date of recordation and shall be enforceable against successors in interest to the property owner. The agreement shall provide that approval of the final building inspection shall not be granted until the Fee is paid. The agreement shall also provide that, in any action to collect the Fee or any portion thereof, the city shall be entitled to all of its costs of enforcement and collection, including reasonable attorney’s fees. The city manager may execute such agreements on behalf of the city in a form acceptable to the city attorney. Any deferral granted pursuant to this paragraph (b) shall be consistent with the requirements of Government Code Section 66007.

16B.5 Calculation of Fee

- (a) The rate of the Fee shall be established from time to time by resolution or ordinance of the city council in the manner required by Government Code Section 66016 and other applicable law.

- (b) Beginning July 1, 2016, and on each July 1 thereafter, the rate of the fee shall increase without further action by the city according to the following formula:

$$\text{Council-Approved Rate} * \frac{\text{ENR Index for April of Current Year}}{\text{ENR Index for April of Council-Approval Year}}$$

Where the “Council-Approved Rate” is the rate most recently established by resolution or ordinance of the city council, “ENR Index for April of Current Year” is the Construction Cost Index published in the Engineering News-Record for the month of April of the year when the calculation is made and “ENR Index for April of Council-Approval Year” is the Construction Cost Index published for April of the year in which the Council approved the “Council-Approved Rate.” The director shall calculate the increased fee annually and give notice of that calculation in the manner required by law for the publication of ordinance of the city council.

16B.6 Appeals

An applicant or developer may appeal to the City Council a determination that the proposed project or development will be subject to the Fee imposed pursuant to this chapter, or a determination as to the amount of a proposed fee. The appeal must be filed within 30 days of the determination. In the absence of a timely appeal, the determination of applicability and amount shall be deemed final.

16B.7 Exemptions

Any proposed development which meets the following criteria shall be exempt from paying the Water and Sewer Impact Fee:

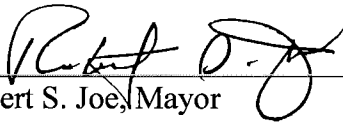
- (a) Alterations which do not increase the floor area of a structure;
- (b) Additions to single-family residential dwellings which does not constitute habitable space as defined by the Uniform Building Code; or
- (c) Single-family residential dwellings upsizing their meter without a change of use;
- (d) New Development that is exempt from the Fee by virtue of the Constitutions of the United States or California or by virtue of other applicable state or federal law.

16B.8 Fund accounting

- (a) All fees collected pursuant to this chapter shall be placed in a separate fund, entitled the "Water and Sewer Impact Fee Fund." The fees in this fund, along with any interest earnings on the accounts, may only be utilized for the costs of capital improvements to the Water and Sewer Facilities, as defined previously in this chapter.
- (b) If the city has had possession of a fee for five or more years, and has not committed that money to a project, then the city shall make findings describing the continuing need for that money each fiscal year after the five years has expired.
- (c) If the city cannot make such findings, then the city shall refund the fees as appropriate.

SECTION 4. This ordinance shall take effect on April 1, 2015, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.


PASSED, APPROVED, AND ADOPTED this 7th day of January, 2015.



Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:



Evelyn G. Zneimer, City Clerk
(seal)
Date: 01|07|2015



Teresa L. Highsmith, City Attorney

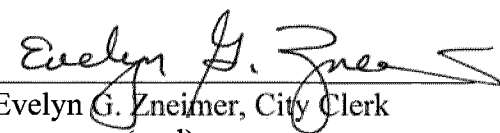
I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7th day of January, 2015, by the following vote:

AYES: Cacciotti, Khubesrian, Mahmud, Schneider, and Mayor Joe

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)

ATTACHMENT 2

February 4, 2015 Resolution 7390 – Establishing Water and
Sewer Capacity Charges

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RESOLUTION NO. 7390

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
ESTABLISHING WATER AND SEWER
CAPACITY CHARGES**

WHEREAS, Chapter 16B of the South Pasadena Municipal Code authorizes the City to adopt Water and Sewer Capacity Charges to recover the costs of improving or building public facilities to deliver water and sewer services; and

WHEREAS, the City of South Pasadena City Council has commissioned and considered a study of the cost of new or improved water and sewer facilities required by future development and the proportionate costs which new developments should pay toward those improvements and proposed charges which will recover those costs; and

WHEREAS, the City has conducted a noticed public hearing in accordance with Government Code section 66016 to consider the proposed charges as well as the estimated proportional costs for providing water and sewer services for new developments.

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

SECTION 1. Findings. The City Council finds that the above recitals are true and correct, and further incorporates by reference the findings and conclusions of the rate study prepared by Hoag Consulting.

SECTION 2. The City Council hereby adopts the following rates for water and sewer capacity charges:

WATER CHARGES

Water Meter Size	Water Meter Capacity GPM	Water Capacity Charge (Full amount)
¾"	20	\$7,916
1"	50	\$19,789
1½"	100	\$39,578
2"	160	\$63,325
3"	320	\$126,649

Fees for water meter sizes greater than 3" shall be considered on a case-by-case basis rather than by extrapolation.

SEWER CHARGES

Connection Size	Sewer Capacity Charge (Full Amount)
1 EDU	\$2,094

The proposed sewer capacity charge for an equivalent dwelling unit (single-family home) is prorated for other types of connections such as multi-family housing or commercial connections.

SECTION 3. Effective Date

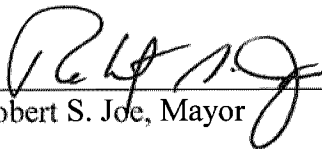
The Water and Sewer Capacity Charges adopted herein shall be effective as of April 5, 2015.

SECTION 4. Adjustments

The Water and Sewer Capacity Charges adopted herein shall be adjusted automatically as set forth in South Pasadena Municipal Code Chapter 16B or by resolution of the City Council.

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.

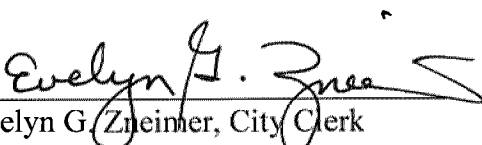
PASSED, APPROVED, AND ADOPTED this 4th day of February, 2015.



 Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:



 Evelyn G. Zneimer, City Clerk
 (seal)



 Teresa L. Highsmith, City Attorney

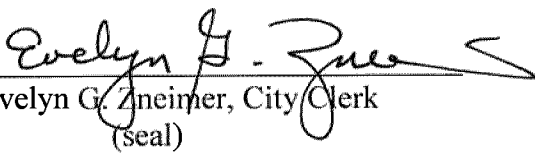
I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California at a regular meeting held on the 4th day of February, 2015, by the following vote:

AYES: Cacciotti, Khubesrian, Mahmud, Schneider, and Mayor Joe

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)

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City Council Agenda Report

ITEM NO. 12

DATE: June 21, 2023
FROM: Arminé Chaparyan, City Manager *Ac*
PREPARED BY: H. Ted Gerber, Public Works Director
SUBJECT: **Adoption of a Resolution Confirming an Annual Levy and Collection of Assessments for the Lighting and Landscaping Maintenance District (LLMD) for Fiscal Year 2023-2024**

Recommendation

It is recommended that the City Council, after receiving Public Hearing testimony, adopt the attached resolution confirming the annual levy and collection of assessments for the Lighting and Landscaping Maintenance District (LLMD) for Fiscal Year (FY) 2023-2024.

Executive Summary

On May 17, 2023, the City Council adopted Resolution 7815 approving the Engineer's Report, declaring the intention to levy and collect the assessments, and setting the Public Hearing for the LLMD on June 21, 2023 at 7:00 p.m. At this meeting, City Council may confirm the levy and collection of assessments for the FY 2023-2024 by adopting the Resolution in Attachment 1.

Background

The LLMD provides approximately \$900,000 in revenues that exclusively cover maintenance costs within the LLMD boundaries. The revenue is collected through the County Assessor's Office as part of the property tax rolls. The LLMD estimated cost for FY 2023-2024 is \$1,764,860. The LLMD assessments provide annual funds for the maintenance and operation of traffic signals, street lights, median landscaping, street tree trimming, and tree removals and replacements. Each year, the City Council establishes assessments to cover these costs.

The annual process to levy assessments requires an Engineer's Report that provides the details of the LLMD including the maintenance cost estimate, the method of assessment, the assessment diagram and the assessment roll. The maintenance costs are distributed equitably by assessing properties in accordance with special benefits received. Revenues generated by the proposed assessment district will partially cover the maintenance cost within the LLMD service area, which coincide with the City boundaries. The remainder of the expenses must be supplemented with other funding or reduced by eliminating some of the current LLMD services.

Analysis

Assessments are computed based on the number of equivalent single-family dwelling units (EDU) in the LLMD. The equivalent dwelling unit calculation is adjusted for commercial, vacant, and multi-residential property in a manner detailed on pages eight and nine in the Engineer’s Report, provided in Attachment 2. Local benefits are divided into four zones depending upon the type of street lighting in the neighborhood.

- Zone 1 - Properties adjacent to major thoroughfares, which are served by higher levels of lighting compared to residential areas.
- Zone 2 - Properties which are primarily residential and served by streetlights owned and maintained by the City.
- Zone 3 - Properties which are primarily residential and served by streetlights owned and maintained by Southern California Edison.
- Zone 4 - Properties in areas without local street lighting, and which pay no local benefit assessment.

The annual assessment rates for a single-family property in each of these zones are as follows:

Zone	Assessment (\$/EDU)		
	City Wide	Local Benefits	Total
1	\$71.26	\$25.85	\$97.12
2	\$71.26	\$32.83	\$104.09
3	\$71.26	\$7.66	\$78.92
4	\$71.26	None	\$71.26

Properties owned by the City (parks, municipal facilities, etc.), the South Pasadena Unified School District, the State (Caltrans properties), or the U.S. Government (post office) are exempt from LLMD assessments.

As a result of Proposition 218 (Prop 218), the City cannot increase the proposed assessments without going through a public ballot process. The City Council has supported staff’s recommendation to rely on an exemption to Prop 218, that allows the renewal of the LLMD assessments, provided the rates are not changed. If the assessment rates are changed, then the balloting requirements under Prop 218 must be fulfilled.

In January 2017, a ballot to increase assessments was performed. The final tally of the vote was 60.9% opposed and 39.1% in favor of the new assessments. As a result, assessment rates remained unchanged. In the FY 2023-2024 report, there is no proposed change to the assessments. However, in a future action, staff plans to recommend that Council again facilitate a vote to raise the assessment rates in order to

fully fund the City's lighting and landscaping expenditures. An alternative to this is to reduce LLMD expenditure costs by eliminating some of the current LLMD services.

Fiscal Impact

The LLMD estimated cost for FY 2023-24 is \$1,764,860 (refer to page five of the Engineer's Report), while revenue is only approximately \$900,000. Previously, the City Council has approved a significant transfer from the General Fund to account for the shortfall between assessment revenue and LLMD costs. This General Fund transfer may not be necessary in the future, if a future vote to raise the assessment rates passes. This would fully fund the City's lighting and landscaping expenditures.

The consulting services of Harris & Associates have been engaged to prepare the Engineer's Report reflecting individual parcel assessments including recordation with the County.

Community Outreach

The public will have an opportunity to speak on this matter during the Public Hearing at the June 21, 2023 City Council Meeting. A copy of the attached Engineer's Report is available for viewing on the City's website.

Environmental Analysis

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

Key Performance Indicators and Strategic Plan

This item is related to the annual assessment process for lighting and landscaping maintenance revenue, and is not associated with a Key Performance Indicator.

Commission Review and Recommendation

This item was not reviewed by a City Commission.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by Notice of Public Hearing posted in the South Pasadena Review, as well as posting of the same agenda and reports on the City's website.

Attachments

1. Resolution
2. FY 2023-2024 Street Lighting and Landscaping Maintenance District Assessment Engineer's Report

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ATTACHMENT 1

Draft Resolution initiating the proceedings for the Fiscal Year
(FY) 2023-24 Lighting and Landscaping Maintenance District
(LLMD)

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RESOLUTION NO. [REDACTED]

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CONFIRMING A DIAGRAM AND THE FISCAL YEAR 2023-2024 ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR CERTAIN MAINTENANCE IN AN EXISTING 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

WHEREAS, the City Council of the City of South Pasadena (“City Council”), California, has previously formed a Street Lighting and Landscaping Maintenance District pursuant to the terms and provision of the “Landscaping and Lighting Act of 1972,” Division 15, Part 2 of the Streets and Highways Code of the State of California (the “Act”), in what is known and designated as the City of South Pasadena Street Lighting and Landscaping Maintenance District (District) for Fiscal Year 2023-2024; and

WHEREAS, on May 17, 2023, the City Council by resolution approved the Engineer’s Report and adopted the Resolution of Intention for the annual levy and collection of assessments for Fiscal Year 2023-2024 to provide for the costs and expenses necessary for continued maintenance of improvements within said District to set a time and place for a Public Hearing on June 21, 2023 at 7:00 p.m.; and

WHEREAS, the proposed assessment rates for Fiscal Year 2023-2024 shall not increase over the assessments rates levied in Fiscal Year 2022-2023; and

WHEREAS, the City Clerk provided notice of the time and place for the public hearing in accordance with law on all matters relating to said annual levy of the proposed assessment; and

WHEREAS, the City Council held a full and fair public hearing regarding protests and objections to the levy and collection of assessments within the District for fiscal year commencing July 1, 2023 and ending June 30, 2024; and

WHEREAS, at the public hearing, all interested persons were afforded the opportunity to hear and be heard regarding protests and objections to the levy and collection of the proposed assessments against parcels of real property within the District. The City Council considered all oral and written statements, protests and communications made or filed by interested persons.

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 and incorporated herein by reference as if set forth in full.

SECTION 2. The assessment is in compliance with the provisions of the Act, and the City Council has complied with all laws pertaining to the levy of an annual assessment pursuant to the Act.

SECTION 3. All oral and written protests and objections filed, and not withdrawn, are overruled and denied.

SECTION 4. That the estimates of costs, the assessment diagram, the assessments, and all other matters, as set forth in the Engineer's Report, pursuant to the Act " as submitted and on file in the office of the City Clerk, are hereby approved, adopted by this City Council and hereby confirmed.

SECTION 5. That the maintenance work of improvements contemplated by the Resolution of Intention and described in the Engineer's Report shall be performed pursuant to law.

SECTION 6. The adoption of this Resolution constitutes the levy of the assessment for the fiscal year commencing July 1, 2023 and ending June 30, 2024.

SECTION 7. The County Auditor of Los Angeles County shall enter on the County Assessment Roll the amount of the Assessment and said Assessment shall then be collected at the same time and in the same manner as the County taxes are collected.

SECTION 8. That the City has previously established a special fund known as:

CITY OF SOUTH PASADENA
LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

into which the City shall place all monies collected by the Tax Collector pursuant to the provisions of the resolution and the law and said transfer shall be made and accomplished as soon as said monies have been made available to the City.

SECTION 9. That the City Clerk is hereby ordered and directed to file a certified copy of the diagram and assessment roll with the Auditor-Controller of

the County of Los Angeles, together with a certified copy of this Resolution upon its adoption.

SECTION 10. That a certified copy of the assessment and diagram shall be filed in the Office of the City Engineer, with a duplicate copy on file in the Office of the City Clerk and be open for public inspection.

SECTION 11. 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 21st day of June, 2023.

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

Mark Perez
Deputy City Clerk

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing Resolution No. [REDACTED] was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 21st day of June, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mark Perez, Deputy City Clerk

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ATTACHMENT 2

Fiscal Year (FY) 2023-24 Lighting and Landscaping
Maintenance District (LLMD) Engineer's Report

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Harris & Associates



ENGINEER'S REPORT

CITY OF SOUTH PASADENA
STREET LIGHTING AND
LANDSCAPING MAINTENANCE
DISTRICT

Fiscal Year 2023-24

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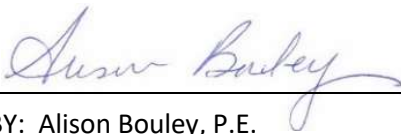
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1. CERTIFICATIONS

ENGINEER'S REPORT CITY OF SOUTH PASADENA STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

The undersigned acting on behalf of Harris & Associates, respectfully submits the enclosed Engineer's Report as directed by City Council pursuant to the provisions of Section 4 of Article XIID of the California Constitution, and provisions of the Landscaping and Lighting Act of 1972, Section 22500 et seq. of the California Streets and Highways Code. The undersigned certifies that she is a Professional Engineer, registered in the State of California.

DATED: June 7, 2023



BY: Alison Bouley, P.E.
R.P.E. No. C61383



I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached, was filed with me on the _____ day of _____, 2023.

Mark Perez, Deputy City Clerk
City of South Pasadena
Los Angeles County, California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of South Pasadena, California, on the ___ day of _____, 2023.

Mark Perez, Deputy City Clerk
City of South Pasadena
Los Angeles County, California

By _____

2. REPORT

CITY OF SOUTH PASADENA

FISCAL YEAR 2023-24

ENGINEER'S REPORT

**PREPARED PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972
SECTION 22500 THROUGH 22679
OF THE CALIFORNIA STREETS AND HIGHWAYS CODE,
ARTICLE XIID OF THE CALIFORNIA CONSTITUTION, AND
THE PROPOSITION 218 OMNIBUS IMPLEMENTATION ACT
(GOVERNMENT CODE SECTION 53750 ET SEQ.)**

Pursuant to Part 2 of Division 15 of the Streets and Highways Code of the State of California, Article XIID of the California Constitution (Proposition 218), and the Proposition 218 Omnibus Implementation Act and in accordance with the Resolution of Initiation, adopted by the City Council of the City of South Pasadena, State of California, in connection with the proceedings for:

CITY OF SOUTH PASADENA

STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

Hereinafter referred to as the "Assessment District" or the "District", I, Alison Bouley, P.E., the authorized representative of Harris & Associates, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of five (5) parts as follows:

PART A

PLANS AND SPECIFICATIONS

Plans and specifications for the improvements are as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Engineer and are incorporated herein by reference.

PART B

ESTIMATE OF COST

An estimate of the costs of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Clerk and incorporated herein by reference.

PART C

METHOD OF APPORTIONMENT

The method of apportionment of assessments, indicating the proposed assessment of the net amount of the costs and expenses of the improvements to be assessed upon the several lots and parcels of land within the District, in proportion to the estimated benefits to be received by such lots and parcels.

PART D

ASSESSMENT DIAGRAM

The Diagram of the District Boundaries showing the exterior boundaries of the Assessment District and the lines and dimensions of each lot or parcel of land within the Assessment District. The lines and dimensions of each lot or parcel within the Assessment District are those lines and dimensions shown on the maps of the Assessor of the County of Los Angeles for the fiscal year to which this Report applies. The Assessor's maps and records are incorporated by reference herein and made part of this Report.

PART E

ASSESSMENT ROLL

A listing of the amounts to be assessed on each benefited lot or parcel of land within the District in Fiscal Year 2023-24.

3. PART A - PLANS AND SPECIFICATIONS

The facilities, which have been constructed within the City of South Pasadena, and those which may be subsequently constructed, will be operated, serviced, and maintained as generally described as follows:

DESCRIPTION OF IMPROVEMENTS
FOR THE CITY OF SOUTH PASADENA
STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT
FISCAL YEAR 2023-24

The proposed improvements for Fiscal Year 2023-24 may be generally described as the continued maintenance and operation of streets and sidewalks within the Assessment District, including the construction, operation, servicing and maintenance of landscaping, lighting and appurtenant facilities, including but not limited to, personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services described as follows:

- Landscaping and Appurtenant Facilities. Landscaping, planting, shrubbery, trees, irrigation systems, hardscapes, fixtures, sidewalk and curb and gutter maintenance adjacent to street trees, and appurtenant facilities, in public street and sidewalk rights-of-way, including parkways, medians and dedicated easements within the boundary of said Assessment District.
- Lighting and Appurtenant Facilities. Poles, fixtures, bulbs, conduits, equipment including guys, anchors, posts and pedestals, metering devices and appurtenant facilities as required to provide safety lighting and traffic signals in public street and sidewalk rights-of-way and easements within the boundaries of said Assessment District. Servicing of the Southern California Edison Company-owned lights shall be furnished by Southern California Edison Company or its successors or assignees and shall be adequate for the intended purpose. Rates for power and maintenance shall be authorized by the Public Utilities Commission, State of California.

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of the landscaping, public lighting facilities and appurtenant facilities, including repair, removal or replacement of all or part of any of the landscaping, public lighting facilities or appurtenant facilities providing for the life, growth, health and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing and treating for disease or injury; the removal of trimmings, rubbish, debris and other solid waste; and the cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti.

Servicing means the furnishing of water for the irrigation of the landscaping and the maintenance of any of the public lighting facilities or appurtenant facilities and the furnishing of electric current or energy, gas, or other illuminating agent for the public lighting facilities, or for the lighting or operation of landscaping or appurtenant facilities.

The plans and specifications for the improvements, showing the general nature, location, and the extent of the improvements, are on file in the office of the City Clerk and are incorporated herein by reference.

4. PART B – ESTIMATE OF COST

Estimate of Cost

Estimated costs for Fiscal Year 2023-24 for the construction, operation, servicing and maintenance of the landscaping and lighting facilities described in Part A are shown in the following table.

ESTIMATE OF COST

<i>Land Use Category</i>	Local	Citywide	District Total
I. Landscape Maintenance			
Street Tree Maintenance	\$0	\$614,673	\$614,673
Street Tree Removal and Replacement	\$0	\$160,000	\$160,000
Median Landscape Maintenance	\$0	\$152,500	\$152,500
Total Landscape Maintenance:	\$0	\$927,173	\$927,173
II. Street Lighting and Traffic Signals^{1,2}			
Major Thoroughfare Street Lighting ^{2,3}	\$62,503	\$187,509	\$250,012
City-Owned Street Lighting	\$104,172	\$0	\$104,172
Edison-Owned Street Lighting	\$62,503	\$0	\$62,503
Street Lighting Subtotal:	\$229,178	\$187,509	\$416,687
Traffic Signals	\$0	\$401,000	\$401,000
Total Street Lighting & Traffic Signals:	\$229,178	\$588,509	\$817,687
III. Other Costs			
Capital Improvements	\$0	\$0	\$0
Damage to City Property	\$0	\$0	\$0
Administrative Costs ⁴	\$0	\$20,000	\$20,000
Total Other Costs:	\$0	\$20,000	\$20,000
TOTAL COSTS:	\$229,178	\$1,535,682	\$1,764,860
Revenue			
Assessment Revenue FY 2023-24	\$161,899	\$733,738	\$895,637
Non-Assessed Benefit Amount	\$67,279	\$801,944	\$869,224
TOTAL REVENUE:	\$229,178	\$1,535,682	\$1,764,860

- 1 Street tree maintenance costs include city staff costs and contracted costs for street tree maintenance and street tree related sidewalk repair.
- 2 Street lighting costs include city staff costs and electricity. The street lighting total (\$416,687) is allocated 60% to Major Thoroughfare (\$250,012), 25% to City-Owned (\$104,172) and 15% to Edison-Owned (\$62,503).
- 3 Major Thoroughfare street lighting costs (\$250,012) are allocated 25% to Local Zone 1 (\$62,503) and 75% to Citywide (\$187,509).
- 4 Administrative costs include city staff costs and contracted costs to manage the District and process the annual assessment levy.

Fund Balance

The 1972 Act requires that a special fund be setup for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. A contribution to the District by the City may be made to reduce assessments or to fund costs which are greater than revenue from the assessments, as the City Council deems appropriate. Any balance or deficit remaining on July 1 must be carried over to the next fiscal year. Estimated beginning and ending fund balances for Fiscal Year 2023-24 are shown in the following table:

FUND BALANCE

<i>Description</i>	<i>Amount</i>
Fiscal Year 2022-23	
Beginning Balance (July 1, 2022)	\$94,009
Revenue	\$887,644
Expenditures	(\$1,328,283)
Contribution from Other Sources	\$383,079
Estimated Ending Balance (June 30, 2023)	\$36,449
Fiscal Year 2023-24	
Estimated Beginning Balance (July 1, 2023)	\$36,449
Revenue	\$895,637
Expenditures	(\$1,764,860)
Contribution from Other Sources	\$832,775
Estimated Ending Balance (June 30, 2024)	\$0

5. PART C – METHOD OF APPORTIONMENT

General

Street and Highways Code Section 22573 requires that maintenance assessments be levied according to benefit rather than according to assessed value. This section states:

“ The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

— Streets and Highways Code Section 22573

The 1972 Act permits the designation of areas of benefit within any individual assessment district if "by reason of variations in the nature, location, and extent of the improvements, the various areas will received different degrees of benefit from the improvements." (Sec. 22574). Thus, the 1972 Act requires the levy of a true "assessment" rather than a "special tax."

Impact of Proposition 218

In November 1996, the voters of California adopted Proposition 218, which has been codified as Articles XIII C and XIII D of the California Constitution. Proposition 218 imposed a number of substantive and procedural requirements on taxes, assessments, and property-related fees imposed by local governments in California.

“Grandfathered” Assessments. Since the District Assessments were imposed prior to November 5, 1996, they are “grandfathered” under Article XIII D, Section 5(a) of the Constitution, which permits the continuation of assessments existing prior to the effective date of Proposition 218 so long as the assessments are imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control. Since 1997, the City elected to proceed with the “grandfathering” of the District which has allowed the annual renewal of the District Assessments at the rates that existed when Proposition 218 went into effect. Any increase above such rates must be in compliance with Proposition 218 and requires property-owner approval.

Maintenance Cost Inflation. There has been an increase of cost to provide services over the years which have increased the District expenditures. However, the revenues have stayed the same due to the Proposition 218 limitations. As a result, the street light, traffic signal, and tree maintenance have been deferred. In addition, due to combined drought and aging forestry, staff has observed a substantial number of dead and diseased trees along with an increase in the number of claims due to fallen tree branches. As District operations and maintenance costs have increased, either maintenance has been deferred or the City's General Fund has been used to subsidize a portion of the costs. For Fiscal Year 2023-24, it is estimated that the revenue shortfall for the District will be approximately \$727,344.

Fiscal Year 2017/18 Proposed Assessment Rate Increase. In an attempt to generate additional revenues and eliminate the General Fund subsidy, the City proposed to form a new assessment District that would replace the existing assessment District if approved by property owners within the District by way of an assessment balloting procedure in compliance with Proposition 218. In January 2017, property owners were asked to vote in favor of, or against, the new District with increased rates that would be sufficient to cover District costs, as well as a built-in annual inflation factor to allow rate escalation to match up with cost inflation. The property owners did not vote in favor of the new District and the existing District remains in place.

Equivalent Dwelling Unit Assessment Methodology

The Equivalent Dwelling Unit method uses the single family home as the basic unit of assessment. A single family home equals one Equivalent Dwelling Unit (EDU). Every other land-use is converted to EDU's based on an assessment formula appropriate for the City. Multi-family and condominium parcels are converted to EDU's based on the number of dwelling units on each parcel of land. Commercial and Industrial parcels are converted to EDU's based on the lot size of each parcel of land.

Single Family Residential. The single family parcel has been selected as the basic unit for calculation of the benefit assessments. This basic unit shall be called an Equivalent Dwelling Unit (EDU). Parcels designated as single family residential per the Los Angeles County land-use code are assessed 1 EDU.

Multi-Family Residential. Multi-family uses, as well as condominiums, are given a factor of .80 EDU per dwelling unit. Based on data from representative cities in Southern California, the multi-family residential factor of 80 percent is determined by the statistical proportion of relative trip generation from diverse types of residential uses, in combination with population density per unit.

Commercial/Industrial. Commercial/Industrial properties are designated as commercial, industrial, recreational, institutional, or miscellaneous uses per the Los Angeles County land-use codes. In converting improved Commercial/Industrial properties to EDUs, the factor used is the City of South Pasadena's average single family residential lot size of 7,500 square feet, or 5.808 dwelling units per acre. The Commercial/Industrial parcels will be assessed 5.808 EDU for the first acre or any portion thereof, and then 25% of 5.808 EDUs (1.452) for every additional acre or portion thereof, as the utilization of that portion of non-residential property greater than one acre is reduced and will be treated as vacant land. The minimum number of EDUs per parcel will be 1 EDU.

Vacant Property. Vacant property is described as parcels with no improved structures. Property values in a community increase when public infrastructure is in place, improved, operable, safe, clean, and maintained, all properties, including vacant parcels, receive benefits as this is the basis of their value. Based upon the opinions of professional appraisers, appraising current market property values for real estate in Southern California, the land value portion of a property typically ranges from 20 to 30 percent; in South Pasadena, we find that the average is about 50 percent. Additionally, the utilization of vacant property is significantly less than improved property and vacant property has a traffic generation rate of 0. Therefore, vacant property will be assessed at the rate of 25 percent of improved property.

Vacant Residential. Parcels defined as single family residential parcels which do not have structures on the parcels are assessed 25% of a single family dwelling. The parcels will be assessed 0.25 EDU per parcel.

Vacant Non-Residential. Parcels defined as parcels which are not single family residential and which do not have structures on the parcel are assessed based upon the acreage of the parcel. The parcels

will be assessed at the rate of 25% of the developed non-residential properties, or 1.452 EDU per acre or any portion thereof, with a minimum of 0.25 EDU per parcel.

Landlocked parcels and small parcels are not assessed; nor are public streets, public properties, utility easements, right-of-way, public schools, public parks, and common areas. These are all exempt parcels.

EDU Rates by Land Use

The land-use category for each parcel is based on the Los Angeles County Assessor's Roll. A summary of EDU Rates by Land Use is shown below:

EDU RATES BY LAND USE

<i>Land Use Category</i>	<i>Basic Unit x EDU Factor</i>	<i>EDU Rates</i>
0 Exempt	1 Dwelling Unit x 0.0	0.00 EDU per Dwelling Unit
1 Single Family Residential (SFR)	1 Dwelling Unit x 1.0	1.00 EDU per Dwelling Unit
2 Multi-Family Residential / Condominiums	1 Dwelling Unit x 0.8	0.80 EDU per Dwelling Unit
3 Commercial / Industrial <i>Based on the average size for SFR lots in the City of 7,500 SF which equals 5.805 Dwelling Units / Acre</i>	1 Acre x 5.808	5.808 EDU per Acre <i>(first acre, minimum 1.00 EDU per Parcel)</i>
	1 Acre x 1.452	1.452 EDU per Acre <i>(after first acre)</i>
4 Vacant – Residential	1 Parcel x 0.25	0.25 EDU per Parcel
5 Vacant – Non-Residential	1 Acre x 1.452	1.452 EDU per Acre <i>(minimum 0.25 EDU per Parcel)</i>

Inventory of Assessed Parcels

Information from the Los Angeles County Assessor's Roll, Assessor's Parcel Maps, and the City of South Pasadena's Planning Department was utilized to create the inventory of parcels in the District. The total number of assessed parcels; residential units; commercial, industrial, and vacant acreage and calculated EDUs for each land use category are shown in the following table:

INVENTORY OF ASSESSED PARCELS

<i>Land Use Category</i>	<i>No. of Parcels</i>	<i>Dwelling Units</i>	<i>Acres</i>	<i>EDUs</i>
1 Single Family Residential (SFR)	4,378	4,378	N/A	4,378.000
2 Multi-Family Residential/Condominiums	2,039	6,522	N/A	5,217.60
3 Commercial/Industrial	322	N/A	121.21	647.63
4 Vacant - SFR	188	N/A	N/A	47.00
5 Vacant - Non-SFR	19	N/A	3.48	6.41
District Totals	6,946	10,900	124.68	10,296.63

District Benefits

Parcels within the District receive benefit from the maintenance and operation of District improvements. Benefits received by parcels within the District are described below:

Landscaping. All parcels in the City receive benefit from the landscaping maintenance funded by the District. The City maintains trees and miscellaneous shrubbery throughout the City. The trees and shrubbery are located within the public street and sidewalk rights-of-way, including in medians and parkways.

The trees and shrubbery provide an aesthetically pleasing environment, shade, beautification, air purification and sound attenuation. These positive attributes increase the desirability of, and are special and direct benefits to, all properties throughout the City. Furthermore, trees and landscaping, if well maintained, provide beautification, shade, and enhancement of the desirability of the surroundings.

Lighting. The proper functioning of street lighting is imperative for the welfare and safety of the public and property throughout the City. Proper maintenance and servicing of the street lighting system benefits properties within the District by providing proper illumination for ingress and egress and safe traveling at night. Proper operation of the street light system is imperative to public convenience, orderly traffic flow, enhanced congestion management and safety.

Improved security, fuel conservation, protection of property from crime and vandalism, and reduction of traffic accidents, are special and direct benefits to all properties within the City; lighting benefits are related to public safety and property protection and therefore increase desirability.

The City costs to administer the maintenance and operations of the improvements, including administration of the District, also provide benefit to all properties in the District.

Types of Benefit

There are two types of benefits that parcels receive from the maintenance and operation of the improvements as described below.

Citywide Benefits. Benefits which are received by all parcels in the City are considered to be Citywide Benefits, and the associated costs of these benefits are spread equally, based on Equivalent Dwelling Units, to all parcels within the District.

The maintenance of street trees and leaf debris removal, sidewalk, curb and gutter repair adjacent to trees throughout the City, medians on Huntington Drive, Monterey Avenue and Fair Oaks are Citywide Benefits. All of the landscaping maintenance budget is attributed to Citywide Benefits and is assessed to all parcels in the District.

Street lighting on the major thoroughfares provide Citywide Benefits, as all property in the City derive benefit from the convenience, safety and protection of people and property they provide. 75% of the Major Thoroughfare Street Lighting budget is attributed to Citywide Benefits and is assessed to all parcels in the District.

Local Benefits. Benefits which are not received by all parcels in the City are considered to be Local Benefits, and the associated costs of these benefits are spread equally, based on Equivalent Dwelling Units, to only those parcels within the District receiving such benefits.

Parcels that receive their local street lighting from the Edison-owned street lights within the City receive the same amount of Local Benefit and the budget for the Edison street light system is assessed equally, based on Equivalent Dwelling Units, to those parcels only.

Similarly, parcels that receive their local street lighting from the City-owned street lights within the City receive the same amount of Local Benefit and the budget for the City street light system is assessed equally, based on Equivalent Dwelling Units, to those parcels only.

Parcels that receive their local street lighting from the major thoroughfare street lights receive the same amount of Local Benefit and 25% of the budget for the major thoroughfare street light system is allocated to such benefit, the amount of which is assessed equally, based on Equivalent Dwelling Units, to those parcels only.

Zones of Benefit

There are two types of benefits that parcels receive from the maintenance and operation of the improvements as described below.

Zone 1. This zone consists of all property which is adjacent to the major thoroughfares in the District. Local Benefit received from the major thoroughfare street lights, equal to 25% of the major thoroughfare street lighting budget is allocated to Zone 1 parcels.

Zone 2. This zone consists primarily of residential property which is served by the City street lighting system. Local Benefit received from the City street lights, equal to 100% of the City street lighting budget is allocated to Zone 2 parcels.

Zone 3. This zone consists primarily of residential property which is served by the Edison street lighting system. Local Benefit received from the Edison street lights, equal to 100% of the Edison street lighting budget, is allocated to Zone 3 parcels.

Zone 4. This zone consists of parcels which do not have Local Benefits from street lighting and, therefore, receive only the Citywide Benefits.

EDUs Per Zone

Citywide Benefits are allocated to all assessable parcels in the City pro rata based on the total number of Citywide EDUs. Local Benefits are allocated to parcels in their respective Zones pro rata based on the total number of Zone EDUs. The distribution of EDUs per Zone is shown below.

EDUS PER ZONE

<i>Benefit Zone</i>	EDUs
<i>Zone 1 (Major Thoroughfare Parcels)</i>	1,882.30
<i>Zone 2 (Residential Property - City Owned Lights)</i>	2,059.61
<i>Zone 3 (Residential Property - Edison Owned Lights)</i>	5,953.58
<i>Zone 4 (No Local Benefits - Citywide Benefits Only)</i>	401.15
Total EDUs:	10,296.64

Citywide Benefit

All parcels within the City receive Citywide Benefits. The total amount of Citywide Benefits is shown in the following table:

CITYWIDE BENEFIT

<i>Budget Item</i>	<i>Benefit Amount</i>
<i>Street Tree Maintenance</i>	\$614,673
<i>Street Tree Removal and Replacement</i>	\$160,000
<i>Median Landscape Maintenance</i>	\$152,500
<i>Major Thoroughfare Street Lighting</i>	\$187,509
<i>Traffic Signals</i>	\$401,000
<i>Capital Improvements</i>	\$0
<i>Damage to City Property</i>	\$0
<i>Administrative Costs</i>	\$20,000
Total Citywide Benefit:	\$1,535,682

Citywide Benefit Per EDU

The calculated assessment rate and the maximum assessment rate for Citywide Benefits are shown below:

CITYWIDE BENEFIT PER EDU

<i>Budget Item</i>	<i>EDUs</i>
<i>Total Citywide Benefit:</i>	\$1,535,682
<i>Divided by Total Citywide EDUs</i>	÷ 10,296.64
<i>Calculated Citywide Benefit Per EDU</i>	\$149.14
Maximum Citywide Benefit Per EDU:	\$71.26

Local Benefit

Parcels located within each Zone receive Local Benefits for their specific Zone. The total amount of Local Benefits for each Zone are shown in the first table on the following page.

LOCAL BENEFIT

<i>Budget Item</i>	Zone 1	Zone 2	Zone 3	Zone 4	Local Total
<i>Major Thoroughfare</i>	\$62,503	\$0	\$0	\$0	\$62,503
<i>City Owned System</i>	\$0	\$104,172	\$0	\$0	\$104,172
<i>Edison Owned System</i>	\$0	\$0	\$62,503	\$0	\$62,503
Total Local Benefit:	\$62,503	\$104,172	\$62,503	\$0	\$229,178

Local Benefit Per EDU

The calculated assessment rate and the maximum assessment rate for Local Benefits for each Zone are shown in the following table:

LOCAL BENEFIT PER EDU

<i>Description</i>	Zone 1	Zone 2	Zone 3	Zone 4
<i>Total Local Benefit:</i>	\$62,503	\$104,172	\$62,503	\$0
<i>Divided by Total Zone EDUs</i>	÷ 1,882.30	÷ 2,059.61	÷ 5,953.58	÷ 401.15
<i>Calculated Local Benefit Per EDU</i>	\$33.21	\$50.58	\$10.50	\$0.00
<i>Maximum Local Benefit Per EDU:</i>	\$25.86	\$32.83	\$7.66	\$0.00

Assessment Summary

The calculated assessment amount and the maximum assessment amount for each Zone, including both Citywide Benefits and Local Benefits are shown in the following table:

ASSESSMENT SUMMARY¹

<i>Description</i>	Zone 1	Zone 2	Zone 3	Zone 4	Total
<i>Calculated Citywide Benefit Assessment</i>	\$280,734	\$307,178	\$887,941	\$59,829	\$1,535,682
<i>Calculated Local Benefit Assessment</i>	<u>\$62,503</u>	<u>\$104,172</u>	<u>\$62,503</u>	<u>\$0</u>	<u>\$229,178</u>
<i>Total Calculated Benefit Assessment:</i>	\$343,237	\$411,350	\$950,444	\$59,829	\$1,764,860
<i>Maximum Citywide Benefit Assessment</i>	\$134,133	\$146,768	\$424,252	\$28,586	\$733,738
<i>Maximum Local Benefit Assessment</i>	<u>\$48,678</u>	<u>\$67,616</u>	<u>\$45,604</u>	<u>\$0</u>	<u>\$161,898</u>
<i>Total Maximum Benefit Assessment:</i>	\$182,811	\$214,384	\$469,856	\$28,586	\$895,637
<i>Non-Assessed Benefit Assessment:</i>	\$160,427	\$196,966	\$480,588	\$31,243	\$869,224

¹ Totals may slightly off due to rounding.

Assessment Rates

The calculated assessment rates and the maximum assessment rate for each Zone, including both Citywide Benefits and Local Benefits, are shown in the following table.

ASSESSMENT RATES

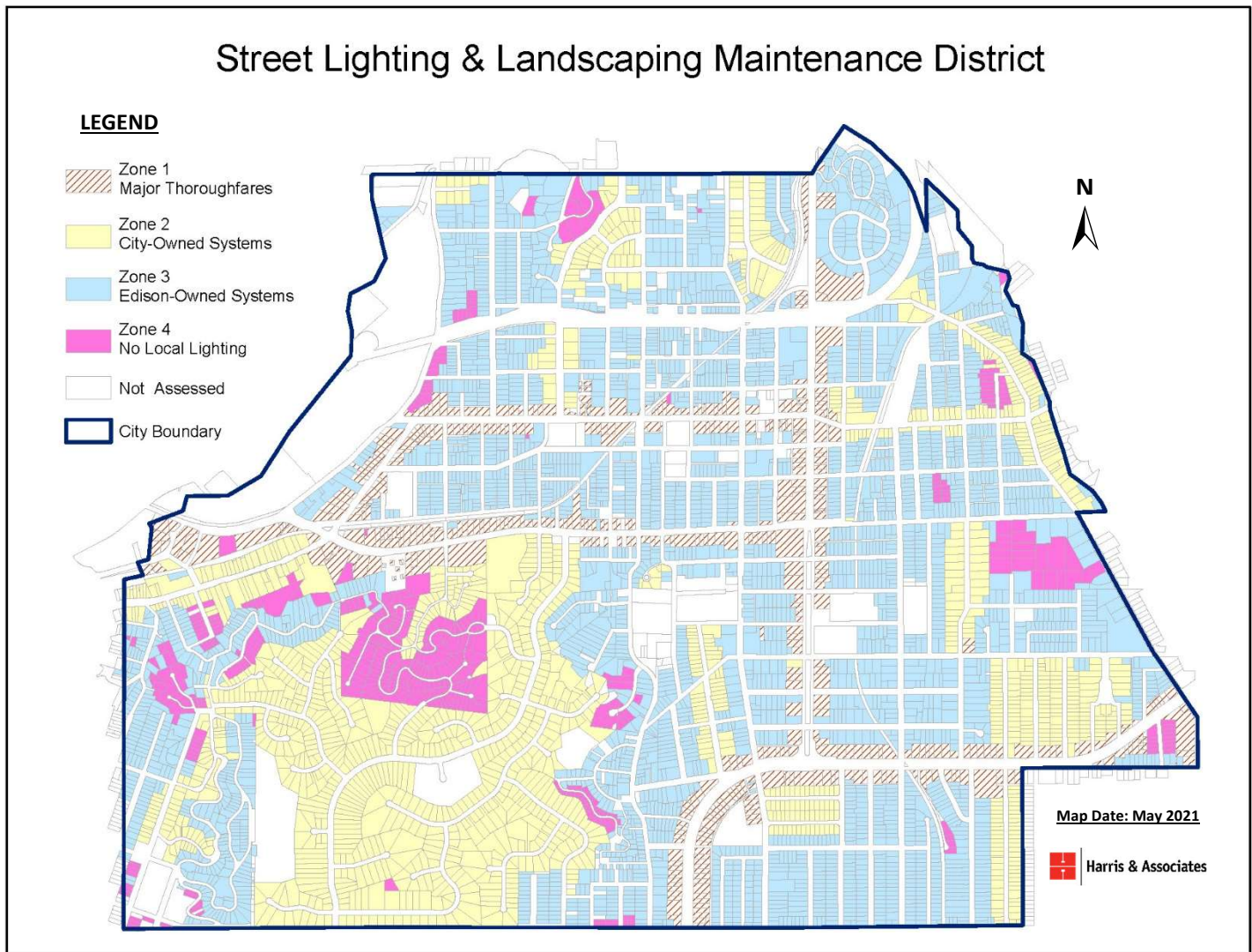
<i>Description</i>	<i>Zone 1</i>	<i>Zone 2</i>	<i>Zone 3</i>	<i>Zone 4</i>
<i>Calculated Citywide Rate Per EDU</i>	\$149.14	\$149.14	\$149.14	\$149.14
<i>Calculated Local Rate Per EDU</i>	<u>\$33.21</u>	<u>\$50.58</u>	<u>\$10.50</u>	<u>\$0.00</u>
<i>Total Calculated Rate Per EDU:</i>	\$182.35	\$199.72	\$159.64	\$149.14
<i>Maximum Citywide Rate Per EDU</i>	\$71.26	\$71.26	\$71.26	\$71.26
<i>Maximum Local Rate Per EDU</i>	<u>\$25.86</u>	<u>\$32.83</u>	<u>\$7.66</u>	<u>\$0.00</u>
<i>Total Maximum Rate Per EDU:</i>	\$97.12	\$104.09	\$78.92	\$71.26
<i>Non-Assessed Rate Per EDU:</i>	\$85.23	\$95.63	\$80.72	\$77.88

6. PART D – ASSESSMENT DIAGRAM

The boundaries of the District are coterminous with the boundaries of the City of South Pasadena. A diagram showing the exterior boundaries of the District and the lines and dimensions of each lot or parcel of land within the District has been submitted to the office of the City Clerk of the City of South Pasadena, and is hereby made a part hereof by reference.

A copy of the assessment diagram for the District is shown below.

**CITY OF SOUTH PASADENA
STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT
ASSESSMENT DISTRICT DIAGRAM**



7. PART E – ASSESSMENT ROLL

The assessment set forth for each parcel is shown on the Assessment Roll for the District, submitted separately, as "Assessment Roll for City of South Pasadena, Street Lighting & Landscaping Maintenance District, Fiscal Year 2023-24", which is incorporated by reference herein and is on file in the Office of the City Clerk.

The Assessment Roll lists all parcels within the boundaries of the District as shown on the Assessment Diagram, Part D herein, and on the last equalized roll of the Assessor of the County of Los Angeles, which is by reference made part of this report along with the proposed assessment amount for each benefiting parcel.

A list of names and addresses of the owners of all parcels within this District is shown on the last equalized Property Tax Roll of the Assessor of the County of Los Angeles, which by reference is hereby made a part of this report. This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll on file in the office of the City Clerk of the City of South Pasadena.



ATTACHMENT 3

Lighting and Landscaping Maintenance District (LLMD) FY
2023-2024 Assessment Levy Schedule

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City of South Pasadena

Street Lighting and Landscaping Maintenance District FY2023/24 Assessment Levy Schedule as of April 4, 2023

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL 4, 2023

City staff to provide Harris with annual budget information

APRIL 14, 2023

Harris to begin updating parcel database and preparing Engineer's Report

BY APRIL 26, 2023

Harris to review City Council Meeting #2 Staff Report and Resolution and provide comments for Council Agenda, Harris to provide draft Engineer's Report for Council Agenda

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY 3, 2023

City Council Meeting #1 (Resolution of Initiation)
City Council Chambers, 1424 Mission Street

MAY 8, 2023

Harris to provide Engineer's Report to City

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 17, 2023

City Council Meeting #2 (Resolution of Intention)
City Council Chambers, 1424 Mission Street

BY MAY 31, 2023

Harris to review City Council Meeting #3 Staff Report and Resolution and provide comments for Council Agenda

JULY 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 9, 2023

Last day for City to Publish Notice of Public Hearing

JUNE 21, 2023

City Council Meeting #3 (Public Hearing)
City Council Chambers, 1424 Mission Street

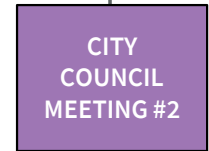
MONTH OF JULY

Harris updates District database parcel changes and prepares levy files. Harris works with City Staff to gather required levy submittal documentation

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 8, 2023

Harris submit levy to County Auditor-Controller for collection. Harris then researches levy rejects, if any, and provides resubmittal information to the County. Upon acceptance of final levy by County, Harris provides levy confirmation to City



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City Council Agenda Report

ITEM NO. 13

DATE: June 21, 2023

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Angelica Frausto-Lupo, Community Development Director
Leah Demarest, Senior Planner for Housing Programs

SUBJECT: **Report on the Measures Taken to Alleviate the Conditions Which Led to the Adoption of Interim Urgency Ordinance No. 2374 that Established the Current Moratorium on No-Fault Just Cause Evictions of Residential Tenancies**

Recommendation

It is recommended that the City Council adopt and issue the 10-Day Report regarding Interim Urgency Ordinance No. 2374 that imposed a moratorium on no-fault just cause evictions of residential tenancies.

Executive Summary

On May 17, 2023, the City Council adopted Interim Urgency Ordinance No. 2374 ("Ordinance No. 2374") to establish a 45-day moratorium on terminations of tenancy for no-fault just cause, as defined in South Pasadena Municipal Code section 17.106(b)(2), to provide time to City staff to thoroughly study the issue of terminations of tenancy for substantial remodels. Ordinance No. 2374 is scheduled to expire on July 1, 2023. Staff is bringing forward an extension of the ordinance at a Special Meeting of the City Council on June 28, 2023. Government Code Section 65858(d) requires that 10 days prior to the expiration of the interim ordinance, the legislative body shall issue a written report describing measures to be taken to alleviate the conditions which led to the adoption of the interim ordinance. The "10-day" report is required prior to extending the ordinance.

Background

In early April 2023, tenants in four units in the multifamily rental property at 1313 Huntington Drive received 60-day notices of termination of tenancy due for what is being termed a "substantial remodel" of their units. On April 19, 2023, the City Council received two written and six verbal public comments, including from four affected tenants, regarding the issuance of 60-day notices to tenants in these units and requesting that the City Council adopt an urgency ordinance amending the City's Just Cause for Eviction ordinance. The City Council unanimously voted at the April 19th City Council Meeting to direct staff to review and evaluate the City's Just Cause for Eviction ordinance and how it can be strengthened to further address the stated concerns.

At the City Council Meeting on May 17, 2023, the City Council adopted Ordinance No. 2374 to establish a 45-day moratorium on no-fault just cause terminations of tenancy to provide time for staff to thoroughly study the issue of substantial remodel evictions and develop an ordinance that adequately addresses it. An Ad-Hoc Committee was also formed to work with Staff on the matter. Ordinance No. 2374 is set to expire on July 1, 2023.

Over the last several weeks, staff has been thoroughly studying the issue of substantial remodel evictions in an effort to amend the City's Just Cause for Eviction Ordinance set forth in Municipal Code Section 17.106.

Analysis

The City Council adopted Urgency Ordinance 2374 in response to community members' growing concerns about evictions due to substantial remodel by property owners who had recently purchased their buildings. Many of the tenants who are currently facing eviction or are at risk of eviction for substantial remodel reside in properties with relatively lower rents. Given South Pasadena's tight rental market with a shortage of units with rents affordable to households with moderate and lower incomes, tenants who are evicted are at risk of displacement from South Pasadena and even homelessness.

Since the adoption of Ordinance No. 2374, Staff has researched this issue extensively. The attached report describes the measures taken to alleviate the conditions which led to the adoption of this interim ordinance and what steps staff will take to develop a permanent ordinance for City Council review. The report is presented for the City Council's adoption and issuance as required by Government Code Section 65858(d).

Fiscal Impact

Staff time has been spent studying the issue and drafting the report, as directed by the City Council with its adoption of Ordinance 2374.

Key Performance Indicators and Strategic Plan

This item aligns with Strategic Plan priority 5, Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.

Commission Review and Recommendation

This item was not reviewed by a commission or board.

Attachments

- A) 10-Day Report Regarding the Moratorium on No-Fault Just Cause Evictions of Residential Tenancies

ATTACHMENT 1

10-Day Report Regarding the Moratorium on No-Fault Just Cause Evictions of Residential Tenancies

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Report on the Measures Taken to Alleviate the Conditions Which Led to the Adoption of Interim Urgency Ordinance No. 2734 that Established the Current Moratorium on No-Fault Just Cause Evictions of Residential Tenancies

Prepared by: Community Development Department

Background:

On May 17, 2023, pursuant to Government Code Section 65858, the South Pasadena City Council enacted Interim Urgency Ordinance No. 2734 (“Ordinance No. 2734”) to impose a moratorium on “No-Fault Just Cause” evictions of residential tenancies. Absent any additional action, Ordinance No. 2734 will expire after 45 days on July 1, 2023. At the June 13, 2023 City Council meeting, Staff brought forward an ordinance with several amendments to the City’s existing ordinance to remove “substantial removal” as a “no-fault just cause” reason for terminating a tenancy as well as addition tenant protections for any necessary and substantial repairs made by the owners of rental units. At the meeting, the City Council heard from a number of community members and stakeholders regarding the draft ordinance. City Council Members also provided their input on provisions they desired staff to study. No action was taken on the proposed ordinance and therefore staff requires additional time to conduct additional research to evaluate a permanent, non-urgency ordinance to address substantial remodel evictions.

Reasons for the 45-Day Interim Urgency Ordinance and Its Extension:

Staff has been made aware by tenants and current or prospective property owners—via email, telephone, and in-person visits to City Hall—of the issuance of termination notices due to substantial remodel for at least two properties in addition to 1313 Huntington Drive and the potential termination of tenancies due to substantial remodel in another two properties. Three of these properties had been sold since May 2020, when COVID-19 tenant protections were in place. The fourth property was under contract as last month. These four properties collectively consist of 50 units.

With each of these properties, investors are purchasing them because of their “excellent upside on rents” (as stated in a listing for one of the properties) to remodel and reposition them as higher-rent properties to increase their return on investment. The scopes of work in the building permit applications for three out of the four properties are as follows:

1. Bathroom and kitchen remodel
2. Replacing existing plumbing fixtures, countertop, and cabinets as kitchen remodel; replacing existing plumbing fixtures as bathroom remodel
3. Remodeling kitchen, bathroom, and add new laundry.

Staff also received calls from two other tenants who had received 60-day notices for substantial remodel, though they did not disclose their names or the addresses of their units.

The intent of the City’s current Just Cause for Eviction Ordinance was not to permit evictions for investors to renovate and reposition the properties, but to allow property owners to carry out substantial

modifications and replacements of systems and other major capital improvements to maintain the habitable and safe conditions of their properties.

On April 19, 2023, the City Council received written and verbal public comments regarding the issuance of 60-day notices of termination of tenancy as described above. The comments included the request that the City Council adopt an urgency ordinance amending the City's current no-fault just cause termination of tenancy provisions regarding the substantial remodel tenancy termination. The City Council directed staff to review and evaluate the City's Just Cause for Eviction Ordinance, with a focus on the issues presented regarding substantial remodel tenancy termination and how it can be strengthened to better address the goals of the ordinance. On May 17, 2023, the City Council adopted Ordinance No. 2734 establishing a moratorium on No-Fault Just Cause evictions.

Measures Taken to Alleviate the Conditions Which Led to the Adoption of the Ordinance:

In the days since the May 17th City Council Meeting, Community Development staff has studied the matter of substantial remodel evictions in great depth and shared and discussed their research with the Ad Hoc Committee. As discussed further below, Staff has studied the ordinances of various jurisdictions with regard to the substantial remodel provisions and has spoken to staff members in several of those cities. In addition, staff engaged with stakeholders representing the California Apartment Association, Pasadena-Foothills Association of Realtors, South Pasadena Tenants Union, Care First South Pasadena, and Abundant Housing LA and engaged in a policy-focused discussion. Staff and the Ad Hoc also hosted an additional meeting with community members and stakeholders for a broader discussion and listened to the concerns, experiences, and insights of tenants, tenant advocates, and property owners and managers.

At the June 13, 2023 City Council meeting, additional input on a proposed ordinance was received from the City Council, tenants, property owners and managers, advocacy groups, and other concerned community members. Although no action was taken on the ordinance, the consensus was that additional research was necessary on the input that was received for the possible development of revised recommendations.

City Staff will continue its research related to closing loopholes used by landlords to evict tenants for substantial remodel in order to flip rental units and substantially raise the rents. In its preliminary research Staff determined that several surrounding and nearby jurisdictions have enacted strengthened protections pertaining to just cause terminations of tenancy due to substantial remodel.

There are three primary approaches in local ordinances to strengthening tenant protections related to substantial remodels:

1. Include only narrowly defined necessary and substantial repairs, as defined, as a no-fault just cause to terminate a tenancy, and require property owners to provide the tenant with a right to return to the unit when the work is completed.
2. Exclude substantial remodel or repairs as a no-fault just cause to terminate a tenancy. For necessary substantial repairs, these ordinances require property owners to provide temporary

relocation assistance if work requires the tenant to vacate the unit and to take other mitigation measures.

3. Include additional requirements related to noticing, permitting, the cost of the work, and confirmation of necessity for relocation that a property owner must meet in order to terminate a tenancy due to a substantial remodel.

Examples of each include the following:

1. *Narrowed Definition and Right to Return*

City of Pasadena: On December 12, 2022, the City Council adopted Resolution No. 9970, certifying the November 8, 2022 passage by voters of the expansive Measure H, “The Pasadena Charter Amendment Initiative Petition Measure Imposing Rent Control.” The Pasadena Fair and Equitable Housing Charter Amendment permits a landlord to terminate any tenancy for substantial repairs only if it meets the definition and requirements of “Necessary and Substantial Repairs Requiring **Temporary Vacancy**” provided for in Section 1806(a)(8) [emphasis added].

The landlord is permitted, after having obtained all necessary permits from the City of Pasadena and having provided written notice to the tenant, to seek “in good faith to undertake substantial repairs that are necessary to bring the Rental Unit into compliance with applicable codes and laws affecting the health and safety of Tenants of the building.” The section contains provisions that define the specific requirements that must be met to be qualify as a just cause for termination of a tenancy, including independent confirmation by the City that the repairs necessitate the tenant to vacate the unit for a period of not less than 30 days and the noticing of the tenant’s **right of first refusal to another comparable unit owned by the landlord at the same or lower rent and first right of return to reoccupy the unit upon completion of the repairs at the same rent charged to the tenant before the tenant temporarily vacated** the unit to the extent allowed by state law.

If the tenant does not accept an offer to move to a comparable unit, a landlord seeking to temporarily recover possession of the unit for necessary and substantial repairs is required to pay relocation assistance. The amount of relocation assistance is to be determined by the recently appointed Pasadena Rental Housing Board.

City of West Hollywood: West Hollywood’s Rent Stabilization Ordinance, which has been in effect since June 27, 1985, permits a landlord to terminate a tenancy only for substantial repairs to correct a violation noticed by a governmental inspection agency to bring the property into compliance with applicable codes and laws affecting the health and safety of the tenants. The landlord shall only terminate a tenancy for this reason if the landlord has obtained all necessary permits, an authorized government agency has determined in writing that the rental unit may not be inhabited while work is performed, and the required work will take more than six months to complete.

The landlord must submit to the Rent Stabilization Division a copy of the government agency’s written documentation and the relocation fee due to the City for contracted tenant counseling. The Rent

Stabilization Division works with the landlord to create the 60-day notice. The landlord must then issue to the tenant the 60-day notice, with a copy of the authorized governmental agency's notice attached. The 60-day noticing period has not begun until the landlord pays the tenant the appropriate relocation fee.

The landlord shall provide the tenant(s) with a right of first refusal to return to the renovated rental unit when the necessary repair or construction is completed. When the repair work is completed, the landlord shall offer the unit at the same maximum allowable rent as of the date on which the tenant(s) vacated the unit, plus any general across-the-board adjustments that would have been applied had the tenant not been evicted or vacated.

The rent for the unit will not be decontrolled during vacancy following a no-fault termination of a tenancy. The landlord will only be able to ask for the current maximum allowable rent or less from the next tenant following such a termination.

2. Only temporary relocation permitted

City of Beverly Hills: Effective since 1978, Chapter 5 of Beverly Hills' Rent Stabilization Ordinance (RSO) applies only to units with rents of \$600 or less. Chapter 6 of the RSO was amended in 2017 to provide just cause protections to all other renters. Both chapters of the RSO do not provide for substantial remodel as a just cause for eviction.

Section 9-1-108 of Beverly Hills Municipal Code requires an applicant to prepare a Means and Method Plan before a permit can be issued for the alteration/repair/rehabilitation of a building, as well as a Relocation Plan if the work will create untenable conditions, as determined by the City' Building Official. The relocation plan must show fair and reasonable relocation benefits provided to all displaced tenants. Notice of the relocation assistance and benefits to be provided and timing of displacement must be provided to all tenants who will be displaced. Tenant notification must include a statement that the construction activity may require displacement, but that to the greatest extent practicable, no tenant lawfully occupying the property will be required to move without at least thirty (30) days' written notice from the owner.

City of Culver City: Substantial remodel is not included in Culver City's Tenant Protection Ordinance (TPO), adopted in September 2020, as a no-fault just cause for termination of a tenancy. Instead, the TPO includes provisions for "Tenant Protections During Temporary Untenable Conditions," which are not a valid basis for no fault termination. Landlords are required to mitigate untenable conditions "either through actions to ensure that Tenants can safely remain in their Rental Unit during the work or through the temporary relocation of Tenants to comparable alternative housing accommodations" (CCMP section 15.09.330.B). In defining untenable conditions, it refers to those described in California Civil Code Section 1941.1 and "any other condition that makes the Rental Unit incapable of being safely occupied."

Activities that are subject to the TPO's mitigation requirements include the following:

1. Substantial rehabilitation, as defined;

2. Work performed in order to comply with housing, health, building, or safety laws of the State or this Code, including but not limited to work performed to correct existing untenable conditions;
3. Tenant's required temporary vacancy of a unit upon order of any government officer or agency; and
4. Fumigation that cannot be completed when a unit is occupied.

The TPO further describes the mitigation measures that are required of the landlord.

City of Santa Monica: Substantial renovation is not a just cause for termination of tenancy in Santa Monica's Rent Control Law, which was adopted in April 1979. **Temporary relocation** is permitted when mandated by code compliance or by government order. The displacement and relocation of a tenant for this reason shall not terminate the tenancy of the tenant; the tenant has the right to return to the unit once it has been made habitable.

A landlord is required to provide temporary relocation benefits to tenants when:¹

1. The landlord is required to temporarily recover possession of a rental housing unit in order to comply with housing, health, building, fire or safety laws of the State of California or the City of Santa Monica; or
2. A rental housing unit has been rendered uninhabitable, necessitating the tenant(s) of the housing unit to no longer dwell within that unit; or
3. A tenant is required to vacate a rental housing unit upon the order of any government officer or agency.

The type of relocation benefits depends on how long it will take to complete the repairs. Generally, if the tenant will be displaced for 5 days or less, the tenant may be temporarily relocated to a safe and sanitary hotel/motel or comparable housing or receive a per diem rate for temporary housing and expenses.² If the tenant will be displaced for 6 days or more, the tenant may be temporarily relocated to comparable housing or receive a per diem rate for temporary housing and expenses.

3. Additional requirements for a substantial remodel eviction

City of Pomona: The City Council adopted an Urgency Ordinance, effective August 1, 2022, that establishes rent control measures and just cause eviction protections. Its substantial remodel provisions are consistent with those in AB 1482 but contain the additional requirement that the work must meet a defined cost threshold. Specifically, the work must cost "not less than the product of eight (8) times the amount of the monthly rent times for the rental unit on which the work is being performed. For purposes of this section, the monthly rent shall be the average of the preceding twelve (12) month period."

¹ https://library.gcode.us/lib/santa_monica_ca/pub/municipal_code/item/article_4-chapter_4_36-4_36_100

² <https://www.santamonica.gov/housing-tenant-relocation-fee>

City of Glendale: Glendale’s Rental Rights Program Ordinance took effect March 14, 2019. Its no-fault just cause provisions for substantial remodel are substantially similar to Pomona’s provisions.

City of Claremont: On May 23, 2023, the City Council adopted its Just Cause Evictions Ordinance, which will go into effect on June 22, 2023. The ordinance is consistent with AB 1482, with the exception of heightened tenant protections for substantial remodel evictions and higher relocation assistance amounts required for no-fault evictions.

Specifically, an owner shall not terminate a tenancy based on the owner’s intent to demolish or substantially remodel the property unless and until all of the following additional requirements for terminations have been met:

1. Building permits and/or demolition permits have been secured from the City;
2. The tenant has been provided with copies of the building and/or demolition permits;
3. The tenant has been provided with a written detailed account of the scope of work, why the work cannot be reasonably accomplished in a safe manner with the tenant in place, and why the work cannot be completed within 30 days;
4. For a substantial remodel eviction, the owner has demonstrated to the satisfaction of the City’s Building Official or his/her/their designee that the cost of the work is more than six (6) times the cost of the tenant’s monthly rent. For purposes of this requirement, the monthly rent shall be the average of the preceding 12-month period;
5. For a substantial remodel eviction, the owner has demonstrated to the satisfaction of the City’s Building Official or his/her/their designee that **the work is necessary to bring the rental unit into compliance with applicable codes and laws affecting the health and safety of tenants of the building.**

Staff will need to continue its research on these approaches as well as on the input provided by the City Council at the June 13, 2023 City Council meeting in order to propose a revised ordinance. Accordingly, an extension of Ordinance No. 2734 is necessary for staff to undertake this research.



City Council Agenda Report

ITEM NO. 14

DATE: June 21, 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

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**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.

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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:*

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ATTACHMENT 2

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

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**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
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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:

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City Council Agenda Report

ITEM NO. 15

DATE: June 21, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: H. Ted Gerber, Director of Public Works
Catrina Peguero, Public Works Operational Manager
Mark Jimenez, Management Analyst

SUBJECT: **Approval of the Agreement with Parkwood Landscape Maintenance, Inc. for an Annual Amount up to \$684,000 for Landscape Maintenance Services for a Term of Three Years**

Recommendation

It is recommended that the City Council award an agreement to Parkwood Landscape Maintenance Inc. to provide Landscape Maintenance Services to City facilities, for an annual amount up to \$684,000 for Fiscal Years 2023-2024, 2024-2025, and 2025-2026 and authorize the City Manager to execute the Agreement.

Executive Summary:

The City's current agreement for landscaping services is expiring. This agenda item is to award a new citywide landscaping services maintenance agreement with Parkwood Landscape Maintenance for an annual amount of \$684,000 for three years. The agreement also provides for two one-year extensions.

Background

The City's current amended agreement for landscaping services with LandCare is expiring on June 30, 2023. On November 7, 2022, the City requested proposals to provide Citywide Landscaping Services, and accepted bids through November 30, 2022. However, due to necessary changes in the request, the City revised the proposal documents. On February 3, 2023, the City again requested proposals to provide Citywide Landscaping Services, and accepted bids through February 23, 2023.

Analysis

The City of South Pasadena Public Works Department solicited proposals from landscaping service firms, through a request for proposals (RFP) posted on the PlanetBids website on February 3, 2023. To control costs and reduce administrative staff effort, the RFP requested fixed costs for the first three years of the agreement. Seventy-Three (73) firms were notified of the proposal opportunity, including vendors that provide landscaping services to neighboring cities Alhambra and Monterey Park, as well as South Pasadena Unified School District. Nine (9) prospective bidders

expressed interest in participating – including eight (8) from the notification list and one (1) additional vendor, and all nine (9) prospective bidders submitted proposals during the bid period.

The requested citywide landscaping services generally include provision of all required supplies, materials, equipment, and labor to maintain irrigation systems, shrubs, lawns, groundcovers and planting on City properties and include performance of services such as watering, trimming, pruning, edging, mowing lawns, fertilizing, cultivating, weed control, re-sodding, seeding, staking, cleanup of sidewalks and walks, etc. for a period of three fiscal years. A detailed list of landscaping tasks to be performed weekly, monthly, and semi-annually at City facilities was included in the scope of work.

The scope of work also included alternative bid items for the selected contractor to perform tree trimming, skirting, staking, guying, pruning, planting, and other tree related services in parks and other areas where landscaping work is conducted, as a measure of efficiency in the City’s management of landscaping maintenance. These alternate services require additional California State Licensing Board requirements, and were therefore not required of the bidder, and not included in the base bid value to evaluate the lowest responsible bidder.

The City may terminate the contract at any time during the three-year period. In addition, subject to approval of the City Council, the contract may be extended for up to two additional years after the initial three-year period. If extended, the compensation is subject to a cost of living increase based on the consumer price index for the Los Angeles region. Proposals were received through February 23, 2023 from the following nine (9) firms:

Bidder	Base Bid (36 months of services)
Parkwood Landscape Maintenance, Inc.	\$ 1,868,004.00
Greenfield Landscaping & Maintenance	\$ 1,921,764.00
Mariposa Landscapes, Inc.	\$ 1,984,791.09
American Heritage Landscape	\$ 2,075,597.76
Landscape West Management Services, Inc.	\$ 2,141,136.00
SGD Enterprises	\$ 2,244,360.00
Stay Green	\$ 2,472,972.00
BrightView Landscape Services	\$ 2,637,588.00

Bidder	Base Bid (36 months of services)
LandCare USA LLC	\$ 3,159,859.68

South Pasadena Municipal Code section 2.99-29 defines the purchasing procedure to select a maintenance services contractor, and lists the factors required to select the lowest responsible bidder. A panel consisting of three City staff members reviewed the proposals, and found Parkwood Landscape Maintenance, Inc. to be the lowest responsible bidder. Parkwood Landscape Maintenance, Inc. is located in the City of Van Nuys, and its proposed base fee of \$1,868,004.00 is the lowest of the nine proposals. The company has existing contracts with the Cities of Long Beach, Irvine, Palmdale, Alhambra, Glendale, and Burbank.

The base bid amount of \$1,868,004.00 listed above for Parkwood Landscape Maintenance, Inc. includes three years of landscaping services at the City’s parks, facilities, medians, and easements. Hourly rates for landscaping personnel have also been provided to allow the option for the City to request additional services from Parkwood Landscape Maintenance, Inc. for work beyond the scheduled tasks, for example during a City event. The proposed contract value of \$684,000.00 includes the base bid amount, alternatively bid tree related services, and allocation for additional services.

Fiscal Impact

Adequate funding for this agreement has been proposed in the FY 2023-2024 proposed Budget for landscape maintenance services including \$500,000 appropriated to Park Maintenance Contract Services Account No. 101-6010-6410-8180-000, \$145,000 appropriated to Median Strips Contract Services Account No. 215-6010-6416-8180-000, \$15,000 appropriated from Prop ‘A’ Maintenance Account No. 232-6010-6417-8180-000, and \$24,000 Water Distribution Contract Services Account No. 500-6010-6710-8180-000, for a total of \$684,000 of available funding.

Alternatives Considered

As an alternative to executing a three-year contract for services, the Council may decide to enter into an agreement for Fiscal Year 2023-2024, with an option to renew the agreement in years 2024-2025 and 2025-2026, however, this arrangement may not fix rates for three years.

Environmental Analysis

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

Award to Parkwood Landscape Maintenance, Inc. to provide Landscaping Services
June 21, 2023
Page 4 of 4

Key Performance Indicators and Strategic Plan

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

Public Notification of Agenda Item

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

Attachment

Maintenance Services Agreement

ATTACHMENT
Maintenance Services Agreement

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**MAINTENANCE AGREEMENT
Providing Payment of Prevailing Wages**

(City of South Pasadena / Parkwood Landscape Maintenance, Inc.)

1. IDENTIFICATION

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

2. RECITALS

- 2.1. City has determined that it requires the following recurring maintenance services from a contractor: **Landscaping Services.**
- 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”: The required Scope of Services is 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 **Six Hundred and Eighty-Four Thousand Dollars (\$684,000) in Fiscal Year 2023-2024, Six Hundred and Eighty-Four Thousand Dollars (\$684,000) in Fiscal Year 2024-2025, and Six Hundred and Eighty-Four Thousand Dollars (\$684,000) in Fiscal Year 2025-2026.**

3.4. “Commencement Date”: **July 1, 2023.**

3.5. “Termination Date”: **June 30, 2026.**

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 (“Initial Term”) unless extended as provided herein or terminated earlier under Section 16 of this Agreement. At the conclusion of the Initial Term, the City may at its option, extend or terminate this Agreement as provided for herein. If requested by the Contractor, an extension of this Agreement may be considered by the City, provided that such request is made in writing 60 days prior to the Termination Date.

This Agreement may be extended for up to two (2) additional one (1) year terms under the same terms and conditions, except that the rates set forth in Exhibit B shall automatically increase by the percentage increase, if any, based on 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. The increase shall apply to each additional one (1) year terms. If so extended, the Contractor agrees to provide the services described in this Scope of Services for said additional periods.

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. **David L. Melito** 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 licenses, permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits. Contractor shall hold a valid State of California Contractor's License (C27), and a Qualified Applicator License. These licenses must be provided at time of execution of this Agreement and be kept current throughout the Initial Term and any extension term.
- 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, Contractor shall not assign or transfer its interest in this Agreement 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 the City provides prior written approval or as provided for in Exhibit A. 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 12 (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 in full satisfaction for such services, the amounts set forth in Exhibit B up to the Maximum Amount. In no event shall the compensation exceed the Maximum Amount. Contractor shall not be reimbursed for any services or 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 services rendered during the billing period and corresponding amount for such services, the dates the services were rendered, the

amount due for the invoice, and the total amount previously invoiced. At any time, City may request that the invoice contain additional information. Contractor shall include a copy of each subcontractor invoice, if any, for which reimbursement is sought in the invoice. City shall make payment within forty-five (45) days or as soon as practicable following satisfactory completion of the work required. In the circumstance where Contractor services that are required as described in the Scope of Services are not rendered, the Contractor and City agree that City may deduct payment of said services up to three (3) times the cost of the service as listed in Exhibit B.

- 7.3. Payment Method.** City shall pay all undisputed invoice amounts within forty-five (45) days after receipt or within such other reasonable time dependent on the City's warrant run procedures. In the circumstance where Contractor has not provided the services that are required as described in Exhibit A and Exhibit B, the Contractor and City agree that City may deduct payment of said services up to three (3) times the cost of the service as listed in Exhibit B.
- 7.4. Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.5. Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

8. 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. Interest of Contractor.** The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in the City or any other interest which would conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this contract no person having any such interest shall be employed.
- 10.4. Personnel.** Personnel shall not be employees of or have any contractual relationship with the City of South Pasadena.
- 10.5. 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.
- 10.6. 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, the City Council and each member thereof, and every officer, employee and agent of the City, from and against any and all claims, including but not limited to any claims relating to any personal injury or property damage, any liability, costs or expenses, arising out of or in connection with Contractor’s alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Contractor, in the performance of this Agreement or failure to comply with any provision in this Agreement.
- 11.3. Scope of Indemnity.** For purposes of Section 11.2, 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 11 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 11 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: **Landscaping Services**
- 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, Public Works Director
City of South Pasadena
Public Works Department
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7240
Facsimile: (626) 403-7241

If to Contractor:

David L. Melito, President
Parkwood Landscape Maintenance, Inc.
16443 Hart Street
Van Nuys, CA 91406
Telephone: (818) 988-9677
Facsimile: (818) 988-4934

With courtesy copy to:

Roxanne Diaz, Esq.
South Pasadena City Attorney
Richards, Watson & Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071
Telephone: (213) 626-8484
Facsimile: (213) 626-0078

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 has the right to terminate this Agreement for any reason on five calendar days' written notice to Contractor. In so terminated, 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 calendar days' notice.
- 16.3. Compensation Following Termination.** Upon termination, Contractor shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor

for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

- 16.4. Remedies.** City retains any and all available legal and equitable remedies for Contractor's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

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

18. GENERAL PROVISIONS

- 18.1. Confidentiality.** All data, documents, discussion, or other information developed or received by Contractor for performance of this Agreement are deemed confidential and Contractor shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. Conflicts of Interest.** Contractor warrants 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, veteran status, religion, age (40 and above), medical condition, 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”
Parkwood Landscape Maintenance, Inc.

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
Mark Perez, Deputy City Clerk

Date: _____

Approved as to form:

By: _____
Roxanne Diaz, 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: _____

Signature

Printed Name

Title

Exhibit A
Scope of Services

I. SCOPE OF SERVICE

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

The landscaping maintenance shall include complete responsibility for proper care of all landscaping; i.e., irrigation systems, shrubs, lawns, groundcovers, and planting as further described herein; and shall include performance of such services as watering, trimming, pruning, edging, mowing lawns, fertilizing, cultivating, weed control, resodding, and seeding, staking, cleanup of sidewalks and walkways, inspection for damaged conditions, including all items considered related to the performance of landscaping maintenance, as further described herein.

II. REQUIRED QUALIFICATIONS

Persons performing the work outlined herein must be qualified and trained in the landscape maintenance industry. The use of subcontractors is not allowed except for one time specialized services. The subcontractor must be approved by the City prior to performing any work.

The Contractor shall also maintain at least one (1) English-speaking foreman/crew leader on-site at all times

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

III. GENERAL PROVISIONS AND REQUIREMENTS

PROJECT ORGANIZATION

Contractor must provide a project manager to act as a liaison with the Park Supervisor/Public Works Operations Manager, who will coordinate written reports and see the project through to satisfactory conclusion. The City's Park Supervisor/Public Works Operations Manager will be responsible for the direction, review and approval of all work.

ADDITIONS/DELETIONS OF SERVICE

The City reserves the right to add and/or delete services to this contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally, to the

amount of service reduced in accordance with the contracted price. Should additional services be required from this contract, prices for such additions shall be in accordance with Agreement. No additional work should be performed unless otherwise authorized by the City in writing.

CONTRACTOR'S RESPONSIBILITY

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

RECORDS AND REPORTS

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

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

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

The drawings, specifications, reports, records, documents and other materials prepared by Contractor in the performance of services under this Agreement may be subject to release under the California Public Records Act.

IV. SPECIAL PROVISIONS

1.00 INTRODUCTION

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

1.01 CONTRACT ITEMS

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

I. PARKS & TRAILS

Location	Address/Place
Garfield Park	1000 Mission St. South Pasadena, CA
Arroyo Park	614 Stoney Dr., South Pasadena, CA
Orange Grove Park	815 Mission St., South Pasadena, CA
Heritage Park	913 Meridian Ave., South Pasadena, CA (including Meridian Median between Mission St. and El Centro St.)
Eddie Park	2017 Edgewood Dr., South Pasadena, CA
Library Park	1000 Oxley St., South Pasadena, CA
War Memorial Park	435 Fair Oaks Ave., South Pasadena, CA
Arroyo Seco Woodland and Wildlife Park	100 Pasadena Ave., South Pasadena, CA
Monterey/Via Del Rey Pocket Parks	839 Monterey Rd., South Pasadena (both sides of Via del Rey at Monterey Road)
Camino Verde Pocket Park	399 Camino Verde, South Pasadena, CA
San Pascual Park	5668 Via Marisol, Los Angeles, CA (Eastern Section)
Dog Park & Skate Park	650 Stoney Dr., South Pasadena, CA
Demonstration Garden	1028 Magnolia Ave., South Pasadena, CA
Arroyo Drive Trail	110 Freeway to Pasadena Ave.
South Pasadena Freeway Sign & Trail	110 Freeway to Magnolia St)
Snake Trail	between Rollin and Flores De Oro
Stoney Drive Trail	Arroyo Dr. to San Pascual Ave.
Arroyo Seco Bicycle and Pedestrian Trail	Stoney Dr. to West City Boundary near Nature Park
Grevelia Pocket Park	1103 Grevelia St., South Pasadena, CA
Berkshire Pocket Park	2000 Berkshire, Ave., South Pasadena, CA

II. SPORTS FIELDS

Location	Address/Place
Arroyo Park North	614 Stoney Dr. North Fields (Burke, Clarich and Nelson Fields)
Arroyo Park South	614 Stoney Dr. South Field
Orange Grove Field	815 Mission St., South Pasadena, CA

III. CITY FACILITIES

Location	Address/Place
Civic Center	1414 Mission St., South Pasadena, CA
Parking Lots	820 Mound St., 1500 El Centro St., 1001 Edison Ln.
CNG Station	1939 Stoney Dr., South Pasadena, CA
Service Yard	825 Mission St., South Pasadena, CA
San Pascual House	308 San Pascual Ave., South Pasadena, CA

IV. WATER FACILITIES

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

V. MEDIANS & EASEMENTS

Location	Address/Place
Hawthorne St. Parkway	Between Orange Grove Ave. and Pasadena Ave.
Huntington Drive Medians	Between Alhambra Road and Garfield Ave.
Fair Oaks Ave. Medians	Between Huntington Dr. and Columbia St.
Huntington Drive and Fair Oaks Ave.	Intersection Medians
Monterey Rd. Medians	Between Orange Grove Ave. and Brent Ave.
Monterey Rd. Medians	At Pasadena Ave.
Pasadena Ave. Medians	Between York Blvd. Bridge and Monterey Rd.
Pasadena Avenue	Between City Limits and Sycamore Ave.
Camden Court Medians	Between Oak St. and Court Ave.
El Cerrito Circle Island	1300 Block of El Cerrito Circle
Stratford Ave. Circle Island	1900 Block of Stratford Ave.
Raymondale Dr. Meridians	Between State St. and Amberwood Dr.
Fletcher Ave. Islands	Between Oak St. and Huntington Dr.
Orange Grove Ave. Medians	Between Charter Oak St. and Columbia St.
Orange Grove Ave. Parkway	Between Oliver St. and Sterling Pl. (West Side)
Sterling Place	At the end of cul-de-sac
State Street Medians	Fair Oaks to 1800 State St.
State Street Parkways	Fair Oaks to 1800 State St.(East Side)
Mound Ave Parkways	900 Block (East Side)
El Centro St. Parkways	East and West sides of Edison Ln.
Stoney Dr. Easement	Lohman Ln. to 110 Freeway

1.02 SCOPE

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

2. The landscape maintenance shall include complete responsibility for proper care of all landscaping; i.e., irrigation systems, shrubs, lawns, groundcovers and planting on said premises and further described herein; and shall include performance of such services as watering, trimming, pruning, edging, mowing lawns, fertilizing, cultivating, insect and rodent control, weed control, re-sodding and seeding, staking and guying, cleanup of sidewalks and walks, including all items considered related to the performance of landscape maintenance. Contractor shall perform the specific tasks at the location and required frequency as set forth in Exhibit B.
3. All chemicals used in the everyday course of landscape maintenance need to be green/environmentally friendly. The use of hazardous, harmful, or toxic chemicals is prohibited, such as, but not limited to, the following: glyphosate, 2,4-dichlorophenoxyacetic acid (2,4-D), or other chemicals with a risk to human or animal health, a risk to non-target organisms, or potential for contamination of groundwater, surface water or other valued environmental resources. Chemical Safety Data Sheets (SDS) shall be provided by the Contractor upon request.
4. City reserves the right to partner with providers for pilot programs or demonstration projects which may reduce the scope of Contractor's work. Contractor shall receive no additional compensation for any such reduction in their scope of work.
5. Contractor shall report immediately to City any hazard or dangerous condition on public property located within or adjacent to the area of work being performed.
6. Contractor shall execute all responsibilities within this scope in accordance with federal, state, and local regulations, including those listed in the South Pasadena Municipal Code (SPMC). Several sections of the SPMC relevant to this scope, and their corresponding website uniform resource locators (URLs) are listed below:

South Pasadena Municipal Code Chapter 34 – Trees and Shrubs:
<http://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena34.html>

South Pasadena Municipal Code Chapter 19A – Noise Regulations:
<http://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena19A.html>

South Pasadena Municipal Code Chapter 19A.12.1 Power yard maintenance equipment
<https://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena19A.html>

South Pasadena Municipal Code Chapter 35, Article 35.41-35.43 – Hose Use:
<http://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena35.html#35.41>
7. All of Contractor's personnel assigned to work on any City Parks, medians, grounds and facilities shall undergo **American Green Zone Alliance (AGZA)** or equivalent accreditation and training. This training shall cover the safety and efficient operation of electric equipment, proper storage and charging procedures of electric equipment,

competency training for trouble shooting and basic maintenance and repair of electric equipment.

8. The Contractor shall also maintain at least one (1) English-speaking foreman/crew leader on-site at all times. The minimum total regular crew size shall be a minimum of eight (8) full time equivalent regular staff members:

1 Irrigation Technician
1 Crew Lead Person
6 General Laborers

In addition to the regular staff members, the Contractor must have an irrigation technician and representative from the management team available to provide services as required in the Special Provisions. At the request of the City work may be assigned as needed and directed during normal business hours.

1.03 MATERIALS

All Materials require prior approval by City including fertilizer, weed control, fungicides, herbicides, etc.

A. Commercial Fertilizer:

1. Shall be blended for use as specified and may be combined with fungicides, herbicides and insecticides as covered in these specifications. All to be delivered to the job in original sealed packages, with labels attached showing analysis.
2. Sports fields, fertilizer information is included in Tables I, II, III and IV outlining the field maintenance plans. Activity details listed in the tables are subject to modification upon written consent between City and Contractor.
3. Iron, Sequestrene, Iron Chelates, Pelletized Sulfur.

B. Equipment:

1. All tools and equipment shall be furnished by Contractor and shall be sufficient in number and design to be capable of effective and efficient discharge of work to be performed. Cutting tools shall be maintained in sharpened condition. The City will not be providing any tools or equipment for the Contractor to perform any service. All tools and equipment to be furnished by the Contractor.
2. Unsatisfactory equipment shall be repaired or replaced. Obsolete, broken equipment of any kind shall be removed from the premises.
3. Tools and equipment shall be maintained in clean condition to avoid spread of weeds.
4. Lawns and sports fields shall be mowed with rotor mowers. Mower blades shall be kept sharp and clean.

5. City of South Pasadena Municipal Code 19A.12 provides for the use of leaf blowers and other power yard maintenance equipment as relates to hours of operation, noise and dust control.
6. All landscape equipment must meet the requirements of Chapter 19A.12 -19A.12.5(3), and must be electrically powered. Contractor shall have sufficient batteries and equipment to complete the daily required work load to complete the scope of services. No fossil-fuel-powered or gas-powered landscaping equipment may be used. No outdated, polluting power equipment shall be used. Contractor **may not** use a stand-alone fossil fuel generator to charge batteries in the City Parks or City Facilities. Contractor may use City power outlets to charge batteries for power equipment with written permission from the Parks Supervisor or Public Works Operations Manager. City shall retain authority to approve all equipment being used, and may request Contractor to cease use of equipment determined to be unsafe, non-compliant, or unsatisfactory.
7. Lawn Mowing Equipment: Contractor shall supply battery powered turf mowers with six (6) to eight (8) hours of run-time battery capacity per day, under load. Autonomous or remote-controlled equipment may only be used with written permission from the Public Works Operations Manager. If used, autonomous or remote-controlled equipment must be addressed in the Contractor's Safety Manual, and a demonstration that adequate training has been provided to equipment operators to ensure the safety and protection of Contractor staff, City staff, members of the public, and other parties in proximity to the use of the equipment.
8. Contractor's Vehicles: While working on City facilities and grounds, the Contractor shall have a magnetized sign placed on both sides of each vehicle identifying "Contractor for the City of South Pasadena". Magnet shall be legible by vehicles passing by the Contractor's vehicle. The Contractor shall submit a proof for City approval before ordering the magnet for their vehicles.
9. Gas Allowance: Gas-powered equipment may be used only for occasional non-routine tasks for which no commercially available electric equipment exists. For example, dethatching aeration in the fall, heavy tree trimming, rototilling compacted areas at playgrounds, and controlling invasive warm season grasses throughout the City. Gas equipment may also be used for contracted enhancement work that required heavy machinery. The use of gas-powered equipment must be approved in writing 48 hours in advance of use by the Public Works Director or their designee. Below is a summary of the tasks that may require the use of gas-powered equipment:
 - a. Dethatching, aeration: If needed, Contractor may use a gas-powered zero turn mower once a year in the fall for scalping and dethatching purposes. If needed, Contractor may use a gas-powered aerator in the fall for aerating purposes.
 - b. Invasive warm season grasses: If needed, Contractor may use gas-powered zero turn once a year in the spring or summer months to control growth of invasive warm season turf.

- c. Heavy tree trimming: If Contractor is required to perform heavy and substantial tree trimming, vender will be allowed to use gas-powered chain saws as needed to complete the enhancement job if an expedited and professional manner. Gas blowers may not be used for cleanup of heavy and substantial tree trimmings jobs.
- d. Pressure washer may be gas but shall meet California Air Resources Control Board Tier 2 compliance.
- e. Theft of equipment fleet. The Contractor agrees that in the event of theft of electric equipment that the Contractor may be granted a five-day grace period to replace the equipment and can utilize gas equipment during the grace period. The City must be notified in the event of the theft and the Contractor shall provide the City with a plan to replace the stolen equipment within the five-day grace period.

C. Material:

1. Grass seed for common (non-sports field) turf areas shall be fresh, clean, new crop seed, pre-mixed by mechanical mixer to proportions specified, with minimum purity and germination, which shall be agreed upon by City and Contractor.
2. Grass seed for sports field turf areas shall be fresh, clean, new crop seed, pre-mixed by mechanical mixer to proportions specified, with minimum purity and germination, which shall be agreed upon by City and Contractor.
3. Fungicides, Herbicides and Insecticides shall be recognized brands in general use, approved and complying with all local, state, and federal regulations. All chemicals used in the everyday course of landscape maintenance need to be green/environmentally friendly. Please see section 1.02.3 Scope related to chemical requirements.
4. Irrigation System: Installations shall be consistent with the existing components, including precipitation, size, and flow. Water efficient nozzles should be used wherever feasible. Weather Based Irrigation Controllers should be utilized at all parks in an effort to water efficiently. Instillation shall be consistent with existing components including precipitation, size, and flow.
5. Plant Materials: When not provided by the City, shall be best quality, new stock of size and kinds noted on plans or in other written instructions from the City. Priority selection to drought tolerant plants when and wherever appropriate.
6. Topsoil: Shall be fertile, sandy loam, free from noxious weeds, debris and toxic quantities of mineral salts.
7. Tree Stakes: From time to time, installation of stakes shall be required for tall and new trees. Upkeep of these stakes, including moving the stakes and/or loosening the ties, also required.
8. Tie Materials: Tree ties shall be Twist Brace Tree Support used to attach to lodge poles.

1.04 PLANT REPLACEMENT

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

1.05 PLANT REPLACEMENT LIABILITY

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

1.06 CLEAN UP/TRASH REMOVAL/ENVIRONMENT

- A. In general, Contractor shall see that the premises are kept neat and clean of foreign debris, however deposited, whether by winds, persons entering or passing by premises, or careless persons. Clean up shall consist of removal of all debris, papers, weeds, cut grass, and removal of fallen limbs when needed on a weekly basis. Weeds growing at curb and sidewalk joints shall be removed. Sidewalks and walks shall be swept at least once a week.
- B. Contractor shall clean up after their own work and deposit all debris in containers for removal from the premises. Contractor shall not permit debris to accumulate anywhere on the site. Debris and material generated by Contractor shall be removed from the site by Contractor.
- C. Contractor shall pick up the trash at City parks, sport fields, medians, and facilities listed in this Scope of Services. Contractor shall supply trash liner bags.
- D. On weekends and Holidays, Contractor shall perform two trash pickups at Garfield, Arroyo and Orange Grove Park Gazebo areas (three locations). Below is the schedule for the weekend and Holiday trash pickups:
 - a. November 1 through March 31: Morning trash pickup at all three locations shall be completed before 9:00 am. Afternoon trash pickup at all three locations shall be completed between 12:00 pm and 1:00 pm.
 - b. April 1 through October 31: Morning trash pickup at all three locations shall be completed before 10:00 am. Afternoon trash pickup at all three locations shall be completed between 1:00 pm and 2:00 pm.

City Observed Holidays are as follows:

- 1) January 1: New Year's Day*
- 2) 3rd Monday in January: Martin Luther King, Jr. Birthday
- 3) 3rd Monday in February: President's Day
- 4) Last Monday in May: Memorial Day
- 5) June 19: Juneteenth*
- 6) July 4: Independence Day*
- 7) 1st Monday in September: Labor Day
- 8) November 11: Veteran's Day*
- 9) 4th Thursday in November: Thanksgiving Day
- 10) Friday after Thanksgiving
- 11) December 25: Christmas Day*

At least 48 hours before a Holiday, Contractor shall contact the Parks Supervisor and establish a City staff contact person who will receive notices or notifications on behalf of the City as described in this Scope of Services.

*If a holiday falls on a Saturday, the previous Friday shall be deemed the holiday. If a Holiday falls on a Sunday, the following Monday shall be deemed the holiday. The City shall close each year from December 25 to January 1.

- E. No trash, including but not limited to bottles, cans, paper, leaves, tree branches, and/or grass shall be swept or blown into the city's storm drains. In accordance with the state of California's municipal separate storm sewer systems (MS4s), nothing but rain down our drains. When using fertilizers and chemicals, Contractor shall be mindful of not allowing spray or runoff of chemicals into gutters, storm drains, or onto hardscaped/impervious surfaces where there is potential for runoff into those storm systems.
- F. Contractor shall dispose of a trash generated as part of services in City provided containers at the City Storage Yard located at Stoney Drive and Lohman Lane. At no time shall trash be dumped on the ground of the City Storage Yard unless there are no containers available and Contractor receives approval from the City representative. Contractor shall be given access code and ensure the access gate is secure upon exiting and departure. Contract will be provided access code, making sure code and ensure access gate is safe upon departure

1.07 IRRIGATION SYSTEMS - RESPONSIBILITY, MAINTENANCE, WATERING

After the award of each contract, the Contractor shall inspect and test each irrigation system under this contract and shall promptly inform the City of all deficiencies. The City shall then repair such systems, using either its own forces or that of a contractor (not necessarily the Contractor), and shall then turn the system over to the Contractor. The Contractor will be responsible for maintaining the system at that level of service from that time forward. The

Contractor must have a separate irrigation management division or similar capabilities in order to properly manage a City irrigation system.

A. Facilities:

1. PARKS & TRAILS

Location	Address/Place	Irrigation Controller Type
Garfield Park	1000 Mission St. South Pasadena, CA	Automatic
Arroyo Park	614 Stoney Dr., South Pasadena, CA	Automatic
Orange Grove Park	815 Mission St., South Pasadena, CA	Automatic
Heritage Park	913 Meridian Ave., South Pasadena, CA (including Meridian Median between Mission St. and El Centro St.)	Automatic
Eddie Park	2017 Edgewood Dr., South Pasadena, CA	Automatic
Library Park	1000 Oxley St., South Pasadena, CA	Automatic
War Memorial Park	435 Fair Oaks Ave., South Pasadena, CA	Automatic
Arroyo Seco Woodland and Wildlife Park	100 Pasadena Ave., South Pasadena, CA	Automatic
Monterey/Via Del Rey Pocket Parks	839 Monterey Rd., South Pasadena (both sides of Via del Rey at Monterey Road)	Automatic
Camino Verde Pocket Park	399 Camino Verde, South Pasadena, CA	Automatic
San Pascual Park	5668 Via Marisol, Los Angeles, CA (Eastern Section)	Automatic
Dog Park & Skate Park	650 Stoney Dr., South Pasadena, CA	Automatic
Demonstration Garden	1028 Magnolia Ave., South Pasadena, CA	Automatic
Arroyo Drive Trail	110 Freeway to Pasadena Ave.	Automatic
South Pasadena Freeway Sign & Trail	110 Freeway to Magnolia St)	Automatic
Snake Trail	between Rollin and Flores De Oro	Automatic
Stoney Drive Trail	Arroyo Dr. to San Pascual Ave.	Automatic
Arroyo Seco Bicycle and Pedestrian Trail	Stoney Dr. to West City Boundary near Nature Park	None
Grevelia Pocket Park	1103 Grevelia St., South Pasadena, CA	TBD
Berkshire Pocket Park	2000 Berkshire, Ave., South Pasadena, CA	TBD

2. SPORTS FIELDS

Location	Address/Place	Irrigation Controller Type
Arroyo Park North	614 Stoney Dr. North Fields (Burke, Clarich, and Nelson Fields)	Automatic
Arroyo Park South	614 Stoney Dr. South Field	Automatic
Orange Grove Field	815 Mission St., South Pasadena, CA	Automatic

3. CITY FACILITIES

Location	Address/Place	Irrigation Controller Type
Civic Center	1414 Mission St., South Pasadena, CA	Automatic
Parking Lots	820 Mound St., 1500 El Centro St., 1001 Edison Ln.	None
CNG Station	1939 Stoney Dr., South Pasadena, CA	None
Service Yard	825 Mission St., South Pasadena, CA	Automatic
San Pascual House	308 San Pascual Ave., South Pasadena, CA	Automatic

4. WATER FACILITIES

Location	Address/Place	Irrigation Controller Type
Garfield Reservoir	416 Garfield Ave., South Pasadena, CA	Automatic
Grand Reservoir,	624 Hermosa Ave., South Pasadena, CA	Automatic
Westside Reservoir	820 Glen Place, South Pasadena, CA	None
Raymond Tank	1648 Raymond Hill Rd., South Pasadena, CA	None
Kolle Pump House,	1217 Kolle Ave., South Pasadena, CA	None
Bilicke Tank,	700 La Portada St., South Pasadena, CA	None
Wilson Reservoir	545 Adelyn Dr., San Gabriel, CA	Automatic
Wilson Well 2	311 Bradbury Dr., San Gabriel, CA	None
Graves Reservoir	2225 El Molino Ave., San Marino, CA	Automatic

V. MEDIANS & EASEMENTS

Location	Address/Place	Irrigation Controller Type
Hawthorne St. Parkway	Between Orange Grove Ave. and Pasadena Ave.	Automatic
Huntington Drive Medians	Between Alhambra Road and Garfield Ave.	Automatic
Fair Oaks Ave. Medians	Between Huntington Dr. and Columbia St.	Automatic
Huntington Drive and Fair Oaks Ave.	Intersection Medians	Automatic
Monterey Rd. Medians	Between Orange Grove Ave. and Brent Ave.	Automatic
Monterey Rd. Medians	At Pasadena Ave.	Automatic
Pasadena Ave. Medians	Between York Blvd. Bridge and Monterey Rd.	Automatic
Pasadena Avenue	Between City Limits and Sycamore Ave.	Automatic
Camden Court Medians	Between Oak St. and Court Ave.	Automatic
El Cerrito Circle Island	1300 Block of El Cerrito Circle	Automatic
Stratford Ave. Circle Island	1900 Block of Stratford Ave.	Automatic
Raymondale Dr. Meridians	Between State St. and Amberwood Dr.	Automatic
Fletcher Ave. Islands	Between Oak St. and Huntington Dr.	Automatic
Orange Grove Ave. Medians	Between Charter Oak St. and Columbia St.	Automatic

Location	Address/Place	Irrigation Controller Type
Orange Grove Ave. Parkway	Between Oliver St. and Sterling Pl. (West Side)	Automatic
Sterling Place	At the end of cul-de-sac	Automatic
State Street Medians	Fair Oaks to 1800 State St.	Automatic
State Street Parkways	Fair Oaks to 1800 State St.(East Side)	Automatic
Mound Ave Parkways	900 Block (East Side)	None
El Centro St. Parkways	East and West sides of Edison Ln.	Automatic
Stoney Dr. Easement	Lohman Ln. to 110 Freeway	None

B. Standards:

1. Contractor shall reference and implement the 2014 Landscape Irrigation Best Management Practices developed by the Irrigation Association and the American Society of Irrigation Consultants in the management of landscape water resources, in order to maintain a healthy and functional landscape.
2. Contractor’s irrigation shall maintain a healthy and verdant landscape in all work areas, except as required under drought conditions by state and local regulations.

C. Methods:

1. Landscape areas are covered by irrigation systems, hose bibs, etc. All areas and planting pots shall be inspected on a weekly basis by the Contractor to ensure the Contractor is appropriately applying water, as to not underwater or overwater the landscaped area. In addition, Contractor shall test all stations at least weekly to make sure the system is running efficiently and not wasting water. The purposes of the test are to determine:
 - (a) the proper operation of the system and
 - (b) the need for repair to controllers, valves, risers, sprinkler heads, etc.

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

2. Valve boxes must be securely replaced when damaged and excessive wet or dry areas eliminated areas eliminated. A comprehensive report must be included with the written report on system problems on the following day.
3. Semi-automatic mechanical valve actuators have been provided at each valve for the Contractor's convenience. The Contractor shall provide a "Watering Schedule" to the City for review and acceptance. This schedule shall list the number of minutes that each valve is to be set for at each time of watering. Contractor shall be responsible for setting timing of valve actuators to comply with said schedule. The Contractor is required to work with City staff to improve irrigation efficiency of the watering schedule.

4. Areas to be watered shall receive adequate water, without flooding or creating bog like conditions, at a frequency designated by the "Watering Schedule." Whenever using a hose and watering by hand, the hose must be equipped with a nozzle that has an on/off valve.
5. Watering days on the Contractor provided "Watering Schedule" shall be timed so as not to inconvenience the on-site personnel or operations. Hand watering shall not be permitted to wet parked cars. Contractor shall be responsible to shut off the irrigation system before it rains if rain is forecasted. Contractor can resume irrigating 48 hours after the rain has ceased.
6. Contractor shall water adequately as required for specific planting and seasonal changes, taking precautions not to create bog-like conditions or damage to landscaping, hardscaping, or structures.
7. During extremely hot weather and extended Holiday periods, and during or following breakdown of systems or water supply, Contractor shall supply at their own expense, and no additional charge under the contract, the personnel required to adequately water all landscaped areas. Dry areas which develop in lawn or groundcover areas shall receive supplemental manual irrigation until such time as the condition is alleviated.
8. Contractor shall obey all laws, codes, regulations, and policies associated with watering of landscaping and use of water.

D. Maintenance:

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

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

circumstances, either is the sod to be removed leaving holes larger than head diameter nor is weed killer to be used.

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

1.08 LAWNS/TURF

A. General:

1. Contractor shall maintain all lawns in top condition at all times through the practice of regular mowing, seeding, watering, fertilizing, and aerating in accordance with these specifications. Lawn shall have a well-tended appearance.
2. All City facilities with turf/lawn shall be mowed per the requirements of this Scope of Services. The Arroyo Sports Fields, and Orange Grove Park shall be mowed twice per week during the warm season (April 15 to October 15).
3. Mowing shall not remove more than 50% of vegetative growth. Grass generally shall not exceed four (4) inches in height. Mowing heights of other than Bermuda grass shall generally be between two (2) to three (3) inches, using a mower. Bermuda grass sport fields shall be mowed at one and a half (1 1/2) inches in height using a mower. Turf shall be cut at a uniform height. Keep blades sharp and mowing equipment to be kept sufficient to prevent grass blade bruising, tearing, and shredding. Clippings shall be caught in a grass catcher, collected and removed from the premises. Grass clippings that are finely cut may be left in place. Mowing pattern will be varied weekly where possible to reduce jutting and compaction of grade. Contractor shall coordinate mowing and irrigation schedules so that the grass is not mowed while it is wet.
4. Edges shall be trimmed at each mowing, including trimming around walls and fences, trees, shrubs, sprinkler heads, valves, curbs, planting beds, utility poles, sign posts, playground equipment and other items located in lawns. The trimming must be done on the same day as the mowing. At the conclusion of each visit, walks adjacent to work area

shall be blown clean. Under no circumstance shall Contractor blow trimmings into the public right of way. Water shall not be used to clear walks clear of trimmings.

5. Grass shall not be allowed to invade plant and other areas not intended to be lawn. Care should be taken not to damage sprinkler heads, plantings, walks and buildings with equipment. Curbs, gutters, walks and driveways shall be left in a clean condition after each mowing. Excessive amounts of leaves, papers and other debris shall not be allowed to accumulate on lawns. Mowing shall not be done when soil is too wet; avoid compaction of turf.
 6. Weeds of any kind shall not be permitted to become established in lawns. Contractor shall submit to City for approval a weed abatement program that keeps the lawns as nearly as possible to a weed-free condition stating which products will be used for 'those weeds now in existence, at what rate they will be applied, and at what schedule during the year'. Lawns shall receive at least two applications per year of broad spectrum herbicide for the control of crabgrass and other common lawn weeds. Mow lawns before applying. Additional applications of herbicides shall be made when necessary to complete eradication of specific weed problems not covered by the use of herbicide. Product shall be applied according to manufactures directions.
 7. Provide work schedule for rainy days and dormant seasons for alternate work. Days of week to be on job site including Holiday schedule.
 8. Perform the following maintenance services to sport fields at Arroyo and Orange Grove parks: Dethatching, core aerating, remove cores, top dress with medium, fertilizing, reseeding or stolons, irrigation, top dress seeds at a frequency of two times per year. All areas designated for re-seeding shall be groomed and dethatched for the purpose of top dressing with seed and organic matter. Areas shall be posted and closed to the public until germination and first mowing is completed. Dethatching shall be with a mechanical de-thatcher to remove built or organic matter in turf areas.
 9. The spreading of mulch shall depend on the type of mulch provided by the City. Tree shavings shall be used around shrub areas or to suffocate weeds. Composted fine mulch will be used for re-seeding or top dressing in turf areas. The material will be spread along planting areas and barren areas for weed prevention and moisture retention.
- B. Fertilizing Lawn/Turf:
1. Lawns (except for sports fields) shall be fertilized per Table I. Applications will consist of pelleted formula as agreed upon by City and Contractor Sports fields at Orange Grove, Arroyo South and Arroyo North use different materials at different times per Tables II, III, and IV.
 2. All materials shall be applied at times and in amounts shown for each feeding.
 3. Fertilizer shall be distributed evenly over lawn when dry, using calibrated spreader. Do not overlap materials and cause burning of turf, dark streaks, etc. Sweep off pavements and water in immediately.

4. Where herbicides, fungicides, or insecticides are required, these materials, in the amounts according to the manufacturer's directions, shall be added where compatible to the fertilizer specified. All products shall be combined and blended at factory, delivered in original packages, and applied as previously specified.
5. Additional insecticides, fungicides and herbicides applications shall be required as noted. These may be in liquid spray form. Herbicides shall not be applied during windy conditions. All chemicals used in the everyday course of landscape maintenance need to be green/environmentally friendly. Please see section 1.02.3 Scope related to chemical requirements.
6. Soil Compaction
 - a. Contractor shall not engage in activities that foster the compaction of the soil; i.e., driving of vehicles on turf or riding equipment on soggy soil.
 - b. Contractor shall aerate the athletic sports fields per the maintenance schedule in Tables II, III and IV. Aeration shall be accomplished by the use of a tractor drawn tine aerator. Proper soil moisture shall be present to insure that plugs are removed to a minimum depth of three inches. All plugs shall be broken up and removed from the sports fields on the day they are generated. Sprinkler heads shall be flagged to prevent damage to the irrigation system.
7. Insect, Fungi and Rodent Control
 - a. Contractor shall maintain continuous control against insects, leaf hopper, red spider, cut- worms, sod web worm (Lawn Moth) and other insects by the use of appropriate insecticides. Insecticides should not be applied above certain temperatures (check with manufacturer) or during wind.
 - b. Fungi shall be controlled by appropriate combination of watering practices, aeration and treating when specified. Additional applications shall be made when necessary to obtain control of rust and other fungi.
 - c. Mounds and holes on the sports fields shall be filled with dirt at the time of each mowing by contractor. All chemicals used in the everyday course of landscape maintenance need to be green/environmentally friendly. Please see section 1.02.3 Scope related to chemical requirements.

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

Materials utilized shall comply with the related sections of the scope of work or as agreed to by City and Contractor

Date	Activity	Responsible Organization
March	Apply appropriate fertilizer	Contractor
May	Apply appropriate fertilizer	Contractor
August	Apply appropriate fertilizer	Contractor
September	Dethatch, aerate, reseed, apply top dressing	Contractor
November	Apply appropriate fertilizer	Contractor

TABLE II
ARROYO SOUTH MAINTENANCE PLAN

Materials utilized shall comply with the related sections of the scope of work or as agreed to by City and Contractor

December	- Verticut, dethatch, seed prep, overseed sports turf (Trifecta II at	Contractor
January	7-10 lbs. / 1,000 sf.), install water retention product Hydretain at 2.7 lbs./1000 sf.)	
February	Aeration of the field with hollow tine and apply gypsum (5lbs./1,000 sf.)	Contractor
February	Apply appropriate fertilizer	Contractor
February	Weed control, post emergent application to control broadleaf weeds	Contractor
March	- Spot treatment of weed control, post emergent to control	Contractor
October	broadleaf weeds	
March	Aeration of the field with hollow tine	Contractor
March	Rototil of infields	Contractor
March	Apply Dimension 270G herbicide to prevent crabgrass germination at a rate of 3-4 lbs./1,000 sf.	Contractor
April	Aeration of the field with hollow tine and apply gypsum (5lbs./1,000 sf.)	Contractor
April	Apply appropriate fertilizer	Contractor
April	Start of the warm season, increase irrigation	Contractor
May	Aeration of the field with hollow tine	Contractor
June	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
June	Rototil of infields	Contractor
July	Verticut, dethatch, seed prep, overseed sports turf, install water retention product	Contractor
August	Apply slow release fertilizer at a rate of 3.2lbs./1,000 sf.	Contractor
September	Aeration of the field with hollow tine	Contractor

October	Aeration of the field with hollow tine and apply gypsum (5lbs./1,000 sf.)	Contractor
October	Apply slow release fertilizer	Contractor
October	End of the warm season, decrease irrigation	Contractor
November	Aeration of the field with hollow tine	Contractor

TABLE III
ARROYO NORTH MAINTENANCE PLAN

Materials utilized shall comply with the related sections of the scope of work or as agreed to by City and Contractor

December	- Verticut, dethatch, seed prep, overseed sports turf,	Contractor
January	install water retention product	
February	Aeration of the field with hollow tine and apply gypsum (5lbs./1,000 sf.)	Contractor
February	Apply appropriate fertilizer	Contractor
February	Weed control, post emergent application to control broadleaf weeds	Contractor
March	Aeration of the field with hollow tine	Contractor
March	Rototil of infields	Contractor
March	Apply Dimension 270G herbicide to prevent crabgrass germination at a rate of 3-4 lbs./1,000 sf.	Contractor
April	Aeration of the field with hollow tine and apply gypsum (5lbs./1,000 sf.)	Contractor
April	Apply appropriate fertilizer	Contractor
April	Start of the warm season, increase irrigation	Contractor
May	Aeration of the field with hollow tine	Contractor
June	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
June	Rototil of infields	Contractor
July	Verticut, dethatch, seed prep, overseed sports turf , install water retention product	Contractor
August	Apply slow release fertilizer	Contractor
September	Aeration of the field with hollow tine	Contractor
October	Aeration of the field with hollow tine and apply gypsum (5lbs./1,000 sf.)	Contractor
October	Apply slow release fertilizer	Contractor
October	End of the warm season, decrease irrigation	Contractor
November	Aeration of the field with hollow tine	Contractor

TABLE IV
ORANGE GROVE MAINTENANCE PLAN

Materials utilized shall comply with the related sections of the scope of work or as agreed to by City and Contractor

November- January	Veiticut, dethatch, seed prep, overseed sports turf, install water retention product	Contractor
February	Aeration of the field with hollow tine and apply gypsum (5lbs./1,000 sf.)	Contractor
February	Apply appropriate fertilizer	Contractor
February	Weed control, post emergent application to control broadleaf weeds	Contractor
March - October	Spot treatment of weed control, post emergent to control broadleaf weeds	Contractor
March	Aeration of the field with hollow tine	Contractor
March	Rototil of infields	Contractor
March	Apply Dimension 270G herbicide to prevent crabgrass germination at a rate of 3-4 lbs./1,000 sf.	Contractor
April	Aeration of the field with hollow tine and apply gypsum (5lbs./1,000 sf.)	Contractor
April	Apply appropriate fertilizer	Contractor
April	Start of the warm season, increase irrigation	Contractor
May	Aeration of the field with hollow tine	Contractor
June	Aeration of the field with hollow tine and apply gypsum (5 lbs./1,000 sf.)	Contractor
June	Rototil of infields	Contractor
July	Veiticut, dethatch, seed prep, overseed sports turf install water retention product	Contractor
August	Apply slow release fertilizer	Contractor
September	Aeration of the field with hollow tine	Contractor
October	Aeration of the field with hollow tine and apply gypsum (5lbs./1,000 sf.)	Contractor
October	Apply slow release fertilizer	Contractor
October	End of the warm season, decrease irrigation	Contractor

1.09 GROUNDCOVERS

A. General:

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

B. Fertilizer:

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

1.10 SHRUB GROUNDCOVERS

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

1.11 SHRUBS, PLANTS AND TREES

General maintenance of shrubs, plants and trees shall include:

1. Weekly watering of all areas per the "watering schedule".
2. Removal of spent flowers and flower spikes; removal of all leaves and debris from plant areas weekly.
3. Regular cultivation of all plant areas.

4. Removal of weeds. Bermuda grass shall be traced to source and all roots and stolon removed or sprayed with approved weed killer; all weeds and debris shall be removed from the premises.
5. Plants shall be hosed off monthly to remove accumulations of dirt and soot.
6. Pruning shall be performed continually. Contractor shall not allow plants to develop stray, undesirable growth.
7. Insect and rodent control.
8. Fertilizing of shrubs and perennials in accordance with the fertilizer indicated for groundcovers. All fertilizers shall be applied evenly by hand and lightly cultivated into soil, with thorough watering to follow. Shrubs located in groundcover areas will not require additional fertilizing. All chemicals used in the everyday course of landscape maintenance need to be green/environmentally friendly. Please see section 1.02.3 Scope related to chemical requirements.
9. Shrubs shall be trimmed as needed at established maintenance height.
10. Plants that grow as clumps must be divided as part of regular maintenance. Divides can be in half or other fractions depending on plant vigor. These plants can be used elsewhere to enhance vegetation and landscape at the direction of the Director of Public Works, or their representative.
11. All flower plants shall be cleaned and opened to a natural appearance. The Bird of Paradise and facial plants shall be dead-headed.
12. All low growing branches of trees that interfere with the clear passage of pedestrians shall be skirted or trimmed to provide a height clearance of nine-feet (9'). Contractor shall look for dangers or hazards posed by trees, and such conditions shall be reported to the City.

1.12 ROSES

A. Fertilizing

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

B. Pruning

1. Prune annually during the last two weeks in January, or as scheduled by the Park Supervisor/Public Works Operations Manager.
2. Remove 1/3 to 1/2 of the old canes. Prune away from the middle. Have eye, or young bud, facing out in the direction the plant is to grow. Prune 1/8 inch to 1/4

inch above the bud at an angle. All leaves and sucker's will be removed and the bed raked clean.

3. Old blooms will be removed on a regular basis.

C. Watering

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

1.13 CONTROL OF INSECTS, RODENTS AND OTHER PESTS

- A. Contractor and their employees shall be entirely familiar with the use of all insecticides and chemicals of any kind intended for use as regards laws, proper types, rates of application, temperatures at which to be applied, etc. Please see section 1.02.3 Scope related to chemical requirements.
- B. Contractor shall maintain adequate equipment, sprayers, dusters, etc., on the job for emergency spot controls of insects. Larger equipment and materials shall be supplied when required.
- C. An adequate supply of basic insecticides, fungicides, properly packaged and labeled, shall be maintained for use.
- D. Contractor shall maintain proper controls by spraying at such frequency and in such amounts as necessary to prevent insect infestations.
- E. Control of chewing and sucking insects shall be performed at least twice a year (late winter or early spring, and summer) or as required to maintain control and prevent damage to plantings. Appropriate insecticides for the required purposes shall be applied with power sprayer. Care shall be exercised not to damage buildings, planting or adjacent materials by improper use of insecticides (amounts, high temperature) or of equipment.
- F. Snails, slugs and similar pests shall be controlled by Contractor as needed.
- G. Notwithstanding any previously identified chemicals contractor shall be prohibited from applying any pesticide or insecticide that is a neonicotinoid. Please see section 1.02.3 Scope related to chemical requirements.

1.14 FUNGI, MILDEW AND PATHOLOGICAL PROBLEMS

Contractor shall control fungi, mildew, and other pathological problems in work areas. Where necessary, Contractor shall apply fungicide. Please see section 1.02.3 Scope related to chemical requirements.

1.15 CULTIVATING

Contractor shall cultivate areas between shrubs, groundcovers, and trees for the removal of weeds, as well as aeration and application of fertilizer and water. Please see section 1.02.3 Scope related to chemical requirements.

1.16 MISCELLANEOUS MAINTENANCE PROVISIONS

Contractor shall, as part of this contract perform the following services in accordance with the frequency specified below, unless specified in the locations and frequencies listed in this Scope of Services:

1. Inspect erosion in work areas daily, correct minor erosion, and immediately report major erosion to the Parks Supervisor.
2. Inspect catch basins, concrete swales, drain lines, and area drains in parks, trails, sports fields, and facilities daily. Clean/clear debris as necessary daily.
3. Inspect work areas daily for vandalism and defacement, graffiti, collections of items, and required repairs. Correct minor issues, and immediately report major issues to the Parks Supervisor.
4. Clean all barbecue pits weekly.
5. Sweep/blow parking lots daily at the parks, trails, sports fields, and facilities.
6. Plant shrubs, groundcover, and trees at the request of the Parks Supervisor.
7. All hard surface areas are to be swept with a broom or cleared with an electric blower daily, except for sanitary purposes when power-washing is necessary or as specifically called for in these specifications. City of South Pasadena Municipal Code 35.41 hose use prohibits the use of water to clean areas that can be swept with a broom.
8. Tennis courts, bleacher areas, picnic areas, tables, and rubber playground surface are to be power washed monthly, unless specified more frequently in this Scope of Services. A Contractor furnished motorized power washer will be used to wash the picnic table and surrounding area from all food stains and other type of stains. The area will be kept clean and stain free. Contractor shall coordinate the power washing times with the Parks Supervisor that will have minimum disruption to the facility. The Contractor is responsible for posting any signage, barricades and/or caution tape required for to allow the Contractor to perform the services.
9. Contractor shall rake and grade play areas at Orange Grove, Arroyo, Garfield, and Eddie parks weekly, including dress up, cleaning and rototilling to a depth of six (6) inches for the sand or engineered wood fibers..
10. Supply and refill the bags for the dog waste stations weekly.
11. On Saturday, Sunday and Holidays the Contractor shall unlock the park restrooms at Orange Grove Park, Arroyo Park and Garfield Park before 7:00 a.m. City staff or Janitorial Services Contractor shall unlock park restrooms on other days.

**Exhibit B
Costs**

Parkwood Landscape Maintenance, Inc.

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Eddie Park	A001	Mowing with rotary mower: recreational area, lawn, and parkway	Weekly	\$ <u>248.00</u> (per week)
Eddie Park	A002	Edging, trimming all areas after mowing	Weekly	\$ <u>61.00</u> (per week)
Eddie Park	A003	Sweep/blow all concrete areas, picnic area, steps, recreational area and sidewalks around the parkway and cleaning up leaves, litter and debris	Weekly	\$ <u>80.00</u> (per week)
Eddie Park	A004	Detailing and trimming flowers and shrubs in flower beds, planters	Weekly	\$ <u>60.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Eddie Park	A005	Picking up and emptying trash seven days per week M-T-W-Th-F-Sat-Sun	Weekly	\$ <u>40.00</u> (per week)
Eddie Park	A006	Weed control throughout the Park	Weekly	\$ <u>30.00</u> (per week)
Eddie Park	A007	Preventative maintenance (PM) irrigation: maintain and repair	Weekly	\$ <u>50.00</u> (per week)
Eddie Park	A008	Field maintenance plan (per Table I)	Monthly	\$ <u>129.00</u> (per month)
Eddie Park	A009	Cultivating and/or mulching planter beds	Monthly	\$ <u>129.00</u> (per month)
Eddie Park	A010	Power wash picnic area and tables	Weekly	\$ <u>28.00</u> (per week)
Eddie Park	A011	Filling dog waste stations	Weekly	\$ <u>30.00</u> (per week)
Eddie Park	A012	Dress up engineered wood fiber (EWF) in the play areas	Weekly	\$ <u>30.00</u> (per week)
Garfield Park	A013	Mowing with rotary mower: recreational area, lawn, and parkway	Weekly	\$ <u>655.00</u> (per week)
Garfield Park	A014	Edging, trimming all areas after mowing	Weekly	\$ <u>96.00</u> (per week)
Garfield Park	A015	Sweep/blow all concrete areas gazebo picnic area, steps, recreational area and sidewalks around the parkway and cleaning up leaves, litter and debris	Weekly	\$ <u>149.00</u> (per week)
Garfield Park	A016	Blowing leaves, weeding and cleanup of tennis courts	Weekly	\$ <u>93.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Garfield Park	A017	Power washing tennis courts (high pressure nozzle)	Monthly	\$ <u>198.00</u> (per month)
Garfield Park	A018	Power washing gazebo and picnic area (high pressure nozzle)	Weekly	\$ <u>37.00</u> (per week)
Garfield Park	A019	Power wash playground rubber surface (high pressure nozzle)	Monthly	\$ <u>162.00</u> (per month)
Garfield Park	A020	Picking up and emptying all trash cans M-T-W-Th-F-Sat-Sun	Weekly	\$ <u>37.00</u> (per week)
Garfield Park	A021	Unlock the park restrooms Friday, Saturday, Sunday & Holidays before 7:00 am	Weekly	\$ <u>19.00</u> (per week)
Garfield Park	A022	Additional afternoon trash pickup of gazebo trash cans on Saturday, Sunday & Holidays April 1 - October 31 Trash pickup between 1pm & 2pm November 1 - March 31 Trash pickup between 12pm & 1pm	Weekly	\$ <u>51.00</u> (per week)
Garfield Park	A023	Weed control throughout the Park	Weekly	\$ <u>97.00</u> (per week)
Garfield Park	A024	PM irrigation: maintain and repair	Weekly	\$ <u>37.00</u> (per week)
Garfield Park	A025	Field maintenance plan (per Table I)	Monthly	\$ <u>242.00</u> (per month)
Garfield Park	A026	Rose maintenance including fertilization and pruning	Monthly	\$ <u>163.00</u> (per month)
Garfield Park	A027	Clean BBQ pits (Fridays in preparation for Weekend Rentals)	Weekly	\$ <u>19.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Garfield Park	A028	Re-planting	Annually	\$ <u>992.00</u> (per year)
Garfield Park	A029	Detailing and trimming flowers and shrubs in flower beds, planters	Weekly	\$ <u>19.00</u> (per week)
Garfield Park	A030	Clearing turf around valve boxes	Weekly	\$ <u>19.00</u> (per week)
Garfield Park	A031	Rototill sand area equipment, rake, grade and clean sand play area including setting sand under slide	Weekly	\$ <u>37.00</u> (per week)
Garfield Park	A032	Filling dog waste stations	Weekly	\$ <u>19.00</u> (per week)
Heritage Park	A033	Mowing with rotary mower: including lawn area and parkway	Weekly	\$ <u>16.00</u> (per week)
Heritage Park	A034	Edging, trimming all areas after mowing	Weekly	\$ <u>5.00</u> (per week)
Heritage Park	A035	Blowing and cleaning up leaves and debris including the concrete areas, plaza, median and sidewalk and cleaning up leaves, litter and debris	Weekly	\$ <u>140.00</u> (per week)
Heritage Park	A036	Picking up and emptying trash seven days per week M-T-W-Th-F-Sat-Sun	Weekly	\$ <u>26.00</u> (per week)
Heritage Park	A037	Spreading mulch	Monthly	\$ <u>3.00</u> (per month)
Heritage Park	A038	Detailing shrubs and flower beds	Weekly	\$ <u>21.00</u> (per week)
Heritage Park	A039	PM irrigation: maintain and repair	Weekly	\$ <u>21.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Library Park	A040	Mowing with rotary mower: including lawn area and parkway	Weekly	\$ <u>394.00</u> (per week)
Library Park	A041	Edging, trimming all areas after mowing	Weekly	\$ <u>41.00</u> (per week)
Library Park	A042	Sweep/blow all concrete areas, steps, and sidewalks around the parkway and cleaning up leaves, litter and debris	Weekly	\$ <u>87.00</u> (per week)
Library Park	A043	Picking up and emptying trash seven days per week M-T-W-Th-F-Sat-Sun	Weekly	\$ <u>58.00</u> (per week)
Library Park	A044	Weed control throughout the Park	Weekly	\$ <u>116.00</u> (per week)
Library Park	A045	Field maintenance plan (Per Table I)	Monthly	\$ <u>284.00</u> (per month)
Library Park	A046	PM irrigation: maintain and repair	Weekly	\$ <u>87.00</u> (per week)
Library Park	A047	Detailing and trimming flowers and shrubs in flower beds, planters	Weekly	\$ <u>117.00</u> (per week)
Library Park	A048	Spread mulch	Monthly	\$ <u>111.00</u> (per month)
Library Park	A049	Re-planting	Semi-annually	\$ <u>372.00</u> (per 6 months)
Library Park	A050	Manual Water Containers in front of Library, Senior Center Patio & Plants outside of the Community Room	Weekly	\$ <u>22.00</u> (per week)
War Memorial Park	A051	Mowing with rotary mower: including lawn area and parkway	Weekly	\$ <u>183.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
War Memorial Park	A052	Edging, trimming all areas	Weekly	\$ <u>33.00</u> (per week)
War Memorial Park	A053	Sweep/blow all concrete areas, steps, and sidewalks around the parkway and cleaning up leaves, litter and debris	Weekly	\$ <u>53.00</u> (per week)
War Memorial Park	A054	Sweep/blow Oaklawn Bridge	Weekly	\$ <u>14.00</u> (per week)
War Memorial Park	A055	Weed control throughout the Park	Weekly	\$ <u>53.00</u> (per week)
War Memorial Park	A056	Field maintenance plan (Per Table I)	Monthly	\$ <u>130.00</u> (per month)
War Memorial Park	A057	PM irrigation: maintain and repair	Weekly	\$ <u>53.00</u> (per week)
War Memorial Park	A058	Detailing and trimming flowers and shrubs in flower beds, planters	Weekly	\$ <u>20.00</u> (per week)
War Memorial Park	A059	Spread mulch	Monthly	\$ <u>22.00</u> (per month)
War Memorial Park	A060	Clean Swale	Weekly	\$ <u>27.00</u> (per week)
Orange Grove	A061	Mowing with rotary mower: recreational area, lawn, sports field, and parkway (once a week, except for twice a week during the warm season April 15 to October 15)	Twice Weekly	\$ <u>614.00</u> (per week)
Orange Grove	A062	Edging, trimming all areas after mowing (once a week, except for twice a week during the warm season April 15 to October 15)	Twice Weekly	\$ <u>81.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Orange Grove	A063	Sweep/blow all concrete areas gazebo picnic area, steps, bleachers, dugouts, and sidewalks around the parkway and cleaning up leaves, litter and debris	Weekly	\$ <u>130.00</u> (per week)
Orange Grove	A064	Blowing leaves, weeding and cleanup of tennis courts	Weekly	\$ <u>65.00</u> (per week)
Orange Grove	A065	Power washing tennis courts (high pressure nozzle)	Weekly	\$ <u>65.00</u> (per week)
Orange Grove	A066	Power washing gazebo and picnic area (high pressure nozzle)	Weekly	\$ <u>81.00</u> (per week)
Orange Grove	A067	Power wash playground rubber surface (high pressure nozzle)	Monthly	\$ <u>210.00</u> (per month)
Orange Grove	A068	Picking up and emptying all trash cans M-T-W-Th-F-Sat-Sun	Weekly	\$ <u>130.00</u> (per week)
Orange Grove	A069	Unlock the park restrooms Fridays Saturday, Sunday & Holidays before 7:00 am	Weekly	\$ <u>16.00</u> (per week)
Orange Grove	A070	Additional afternoon trash pickup of gazebo trash cans on Saturday, Sunday & Holidays April 1 - October 31 Trash pickup between 1pm & 2pm November 1 - March 31 Trash pickup between 12pm & 1pm	Weekly	\$ <u>33.00</u> (per week)
Orange Grove	A071	PM irrigation: maintain and repair	Weekly	\$ <u>65.00</u> (per week)
Orange Grove	A072	Field maintenance plan (Per Table IV)	Monthly	\$ <u>499.00</u> (per month)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Orange Grove	A073	Detailing and trimming flowers and shrubs in flower beds, planters	Weekly	\$ <u>48.00</u> (per week)
Orange Grove	A074	Rake, grade and clean sand play area including setting sand under slide	Weekly	\$ <u>21.00</u> (per week)
Orange Grove	A075	Pruning Bougainvillea hedges throughout park	Monthly	\$ <u>228.00</u> (per month)
Orange Grove	A076	Filling dog waste stations	Weekly	\$ <u>13.00</u> (per week)
Orange Grove	A077	Remove Gopher Mounds	Weekly	\$ <u>7.00</u> (per week)
Arroyo Park and Sports Fields	A078	Mowing with rotary mower: recreational area, lawn, sports field, and parkway (once a week, except for twice a week during the warm season April 15 to October 15)	Twice Weekly	\$ <u>995.00</u> (per week)
Arroyo Park and Sports Fields	A079	Edging, trimming all areas after mowing(once a week, except for twice a week during the warm season April 15 to October 15)	Twice Weekly	\$ <u>125.00</u> (per week)
Arroyo Park and Sports Fields	A080	Sweep/blow all concrete areas gazebo picnic area, steps, bleachers, dugouts, and sidewalks around the parkway and cleaning up leaves, litter and debris	Weekly	\$ <u>99.00</u> (per week)
Arroyo Park and Sports Fields	A081	Power washing gazebo and picnic area (high pressure nozzle)	Weekly	\$ <u>198.00</u> (per week)
Arroyo Park and Sports Fields	A082	Picking up and emptying all trash cans M-T-W-Th-F-Sat-Sun	Weekly	\$ <u>97.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Arroyo Park and Sports Fields	A083	Unlock the park restrooms (Friday, Saturday, Sunday & Holidays before 7:00 am)	Weekly	\$ <u>25.00</u> (per week)
Arroyo Park and Sports Fields	A084	Additional afternoon trash pickup of gazebo trash cans on Saturday, Sunday and Holidays April 1 - October 31 Trash pickup between 1pm & 2pm November 1 - March 31 Trash pickup between 12pm & 1pm	Weekly	\$ <u>84.00</u> (per week)
Arroyo Park and Sports Fields	A085	PM irrigation: maintain and repair	Weekly	\$ <u>145.00</u> (per week)
Arroyo Park and Sports Fields	A086	Field maintenance plan (Per Tables II and III)	Monthly	\$ <u>807.00</u> (per month)
Arroyo Park and Sports Fields	A087	Detailing and trimming flowers and shrubs in flower beds, planters	Weekly	\$ <u>129.00</u> (per week)
Arroyo Park and Sports Fields	A088	Dress up EWF in the play areas	Weekly	\$ <u>113.00</u> (per week)
Arroyo Park and Sports Fields	A089	Filling dog waste stations	Weekly	\$ <u>49.00</u> (per week)
Arroyo Park and Sports Fields	A090	Remove Gopher Mounds	Weekly	\$ <u>10.00</u> (per week)
Arroyo Park and Sports Fields	A091	Maintain 10 foot weed and shrub clearance from the fence around the ball fields	Weekly	\$ <u>94.00</u> (per week)
Arroyo Seco Woodland and Wildlife Park	A092	Litter removal	Weekly	\$ <u>132.00</u> (per week)
Arroyo Seco Woodland and Wildlife Park	A093	Inspect quick coupling spigots for leaks and repair	Weekly	\$ <u>6.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Dog Park, Skate Park and Parking Lot	A094	Trash pick-up at both parks and the parking lot on seven days a week M-T-W-Th-F-Sat-Sun	Weekly	\$ <u>59.00</u> (per week)
Dog Park, Skate Park and Parking Lot	A095	Blow EWF back into the planters	Weekly	\$ <u>15.00</u> (per week)
Dog Park, Skate Park and Parking Lot	A096	Weed control	Weekly	\$ <u>14.00</u> (per week)
Dog Park, Skate Park and Parking Lot	A097	Fill dog waste stations	Weekly	\$ <u>14.00</u> (per week)
Dog Park, Skate Park and Parking Lot	A098	Fill in low areas of DG (including the walkway in front of the park)	Weekly	\$ <u>16.00</u> (per week)
Dog Park, Skate Park and Parking Lot	A099	Clearing out the trash beneath the skate park ramps	Weekly	\$ <u>11.00</u> (per week)
Dog Park, Skate Park and Parking Lot	A100	Sweep/blow and remove debris, leaves and litter from the Parks, walkway surrounding the Parks and the Parking Lot	Weekly	\$ <u>12.00</u> (per week)
Demonstration Garden	A101	Mowing with rotary mower	Weekly	\$ <u>112.00</u> (per week)
Demonstration Garden	A102	Edging, trimming all areas	Weekly	\$ <u>27.00</u> (per week)
Demonstration Garden	A103	Blowing and cleaning up leaves, litter and debris	Weekly	\$ <u>19.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Demonstration Garden	A104	Picking up and emptying trash seven days per week M-T-W-Th-F-Sat-Sun	Weekly	\$ <u>24.00</u> (per week)
Demonstration Garden	A105	Weed abatement	Weekly	\$ <u>7.00</u> (per week)
Demonstration Garden	A106	Fill dog waste station	Weekly	\$ <u>4.00</u> (per week)
Demonstration Garden	A107	Detailing and trimming flowers and shrubs in flower beds, planters	Weekly	\$ <u>14.00</u> (per week)
Demonstration Garden	A108	PM irrigation: maintain and repair	Weekly	\$ <u>15.00</u> (per week)
Monterey/Via Del Rey, Camino Verde, Grevelia, & Berkshire Pocket Parks	A109	Mowing with rotary mower	Weekly	\$ <u>105.00</u> (per week)
Monterey/Via Del Rey, Camino Verde, Grevelia, & Berkshire Pocket Parks	A110	Edging, trimming all areas	Weekly	\$ <u>14.00</u> (per week)
Monterey/Via Del Rey, Camino Verde, Grevelia, & Berkshire Pocket Parks	A111	Blowing and cleaning up leaves, litter and debris	Weekly	\$ <u>12.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Monterey/Via Del Rey, Camino Verde, Grevelia, & Berkshire Pocket Parks	A112	Picking up and emptying trash seven days per week M-T-W-Th-F-Sat-Sun	Weekly	\$ <u>24.00</u> (per week)
Monterey/Via Del Rey, Camino Verde, Grevelia, & Berkshire Pocket Parks	A113	Weed abatement/control	Weekly	\$ <u>20.00</u> (per week)
Monterey/Via Del Rey, Camino Verde, Grevelia, & Berkshire Pocket Parks	A114	Detailing and trimming flowers and shrubs in flower beds, planters	Weekly	\$ <u>17.00</u> (per week)
Monterey/Via Del Rey, Camino Verde, Grevelia, & Berkshire Pocket Parks	A115	PM irrigation: maintain and repair	Weekly	\$ <u>15.00</u> (per week)
San Pascual Park	A116	Litter removal	Monthly	\$ <u>324.00</u> (per month)
San Pascual Park	A117	Weed Abatement	Monthly	\$ <u>174.00</u> (per month)
Snake Trail	A118	Sweep/blow all concrete/asphalt areas cleaning up leaves, litter and debris	Weekly	\$ <u>6.00</u> (per week)
Snake Trail	A119	Litter removal	Weekly	\$ <u>6.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Snake Trail	A120	Trim the shrubs adjacent to the trail to maintain clearance	Weekly	\$ <u>6.00</u> (per week)
Snake Trail	A121	Weed abatement	Weekly	\$ <u>5.00</u> (per week)
Stoney Drive and Arroyo Trails	A122	Weed Abatement	Monthly	\$ <u>39.00</u> (per month)
Stoney Drive and Arroyo Trails	A123	Spread mulch along the whole trail	Quarterly	\$ <u>118.00</u> (per 3 months)
Stoney Drive and Arroyo Trails	A124	Litter removal	Monthly	\$ <u>39.00</u> (per month)
Stoney Drive and Arroyo Trails	A125	A 6-foot wide minimum walkway shall be maintained. Any vegetation conflicting with the walkway shall be removed.	Monthly	\$ <u>77.00</u> (per month)
Civic Center, CNG Station, Service Yard, and Parking Lots	A126	Trimming all ivy and shrubs	Weekly	\$ <u>66.00</u> (per week)
Civic Center	A127	Courtyard maintenance including: manual watering, weed control, plant detailing	Weekly	\$ <u>66.00</u> (per week)
Civic Center, CNG Station, Service Yard, and Parking Lots	A128	Sweep/blow and remove debris, leaves and litter from sidewalks and approaches	Weekly	\$ <u>165.00</u> (per week)
Civic Center, CNG Station, Service Yard, and Parking Lots	A129	Detailing and trimming flowers and shrubs in flower beds, planters	Weekly	\$ <u>79.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Civic Center, CNG Station, Service Yard, and Parking Lots	A130	PM irrigation: maintain and repair	Weekly	\$ <u>66.00</u> (per week)
San Pascual House	A131	Mowing with rotary mower: including lawn area and parkway	Twice Monthly	\$ <u>63.00</u> (per month)
San Pascual House	A132	Edging, trimming all areas	Twice Monthly	\$ <u>14.00</u> (per month)
San Pascual House	A133	Sweep/blow all hard surfaces, driveway, steps, and sidewalks cleaning up leaves, litter and debris	Twice Monthly	\$ <u>12.00</u> (per month)
San Pascual House	A134	Detailing and trimming flowers and shrubs in flower beds, planters	Twice Monthly	\$ <u>22.00</u> (per month)
San Pascual House	A135	PM irrigation: maintain and repair	Twice Monthly	\$ <u>16.00</u> (per month)
Medians and Easements	A136	Mowing with rotary mower	Weekly	\$ <u>217.00</u> (per week)
Medians and Easements	A137	Edging, trimming all areas	Weekly	\$ <u>86.00</u> (per week)
Medians and Easements	A138	Blowing and cleaning up leaves, litter and debris	Weekly	\$ <u>162.00</u> (per week)
Medians and Easements	A139	Detailing and trimming flowers and shrubs in flower beds, planters	Weekly	\$ <u>104.00</u> (per week)
Medians and Easements	A140	Sidewalk cleaning and trash removal	Weekly	\$ <u>91.00</u> (per week)
Medians and Easements	A141	Weed Control	Weekly	\$ <u>203.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Medians and Easements	A142	PM irrigation: maintain and repair	Weekly	\$ <u>326.00</u> (per week)
Medians and Easements	A143	Rose maintenance including fertilization and pruning (Huntington Dr/Garfield Ave)	Monthly	\$ <u>300.00</u> (per month)
Medians and Easements	A144	Spreading mulch	Quarterly	\$ <u>902.00</u> (per 3 months)
Medians and Easements	A145	Re-planting	Semi-annually	\$ <u>451.00</u> (per 6 months)
South Pasadena Sign Hillside & Sign Trail	A146	Picking up and emptying trash cans seven days per week M-T-W-Th-F-Sat-Sun	Weekly	\$ <u>67.00</u> (per week)
South Pasadena Sign Hillside & Sign Trail	A147	PM irrigation: maintain and repair	Weekly	\$ <u>32.00</u> (per week)
South Pasadena Sign Hillside & Sign Trail	A148	Weeding around rock sign	Monthly	\$ <u>27.00</u> (per month)
Water Facilities	A149	Bilicke Tank: Edging, trimming all areas, Blowing and cleaning up leaves, litter and debris, Detailing shrubs, PM irrigation: maintain and repair	Twice Monthly	\$ <u>277.00</u> (per month)
Water Facilities	A150	Garfield Reservoir: Edging, trimming all areas, Blowing and cleaning up leaves, litter and debris, Detailing shrubs, PM irrigation: maintain and repair	Twice Monthly	\$ <u>205.00</u> (per month)
Water Facilities	A151	Grand Reservoir: Edging, trimming all areas, Blowing and cleaning up leaves, litter and debris	Twice Monthly	\$ <u>205.00</u> (per month)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Water Facilities	A152	Graves Reservoir: Edging, trimming, Blowing and cleaning up leaves, litter and debris, Detailing shrubs PM irrigation: maintain and repair	Twice Monthly	\$ <u>205.00</u> (per month)
Water Facilities	A153	Kolle Pump House: Edging, trimming all areas, Blowing and cleaning up leaves, litter and debris, Detailing shrubs, PM irrigation: maintain and repair	Twice Monthly	\$ <u>60.00</u> (per month)
Water Facilities	A154	Raymond Tank: Edging, trimming all areas, Blowing and cleaning up leaves, litter and debris, Detailing shrubs, PM irrigation: maintain and repair	Twice Monthly	\$ <u>133.00</u> (per month)
Water Facilities	A155	Westside Reservoir: Edging, trimming all areas, Blowing and cleaning up leaves, litter and debris, Detailing shrubs, PM irrigation: maintain and repair	Twice Monthly	\$ <u>205.00</u> (per month)
Water Facilities	A156	Wilson Reservoir: Mowing with rotary mower: including parkway. Edging, trimming all areas, Blowing and cleaning up leaves litter and debris, Detailing shrubs, PM irrigation: maintain and repair	Twice Monthly	\$ <u>277.00</u> (per month)
Water Facilities	A157	Wilson Well 2: Edging, trimming all areas, Blowing and cleaning up leaves, litter and debris, Detailing shrubs, PM irrigation: maintain and repair	Twice Monthly	\$ <u>133.00</u> (per month)
Arroyo Seco Bicycle and Pedestrian Trail	A158	Detailing ground cover	Weekly	\$ <u>37.00</u> (per week)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
Arroyo Seco Bicycle and Pedestrian Trail	A159	Detailing and trimming flowers and shrubs in flower beds, planters	Weekly	\$ <u>89.00</u> (per week)
Arroyo Seco Bicycle and Pedestrian Trail	A160	Blowing and cleaning up leaves, litter and debris	Weekly	\$ <u>21.00</u> (per week)
Arroyo Seco Bicycle and Pedestrian Trail	A161	Picking up and emptying trash cans seven days a week M-T-W-Th-F-Sat-Sun	Weekly	\$ <u>62.00</u> (per week)
Arroyo Seco Bicycle and Pedestrian Trail	A162	Weed abatement/control	Weekly	\$ <u>116.00</u> (per week)
Arroyo Seco Bicycle and Pedestrian Trail	A163	PM irrigation: maintain and repair	Weekly	\$ <u>47.00</u> (per week)
Personnel	A164	Irrigation Technician	Hourly	\$ <u>85.00</u> (per hour)
Personnel	A165	Crew Lead Person	Hourly	\$ <u>55.00</u> (per hour)
Personnel	A166	General Laborer	Hourly	\$ <u>48.00</u> (per hour)
<u>Alternative Bid Items</u>				
[Alternative Bid] Eddie Park	B001	Skirting trees (tree clearance should be checked monthly and corrected if needed)	Monthly	\$ <u>510.00</u> (per month)
[Alternative Bid] Garfield Park	B002	Skirting trees (tree clearance (9 ft.) should be checked monthly and corrected if needed)	Monthly	\$ <u>900.00</u> (per month)

Section	Item No.	Item Description	Required Frequency	Bid Item Price
[Alternative Bid] Library Park	B003	Skirting trees (tree clearance (9 ft.) should be checked monthly and corrected if needed)	Monthly	\$ <u>625.00</u> (per month)
[Alternative Bid] War Memorial Park	B004	Skirting trees (tree clearance (9 ft.) should be checked monthly and corrected if needed)	Monthly	\$ <u>290.00</u> (per month)
[Alternative Bid] Orange Grove	B005	Skirting trees (tree clearance (9 ft.) should be checked monthly and corrected if needed)	Monthly	\$ <u>900.00</u> (per month)
[Alternative Bid] Arroyo Park and Sports Fields	B006	Skirting trees (tree clearance (9 ft.) should be checked monthly and corrected if needed)	Monthly	\$ <u>1,200.00</u> (per month)
[Alternative Bid] Dog Park and Parking Lot	B007	Skirting trees (tree clearance (9 ft.) should be checked monthly and corrected if needed)	Monthly	\$ <u>85.00</u> (per month)
[Alternative Bid] Stoney Drive and Arroyo Trails	B008	Skirting trees (tree clearance (9 ft.) should be checked monthly and corrected if needed)	Monthly	\$ <u>30.00</u> (per month)
[Alternative Bid] Civic Center, CNG Station, Service Yard, and Parking Lots	B009	Skirting trees (tree clearance (9 ft.) should be checked monthly and corrected if needed) and tree well weeding including parking lots	Monthly	\$ <u>270.00</u> (per month)
[Alternative Bid] Arroyo Seco Bicycle and Pedestrian Trail	B010	Skirting trees (tree clearance (9 ft.) should be checked monthly and corrected if needed) and tree well weeding including parking lots	Monthly	\$ <u>260.00</u> (per month)



City Council Agenda Report

ITEM NO. 16

DATE: June 21, 2023
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: H. Ted Gerber, Public Works Director
SUBJECT: **Adoption of a Resolution Approving the Fiscal Year 2023-2024 Project List and Expenditure Plan to be Funded by Senate Bill 1 (SB 1) Road Repair and Accountability Act of 2017**

Recommendation

It is recommended that the City Council:

1. Adopt a resolution approving the Fiscal Year (FY) 2023-2024 project list and expenditure plan for the Senate Bill 1 (SB 1) Road Repair and Accountability Act of 2017 (SB 1) to be funded through the State's Road Maintenance and Rehabilitation Account (RMRA); and
2. Authorize the City Manager and her designee, the Public Works Director, to sign the application and all related program documents.

Executive Summary

In order to receive an apportionment of funds from the State's Road Maintenance and Rehabilitation Account to repair streets, the City must submit a proposed project list adopted at a regular City Council meeting to the California Transportation Commission (CTC).

Background

SB 1, the Road Repair and Accountability Act of 2017, was passed by the Legislature and signed into law by the Governor in April 2017 to address California's significant funding shortfall to maintain the state's multimodal transportation network. SB 1 provides the first significant, stable, and on-going increase in state transportation funding in more than two decades. SB 1 created the RMRA which will be funded by increases in per-gallon fuel excise taxes, diesel fuel sales taxes, and vehicle registration fees. RMRA will provide an estimated \$54 billion statewide over the next decade to address deferred maintenance needs on both the state highway system and local road systems. A percentage of the RMRA funding has been apportioned by the State Controller (Controller) by formula to eligible cities and counties. In order to receive RMRA funds, cities and counties must meet a "maintenance of effort" (MOE) requirement to ensure that these new road funds do not supplant existing levels of general revenue spending on streets and roads.

Analysis

The City’s established MOE amount for FY 2023-2024 is \$1,428,278. The City must spend this amount each year from the General Fund to receive approximately \$600,000 in SB1 funding. Prior to receiving an apportionment of SB 1 funds from the Controller each year, cities and counties must submit a proposed project list adopted at a regular meeting by their board or council to the California Transportation Commission (CTC). The adopted resolution must include the project description, location, useful life, and estimated schedule. Previously proposed and adopted projects may also utilize FY 2023-2024 RMRA revenues. The tables below list the projects adopted by the Council and subsequently, submitted to the CTC for which RMRA funds were received in past years.

FY 2023-2024 Project List

Street Segment	Project Limits	
	From	To
Monterey Road	Pasadena Avenue	Arroyo Verde Drive
Monterey Road	Arroyo Verde Drive	Kolle Avenue
Monterey Road	Kolle Avenue	Brunswick Avenue
Monterey Road	Brunswick Avenue	Oak Hill Avenue
Monterey Road	Oak Hill Avenue	West City Limit
Alta Vista Avenue	Indiana Avenue	Mountain View Avenue
Alta Vista Avenue	Mountain View Avenue	Oak Crest Avenue
Forest Avenue	Mission Street	End of Street
Sterling Place	Grand Avenue	Floral Park Terrace
Sterling Place	Floral Park Terrace	End of Street
Glendon Way	Monterey Road	Pacific Alley
Glendon Way	Pacific Alley	Lyndon Street
Mill Road	Garfield Avenue	End of Street
Milan Avenue	Oak Street	Edgewood Drive
Edgewood Drive	Milan Avenue	Chelton Way
Edgewood Drive	Chelton Way	Wayne Avenue
Pine Street	Meridian Avenue	Diamond Avenue
Pine Street	Diamond Avenue	Ramona Avenue
Pine Street	Ramona Avenue	Huntington Drive
Oneonta Knoll St	Fremont Avenue	Primrose Avenue
Maple Street	Fremont Avenue	Fair Oaks Avenue

Street Segment	Project Limits	
	From	To
Maple Street	Fair Oaks Avenue	Primrose Avenue
Maple Street	Meridian Avenue	Huntington Drive
Arroyo Verde Rd	Monterey Road	Sycamore Avenue
Arroyo Verde Rd	Sycamore Avenue	Marmion Way

As described to the City Council during the April 26, 2023 ‘State of Streets’ Special Joint Meeting with the Mobility and Transportation Infrastructure Commission (MTIC), the City’s road maintenance and rehabilitation projects have been delayed until construction in FY 2023-2024. As a result, staff is proposing to relist the previously adopted street segments and allocate the FY 2023-2024 RMRA funds towards the execution of the previously committed projects. Relisting the projects in the adopted resolution shall reaffirm the City’s intent to the public and the State to fund the previously committed projects with RMRA revenues.

Fiscal Impact

Historically SB1 has provided approximately \$500,000 in local return funds to the City annually. For FY 2023-2024, the expected SB1 funding to the City is \$653,380. The amount of SB1 funding provided to local agencies is a function of the gas sales in the area. A city receiving an apportionment of RMRA funds is required to sustain a Maintenance of Effort (MOE) by spending at least the annual average of its eligible fund expenditures during the Fiscal Years 2009-2010, 2010-2011, and 2011-2012 for street, road, and highway purposes. The state established MOE for the City is \$1,428,278, meaning the City must spend that amount annually in order to maintain eligibility for the funds.

Key Performance Indicators and Strategic Plan

This item aligns with the Key Performance Indicator related to the replacement of damaged asphalt.

Commission Review and Recommendation

The street segments were previously reviewed and recommended by the MTIC during the adoption fiscal year, where public comment was solicited.

Public Notification of Agenda Item

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

Attachment

Resolution Adopting Senate Bill 1 Road Repair and Accountability Act Project List

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ATTACHMENT
Resolution Adopting Senate Bill 1 Road Repair
and Accountability Act Project List

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RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
IDENTIFYING A LIST OF PROJECTS FOR FISCAL YEAR 2023-2024
FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND
ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of South Pasadena (City) are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City will receive RMRA funding in the amount of \$653,380 in Fiscal Year (FY) 2023-2024 from SB 1; and

WHEREAS, this is the seventh year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list. The City's Mobility and Transportation Infrastructure Commission (MTIC) reviewed the proposed project list, received public input and provided a recommendation to the City Council; and

WHEREAS, the City used a Pavement Management System (PMS) to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment. The PMS generates a comprehensive report of the citywide pavement condition index (PCI) for all streets. The PCI, engineering recommendation, citizen participation, and MTIC input are utilized to establish the proposed capital improvement program annually; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate streets/roads, bridges, add active transportation infrastructure throughout the City this year and similar projects into the future; and

WHEREAS, the 2020 California Statewide Local Streets and Roads Needs Assessment found that the City’s streets and roads are in an at-risk condition, and this revenue will help the City increase the overall quality of our road system and over the next decade will bring the City’s streets and roads into good condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials, and practices, will have significant positive co-benefits statewide.

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

SECTION 1. The foregoing recitals are true and correct.

SECTION 2. The following list of previously proposed and adopted projects will be funded in-part or solely with FY 2023-2024 Road Maintenance Rehabilitation Account revenues. With the relisting of these projects in the adopted fiscal year resolution, the City is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Project Description – The project scope of work consists of street and highway pavement maintenance; rehabilitation, installation, construction, and reconstruction of necessary associated facilities such as drainage and traffic control devices; maintenance, rehabilitation, installation, construction, and reconstruction of facilities that expand ridership on transit systems; safety projects to reduce fatalities; or as a local match to obtain state or federal transportation funds for similar purposes.

Street Segment	From	To	Est. Life
Monterey Road	Pasadena Avenue	Arroyo Verde Drive	15/17 Yrs.
Monterey Road	Arroyo Verde Drive	Kolle Avenue	15/17 Yrs.
Monterey Road	Kolle Avenue	Brunswick Avenue	15/17 Yrs.
Monterey Road	Brunswick Avenue	Oak Hill Avenue	15/17 Yrs.
Monterey Road	Oak Hill Avenue	West City Limit	15/17 Yrs.
Alta Vista Avenue	Indiana Avenue	Mountain View Avenue	15/17 Yrs.
Alta Vista Avenue	Mountain View Avenue	Oak Crest Avenue	15/17 Yrs.
Forest Avenue	Mission Street	End of Street	15/17 Yrs.
Sterling Place	Grand Avenue	Floral Park Terrace	15/17 Yrs.
Sterling Place	Floral Park Terrace	End of Street	15/17 Yrs.
Glendon Way	Monterey Road	Pacific Alley	15/17 Yrs.
Glendon Way	Pacific Alley	Lyndon Street	15/17 Yrs.
Mill Road	Garfield Avenue	End of Street	15/17 Yrs.
Milan Avenue	Oak Street	Edgewood Drive	15/17 Yrs.
Edgewood Drive	Milan Avenue	Chelton Way	15/17 Yrs.
Edgewood Drive	Chelton Way	Wayne Avenue	15/17 Yrs.
Pine Street	Meridian Avenue	Diamond Avenue	15/17 Yrs.

Street Segment	From	To	Est. Life
Pine Street	Diamond Avenue	Ramona Avenue	15/17 Yrs.
Pine Street	Ramona Avenue	Huntington Drive	15/17 Yrs.
Oneonta Knoll St	Fremont Avenue	Primrose Avenue	15/17 Yrs.
Maple Street	Fremont Avenue	Fair Oaks Avenue	15/17 Yrs.
Maple Street	Fair Oaks Avenue	Primrose Avenue	15/17 Yrs.
Maple Street	Meridian Avenue	Huntington Drive	15/17 Yrs.
Arroyo Verde Rd	Monterey Road	Sycamore Avenue	15/17 Yrs.
Arroyo Verde Rd	Sycamore Avenue	Marmion Way	15/17 Yrs.

SECTION 3. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED, AND ADOPTED ON this 21st day of June, 2023

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

Mark Perez, Deputy City Clerk

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing Resolution No. was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 21st day of June 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mark Perez, Deputy City Clerk

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