



**CITY OF SOUTH PASADENA
CITY COUNCIL**

AGENDA

**SPECIAL MEETING
CLOSED SESSION**

**WEDNESDAY, SEPTEMBER 6, 2023
6:00 P.M.**

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

TELECONFERENCE LOCATION

**MONTEREY MARRIOTT HOTEL
CONFERENCE MEETING ROOM
350 CALLE PRINCIPAL, MONTEREY, CA, USA, 93940**

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 and the teleconference location. 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 and the teleconference location.
- 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/2264427248?pwd=aEFuSGszQ2I5WjJkemoTms0RTIVUT09>; or
3. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

CALL TO ORDER: Mayor Jon Primuth

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

PUBLIC COMMENT

CLOSED SESSION AGENDA ITEMS

A. 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
- n. 216 Fairview Avenue
- o. 217 Fremont Avenue, APN 5317-012-901
- p. 225 Fremont Avenue, APN 5317-012-902
- q. 1131 Columbia Street, APN 5317-012-900
- r. 1707 Meridian Avenue, APN 5310-031-903
- s. 1008 Hope and 1002 and 726 Meridian, APN 5315-013-906

Agency Negotiator: Arminé Chaparyan, City Manager

Negotiating Party: California Department of Transportation

Under Negotiation: Price and Terms of Payment

2. Property Address: 435 Fair Oaks Avenue

Agency Negotiator: Arminé Chaparyan, City Manager Negotiating Party: South Pasadena
 Tournament of Roses Foundation Under Negotiation: Price and Terms of Payment

B. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

1. *LA Sunshine Coalition v. So. Pasadena* (LASC Case No. 22STCP04228)
2. *City of South Pasadena, et al. vs California Department of Transportation, et al.* (LASC Case No. 21STCP01779)

C. CONFERENCE WITH LEGAL COUNSEL: LIABILITY CLAIMS

(Government Code Section 54945.9(d)(1))

1. Claimant: Kristopher Saxon; Agency Claimed Against: City of South Pasadena
2. Claimant: Robert Bartl; Agency Claimed Against: City of South Pasadena

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **September 6, 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.*

08/31/2023

/S/

Date

Tiara Solorzano, Management Assistant



CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR MEETING
WEDNESDAY, SEPTEMBER 6, 2023, AT 7:00 P.M.

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

TELECONFERENCE LOCATION

MONTEREY MARRIOTT HOTEL
CONFERENCE MEETING ROOM
350 CALLE PRINCIPAL, MONTEREY, CA, USA, 93940

South Pasadena City Council Statement of Civility

As your elected governing board, we will treat each other, members of the public, and City employees with patience, civility, and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all City business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030 and the teleconference location. 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 participation may be made as follows:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030 and the teleconference location.
- Live Broadcast via the City website – http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – **Webinar ID: 825 9999 2830**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov.
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

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

CALL TO ORDER:

Mayor

Jon Primuth

ROLL CALL:

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

PLEDGE OF ALLEGIANCE: Councilmember Jack Donovan

PUBLIC COMMENT GUIDELINES

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

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. CHILDHOOD CANCER AWARENESS MONTH PROCLAMATION

4. STAFF INTRODUCTION

Community Development Department:

Dean Flores, Senior Planner

Tatiana Marin, Planning Technician

Management Services Department:

Tina Lopez, Human Resources and Risk Manager

Public Works Department:

Lance Escalera, Electrician

5. WESTERN ASSET AND MORGAN STANLEY PRESENTATION**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 \$36,057.11; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,739,042.46; ONLINE PAYMENTS IN THE AMOUNT OF \$17,177.80; TRANSFERS IN THE AMOUNT OF \$194,951.27; VOIDS IN THE AMOUNT OF (\$220.00); PAYROLL IN THE AMOUNT OF \$805,865.12Recommendation

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

8. CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR AUGUST 16, 2023, JANUARY 18, 2023, FEBRUARY 9, 2023Recommendation

It is recommended that the City Council consider the approval of the minutes for the Regular Meetings of August 16, 2023, January 18, 2023, and Special Meeting of February 9, 2023.

9. CONSIDERATION OF APPROVAL OF PAYMENTS TO TEREX CORPORATION AND CALIFORNIA MAINTENANCE AND ENVIRONMENTAL IN THE TOTAL AMOUNT OF \$38,546.50Recommendation

It is recommended that the City Council:

1. Consider the approval of payment to Terex Corporation (Terex) for past invoices in the amount of \$23,763.63; and
2. Consider the approval of payment to California Maintenance and Environmental (CME) for past invoices in the amount of \$14,782.87.

10. RESOLUTION APPROVING CERTAIN EASEMENT AND TRANSFER OF APPURTENANT FACILITIES RELATED TO THE INSTALLATION OF VEHICLE CHARGING STATIONS ON CITY PROPERTY AND AUTHORIZING THE CITY MANAGER TO GRANT AND EXECUTE EASEMENTS FOR PUBLIC UTILITY PURPOSESRecommendation

It is recommended that the City Council adopt the Resolution to approve certain easements and transfer of appurtenant facilities related to the installation of vehicle charging stations in the form

approved by the City Attorney and Public Works Director and authorize the City Manager to execute the same; and authorize the City Manager to grant and execute easements generally for public utility purposes related to City projects.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING CERTAIN EASEMENTS AND TRANSFER OF APPURTENANT FACILITIES RELATED TO THE INSTALLATION OF VEHICLE CHARGING STATIONS ON CITY PROPERTY AND AUTHORIZING THE CITY MANAGER TO GRANT AND EXECUTE EASEMENTS ON BEHALF OF THE CITY FOR PUBLIC UTILITY PURPOSES

11. CONSIDERATION OF APPROVAL OF THE PROPOSED FISCAL YEAR 2023-2024 WATER CONSERVATION PROGRAM AND CONTINUATION OF THE EXISTING DECLARATION OF STAGE 2: SERIOUS WATER SUPPLY SHORTAGE

Recommendation

It is recommended that the City Council consider approval of:

1. The proposed Water Conservation Programs for the 2023-2024 fiscal year; and
2. The continuation of the existing Stage 2: Serious Water Supply Shortage.

12. CONSIDER THE AUTHORIZATION OF APPOINTMENT TO THE PUBLIC WORKS COMMISSION

Recommendation

Mayor Primuth recommends that the City Council consider the appointment of Omari Ferguson to the Public Works Commission for a partial term ending December 31, 2024.

13. APPROVAL OF PURCHASE OF VEHICLE FOR COMMUNITY DEVELOPMENT DEPARTMENT FOR CODE ENFORCEMENT DIVISION

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA APPROVING THE PURCHASE OF A 2023 CHEVY BOLT ELECTRIC VEHICLE, WITH RELATED EQUIPMENT AND ACCESSORIES, IN A TOTAL AMOUNT NOT TO EXCEED \$38,000

Recommendation

It is recommended that the City Council consider adoption of a resolution authorizing the City Manager, or designee, to purchase a 2023 Chevrolet Bolt electric vehicle with related equipment and accessories in an amount not to exceed \$38,000, and approve the single-source procurement pursuant to Section 2-99-29(19) and the City's Purchasing Policy.

14. SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ROTH STAFFING COMPANIES, L.P. FOR TEMPORARY STAFFING SERVICES FOR THE EXTENSION OF THE TERM

Recommendation

It is recommended that the City Council approve the Second Amendment to the Professional Services Agreement with Roth Staffing Companies, L.P. for temporary staffing services for the extension of the term and authorize the City Manager to execute the amendment.

15. AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH ROBERT HALF INTERNATIONAL INC., FOR TEMPORARY STAFFING SERVICES IN AN AMOUNT NOT-TO-EXCEED \$89,000

Recommendation

It is recommended that the City Council consider:

1. Authorizing the City Manager, or designee, to execute all documents necessary to amend the Professional Services Agreement with Robert Half International Inc. for temporary staffing services, to increase the contract amount by \$89,000 to continue services through the end of December 2023, and
2. Approving the transfer in the amount of \$84,000 in State and Local Fiscal Recovery Funds from Account No. 101-3010-3041-8020 (Finance- Special Department Expense) to Account No. 101-2030-2034-8170-000 (Management Services- Professional Services) to fund the amendment.

ACTION/DISCUSSION

16. CONSIDERATION OF A RESOLUTION APPROVING AND ESTABLISHING THE SALARY SCHEDULE FOR THE FACILITIES AND PARKS SUPERVISOR

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ADOPTING A SALARY RANGE FOR THE PARKS AND FACILITIES SUPERVISOR CLASSIFICATION

Recommendation

It is recommended that the City Council consider adoption of a Resolution approving and establishing the salary schedule for the Facilities and Parks Supervisor classification.

17. STATUS OF THE 626 PROSPECT RESERVE ACCOUNT

Recommendation

Staff recommends that the City Council receive and file.

PUBLIC COMMENT – CONTINUED

18. CONTINUED PUBLIC COMMENT – GENERAL

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

COMMUNICATIONS

19. 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.

20. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

September 18, 2023	Special City Council Meeting	6:30 P.M.
September 27, 2023	Special City Council Meeting	7:00 P.M.
October 4, 2023	Regular City Council Meeting	7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS


City Council meeting agenda packets, any agenda related documents, and additional documents are available online for public viewing on the City's website:
www.southpasadenaca.gov/CityCouncilMeetings2023

Regular meetings are live streamed via the internet at:
http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

AGENDA NOTIFICATION SUBSCRIPTION

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

ACCOMMODATIONS

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

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **September 6, 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.*

08/31/2023 /S/

Date

Tiara Solorzano, Management Assistant

CITY OF SOUTH PASADENA

PROCLAMATION



**Proclamation Declaring September as Childhood Cancer Awareness Month
in the City of South Pasadena**

WHEREAS, The American Cancer Fund for Children and Kids Cancer Connection report cancer is the leading cause of death by disease among U.S. children between infancy and age 15. This tragic disease is detected in more than 16,000 of our country's young people every year. An estimated 400,000 children and adolescents are diagnosed globally with cancer each year; and

WHEREAS, one in five of our nation's children loses his or her battle with cancer. Many infants, children and teens will suffer from long-term effects of comprehensive treatment, including secondary cancers; and

WHEREAS, founded nearly thirty years ago by Steven Firestein, a member of the philanthropic branch of the Max Factor cosmetics family, the American Cancer Fund for Children, Inc., and Kids Cancer Connection, Inc. in collaboration with Lions Clubs International are dedicated to helping these children and their families; and

WHEREAS, The American Cancer Fund for Children and Kids Cancer Connection provide a variety of vital patient psychosocial services to children undergoing cancer treatment at Children's Hospital Los Angeles, City of Hope National Medical Center, UCLA Mattel Children's Hospital at L.A. County-USC Medical Center, Harbor-UCLA Medical Center, Cedars-Sinai Medical Center, as well as hospitals throughout the country, thereby enhancing the quality of life for these children and their families; and

WHEREAS, The American Cancer Fund for Children and Kids Cancer Connection also sponsor toy distributions, Home and Hospital Instructional programs, family sailing programs, pet-assisted therapy, Laughternoon: Laughter is Healing, KCC Supercar Experience, first responder programs and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer.

NOW, THEREFORE, I, Jon Primuth, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim September 2023, as Childhood Cancer Awareness Month.

Jon Primuth, Mayor

9/6/2023

Date



City Council Agenda Report

ITEM NO. 7

DATE: September 6, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Hsiulee Tran, Deputy Finance Director

SUBJECT: **Approval of Prepaid Warrants in the Amount of \$36,057.11; General City Warrants in the Amount of \$1,739,042.46; Online Payments in the Amount of \$17,177.80; Transfers in the Amount of \$194,951.27; Voids in the Amount of (\$220.00); Payroll in the Amount of \$805,865.12**

Recommendation

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

Fiscal Impact

Prepaid Warrants:

Warrant # 317267-317272	\$	4,155.46
ACH	\$	31,901.65
Voids	\$	(220.00)

General City Warrants:

Warrant # 317273-317394	\$	494,349.26
ACH	\$	1,244,693.20
Voids	\$	0

Payroll Period Ending: 08/18/2023 \$ 805,865.12

Wire Transfers Out – To (LAIF) \$ 0

Wire Transfers In – From (LAIF) \$ 0

Wire Transfers (RSA) \$ 0

Wire Transfers Out – To (Acct # 2413) \$ 194,951.27

Wire Transfers Out – To (Acct # 1936) \$ 0

Online Payments \$ 17,177.80

Prepaid Warrants \$ 0

General City Warrants \$ 0

Total	\$	<u>2,792,873.76</u>
-------	----	---------------------

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
September 6, 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

ATTACHMENT 1
Warrant Summary

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

Fund No.	Date	9/6/2023	
		Prepaid	Written
General Fund	101	19,879.00	474,339.62
Insurance Fund	103	-	-
Street Improvement Program	104	-	-
Technology Surcharge Fund	106	-	-
Facilities & Equip.Cap. Fund	105	1,263.16	-
Programs and Projects	107	-	-
Local Transit Return "A"	205	-	8,472.08
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	5,809.45
TEA/Metro	208	-	-
Sewer Fund	210	-	7,068.50
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	-	45,341.38
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	-	1,997.89
County Park Bond Fund	232	-	-
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	962.50
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	1,412.50
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	67,554.55
Water Fund	500	-	597,339.36
Water Efficiency Fund	503	-	3,102.31
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	495,864.34
Payroll Clearing Fund	700	14,914.95	27,799.98
Column Totals:		36,057.11	1,737,064.46

Fund No.	Amounts	
	Prepaid	Written
RSA	227	1,978.00
RSA Report Totals:		1,978.00
City Report Totals:		1,775,099.57

Payroll Period Ending: 08/18/2023	805,865.12
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	194,951.27
Wire Transfer Out - To Acct. # 1936	-
Online Payments	17,177.80
Voids - Prepaid	(220.00)
Voids - General Warrant	-
Grand Report Total:	2,792,873.76

Jon Primuth, Mayor

Hsiulee Tran, Deputy Finance Director

ATTACHMENT 2
Prepaid Warrant List

Accounts Payable

Check Detail

User: calvarez
Printed: 08/28/2023 - 4:41PM



Check Number	Check Date		Amount
ENTERPRI - Enterprise FM Trust			
317267	08/17/2023		
Inv	FBN4802721		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/13/2023	Monthly Tesla Lease Payment - August 2023		1,263.16
Inv FBN4802721 Total			1,263.16
317267 Total:			1,263.16
ENTERPRI - Enterprise FM Trust Total:			
			1,263.16
KMOHAN - Ohanneson, Kim			
317268	08/17/2023		
Inv	W3930445		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/07/2023	Community Room Alcohol Deposit		294.00
Inv W3930445 Total			294.00
317268 Total:			294.00
KMOHAN - Ohanneson, Kim Total:			
			294.00
PSExc - Story, Forrest L			
317270	08/17/2023		
Inv	08/02/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/21/2023	Preparation for Supervision workshop (Re-Issue)		220.00
Inv 08/02/2023 Total			220.00
317270 Total:			220.00
PSExc - Story, Forrest L Total:			
			220.00

Check Number **Check Date**

Amount

Total:	1,777.16
--------	----------

Accounts Payable

Check Detail

User: calvarez
 Printed: 08/28/2023 - 4:42PM



Check Number	Check Date	Amount
CSD3014 - Ca. State Disbursement Unit		
317272	08/23/2023	
Inv	PR 08.04.2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2023	PR Batch 80423.07.2023 Garnishment Case # FAMSS-1406906.	814.15
Inv PR 08.04.2023 Total		814.15
Inv	PR 08.18.2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	PR Batch 80823.08.2023 Garnishment Case # FAMSS-1406906.	814.15
Inv PR 08.18.2023 Total		814.15
317272 Total:		1,628.30
CSD3014 - Ca. State Disbursement Unit Total:		
		1,628.30
INCG6011 - Interwest Consulting Group		
0	08/23/2023	
Inv	58441	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2023	Consulting Services - (2019-2021)	3,570.00
Inv 58441 Total		3,570.00
Inv	58783	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2023	Consulting Services - (2019-2021)	9,600.00
Inv 58783 Total		9,600.00
Inv	59238	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2023	Consulting Services - (2019-2021)	1,120.00
Inv 59238 Total		1,120.00
Inv	60131	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2023	Consulting Services - (2019-2021)	2,975.00

Check Number	Check Date	Amount
Inv 60131 Total		2,975.00
Inv 67667		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2023	Consulting Services - (2019-2021)	140.00
Inv 67667 Total		140.00
Inv 68540		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2023	Consulting Services - (2019-2021)	140.00
Inv 68540 Total		140.00
Inv 69405		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2023	Consulting Services - (2019-2021)	1,540.00
Inv 69405 Total		1,540.00
Inv 69674		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2023	Consulting Services - (2019-2021)	140.00
Inv 69674 Total		140.00
Inv 70344		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2023	Consulting Services - (2019-2021)	140.00
Inv 70344 Total		140.00
0 Total:		19,365.00
INCG6011 - Interwest Consulting Group Total:		19,365.00
VRMZ7000 - Munoz, Valerie		
317271	08/23/2023	
Inv PR 08.04.2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2023	PR Batch 80423.07.2023 - Garnishment	750.00
Inv PR 08.04.2023 Total		750.00
317271 Total:		750.00
VRMZ7000 - Munoz, Valerie Total:		750.00

Check Number	Check Date	Amount
SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000		
0	08/23/2023	
Inv	August 2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2023	PR Batch 80423.07.2023 SPPOA Insurance	2,416.17
08/02/2023	PR Batch 80423.07.2023 SPPOA - Union Dues	3,966.90
Inv August 2023 Total		6,383.07
0 Total:		6,383.07
SOU5435 - S.P. Police Officers Association Total:		6,383.07
SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000		
0	08/23/2023	
Inv	August 2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2023	PR Batch 80423.07.2023 SPPSEA - Union Dues	1,470.00
Inv August 2023 Total		1,470.00
0 Total:		1,470.00
SOU5451 - S.P. Public Service Employees Association Total:		1,470.00
CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000		
0	08/23/2023	
Inv	August 2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2023	PR Batch 80423.07.2023 PART TIME ASSN. DUES / FEE	216.00
Inv August 2023 Total		216.00
0 Total:		216.00
CEAP7000 - S.P. Public Service Employees Association-PT Total:		216.00
SOU5230 - S.P.Firefighters L-3657		
0	08/23/2023	
Inv	August 2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2023	PR Batch 80423.07.2023 Firefighters 3657 - Union	1,800.00
08/02/2023	PR Batch 80423.07.2023 FFA Fire Rec Fees	90.00
08/02/2023	PR Batch 80423.07.2023 Fire Assn. Insurance	177.42
Inv August 2023 Total		2,067.42

Check Number	Check Date	Amount
0 Total:		2,067.42
SOU5230 - S.P.Firefighters L-3657 Total:		2,067.42
SSDV2018 - Sandoval, Sheila		
0	08/23/2023	
Inv	PR 08.04.2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2023	PR Batch 80423.07.2023 - Garnishment	139.36
08/02/2023	PR Batch 80423.07.2023 - Garnishment	956.03
Inv PR 08.04.2023 Total		1,095.39
Inv	PR 08.18.2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	PR Batch 80823.08.2023 - Garnishment	956.03
08/16/2023	PR Batch 80823.08.2023 - Garnishment	348.74
Inv PR 08.18.2023 Total		1,304.77
0 Total:		2,400.16
SSDV2018 - Sandoval, Sheila Total:		2,400.16
Total:		34,279.95

ATTACHMENT 3 General City Warrant List

Accounts Payable

Check Detail

User: calvarez
Printed: 08/28/2023 - 4:45PM



Check Number	Check Date		Amount
ABCBEE - ABC Bee Control			
317273	09/06/2023		
Inv	7761		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/16/2023	Humane Bee Removal- Invoice date 8/10/2023		160.00
Inv 7761 Total			160.00
317273 Total:			160.00
ABCBEE - ABC Bee Control Total:			
			160.00
ALDS4011 - Adlerhorst International, LLC			
317274	09/06/2023		
Inv	109905		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2023	K9 Course : July 2023 to June 2024		2,900.00
Inv 109905 Total			2,900.00
317274 Total:			2,900.00
ALDS4011 - Adlerhorst International, LLC Total:			
			2,900.00
DAguiar - Aguilar, Diana			
317275	09/06/2023		
Inv	07/24/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/24/2023	Reimbursement - Office Supplies for Management Services Dept.		113.11
Inv 07/24/2023 Total			113.11
317275 Total:			113.11
DAguiar - Aguilar, Diana Total:			
			113.11
AIR6010 - Airgas USA LLC			
0	09/06/2023		

Check Number	Check Date		Amount
Inv	5501365286		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/31/2023	Oxygen for Emergency Medical Supplies		486.19
Inv 5501365286 Total			486.19
			<hr/>
0 Total:			486.19
			<hr/>
AIR6010 - Airgas USA LLC Total:			486.19
AKGSHFLP - Akin Gump Strauss Hauer & Feld LLP			
317276	09/06/2023		
Inv	2046828		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/22/2023	Legal Services FY22-23		17,420.80
Inv 2046828 Total			17,420.80
Inv	2046838		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/22/2023	Legal Services FY22-23		30,489.30
Inv 2046838 Total			30,489.30
			<hr/>
317276 Total:			47,910.10
			<hr/>
AKGSHFLP - Akin Gump Strauss Hauer & Feld LLP Total:			47,910.10
ALXS6711 - Alexis Oil			
317277	09/06/2023		
Inv	349889		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Turbine Oil for Wilson Well 3 pump		517.44
Inv 349889 Total			517.44
			<hr/>
317277 Total:			517.44
			<hr/>
ALXS6711 - Alexis Oil Total:			517.44
ALH0179 - Alhambra Car Wash			
317278	09/06/2023		
Inv	July 2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/05/2023	PD Car Washes July 2023		286.00
Inv July 2023 Total			286.00

Check Number	Check Date	Amount
317278 Total:		286.00
ALH0179 - Alhambra Car Wash Total:		286.00
ALL0197 - All Star Fire Equipment, Inc.		
317279	09/06/2023	
Inv 249097		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2023	Replacement Batteries for Safety Equipment	912.27
Inv 249097 Total		912.27
Inv 249274		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2023	Personal Protection Equipment (PPE) Fire Hoods	1,290.72
Inv 249274 Total		1,290.72
317279 Total:		2,202.99
ALL0197 - All Star Fire Equipment, Inc. Total:		2,202.99
AMAZONCP - Amazon Capital Services, Inc.		
0	09/06/2023	
Inv 17VQ-N34H-1LX4		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	Microsoft Sculpt Desktop USB Port Keyboard and Mouse	93.37
Inv 17VQ-N34H-1LX4 Total		93.37
Inv 193V-NXKM-CXXR		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2023	City Cell Phone Charging Accessories	24.23
Inv 193V-NXKM-CXXR Total		24.23
Inv 1GKC-WTT3-6D96		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	Credit Memo - Return of Wireless Keyboard & Mouse	-33.06
Inv 1GKC-WTT3-6D96 Total		-33.06
Inv 1JQV-MYHR-P9KW		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2023	Name plates for Board members	85.92
Inv 1JQV-MYHR-P9KW Total		85.92

Inv 1LWG-T4RL-P4X7

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2023	iPhone USB C Anker Chargers	79.35

Inv 1LWG-T4RL-P4X7 Total 79.35

Inv 1-PGP-VXC1-14LM

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Senior Center Office Supplies.	333.89
08/16/2023	Recreation Office Supplies	212.42
08/16/2023	Camp Med Office Supplies.	212.43

Inv 1-PGP-VXC1-14LM Total 758.74

Inv 1R7J-KP93-NQQV

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2023	Customized Canvas Tote Bags - Employee BBQ	195.13

Inv 1R7J-KP93-NQQV Total 195.13

Inv 1RP6-R99N-9FGJ

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2023	Routine Fire Station Supplies	278.92

Inv 1RP6-R99N-9FGJ Total 278.92

Inv 1-TQ1-FDLT-9R4L

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Camp Med Activity Supplies.	38.34

Inv 1-TQ1-FDLT-9R4L Total 38.34

Inv 1VHC-PYDG-CCQM

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2023	Name plates for Board members	55.92
07/31/2023	Air filters	334.14

Inv 1VHC-PYDG-CCQM Total 390.06

Inv 1WJX-1XFT-WVJG

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2023	Battery monitor for EVs	151.32

Inv 1WJX-1XFT-WVJG Total 151.32

Inv 1XP7-CFJQ-1NXM

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	Rug grippers, external blu-ray drive	80.00

Inv 1XP7-CFJQ-1NXM Total 80.00

Check Number	Check Date	Amount
Inv	1YDK-N161-1LQH	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	Conference Room Bench, Name Plate	346.71
Inv	1YDK-N161-1LQH Total	346.71
Inv	1YFP-49QN-KCFD	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Credit memo #1YFP-49QN-KCFD	-104.17
Inv	1YFP-49QN-KCFD Total	-104.17
0 Total:		2,384.86
AMAZONCP - Amazon Capital Services, Inc. Total:		2,384.86
AME0229 - Ameritas		
0	09/06/2023	
Inv	August 2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2023	EE Vision Plan Premiums from Ameritas VSP - August 2023	3,253.48
Inv	August 2023 Total	3,253.48
0 Total:		3,253.48
AME0229 - Ameritas Total:		3,253.48
ANT0243 - Antrim's Security Co., Inc.		
317280	09/06/2023	
Inv	61140	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Locksmith Services - FY22/23	316.15
Inv	61140 Total	316.15
Inv	61587	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Locksmith Services - FY22/23	172.92
Inv	61587 Total	172.92
Inv	62123	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Locksmith Services - FY22/23	220.50
Inv	62123 Total	220.50

Check Number	Check Date	Amount
317280 Total:		709.57
<hr/>		
ANT0243 - Antrim's Security Co., Inc. Total:		709.57
<hr/>		
ERCARRYO - Arroyo, Eric Jason		
317281	09/06/2023	
Inv 3142		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2023	As-needed background investigations for employment - T. Brittin	1,500.00
Inv 3142 Total		1,500.00
<hr/>		
317281 Total:		1,500.00
<hr/>		
ERCARRYO - Arroyo, Eric Jason Total:		
<hr/>		
AT&T5006 - AT&T		
317282	09/06/2023	
Inv 130464796071723		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2023	AN 130464796 Services for 7/18/2023 through 8/17/2023	90.24
Inv 130464796071723 Total		90.24
<hr/>		
317282 Total:		90.24
<hr/>		
317283	09/06/2023	
Inv 24813461002105		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2023	AN24813461002105 Service for 8/1/23 - 8/31/23	18.82
Inv 24813461002105 Total		18.82
Inv 33184107563432		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2023	AN 33184107563432 Service for 8/7/23 - 9/6/23	31.65
Inv 33184107563432 Total		31.65
Inv 33184108023436		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2023	AN 33184108023436 Service for 8/7/23 - 9/6/23	31.65
Inv 33184108023436 Total		31.65
Inv 62644164973570		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/13/2023	AN 62644164973570 Service for 7/13/23 - 8/12/23	1,133.12

Check Number	Check Date	Amount
Inv 62644164973570 Total		1,133.12
317283 Total:		1,215.24
317284	09/06/2023	
Inv 000020286603		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2023	AN CLAPDSOPAS Service for 6/27/23 - 7/26/23	298.22
Inv 000020286603 Total		298.22
Inv 000020291720		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2023	BAN 9391036943 Service for 6/27/23 - 7/26/23	1,384.87
Inv 000020291720 Total		1,384.87
317284 Total:		1,683.09
ATCN9011 - AT&T Total:		2,988.57
CIN4011 - AT&T Mobility		
317285	09/06/2023	
Inv 287288006612X08		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2023	AN 287288006612 Service for 7/3/2023 - 8/2/2023	2,459.83
Inv 287288006612X08 Total		2,459.83
Inv 287312118886X08		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2023	AN 287312118886 Service for 7/3/2023 - 8/2/2023	2,640.23
Inv 287312118886X08 Total		2,640.23
317285 Total:		5,100.06
CIN4011 - AT&T Mobility Total:		5,100.06
ATSS6010 - Athens Services		
317286	09/06/2023	
Inv 15105961		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Ban on gas-powered leaf blowers utility bill mailing inserts	463.43
Inv 15105961 Total		463.43

Check Number	Check Date	Amount
317286 Total:		463.43
ATSS6010 - Athens Services Total:		463.43
AGSINC - Automated Gate Services, Inc.		
317287	09/06/2023	
Inv 95275574		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Preventative Maintenance- Wilson Reservoir Gate	558.00
Inv 95275574 Total		558.00
Inv 95277596		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Preventative Maintenance- Wilson Reservoir Gate	654.00
Inv 95277596 Total		654.00
317287 Total:		1,212.00
AGSINC - Automated Gate Services, Inc. Total:		1,212.00
ANNAVNA - Avena, Annette		
317288	09/06/2023	
Inv 02/07-02/10/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Risk Management Conf Expense Reimbursement 2/7/23 - 2/10/23	113.11
Inv 02/07-02/10/23 Total		113.11
317288 Total:		113.11
ANNAVNA - Avena, Annette Total:		113.11
BAK0369 - Baker & Taylor Books		
0	09/06/2023	
Inv 2037499367		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/09/2023	Library Books	962.37
Inv 2037499367 Total		962.37
Inv 2037512310		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/09/2023	Library Books	523.82
Inv 2037512310 Total		523.82

Check Number	Check Date	Amount
Inv 2037518658		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/13/2023	Books FY2023-24	917.62
Inv 2037518658 Total		917.62
Inv 2037520751		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/09/2023	Library Books	244.72
Inv 2037520751 Total		244.72
Inv 2037531870		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/06/2023	Library Books	468.81
Inv 2037531870 Total		468.81
Inv 2037540833		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/12/2023	Books FY2023-24	958.06
Inv 2037540833 Total		958.06
Inv 2037548091		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/08/2023	Library Books	406.37
Inv 2037548091 Total		406.37
Inv 2037561202		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/09/2023	Books FY2023-24	482.22
Inv 2037561202 Total		482.22
Inv 2037564740		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/08/2023	Library Books	217.67
Inv 2037564740 Total		217.67
Inv 2037576610		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2023	Books FY2023-24	658.85
Inv 2037576610 Total		658.85
Inv 2037579483		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
06/27/2023	Books FY2023-24	265.77
Inv 2037579483	Total	265.77
Inv 2037594181		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2023	Books FY2023-24	264.87
Inv 2037594181	Total	264.87
Inv 2037603850		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2023	Books FY2023-24	542.04
Inv 2037603850	Total	542.04
Inv 2037612021		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2023	Library Books	43.06
Inv 2037612021	Total	43.06
Inv 2037615907		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2023	Books FY2023-24	172.30
Inv 2037615907	Total	172.30
Inv 2037625314		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2023	Books FY2023-24	115.01
Inv 2037625314	Total	115.01
Inv 2037637746		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2023	Books FY2023-24	147.54
Inv 2037637746	Total	147.54
Inv 2037639849		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2023	Books FY2023-24	244.21
Inv 2037639849	Total	244.21
Inv 2037641716		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Books FY2023-24	26.51
Inv 2037641716	Total	26.51

Check Number	Check Date	Amount
Inv	2037653635	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2023	Books FY2023-24	187.17
Inv 2037653635 Total		187.17
Inv	2037673914	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2023	Books FY2023-24	27.17
Inv 2037673914 Total		27.17
0 Total:		7,876.16
BAK0369 - Baker & Taylor Books Total:		7,876.16
BAK0366 - Baker & Taylor Entertainment		
0	09/06/2023	
Inv	H64950870	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2023	DVDs/CDs - FY 2023-24	65.22
Inv H64950870 Total		65.22
Inv	H64984580	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2023	DVDs/CDs - FY 2023-24	180.60
Inv H64984580 Total		180.60
Inv	H65006500	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2023	DVDs/CDs - FY 2023-24	32.22
Inv H65006500 Total		32.22
Inv	H65008070	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2023	DVDs/CDs - FY 2023-24	90.87
Inv H65008070 Total		90.87
Inv	H65107170	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	DVDs/CDs - FY 2023-24	77.69
Inv H65107170 Total		77.69
Inv	H65255620	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
06/02/2023		DVDs/CDs - FY 2023-24	96.52
		Inv H65255620 Total	96.52
		Inv H65310070	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/07/2023		DVDs/CDs - FY 2023-24	33.07
		Inv H65310070 Total	33.07
		Inv H65372870	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/21/2023		DVDs/CDs - FY 2023-24	61.99
		Inv H65372870 Total	61.99
		Inv T24182380	
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/25/2023		DVDs/CDs - FY 2023-24	16.53
		Inv T24182380 Total	16.53
		Inv T24183430	
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/06/2023		DVDs/CDs - FY 2023-24	38.83
		Inv T24183430 Total	38.83
		Inv T24184060	
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/11/2023		DVDs/CDs - FY 2023-24	28.93
		Inv T24184060 Total	28.93
		Inv T24194390	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/07/2023		DVDs/CDs - FY 2023-24	5.17
		Inv T24194390 Total	5.17
		0 Total:	<hr/> 727.64
		BAK0366 - Baker & Taylor Entertainment Total:	<hr/> 727.64
		SHBE8032 - Bee, Shuny	
317289	09/06/2023		
		Inv 10096	
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/07/2023		July Taekwondo 4:30- Contract Class Instructor	390.00

Check Number	Check Date	Amount
Inv 10096 Total		390.00
317289 Total:		390.00
SHBE8032 - Bee, Shuny Total:		390.00
BLSP8010 - Blackstone Publishing		
0	09/06/2023	
Inv 2108466		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/03/2023	Books/DVDs/CDs	328.92
Inv 2108466 Total		328.92
Inv 2112575		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2023	Books/DVDs/CDs	34.95
Inv 2112575 Total		34.95
Inv 2114033		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/10/2023	Books/DVDs/CDs	34.94
Inv 2114033 Total		34.94
0 Total:		398.81
BLSP8010 - Blackstone Publishing Total:		398.81
JNTBRAUN - Braun, Janet		
317290	09/06/2023	
Inv 5262480886153		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/20/2023	Reimbursement CalCities Annual Conference Airfare	166.97
Inv 5262480886153 Total		166.97
317290 Total:		166.97
JNTBRAUN - Braun, Janet Total:		166.97
CAL5236 - CA Linen Services		
317291	09/06/2023	
Inv 2146292		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2023	Linen Services FD	126.37

Check Number	Check Date	Amount
Inv 2146292 Total		126.37
Inv 2149397		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/03/2023	Linen Services FD	120.37
Inv 2149397 Total		120.37
Inv 2152435		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/10/2023	Linen Services FD	115.51
Inv 2152435 Total		115.51
317291 Total:		362.25
CAL5236 - CA Linen Services Total:		362.25
CAL8012 - Califa Group		
317292	09/06/2023	
Inv 6729		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Subscription Renewal 9/1/23-8/31/24	740.25
Inv 6729 Total		740.25
317292 Total:		740.25
CAL8012 - Califa Group Total:		740.25
CAL6695 - California American Water		
317293	09/06/2023	
Inv 6/21/23-7/20/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Wilson Well 2 Water Service Fee for July 2023	21.93
Inv 6/21/23-7/20/23 Total		21.93
317293 Total:		21.93
CAL6695 - California American Water Total:		21.93
CPC4011 - California Police Chiefs Association		
317294	09/06/2023	
Inv 2156		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
07/30/2023	CPCA Associate Annual Membership Lt. Robledo	155.00
Inv 2156 Total		155.00
317294 Total:		155.00
CPC4011 - California Police Chiefs Association Total:		155.00
CAN0607 - Cantu Graphics Inc.		
317295	09/06/2023	
Inv 21711		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Business Cards	38.53
Inv 21711 Total		38.53
317295 Total:		38.53
CAN0607 - Cantu Graphics Inc. Total:		38.53
CAEN9297 - Carollo Engineers, Inc.		
0	09/06/2023	
Inv FB36998		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/05/2023	Development of Report Related to Sewer Consent Judgement May'23	5,070.25
Inv FB36998 Total		5,070.25
0 Total:		5,070.25
CAEN9297 - Carollo Engineers, Inc. Total:		5,070.25
CCSPRSN - CCS Presentations Systems		
317296	09/06/2023	
Inv 1067490		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2023	1-Anchor Audio Wireless Mic and 1-Anchor Handheld Mics	450.00
Inv 1067490 Total		450.00
317296 Total:		450.00
CCSPRSN - CCS Presentations Systems Total:		450.00
MATTCHAG - Chang, Matt		
317297	09/06/2023	

Check Number	Check Date		Amount
Inv	103113		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/22/2023	Reimbursement for LA County Assessors Office Abstract Payment		117.00
Inv 103113 Total			117.00
317297 Total:			117.00
MATTCHAG - Chang, Matt Total:			117.00
TIM4011 - Charter Communications			
317298	09/06/2023		
Inv	0029763072723		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/27/2023	AN 8448 20 899 0029763 Service for 07/16/23 - 8/15/23		326.38
Inv 0029763072723 Total			326.38
Inv	0052005072623		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/26/2023	AN 8448 20 899 0052005 Service for 07/11/23 - 8/10/23		3,265.91
Inv 0052005072623 Total			3,265.91
Inv	0070193080123		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2023	AN 8448 30 008 0070193 Service for 08/01/23 - 8/31/23		83.95
Inv 0070193080123 Total			83.95
Inv	0357905080523		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/05/2023	AN 8448 30 8448 0357905 Service for 08/05/23 - 9/4/23		130.52
Inv 0357905080523 Total			130.52
317298 Total:			3,806.76
TIM4011 - Charter Communications Total:			3,806.76
ROXCHVZ - Chavez, Roxane			
317299	09/06/2023		
Inv	D4903		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/25/2023	Refund Parking Permit # 903.		137.00
Inv D4903 Total			137.00

Check Number	Check Date	Amount
317299 Total:		137.00
ROXCHVZ - Chavez, Roxane Total:		137.00
CHEMS - Chemsian, Gia		
317300	09/06/2023	
Inv	DW0623-03	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	Residential rebate for energy star dishwasher	500.00
Inv DW0623-03 Total		500.00
317300 Total:		500.00
CHEMS - Chemsian, Gia Total:		500.00
ELCHOU2 - Chou, Elaine		
317301	09/06/2023	
Inv	133543	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Full refund for class cancellation due to low enrollment for 2.	850.00
Inv 133543 Total		850.00
317301 Total:		850.00
ELCHOU2 - Chou, Elaine Total:		850.00
CINTA3 - Cintas Corporation		
317302	09/06/2023	
Inv	4161023303	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/10/2023	Public Works Uniform Cleaning Services 7/10/23	36.28
07/10/2023	Public Works Uniform Cleaning Services 7/10/23	6.42
07/10/2023	Public Works Uniform Cleaning Services 7/10/23	12.84
07/10/2023	Public Works Uniform Cleaning Services 7/10/23	15.54
07/10/2023	Public Works Uniform Cleaning Services 7/10/23	17.29
07/10/2023	Public Works Uniform Cleaning Services 7/10/23	44.20
Inv 4161023303 Total		132.57
Inv	4161746769	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2023	Public Works Uniform Cleaning Services 7/17/23	36.28
07/17/2023	Public Works Uniform Cleaning Services 7/17/23	15.54
07/17/2023	Public Works Uniform Cleaning Services 7/17/23	6.42
07/17/2023	Public Works Uniform Cleaning Services 7/17/23	12.84
07/17/2023	Public Works Uniform Cleaning Services 7/17/23	44.20

Check Number	Check Date	Amount
07/17/2023	Public Works Uniform Cleaning Services 7/17/23	17.29
Inv 4161746769	Total	132.57
Inv 4162418693		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/24/2023	Public Works Uniform Cleaning Services 7/24/23	17.29
07/24/2023	Public Works Uniform Cleaning Services 7/24/23	36.28
07/24/2023	Public Works Uniform Cleaning Services 7/24/23	15.54
07/24/2023	Public Works Uniform Cleaning Services 7/24/23	44.20
07/24/2023	Public Works Uniform Cleaning Services 7/24/23	6.42
07/24/2023	Public Works Uniform Cleaning Services 7/24/23	12.84
Inv 4162418693	Total	132.57
Inv 4163120846		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2023	Public Works Uniform Cleaning Services 7/31/23	15.54
07/31/2023	Public Works Uniform Cleaning Services 7/31/23	44.20
07/31/2023	Public Works Uniform Cleaning Services 7/31/23	12.84
07/31/2023	Public Works Uniform Cleaning Services 7/31/23	17.29
07/31/2023	Public Works Uniform Cleaning Services 7/31/23	6.42
07/31/2023	Public Works Uniform Cleaning Services 7/31/23	36.28
Inv 4163120846	Total	132.57
Inv 4163812875		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2023	Public Works Uniform Cleaning Services 8/7/23	64.40
08/07/2023	Public Works Uniform Cleaning Services 8/7/23	44.20
08/07/2023	Public Works Uniform Cleaning Services 8/7/23	12.84
08/07/2023	Public Works Uniform Cleaning Services 8/7/23	17.29
08/07/2023	Public Works Uniform Cleaning Services 8/7/23	15.54
08/07/2023	Public Works Uniform Cleaning Services 8/7/23	6.42
Inv 4163812875	Total	160.69
Inv 4164503054		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	Public Works Uniform Cleaning Services 8/14/23	44.20
08/14/2023	Public Works Uniform Cleaning Services 8/14/23	12.84
08/14/2023	Public Works Uniform Cleaning Services 8/14/23	36.27
08/14/2023	Public Works Uniform Cleaning Services 8/14/23	17.29
08/14/2023	Public Works Uniform Cleaning Services 8/14/23	6.42
08/14/2023	Public Works Uniform Cleaning Services 8/14/23	15.54
Inv 4164503054	Total	132.56
317302	Total:	823.53
317303	09/06/2023	
Inv 5171287212		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
08/16/2023	First Aid Cabinet & Monthly Servicing @ Community Services.	25.52
Inv 5171287212 Total		25.52
317303 Total:		25.52
CINTAS - Cintas Corporation Total:		849.05
CITI1021 - Cities Digital Inc.		
317304	09/06/2023	
Inv 57825		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2023	Laserfiche Avante Accela Connector Annual Maintenance	2,303.28
Inv 57825 Total		2,303.28
317304 Total:		2,303.28
CITI1021 - Cities Digital Inc. Total:		2,303.28
CSM8030 - City of San Marino		
317305	09/06/2023	
Inv 0001619		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2023	Command Sharing with City of San Marino	1,864.27
Inv 0001619 Total		1,864.27
317305 Total:		1,864.27
CSM8030 - City of San Marino Total:		1,864.27
CHWP2010 - Colantuono,Highsmith & Whatley,PC		
0	09/06/2023	
Inv 56708		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	General Services	10,000.00
Inv 56708 Total		10,000.00
Inv 56709		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Labor and Employment	441.00
Inv 56709 Total		441.00

Check Number	Check Date	Amount
Inv 56710		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Special Project	4,320.40
Inv 56710 Total		4,320.40
Inv 56711		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Litigation	553.25
Inv 56711 Total		553.25
Inv 56712		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Litigation	735.00
Inv 56712 Total		735.00
Inv 56713		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Litigation	717.00
Inv 56713 Total		717.00
Inv 56714		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Litigation	3,563.00
Inv 56714 Total		3,563.00
Inv 56715		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Litigation	343.00
Inv 56715 Total		343.00
Inv 56716		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Litigation	73.50
Inv 56716 Total		73.50
Inv 56717		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Litigation	1,151.50
Inv 56717 Total		1,151.50
Inv 56718		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Litigation	2,107.00

Check Number	Check Date	Amount
Inv 56718 Total		2,107.00
Inv 56719		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Public Records Request	7,043.00
Inv 56719 Total		7,043.00
Inv 56720		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Litigation	43.50
Inv 56720 Total		43.50
Inv 56721		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Litigation	1,807.50
Inv 56721 Total		1,807.50
Inv 56903		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Water and Utilities	392.00
Inv 56903 Total		392.00
Inv 57054		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2023	Litigation	748.84
Inv 57054 Total		748.84
Inv 57057		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2023	Litigation	85.50
Inv 57057 Total		85.50
Inv 57058		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2023	Litigation	488.00
Inv 57058 Total		488.00
Inv 57059		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2023	Litigation	71.75
Inv 57059 Total		71.75

Check Number	Check Date		Amount
Inv	57060		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/08/2023	Litigation		100.25
Inv 57060 Total			100.25
Inv	57061		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/08/2023	Litigation		324.35
Inv 57061 Total			324.35
0 Total:			35,109.34
CHWP2010 - Colantuono,Highsmith & Whatley,PC Total:			35,109.34
CMME4011 - Commline Inc.			
317306	09/06/2023		
Inv	0028556		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/22/2023	Radio Transition Wiring and Cables for New EV Fleet		6,041.50
Inv 0028556 Total			6,041.50
317306 Total:			6,041.50
CMME4011 - Commline Inc. Total:			6,041.50
CTAA8022 - Community Transportation Association of America			
317307	09/06/2023		
Inv	114314		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Membership CTAA		625.00
Inv 114314 Total			625.00
317307 Total:			625.00
CTAA8022 - Community Transportation Association of America Total:			625.00
WFBK1020 - Computershare Trust Company, N.A.			
0	09/06/2023		
Inv	SOPASAWTR2013		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/28/2023	2013 Water Revenue Bonds # SOPASAWTR2013		61,193.76
08/28/2023	2013 Water Revenue Bonds # SOPASAWTR2013		435,000.00
08/28/2023	2013 Water Revenue Bonds # SOPASAWTR2013		-329.42

Check Number	Check Date		Amount
		Inv SOPASAWTR2013 Total	495,864.34
		0 Total:	495,864.34
WFBK1020 - Computershare Trust Company, N.A. Total:			495,864.34
COR7788 - Cornforth, Robert Darren			
0	09/06/2023		
		Inv 10079	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/07/2023	Tennis Beginner 9AM-Contract Class Instructor
			624.00
		Inv 10079 Total	624.00
		Inv 10080	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/07/2023	Tennis Intermediate 11AM-Contract Class Instructor
			390.00
		Inv 10080 Total	390.00
		Inv 10105	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/07/2023	Tennis Beginner 12PM-Contract Class Instructor
			390.00
		Inv 10105 Total	390.00
		Inv 10152	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		08/07/2023	Tennis Intermediate 10AM-Contract Class Instructor
			468.00
		Inv 10152 Total	468.00
		0 Total:	1,872.00
COR7788 - Cornforth, Robert Darren Total:			1,872.00
CRDA1021 - Corodata Records Management			
0	09/06/2023		
		Inv RS4928695	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		07/31/2023	Records Management - Storage 7/1/2023 - 7/31/2023
			480.12
		Inv RS4928695 Total	480.12
		0 Total:	480.12
CRDA1021 - Corodata Records Management Total:			480.12

Check Number	Check Date	Amount
CRSR2010 - Corodata Shredding Inc.		
0	09/06/2023	
Inv	DN 1422719	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2023	AN SD041103-Shredding for Oxley St,Library,Mission - July 2023	156.06
Inv DN 1422719 Total		156.06
0 Total:		156.06
CRSR2010 - Corodata Shredding Inc. Total:		156.06
CPCA8200 - CPCA		
317308	09/06/2023	
Inv	3146	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2023	Recruitment And Retention Summit for Recruitment Officers	375.00
Inv 3146 Total		375.00
317308 Total:		375.00
CPCA8200 - CPCA Total:		375.00
DROW8010 - D & R Office Works, Inc.		
317309	09/06/2023	
Inv	0128190-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/21/2023	Office Furniture for Garfield Reservoir	5,504.78
Inv 0128190-IN Total		5,504.78
Inv	0128383-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/21/2023	Office Furniture for Garfield Reservoir	2,176.96
Inv 0128383-IN Total		2,176.96
317309 Total:		7,681.74
DROW8010 - D & R Office Works, Inc. Total:		7,681.74
DSP0755 - D & S Printing		
317310	09/06/2023	
Inv	8002	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
08/03/2023	Name Badge - HR & Risk Manager	44.04
Inv 8002 Total		44.04
317310 Total:		44.04
DSP0755 - D & S Printing Total:		44.04
DEL0771 - Delta Dental of California		
317311	09/06/2023	
Inv	BE005628306	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2023	Employee Dental Premiums August 2023	12,016.61
Inv BE005628306 Total		12,016.61
Inv	BE005655420	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2023	Employee Dental Premiums September 2023	11,544.39
Inv BE005655420 Total		11,544.39
317311 Total:		23,561.00
DEL0771 - Delta Dental of California Total:		23,561.00
DPTTSNPR - Department of Transportation		
317312	09/06/2023	
Inv	SL230960	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/13/2023	Signals and lighting (April 2023-June 2023)	1,575.82
Inv SL230960 Total		1,575.82
317312 Total:		1,575.82
DPTTSNPR - Department of Transportation Total:		1,575.82
DTV5012 - DIRECTV		
317313	09/06/2023	
Inv	068653046X23042	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2023	Cable Services for Emergency Operation Center	11.31
Inv 068653046X23042 Total		11.31
317313 Total:		11.31

DTV5012 - DIRECTV Total:	11.31
---------------------------------	-------

DPWL8210 - Dispatch Wellness LLC

317314 09/06/2023

Inv 21691A7E-0006

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2023	Dispatch Customer Service Training for P.A. Fierro And Munoz	250.00

Inv 21691A7E-0006 Total	250.00
-------------------------	--------

317314 Total:	250.00
---------------	--------

DPWL8210 - Dispatch Wellness LLC Total:	250.00
--	--------

DDL8010 - Dr. Detail Ph.D LLC

0 09/06/2023

Inv 2883

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Carpet cleaning service 8/11/23 for camp med.	495.00

Inv 2883 Total	495.00
----------------	--------

0 Total:	495.00
----------	--------

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

AUTOCSPC - Echeveria, Jose

317315 09/06/2023

Inv 10034

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2023	Water production unit 3 - preventative maintenance	513.10

Inv 10034 Total	513.10
-----------------	--------

Inv 9898

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2023	Water unit # 19 - Oil & Filter and Intake Manifold Change	1,384.39

Inv 9898 Total	1,384.39
----------------	----------

Inv 9922

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2023	Water production unit 16 - replace bad selenoid and repair	235.38

Inv 9922 Total	235.38
----------------	--------

Check Number	Check Date	Amount
317315 Total:		2,132.87
AUTOCSPC - Echeveria, Jose Total:		2,132.87
ELL1017 - Ellen's Silkscreening		
317316	09/06/2023	
Inv	EE81545	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/06/2023	City Council and Commissioner Polos	59.42
Inv EE81545 Total		59.42
317316 Total:		59.42
ELL1017 - Ellen's Silkscreening Total:		59.42
EMRS4010 - Emergency Response Crime Scene Cleaning		
317317	09/06/2023	
Inv	T2022-437	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2023	Mission/Meridian garage clean up	700.00
Inv T2022-437 Total		700.00
317317 Total:		700.00
EMRS4010 - Emergency Response Crime Scene Cleaning Total:		700.00
HERD8010 - Erdmann, Hollis		
0	09/06/2023	
Inv	000001035	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2023	Baldwin Piano tuning	200.00
Inv 000001035 Total		200.00
0 Total:		200.00
HERD8010 - Erdmann, Hollis Total:		200.00
EWEM6010 - Ewing Irrigation Products, Inc.		
317318	09/06/2023	
Inv	20000174	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Parts for Hawthorne easement	534.71

Check Number	Check Date	Amount
Inv 20000174 Total		534.71
Inv 20000260		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Parts for Hawthorne easement	36.57
Inv 20000260 Total		36.57
Inv 20235777		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Parts for Hawthorne easement	1,412.60
Inv 20235777 Total		1,412.60
317318 Total:		1,983.88
EWEM6010 - Ewing Irrigation Products, Inc. Total:		1,983.88
EXSF8020 - Extreme Safety		
317319	09/06/2023	
Inv 00109128		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Fit Testing for Self Contained Breathing Apparatus Mask	25.00
Inv 00109128 Total		25.00
317319 Total:		25.00
EXSF8020 - Extreme Safety Total:		25.00
FDDBC8025 - Fast Deer Bus Charter Inc.		
317320	09/06/2023	
Inv 161500		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Camp Med June 2023 Summer field Trips	3,374.50
Inv 161500 Total		3,374.50
317320 Total:		3,374.50
FDDBC8025 - Fast Deer Bus Charter Inc. Total:		3,374.50
FED1109 - FedEx		
317321	09/06/2023	
Inv 8-213-54077		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/04/2023	Shipment for background investigator	14.20

Check Number	Check Date	Amount
Inv 8-213-54077 Total		14.20
Inv 8-220-24342		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2023	Shipment for background investigator	16.50
Inv 8-220-24342 Total		16.50
317321 Total:		30.70
FED1109 - FedEx Total:		30.70
FONGT - Fong, Tony		
317322	09/06/2023	
Inv DW0623-02		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	Residential Rebate for Energy Star Dishwasher	500.00
Inv DW0623-02 Total		500.00
317322 Total:		500.00
FONGT - Fong, Tony Total:		500.00
GALL5011 - Galls, LLC		
317323	09/06/2023	
Inv 025091579		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2023	Test shirt for shoulder patches	22.95
Inv 025091579 Total		22.95
Inv 025187877		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2023	Uniform shirts for MA Wehrle	122.08
Inv 025187877 Total		122.08
Inv 025196970		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2023	Gear for Police Officer Recruit Hernandez	938.57
Inv 025196970 Total		938.57
317323 Total:		1,083.60
317324	09/06/2023	

Check Number	Check Date	Amount
Inv 025132172		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2023	Fire Department Class A Uniforms	83.71
Inv 025132172 Total		83.71
Inv 025162580		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2023	Fire Department Class A Uniforms	217.10
Inv 025162580 Total		217.10
Inv 025162581		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2023	Fire Department Class A Uniforms	112.91
Inv 025162581 Total		112.91
Inv 025175359		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2023	Fire Department Class A Uniforms	104.19
Inv 025175359 Total		104.19
Inv 025187737		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2023	Fire Department Class A Uniforms	104.19
Inv 025187737 Total		104.19
Inv 025187738		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2023	Fire Department Class A Uniforms	104.19
Inv 025187738 Total		104.19
Inv 025187739		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2023	Fire Department Class A Uniforms	104.19
Inv 025187739 Total		104.19
Inv 025187740		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2023	Fire Department Class A Uniforms	104.19
Inv 025187740 Total		104.19
Inv 025262820		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/03/2023	Fire Department Class A Uniforms	457.53

Check Number	Check Date	Amount
Inv 025262820	Total	457.53
317324	Total:	1,392.20
GALS5010 - Galls, LLC Total:		2,475.80
RYAN - Garcia, Ryan		
317325	09/06/2023	
Inv	4/20/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Water Distribution Certification Reimbursement	125.00
Inv 4/20/2023	Total	125.00
Inv	7/19/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Mileage Reimbursement - T1-4 Water Training - 07/19-07/20-23	98.25
Inv 7/19/2023	Total	98.25
317325	Total:	223.25
RYAN - Garcia, Ryan Total:		223.25
GAR5011 - Garvey Equipment Co		
317326	09/06/2023	
Inv	154999	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2023	Saftey Gear, Electric Blower, Chainsaw Battery, Chains.	1,448.33
08/02/2023	Saftey Gear, Electric Blower, Chainsaw Battery, Chains.	308.81
Inv 154999	Total	1,757.14
317326	Total:	1,757.14
GAR5011 - Garvey Equipment Co Total:		1,757.14
GEOCOMIC - Geo-Comm Inc.		
317327	09/06/2023	
Inv	INV037921	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2023	GIS Map Data Layers Project	23,952.00
Inv INV037921	Total	23,952.00
317327	Total:	23,952.00

Check Number	Check Date	Amount
GEOCOMIC - Geo-Comm Inc. Total:		23,952.00
DAHGHN - Ghoneim, Dahlia		
317328	09/06/2023	
Inv 133545		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Refund for Camp Med Summer Camp wk 8&9. Admin fee applied.	294.00
Inv 133545 Total		294.00
317328 Total:		294.00
DAHGHN - Ghoneim, Dahlia Total:		294.00
NCGY7000 - Godoy, Nicholas		
317329	09/06/2023	
Inv 07/10-07/14/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2023	Dui Seminar Training Reimbursement for Officer Godoy	822.52
Inv 07/10-07/14/23 Total		822.52
317329 Total:		822.52
NCGY7000 - Godoy, Nicholas Total:		822.52
GOVE2013 - Governmentjobs.com, Inc. DBA NEOGOV		
0	09/06/2023	
Inv 36411		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2023	Professional Services - NeoGov - Perform Module Online Training	1,950.00
Inv 36411 Total		1,950.00
0 Total:		1,950.00
GOVE2013 - Governmentjobs.com, Inc. DBA NEOGOV Total:		1,950.00
GRAN2032 - Granicus		
0	09/06/2023	
Inv 169034		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2023	Professional Website Design and Hosting Fees 07/26/23-10/31/23.	7,081.77
Inv 169034 Total		7,081.77

Check Number	Check Date	Amount
0 Total:		7,081.77
GRAN2032 - Granicus Total:		7,081.77
HALOINC - HALO Branded Solutions, Inc.		
0	09/06/2023	
Inv	2023000127159	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2023	Community Outreach Items for PD	416.92
Inv 2023000127159 Total		416.92
Inv	2023000127162	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2023	Community Outreach Items for PD	611.41
Inv 2023000127162 Total		611.41
Inv	2023000132701	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2023	Community Outreach Items for PD	557.34
Inv 2023000132701 Total		557.34
0 Total:		1,585.67
HALOINC - HALO Branded Solutions, Inc. Total:		1,585.67
HGSI6010 - Harry's Glass Shop Inc.		
317330	09/06/2023	
Inv	22-42126	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Glass and Window Repairs for City Buildings	580.54
Inv 22-42126 Total		580.54
Inv	22-42209	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2023	Repair broken window at War Memorial Building	271.20
Inv 22-42209 Total		271.20
317330 Total:		851.74
HGSI6010 - Harry's Glass Shop Inc. Total:		851.74
ITCR2501 - Intercare Holdings Insurance Services		

Check Number	Check Date		Amount
0	09/06/2023		
Inv	76-010489		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/31/2023	Indemnity Annual Per Claim Fee - July 2023		7,211.40
Inv 76-010489 Total			7,211.40
0 Total:			7,211.40
ITCR2501 - Intercare Holdings Insurance Services Total:			7,211.40
JSAR4011 - Jack's Auto Repair			
317331	09/06/2023		
Inv	18463		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/26/2023	Service to Fire Chief's Staff Vehicle		111.47
Inv 18463 Total			111.47
Inv	18508		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Cable latch for CSD Vehicle # 79.		203.71
Inv 18508 Total			203.71
Inv	18518		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/15/2023	Routine 45 Day Inspection of Dial-A-Ride #81		66.00
Inv 18518 Total			66.00
317331 Total:			381.18
JSAR4011 - Jack's Auto Repair Total:			381.18
KEY2011 - Keyser Marston Associates Inc			
317332	09/06/2023		
Inv	0037773		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/21/2023	State of Housing Presentation on Affordable Housing		2,500.00
Inv 0037773 Total			2,500.00
317332 Total:			2,500.00
KEY2011 - Keyser Marston Associates Inc Total:			2,500.00

Check Number	Check Date		Amount
KMTM4011 - Kim, Timothy			
317333	09/06/2023		
Inv	08/02/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/08/2023	Investigation/discipline in critical incident course for of. Kim		77.18
Inv 08/02/2023 Total			77.18
317333 Total:			77.18
KMTM4011 - Kim, Timothy Total:			77.18
LDCR6410 - LandCare USA LLC			
0	09/06/2023		
Inv	520124		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Weed abatement at Westside Reservoir		4,000.00
08/17/2023	Weed abatement at Westside Reservoir		1,683.90
Inv 520124 Total			5,683.90
0 Total:			5,683.90
LDCR6410 - LandCare USA LLC Total:			5,683.90
EMLLAU - Lau, Emily			
317334	09/06/2023		
Inv	133549		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Full refund for class cancellation due to low enrollment.		425.00
Inv 133549 Total			425.00
317334 Total:			425.00
EMLLAU - Lau, Emily Total:			425.00
LAW6711 - Lawn Mower Corner			
317335	09/06/2023		
Inv	41018		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Purchasing of concrete saw and cutting blades		1,542.39
Inv 41018 Total			1,542.39
317335 Total:			1,542.39

Check Number	Check Date	Amount
LAW6711 - Lawn Mower Corner Total:		1,542.39
FCA1245 - Los Angeles Fire Chiefs Association		
317336	09/06/2023	
Inv	2023-2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2023	Paul Riddle - South Pasadena FD- LA Area Fire Chief's Association Membership	1,200.00
Inv 2023-2024 Total		1,200.00
317336 Total:		1,200.00
FCA1245 - Los Angeles Fire Chiefs Association Total:		1,200.00
KVMC6710 - Machado, Kelvin		
317337	09/06/2023	
Inv	1/13/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Mileage Reimbursement - 01/13/2023 @ 7:40 AM	21.88
Inv 1/13/2023 Total		21.88
Inv	1/14/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Mileage Reimbursement - 01/14/23 @ 6:40 AM	21.88
Inv 1/14/2023 Total		21.88
Inv	1/20/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Mileage Reimbursement - 01/20/23 @ 12PM	21.88
Inv 1/20/2023 Total		21.88
Inv	10/18/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Mileage Reimbursement - 10/18/22 @ 10PM	20.88
Inv 10/18/2022 Total		20.88
Inv	10/21/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Mileage Reimbursement - 10/21/22 @ 2:30 AM	20.88
Inv 10/21/2022 Total		20.88
Inv	10/22/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Mileage Reimbursement - 10/22/22 @ 12:30PM	20.88

Check Number	Check Date	Amount
Inv 10/22/2023 Total		20.88
Inv 11/12/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Mileage Reimbursement - 11/12/22 @ 10:45 AM	20.88
Inv 11/12/2022 Total		20.88
Inv 12/10/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Mileage Reimbursement - 12/10/22 @ 3:30 PM	20.88
Inv 12/10/2022 Total		20.88
Inv 3/25/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Mileage Reimbursement - 03/25/22 @ 3PM	19.54
Inv 3/25/2022 Total		19.54
317337 Total:		189.58
KVMC6710 - Machado, Kelvin Total:		189.58
VCMA6710 - Magana, Victor		
317338 09/06/2023		
Inv 7/21/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2023	Reimbursement - Shipment for Carbon Samples to the lab	308.09
Inv 7/21/2023 Total		308.09
317338 Total:		308.09
VCMA6710 - Magana, Victor Total:		308.09
MSG6711 - Main San Gabriel Basin Watermaster		
0 09/06/2023		
Inv 2022-2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	WaterMaster Production Assessment for FY 2022-2023	558,985.02
Inv 2022-2023 Total		558,985.02
0 Total:		558,985.02

Check Number	Check Date		Amount
MSG6711 - Main San Gabriel Basin Watermaster Total:			558,985.02
MAN5011 - Manhattan Stitching Co			
317339	09/06/2023		
Inv	95581		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Camp Med black sun hats for recreation summer staff		1,346.88
Inv	95581 Total		1,346.88
317339 Total:			1,346.88
MAN5011 - Manhattan Stitching Co Total:			1,346.88
MBFEC106 - Marx Bros. Fire Extinguisher Co.			
317340	09/06/2023		
Inv	24110		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/15/2023	Semi-Annual inspection of fire suppressin systems for SC.		110.00
Inv	24110 Total		110.00
Inv	S24121		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Semi-annual inspection on the fire suppression at WMB.		110.00
Inv	S24121 Total		110.00
317340 Total:			220.00
MBFEC106 - Marx Bros. Fire Extinguisher Co. Total:			220.00
MCM2352 - McMaster Carr Supply Co			
317341	09/06/2023		
Inv	11295118		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Filter cartridge for brine solution on PSI Machine		223.71
Inv	11295118 Total		223.71
317341 Total:			223.71
MCM2352 - McMaster Carr Supply Co Total:			223.71
MREG1400 - Merrimac Petroleum, Inc.			
317342	09/06/2023		

Check Number	Check Date		Amount
Inv	2226421		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/07/2023	Unleaded Gasoline for Public Yard Works Fueling Station 8/7/2023		1,314.87
08/07/2023	Unleaded Gasoline for Public Yard Works Fueling Station 8/7/2023		657.44
08/07/2023	Unleaded Gasoline for Public Yard Works Fueling Station 8/7/2023		821.79
08/07/2023	Unleaded Gasoline for Public Yard Works Fueling Station 8/7/2023		1,314.87
08/07/2023	Unleaded Gasoline for Public Yard Works Fueling Station 8/7/2023		460.20
08/07/2023	Unleaded Gasoline for Public Yard Works Fueling Station 8/7/2023		1,742.21
08/07/2023	Unleaded Gasoline for Public Yard Works Fueling Station 8/7/2023		262.97
Inv 2226421 Total			6,574.35
317342 Total:			6,574.35
MREG1400 - Merrimac Petroleum, Inc. Total:			6,574.35
EDWMZA - Meza, Edward			
317343	09/06/2023		
Inv	20200063		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/12/2023	Reimbursement - Donuts for the Crew After Fire		35.98
Inv 20200063 Total			35.98
317343 Total:			35.98
EDWMZA - Meza, Edward Total:			35.98
MMA2011 - MMASC			
317344	09/06/2023		
Inv	7867		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/06/2023	MMASC Summer Session: Arminé and Domenica		320.00
Inv 7867 Total			320.00
317344 Total:			320.00
MMA2011 - MMASC Total:			320.00
FMOR6710 - Morales, Felipe			
317345	09/06/2023		
Inv	10/25/22		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Distribution Certification Reimbursement		205.00
Inv 10/25/22 Total			205.00

Check Number	Check Date	Amount
317345 Total:		205.00
<hr/>		
FMOR6710 - Morales, Felipe Total:		205.00
<hr/>		
MSWCLTN - MSW Consultants, Inc.		
317346	09/06/2023	
Inv 675		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2023	Professional Refuse and Waste Consulting Services.	570.00
Inv 675 Total		570.00
<hr/>		
317346 Total:		570.00
<hr/>		
MSWCLTN - MSW Consultants, Inc. Total:		570.00
<hr/>		
MVCH3011 - MV Cheng & Associates Inc.		
317347	09/06/2023	
Inv 6/30/2023E		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2023	Public Works Project Management Assistance	962.50
08/24/2023	Public Works Project Management Assistance	1,412.50
Inv 6/30/2023E Total		2,375.00
<hr/>		
317347 Total:		2,375.00
<hr/>		
MVCH3011 - MV Cheng & Associates Inc. Total:		2,375.00
<hr/>		
NBSFIN - NBS Government Finance Group		
317348	09/06/2023	
Inv 202306-2306		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/20/2023	Library Parcel Tax Services - FY23-24	1,780.50
Inv 202306-2306 Total		1,780.50
<hr/>		
317348 Total:		1,780.50
<hr/>		
NBSFIN - NBS Government Finance Group Total:		1,780.50
<hr/>		
NEXPLRE - Nexlore LLC		
317349	09/06/2023	
Inv 3274		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Camp Med Build a Bot In-House Activity.	750.00

Check Number	Check Date		Amount
		Inv 3274 Total	750.00
		317349 Total:	750.00
		NEXPLRE - Nexplre LLC Total:	750.00
		TRA2010 - Norman A. Traub & Associates	
317350	09/06/2023		
		Inv 23002	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		03/15/2023	Legal Services - Police Investigation
			13,046.46
		Inv 23002 Total	13,046.46
		Inv 23002.1	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		04/21/2023	Legal Services - Police Investigation
			8,220.00
		Inv 23002.1 Total	8,220.00
		Inv 23002.2	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		05/28/2023	Legal Services - Police Investigation
			9,135.00
		Inv 23002.2 Total	9,135.00
		Inv 23002.3	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		06/21/2023	Legal Services - Police Investigation
			3,480.00
		Inv 23002.3 Total	3,480.00
		Inv 23002C	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		02/20/2023	Legal Services - Police Investigation
			3,810.50
		Inv 23002C Total	3,810.50
		317350 Total:	37,691.96
		TRA2010 - Norman A. Traub & Associates Total:	37,691.96
		OLNP8010 - Outlook Newspapers Group	
317351	09/06/2023		
		Inv 77771	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		03/31/2023	Proof of Publication 507 Camino Verde
			468.00

Check Number	Check Date	Amount
Inv 77771 Total		468.00
Inv 77838		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2023	Proof of Publication 335 Monterey Road	672.00
Inv 77838 Total		672.00
Inv 78364		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/27/2023	Public Notice Posting	2,880.00
Inv 78364 Total		2,880.00
Inv 78365		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	Proof of Publication / Affidavit	2,244.00
Inv 78365 Total		2,244.00
Inv 78446		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2023	Proof of Publication 250 Saint Albans Ave.	672.00
Inv 78446 Total		672.00
Inv 78511		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/16/2023	Public Notice Posting	564.00
Inv 78511 Total		564.00
317351 Total:		7,500.00
OLNP8010 - Outlook Newspapers Group Total:		7,500.00
OVDR8011 - OverDrive Inc.		
0	09/06/2023	
Inv 01148CO23220452		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/17/2023	eBooks / eAudiobooks for FY2023-24	64.99
Inv 01148CO23220452 Total		64.99
Inv 01148CO23287150		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	eBooks / eAudiobooks for FY2023-24	2,538.81
Inv 01148CO23287150 Total		2,538.81

Check Number	Check Date	Amount
Inv 01148CO23287160		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	eBooks / eAudiobooks for FY2023-24	3,483.71
Inv 01148CO23287160 Total		3,483.71
Inv 01148CO23287162		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	eBooks / eAudiobooks for FY2023-24	2,629.10
Inv 01148CO23287162 Total		2,629.10
0 Total:		8,716.61
OVDR8011 - OverDrive Inc. Total:		8,716.61
PRCFCA - Parks Coffee California		
317352 09/06/2023		
Inv 80013727		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2023	Senior Center Coffee-August	66.56
Inv 80013727 Total		66.56
317352 Total:		66.56
PRCFCA - Parks Coffee California Total:		66.56
PHS4011 - Pasadena Humane Society		
317353 09/06/2023		
Inv AUG2023SoPas		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/03/2023	Animal Care and Control Services August 2023	14,890.61
Inv AUG2023SoPas Total		14,890.61
317353 Total:		14,890.61
PHS4011 - Pasadena Humane Society Total:		14,890.61
PSNS7101 - Pasadena Star-News		
317354 09/06/2023		
Inv B45E30E9-0005		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2023	Publication of Local Hazard Mitigation- Plan Public Hearing	683.31
Inv B45E30E9-0005 Total		683.31

Check Number	Check Date	Amount
317354 Total:		683.31
PSNS7101 - Pasadena Star-News Total:		683.31
PWP4465 - Pasadena Water & Power		
317355	09/06/2023	
Inv	197893166030	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Water Purchased from City of Pasadena July 2023	3,029.17
Inv 197893166030 Total		3,029.17
317355 Total:		3,029.17
PWP4465 - Pasadena Water & Power Total:		3,029.17
PNCR8025 - Phoenix Motorcars, LLC		
317356	09/06/2023	
Inv	S2128	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	Diagnostic inspection vehicle 80	596.00
Inv S2128 Total		596.00
Inv	S2128-B	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	New cell & rebalance of battery packs on 80	5,213.45
Inv S2128-B Total		5,213.45
317356 Total:		5,809.45
PNCR8025 - Phoenix Motorcars, LLC Total:		5,809.45
PLBD7011 - Planetbids		
317357	09/06/2023	
Inv	323106	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2023	Year 3 - PB System Vendor and Bid Mgmt module for (3) users	8,854.14
Inv 323106 Total		8,854.14
317357 Total:		8,854.14
PLBD7011 - Planetbids Total:		8,854.14

POS5265 - Post Alarm Systems

0	09/06/2023	
Inv	1602196	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Fire Monitoring For WMB . 9/01/23 -09/30/23	54.33
08/16/2023	Fire Monitoring For Orange Grove . 9/01/23 -09/30/23	54.33
Inv 1602196 Total		108.66
Inv	1610853	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Fire Monitoring For Orange Grove . 9/01/23 -09/30/23	54.33
08/16/2023	Fire Monitoring For WMB. 9/01/23 -09/30/23	54.33
Inv 1610853 Total		108.66
0 Total:		217.32

POS5265 - Post Alarm Systems Total:

217.32

PVP7777 - PVP Communications, Inc.

317358	09/06/2023	
Inv	133284	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/04/2023	Helmet communication system for motor officer	1,614.69
Inv 133284 Total		1,614.69
317358 Total:		1,614.69

PVP7777 - PVP Communications, Inc. Total:

1,614.69

RGWA2980 - Rangwala, Kaizer

317359	09/06/2023	
Inv	2303	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2023	Consultant: Community Engagement, Urban Design & Urban Planning	75,695.00
Inv 2303 Total		75,695.00
317359 Total:		75,695.00

RGWA2980 - Rangwala, Kaizer Total:

75,695.00

RWGN8160 - Richards, Watson & Gershon

317360	09/06/2023	
--------	------------	--

Check Number	Check Date	Amount
Inv 243543		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2023	July 2023 Legal Services	43,543.00
Inv 243543 Total		43,543.00
317360 Total:		43,543.00
RWGN8160 - Richards, Watson & Gershon Total:		43,543.00
RHCC7101 - Rio Hondo College		
317361	09/06/2023	
Inv X23-109-ZSPS		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2023	Physical Agility Test for Police Officer App Chacon	25.00
Inv X23-109-ZSPS Total		25.00
317361 Total:		25.00
RHCC7101 - Rio Hondo College Total:		25.00
SAN4961 - San Gabriel Valley Council of Governments		
317362	09/06/2023	
Inv 2428		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/06/2023	SCV Council of Governments 2023-2024 Membership Dues	3,500.00
09/06/2023	SCV Council of Governments 2023-2024 Membership Dues	12,736.46
Inv 2428 Total		16,236.46
317362 Total:		16,236.46
SAN4961 - San Gabriel Valley Council of Governments Total:		16,236.46
SAN4958 - San Marino Security System		
317363	09/06/2023	
Inv 41562		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Quaterly Monitoring fee for EPH, GYH, WMB,Museum,& Rec dept.	1,362.00
08/17/2023	Quaterly Monitoring fee for EPH, GYH, WMB,Museum,& Rec dept.	207.00
Inv 41562 Total		1,569.00
Inv 41588		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Monitoring Services Water Facilities 7.1.23-12.3.23	1,404.00

Check Number	Check Date	Amount
Inv 41588 Total		1,404.00
		<hr/>
317363 Total:		2,973.00
		<hr/>
SAN4958 - San Marino Security System Total:		2,973.00
SAXE2013 - Saxe-Clifford PH.D, Susan		
317364	09/06/2023	
Inv 23-0817-3		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Psychological evaluation for CCW applicants Borja and Labrie	900.00
Inv 23-0817-3 Total		900.00
		<hr/>
317364 Total:		900.00
		<hr/>
SAXE2013 - Saxe-Clifford PH.D, Susan Total:		900.00
SCRBHLDG - ScribSoft Holdings, Inc.		
317365	09/06/2023	
Inv PER00029150		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2023	CCW Fee Processing July 2023	250.00
Inv PER00029150 Total		250.00
		<hr/>
317365 Total:		250.00
		<hr/>
SCRBHLDG - ScribSoft Holdings, Inc. Total:		250.00
SDSI0107 - SDS Security Design Systems		
317366	09/06/2023	
Inv 242339		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2023	Security System Services September 2023	65.18
Inv 242339 Total		65.18
Inv 242340		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2023	Security System Services September 2023	217.46
Inv 242340 Total		217.46
Inv 242341		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2023	Security System Services September 2023	113.00

Check Number	Check Date	Amount
Inv 242341 Total		113.00
Inv 242342		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2023	Security System Services September 2023	55.00
Inv 242342 Total		55.00
317366 Total:		450.64
SDSI0107 - SDS Security Design Systems Total:		450.64
THES8267 - Siegel, Theodore		
317367	09/06/2023	
Inv 07062023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2023	Presentation & screening for September-A Letter to Three Wives	150.00
Inv 07062023 Total		150.00
317367 Total:		150.00
THES8267 - Siegel, Theodore Total:		150.00
SIR8011 - Sirsi Corporation		
0	09/06/2023	
Inv INV14043		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/13/2023	Annual Renewal of Library Information Systems FY23-24.	40,510.00
Inv INV14043 Total		40,510.00
0 Total:		40,510.00
SIR8011 - Sirsi Corporation Total:		40,510.00
SOGA6501 - SoCalGAS		
317368	09/06/2023	
Inv 7/1/23-8/1/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	CNG for City Vehicles (PW and Transit) 7/1/23-8/1/23	2.87
08/14/2023	CNG for City Vehicles (PW and Transit) 7/1/23-8/1/23	2.86
08/14/2023	CNG for City Vehicles (PW and Transit) 7/1/23-8/1/23	2.86
08/14/2023	CNG for City Vehicles (PW and Transit) 7/1/23-8/1/23	2.87
08/14/2023	CNG for City Vehicles (PW and Transit) 7/1/23-8/1/23	2.87
Inv 7/1/23-8/1/23 Total		14.33

Check Number	Check Date	Amount
317368 Total:		14.33
SOGA6501 - SoCalGAS Total:		14.33
SCLC8011 - Southern California Library Cooperative		
317369	09/06/2023	
Inv 1547		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2023	Califa Consortium & SCLC Membership FY23-24	2,829.00
Inv 1547 Total		2,829.00
317369 Total:		2,829.00
SCLC8011 - Southern California Library Cooperative Total:		2,829.00
SPARKSLA - Sparks LA Sports, LLC		
0	09/06/2023	
Inv 35823662		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/21/2023	Basketball Game Tickets	1,150.00
Inv 35823662 Total		1,150.00
0 Total:		1,150.00
SPARKSLA - Sparks LA Sports, LLC Total:		1,150.00
STA5219 - Staples Business Advantage		
0	09/06/2023	
Inv 3542085453		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	Office Supplies for Sustainability	60.63
Inv 3542085453 Total		60.63
Inv 3542207101		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/07/2023	PD Office Supplies	667.00
Inv 3542207101 Total		667.00
Inv 3543203384		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/22/2023	envelopes, headphones, index tabs	28.65

Check Number	Check Date	Amount
Inv 3543203384	Total	28.65
Inv 3543203386		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/22/2023	PD Office Supplies	101.58
Inv 3543203386	Total	101.58
Inv 3543325162		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2023	PW Yard Office Paper	98.10
Inv 3543325162	Total	98.10
Inv 3543325163		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2023	PD Office Supplies	916.11
Inv 3543325163	Total	916.11
Inv 3543325164		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2023	PD Office Supplies	196.20
Inv 3543325164	Total	196.20
Inv 3543392087		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2023	PW Yard Office Supplies	157.15
Inv 3543392087	Total	157.15
Inv 3543392088		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2023	PW Yard Break Room Supplies 7/26/23	9.76
07/26/2023	PW Yard Break Room Supplies 7/26/23	9.76
07/26/2023	PW Yard Break Room Supplies 7/26/23	9.76
07/26/2023	PW Yard Break Room Supplies 7/26/23	9.76
07/26/2023	PW Yard Break Room Supplies 7/26/23	9.76
07/26/2023	PW Yard Break Room Supplies 7/26/23	9.76
Inv 3543392088	Total	58.56
Inv 3543460093		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2023	Credit Memo	-596.41
Inv 3543460093	Total	-596.41
Inv 3543540611		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2023	rulers	14.52

Check Number	Check Date	Amount
Inv 3543540611	Total	14.52
Inv 3543835194		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2023	Folders, snacks, water, rolling cart	132.16
Inv 3543835194	Total	132.16
Inv 3543835195		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2023	cold packs	29.65
Inv 3543835195	Total	29.65
Inv 3543853261		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2023	light bulbs	21.38
Inv 3543853261	Total	21.38
Inv 3544373145		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2023	Folders, snacks, water, rolling cart	83.78
Inv 3544373145	Total	83.78
Inv 3544373146		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/03/2023	Desk organizer, binder clips, cold packs	82.52
Inv 3544373146	Total	82.52
Inv 3544535849		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2023	Folders, snacks, water, rolling cart	37.44
Inv 3544535849	Total	37.44
Inv 3544535850		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2023	Folders, snacks, water, rolling cart	19.06
Inv 3544535850	Total	19.06
Inv 3544535851		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/03/2023	blue paper, copy paper	80.93
Inv 3544535851	Total	80.93

Check Number	Check Date	Amount
Inv	3544679243	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/06/2023	General Office Supplies	240.03
Inv 3544679243 Total		240.03
Inv	3544679244	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/09/2023	PD Office Supplies	381.28
Inv 3544679244 Total		381.28
Inv	3544679245	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/09/2023	PD Office Supplies	668.66
Inv 3544679245 Total		668.66
Inv	3544740822	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/10/2023	General Office Supplies	436.58
Inv 3544740822 Total		436.58
Inv	3544740823	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2023	PD Office Supplies	36.10
Inv 3544740823 Total		36.10
Inv	3545087679	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2023	PD Office Supplies	48.12
Inv 3545087679 Total		48.12
Inv	3545087680	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2023	PD Office Supplies	121.94
Inv 3545087680 Total		121.94
Inv	3545215337	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	paper cups, cardstock, clothespins	39.35
Inv 3545215337 Total		39.35
0 Total:		4,161.07

Check Number	Check Date		Amount
STA5219 - Staples Business Advantage Total:			4,161.07
SRYC5011 - Stericycle Inc.			
317370	09/06/2023		
Inv	3006553077		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2023	Disposal of Infectious Disease Equipment		163.39
Inv 3006553077 Total			163.39
317370 Total:			163.39
SRYC5011 - Stericycle Inc. Total:			163.39
STE4845 - Stetson Engineers Inc			
317371	09/06/2023		
Inv	1543-15-2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	2022 Consumer Confidence Report		5,764.00
Inv 1543-15-2022 Total			5,764.00
317371 Total:			5,764.00
STE4845 - Stetson Engineers Inc Total:			5,764.00
STSM1020 - Studio Spectrum, Inc.			
0	09/06/2023		
Inv	192478		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2023	Video Production and Streaming Services - July 2023		1,880.00
Inv 192478 Total			1,880.00
0 Total:			1,880.00
STSM1020 - Studio Spectrum, Inc. Total:			1,880.00
TACTSECR - Tactical Integrated Security			
317372	09/06/2023		
Inv	1204		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2023	Service call for CCTV system		140.00
Inv 1204 Total			140.00

Check Number	Check Date	Amount
317372 Total:		140.00
TACTSECR - Tactical Integrated Security Total:		140.00
TRSL5011 - Target Solutions Learning, LLC		
317373	09/06/2023	
Inv	INV79445	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Software Renewal to Support Electronic Dispatch	2,634.72
Inv INV79445 Total		2,634.72
317373 Total:		2,634.72
TRSL5011 - Target Solutions Learning, LLC Total:		2,634.72
HAFR7000 - The Hartford		
317374	09/06/2023	
Inv	085037590950	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2023	Employee Life Insurance Benefit - August 2023	985.50
Inv 085037590950 Total		985.50
317374 Total:		985.50
HAFR7000 - The Hartford Total:		985.50
TLSI8011 - The Library Store		
317375	09/06/2023	
Inv	644620	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/03/2023	CD/DVD Security Tags	268.36
Inv 644620 Total		268.36
Inv	645350	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2023	CD/DVD Security Tags	776.70
Inv 645350 Total		776.70
317375 Total:		1,045.06
TLSI8011 - The Library Store Total:		1,045.06

Check Number	Check Date		Amount
PTSP2011 - The Print Spot			
317376	09/06/2023		
Inv	6761		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/27/2023	Design Services		450.00
Inv 6761 Total			450.00
Inv	6879		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/02/2023	Foam Board		277.83
Inv 6879 Total			277.83
317376 Total:			727.83
PTSP2011 - The Print Spot Total:			727.83
URBP8035 - The Urban Pet			
317377	09/06/2023		
Inv	220001194290		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/03/2023	Food for K9 Zaggy		159.98
Inv 220001194290 Total			159.98
317377 Total:			159.98
URBP8035 - The Urban Pet Total:			159.98
TOM4455 - Tom's Men's Wear & Uniform's, Inc.			
317378	09/06/2023		
Inv	24244		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/27/2023	Equipment for Police Recruit Hernandez		25.36
Inv 24244 Total			25.36
317378 Total:			25.36
TOM4455 - Tom's Men's Wear & Uniform's, Inc. Total:			25.36
LAWTRRES - Torres, Lawrence			
317379	09/06/2023		
Inv	133519		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Refund for Rec class,participate unable to attend early class.		138.00

Check Number	Check Date		Amount
Inv 133519 Total			138.00
			<hr/>
317379 Total:			138.00
			<hr/>
LAWTRRES - Torres, Lawrence Total:			138.00
TRUPINT - TruePoint Solutions, LLC			
317380	09/06/2023		
Inv 23-876			
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/04/2023	TruePoint - Accela Implementation Services - July 2023		19,612.50
Inv 23-876 Total			19,612.50
Inv 23-931			
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/22/2023	Licensing/ Subscription Agreement - Online Permitting System		38,440.00
Inv 23-931 Total			38,440.00
			<hr/>
317380 Total:			58,052.50
			<hr/>
TRUPINT - TruePoint Solutions, LLC Total:			58,052.50
TNATRONG - Truong, Tran			
317381	09/06/2023		
Inv 133274			
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Refund. Participate can no longer attend. Admin fee applied.		116.00
Inv 133274 Total			116.00
			<hr/>
317381 Total:			116.00
			<hr/>
TNATRONG - Truong, Tran Total:			116.00
USBANK - U.S. Bank NA			
317382	09/06/2023		
Inv 7002859			
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/25/2023	Admin Fee for South Pasadena Downtown Redevelopment Project # 1		1,978.00
Inv 7002859 Total			1,978.00
			<hr/>
317382 Total:			1,978.00

Check Number	Check Date		Amount
USBANK - U.S. Bank NA Total:			1,978.00
UCL6115 - UCLA Cashiering Department			
317383	09/06/2023		
Inv	3013-345		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/31/2022	Fire Department Continuing Education - December 2022.		2,281.47
Inv 3013-345 Total			2,281.47
317383 Total:			2,281.47
UCL6115 - UCLA Cashiering Department Total:			2,281.47
ULIN8021 - Uline, Inc.			
0	09/06/2023		
Inv	165510237		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/24/2023	Furniture for Community Services Department		2,000.00
08/24/2023	Furniture for Community Services Department		7,051.56
Inv 165510237 Total			9,051.56
0 Total:			9,051.56
ULIN8021 - Uline, Inc. Total:			9,051.56
UND6710 - Underground Service Alert/SC			
317384	09/06/2023		
Inv	23-240410		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	California Underground Facilities Safe Excavation Board		57.68
Inv 23-240410 Total			57.68
Inv	720230713		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Underground Service Alert Fee 9/1/2023		158.75
Inv 720230713 Total			158.75
317384 Total:			216.43
UND6710 - Underground Service Alert/SC Total:			216.43
UQMS8010 - Unique Management Services, Inc.			
0	09/06/2023		

Check Number	Check Date	Amount
Inv 6115469		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2023	Library Agency Recovery Services - FY2023-2024	163.10
Inv 6115469 Total		163.10
0 Total:		163.10
UQMS8010 - Unique Management Services, Inc. Total:		163.10
POR4707 - United Site Services, Inc.		
317385	09/06/2023	
Inv 114-13640333		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	4th Of July ADA portable toilet service and hand washing.	700.80
Inv 114-13640333 Total		700.80
317385 Total:		700.80
POR4707 - United Site Services, Inc. Total:		700.80
UPP7789 - Upper San Gabriel Valley MWD		
317386	09/06/2023	
Inv 2/07-23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	July 2023 MWD Water Purchase	88.33
Inv 2/07-23 Total		88.33
Inv 2023Q3		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Water Capacity Charge 3rd Quarter 2023	3,445.00
Inv 2023Q3 Total		3,445.00
Inv SoPas-08.08.23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	MWD Rebate Co-Fund for SoPas Residents	2,041.68
Inv SoPas-08.08.23 Total		2,041.68
317386 Total:		5,575.01
UPP7789 - Upper San Gabriel Valley MWD Total:		5,575.01
RBURBND - Urband, Robert		

Check Number	Check Date		Amount
317387	09/06/2023		
Inv	133544		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Full refund for class cancellation due to low enrollment.		425.00
Inv 133544 Total			425.00
317387 Total:			425.00
RBURBND - Urband, Robert Total:			425.00
VERW6711 - Verizon Wireless			
317388	09/06/2023		
Inv	9939880339		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/17/2023	AN 842311063-00002 Service for 6/18/23 - 7/17/23		747.63
Inv 9939880339 Total			747.63
Inv	9940577798		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/26/2023	AN 270619951-00004 Service for 6/27/23 - 7/26/23		492.28
Inv 9940577798 Total			492.28
Inv	9940945794		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/01/2023	AN 542443342-00001 Service for 7/2/23 - 8/1/23		52.20
Inv 9940945794 Total			52.20
317388 Total:			1,292.11
VERW6711 - Verizon Wireless Total:			1,292.11
EDVL6010 - Villalobos, Edgar			
317389	09/06/2023		
Inv	7/17/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/28/2023	Mileage Reimbursement - 07/19/2023 @ 6:19 PM		25.55
Inv 7/17/2023 Total			25.55
Inv	7/19/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2023	Mileage Reimbursement T1-T4 Exam- 07/19-07/20/2023 @ 6:30 A		53.71
Inv 7/19/2023 Total			53.71

Check Number	Check Date	Amount
Inv	7/20/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2023	Mileage Reimbursement - 07/20/23 @ 1:50AM	25.55
Inv 7/20/2023 Total		25.55
Inv	7/21/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2023	Mileage Reimbursement - 07/21/2023 @8:48 AM	25.55
Inv 7/21/2023 Total		25.55
Inv	7/22/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2023	Mileage Reimbursement - 07/22/23 @ 9:15 AM	25.55
Inv 7/22/2023 Total		25.55
Inv	7/23/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Mileage Reimbursement - 07/23/23 @ 12:42 AM	25.55
Inv 7/23/2023 Total		25.55
Inv	7/24/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/28/2023	Mileage Reimbursement - 07/24/2023 @ 12:36 AM	25.55
Inv 7/24/2023 Total		25.55
317389 Total:		207.01
EDVL6010 - Villalobos, Edgar Total:		207.01
WES4152 - West Coast Arborists, Inc.		
0	09/06/2023	
Inv	202510	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Citywide Urban Forestry Services - Street Tree Maint.	850.00
Inv 202510 Total		850.00
Inv	202511	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Citywide Urban Forestry Services - 7/1/23-7/15/23	3,816.00
Inv 202511 Total		3,816.00
Inv	202512	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
08/17/2023	Citywide Urban Forestry Services - Street Tree Maint.	33,585.00
Inv 202512 Total		33,585.00
Inv 203101		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Citywide Urban Forestry Services - Street Tree Maint.	595.00
Inv 203101 Total		595.00
0 Total:		38,846.00
WES4152 - West Coast Arborists, Inc. Total:		38,846.00
WES6711 - Western Water Works Support Ctr.		
317390	09/06/2023	
Inv 1240145-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2023	Copper Pipe Purchased to replenish depleted water inventory	2,174.64
Inv 1240145-00 Total		2,174.64
317390 Total:		2,174.64
WES6711 - Western Water Works Support Ctr. Total:		2,174.64
WLHD8020 - Westlake Hardware		
0	09/06/2023	
Inv 14303642		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2023	Facilities Division-keys for Staff	102.46
Inv 14303642 Total		102.46
Inv 14303732		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/14/2023	Keys for unit 1909	36.26
Inv 14303732 Total		36.26
Inv 14303779		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	Facilities Division-Orange Grove Restroom Latches	59.78
Inv 14303779 Total		59.78
Inv 14303785		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/06/2023	Facilities Division-Air Filters for HVAC	82.63

Check Number	Check Date	Amount
Inv 14303785 Total		82.63
Inv 14303795		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2023	Street Division-Battery products	242.43
Inv 14303795 Total		242.43
Inv 14303802		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/12/2023	Sewer Division-Hose and nozzle products	246.83
Inv 14303802 Total		246.83
Inv 14303805		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/13/2023	Street Division-Spay paint products	47.35
Inv 14303805 Total		47.35
Inv 14303807		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/13/2023	Facilities Division-Keys for Finance new staff	19.78
Inv 14303807 Total		19.78
Inv 14303815		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2023	Hardware Supplies for PW - Water Distribution	40.98
Inv 14303815 Total		40.98
Inv 14303816		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/18/2023	Sewer Division-Trimmer, tarps, gloves, keys	330.69
Inv 14303816 Total		330.69
Inv 14303818		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2023	Hardware Supplies for PW - Water Distribution	92.57
Inv 14303818 Total		92.57
Inv 14303831		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2023	Hardware Supplies for PW - Water Distribution	123.97
Inv 14303831 Total		123.97

Check Number	Check Date		Amount
Inv	14303839		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/26/2023	Streets Division-Trimmer, tarps, gloves, keys		490.50
Inv 14303839 Total			490.50
Inv	14303842		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/27/2023	Streets Division-buckets, broom, dustpan		137.40
Inv 14303842 Total			137.40
Inv	14303843		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/27/2023	Hardware Supplies for PW - Water Distribution		51.10
Inv 14303843 Total			51.10
Inv	14303866		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/27/2023	Hardware Supplies for PW - Water Distribution		157.58
Inv 14303866 Total			157.58
Inv	14303874		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/27/2023	Hardware Supplies for PW - Water Distribution		446.25
Inv 14303874 Total			446.25
Inv	14303895		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/27/2023	Hardware Supplies for PW - Water Distribution		416.97
Inv 14303895 Total			416.97
0 Total:			3,125.53
WLHD8020 - Westlake Hardware Total:			3,125.53
GRA1244 - Woods Maintenance Services, Inc.			
317391	09/06/2023		
Inv	SPAS0723		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/03/2023	Citywide Graffiti Removal Services FY23-24		2,166.00
Inv SPAS0723 Total			2,166.00
317391 Total:			2,166.00

Check Number	Check Date		Amount
GRA1244 - Woods Maintenance Services, Inc. Total:			2,166.00
XRXF5010 - Xerox Financial Services			
317392	09/06/2023		
Inv	4611657		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/02/2023	Xerox Lease Contract - FY2023-24 - Service for 7/22/23 - 8/21/23		2,204.46
Inv 4611657 Total			2,204.46
317392 Total:			2,204.46
XRXF5010 - Xerox Financial Services Total:			2,204.46
YTI1023 - Y Tire Performance LLC			
317393	09/06/2023		
Inv	36092		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/24/2023	Refrigerant w/ valve and diagnostic of Unit 612		267.93
Inv 36092 Total			267.93
317393 Total:			267.93
YTI1023 - Y Tire Performance LLC Total:			267.93
JAMZRTE - Zarate, Jaime			
317394	09/06/2023		
Inv	001		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/02/2023	Vehicle conversion wrap to black and white unit #1705		2,400.00
Inv 001 Total			2,400.00
317394 Total:			2,400.00
JAMZRTE - Zarate, Jaime Total:			2,400.00
Total:			1,739,042.46

ATTACHMENT 4

Online Payments

City of
SOUTH PASADENA

Online Payment Log			
Date	Vendor	Amount	Description
8/14/2023	So Cal Edison	\$17,177.80	Online Payment for Electric Accounts.

Total: **\$17,177.80**

ATTACHMENT 5
Prepaid &Warrant Voids

Accounts Payable

Void Check Proof List

User: calvarez
 Printed: 08/09/2023 - 2:00PM
 Batch: 00001.08.2023



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: PSExc				Forrest L Story						
Check No: 317080		Check Date: 08/03/2023								
	220.00	08/02/2023	07/21/2023	"Preparation for Supervision" workshop					No	0
101-8010-8011-8200-000										
Check Total:	220.00									
Vendor Total:	220.00									
Report Total:	220.00									

ATTACHMENT 6
Payroll Summary

Payroll

Payroll Summary Report



Payroll Date: 8/18/2023 Regular

Checks	\$	1,326.20
Direct Deposits	\$	536,181.56
IRS Payments	\$	109,631.51
EDD - State of CA	\$	34,596.61
PERS Pension	\$	97,145.28
Deferred Comp	\$	26,983.96
PERS Health	\$	-
Subtotal:	\$	805,865.12
Grand Total:	\$	805,865.12



City Council Agenda Report

ITEM NO. 8

DATE: September 6, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Luis Frausto, Management Services Director
Tiara Solorzano, Management Assistant

SUBJECT: **Consideration of Approval of City Council Meeting Minutes for August 16, 2023, January 18, 2023, February 9, 2023**

Recommendation

It is recommended that the City Council consider the approval of the minutes for the Regular Meetings of August 16, 2023, January 18, 2023, and Special Meeting of February 9, 2023.

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 is no fiscal impact anticipated as Division staff is facilitating the work related to this project.

Attachments:

1. August 16, 2023 Regular City Council Meeting Minutes
2. January 18, 2023 Regular City Council Meeting Minutes
3. February 9, 2023 Special City Council Meeting Minutes

ATTACHMENT 1

August 16, 2023, Regular City Council Meeting Minutes



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

MINUTES

WEDNESDAY, AUGUST 16, 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, August 16, 2023, at 7:23 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Mayor	Jon Primuth
Councilmember	Janet Braun
Councilmember	Michael A. Cacciotti
Councilmember	Jack Donovan

ABSENT

Mayor Pro Tem	Evelyn G. Zneimer
---------------	-------------------

Mark Perez, Deputy City Clerk, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Roxanne Diaz, City Attorney; Mark Perez, Deputy City Clerk; were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Councilmember Braun.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

- 1. Sanchez v. City of South Pasadena, et. al. (LASC Case No. 23STLC01516).
- 2. City of South Pasadena, et al. vs California Department of Transportation, et al. (LASC Case No. 21STCP01779)

B. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-SIGNIFICANT EXPOSURE TO LITIGATION

(Government Code Section 54945.9(d)(2))

Number of Potential Cases: 1

C. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-INITIATION OF LITIGATION

(Government Code Section 54945.9(d)(4))

Number of Potential Cases: 2

Zoom Public Comments: (Taken at 5:30 p.m.)

Christopher Sutton spoke regarding Caltrans housing.

In-Person Public Comments:

None.

The City Council recessed into Closed Session at 5:46 P.M. with all Councilmembers present.

During Closed Session Announcements, City Attorney Roxanne Diaz reported that no action was taken during closed session.

PUBLIC COMMENT

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

In Person Public Comments:

Casey Law spoke regarding slow streets.

Yvonne La Rose spoke regarding examples of calling persons “insane”.

Kay Findley spoke regarding South Pasadena fires, South Pasadena Fire Department and Public Works efforts.

Rion Nakaya spoke regarding the bike lanes installed on Grand Avenue.

The following individuals spoke about Vanessa Marquez:

- Camille Lewis
- Michael Williams
- Gina Viola
- Donna spoke
- Cori spoke
- Erika
- Akili
- Jan Williams
- Minerva Garcia
- Jason Reedy
- Stephanie

Carlos Nieto spoke regarding additional services for social services.

Deanna Sullivan spoke about Vanessa Marquez and Lexipol contract.

Gino Thomas spoke regarding the slow streets program and bike lanes.

Michael Ten spoke regarding the Maui wildfires, a submitted Public Records Request, and meeting with Public Works.

Diego Tomas Zavala spoke regarding the slow streets program.

Michael Posateri spoke regarding the slow streets program.

Margaret Prieto spoke regarding the annual firework show and 2028 Olympics security preparation.

Shlomo Nitzani spoke regarding fees paid and City Hall access.

Kristen Pumphrey spoke regarding the bike lanes on Grand Avenue.

Caroline Howell spoke regarding the accident on Orange Grove Avenue.

The Mayor called a recess at 8:25 P.M.

The City Council meeting reconvened at 8:29 P.M.

PRESENTATIONS

3. STAFF INTRODUCTION

City Manager’s Office:

Aimee Gibbs, Administrative Secretary

Assistant to the City Manager, Tamara Binns, introduced Aimee Gibbs, Administrative Secretary.

COMMUNICATIONS

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

None.

CONSENT CALENDAR

Councilmember Cacciotti requested to pull Item Nos. 6 and 10 for separate discussion. Item No. 14 was pulled for separate discussion via public comment. A motion was made by Councilmember Cacciotti, seconded by Councilmember Braun and approved by roll call vote to approve Consent Calendar Item Nos. 5, 7, 8, 9, 11, 12, 13, 15, 16, 17, and 18, as modified by the additional documents. The motion carried 4-0-1, by the following vote:

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

5. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$1,613,669.90; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,439,894.88; ONLINE PAYMENTS IN THE AMOUNT OF \$167,486.93; TRANSFERS IN THE AMOUNT OF \$39,358.19; PAYROLL IN THE AMOUNT OF \$2,556,143.51

Recommendation

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

A motion was made to approve recommendation on the Consent Calendar.

6. MONTHLY INVESTMENT REPORTS FOR JUNE 2023

Recommendation

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

Councilmember Cacciotti requested Western Asset Management and Morgan Stanley to be present at the next meeting for brief discussion on their strategy and plan moving forward in reinvesting.

COUNCIL ACTION AND MOTION

This item was pulled for separate discussion by Councilmember Cacciotti. A motion was made by Councilmember Cacciotti, seconded by Councilmember Braun, and approved by roll call vote to approve Item No. 6, as presented. The motion carried 4-0-1, by the following vote:

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

7. JULY 2022 – JUNE 2023 BUDGET UPDATE

Recommendation

Staff recommends that the City Council receive and file the July 2022 -May 2023 Budget Update Report.

A motion was made to approve recommendation on the Consent Calendar.

8. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR JULY 19, 2023

Recommendation

It is recommended that the City Council approve the minutes for the July 19, 2023, Regular City Council Meeting.

A motion was made to approve recommendation on the Consent Calendar as modified by the additional documents.

9. CONSIDER APPROVAL OF AN ADDENDUM TO THE ENGAGEMENT LETTER FOR SPECIAL COUNSEL LEGAL SERVICES WITH AKIN GUMP STRAUSS HAUER & FELD, LLP, RELATED TO CALTRANS MATTERS FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$141,000

Recommendation

It is recommended that the City Council:

1. Consider approval of an addendum to the Engagement Letter with Akin Gump Strauss Hauer & Feld, LLP (Akin) for a new total not-to-exceed amount of \$141,000 and authorize the City Manager to execute the same;
2. Appropriate \$71,063.10 to Account #101-2010-2501-8163-000 for Fiscal Year

- 2022-2023; and
- 3. Appropriate \$53,000 to Account #101-2010-2501-8163-000 for Fiscal Year 2023-2024.

A motion was made to approve recommendation on the Consent Calendar.

10. CONSIDERATION OF APPROVAL OF AN AGREEMENT WITH THE SOUTH PASADENA CHAMBER OF COMMERCE FOR ECONOMIC DEVELOPMENT ACTIVITIES THROUGH FUNDING ALLOCATION OF BUSINESS IMPROVEMENT TAX (BIT) REVENUES AND GENERAL FUND RESERVES IN THE AMOUNT OF \$128,500

Recommendation

It is recommended that the City Council consider approval of an agreement with the South Pasadena Chamber of Commerce (Chamber) for economic development activities through funding allocation of Business Improvement Tax (BIT) revenues and general fund reserves in the amount of \$128,500.

Zoom Public Comment:

Evelyn Zneimer made comment on audited profit and loss document given to her a couple weeks ago and she does not support giving the full \$128,500. She supports \$100,000.

COUNCIL ACTION AND MOTION

This item was pulled for separate discussion by Councilmember Cacciotti. A motion was made by Councilmember Cacciotti, seconded by Councilmember Braun, and approved by roll call vote to approve Item No. 10, as presented. The motion carried 4-0-1, by the following vote:

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

11. ORDINANCE OF THE CITY OF SOUTH PASADENA GRANTING AUTHORITY TO THE CITY MANAGER TO EXECUTE CERTAIN CONTRACTS AND OTHER LEGAL INSTRUMENTS AND AMENDING SECTION 2-18-6 OF THE SOUTH PASADENA MUNICIPAL CODE

ORDINANCE

AN ORDINANCE OF THE CITY OF SOUTH PASADENA GRANTING AUTHORITY TO THE CITY

MANAGER TO EXECUTE CERTAIN CONTRACTS
AND OTHER LEGAL INSTRUMENTS AND
AMENDING SECTION 2.18-6 OF THE SOUTH
PASADENA MUNICIPAL CODE

Recommendation

It is recommended that the City Council introduce for first reading and waive full reading of the Ordinance entitled "Ordinance of the City of South Pasadena Granting Authority to the City Manager to Execute Certain Contracts and Other Legal Instruments and Amending Section 2-18-6 of the South Pasadena Municipal Code."

A motion was made to approve recommendation on the Consent Calendar.

12. CONSIDERATION OF THE APPROVAL OF THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH TRUEPOINT SOLUTIONS, INC. FOR ADDITIONAL ACCELA LICENSES FOR THE CITY'S CASE MANAGEMENT AND ONLINE PERMITTING SYSTEM AND AN EXTENSION OF THE LICENSES IN AN AMOUNT NOT-TO-EXCEED \$38,440

Recommendation

It is recommended that the City Council consider the approval of the First Amendment to the Professional Services Agreement with TruePoint Solutions, Inc. for ten (10) additional licenses subscriptions, and an extension of the term of the licenses through June 30, 2024 in the amount of \$38,440, for a total not-to-exceed amount of \$291,007 and authorize the City Manager to execute the amendment.

A motion was made to approve recommendation on the Consent Calendar.

13. CONSIDERATION OF ADOPTION OF A RESOLUTION APPROVING A PURCHASE ORDER WITH DELL MARKETING, LP., IN THE AMOUNT NOT-TO-EXCEED OF \$75,000 FOR THE FIRST PHASE OF THE THREE-YEAR HARDWARE REPLACEMENT PROGRAM, UTILIZING THE NASPO VALUEPOINT COOPERATIVE PURCHASING PROGRAM

Recommendation

It is recommended that the City Council consider:

1. Adopting a resolution approving a purchase order with Dell Marketing, LP. in the amount not to exceed \$75,000, authorizing the use of the National Association of State Procurement Officials (NASPO) ValuePoint Cooperative Purchasing Program for the purchase, and
2. Authorize the City Manager to effectuate the purchase.

A motion was made to approve recommendation on the Consent Calendar.

Resolution No. 7827 was adopted.

14. APPROPRIATION OF FUNDS RECEIVED FOR LEGAL SERVICES RELATED TO THE MOFFAT STREET LITIGATION

Recommendation

It is recommended that the City Council:

1. Appropriate \$90,132.37 for Fiscal Year 2022-2023 from the General Fund; and
2. Appropriate \$29,145.59 for Fiscal Year 2023-2024 from the General Fund.

Zoom Public Comment:

Alan Ehrlich spoke regarding the item and fiscal impact.

COUNCIL ACTION AND MOTION

This item was pulled for separate discussion by Councilmember Cacciotti. A motion was made by Councilmember Cacciotti, seconded by Councilmember Braun, and approved by roll call vote to approve Item No. 14, as presented. The motion carried 4-0-1, by the following vote:

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

15. CONSIDER PAYMENT FOR CONSULTING SERVICES WITH INTERWEST CONSULTING GROUP FOR PAST INVOICES IN THE AMOUNT OF \$19,365

Recommendation

It is recommended that the City Council consider the approval of payment to Interwest Consulting Group (Interwest) for past invoices in the amount of \$19,365.

A motion was made to approve recommendation on the Consent Calendar.

16. QUARTERLY INFORMATIONAL UPDATE OF THE CITYWIDE ELECTRIFICATION PROJECT

Recommendation

It is recommended that the City Council receive an update on the status of the citywide electrification project.

A motion was made to approve recommendation on the Consent Calendar.

17. RECEIVE AND FILE THE FOURTH QUARTER 2021-2026 STRATEGIC PLAN UPDATE

Recommendation

It is recommended that the City Council receive and file the Fourth Quarter 2021-2026 Strategic Plan update.

A motion was made to approve recommendation on the Consent Calendar.

18. CONSIDERATION OF A RESOLUTION ESTABLISHING FOUR NEW EMPLOYEE CLASSIFICATIONS, JOB DESCRIPTIONS AND SALARY SCHEDULES; APPROVING A RECLASSIFICATION FOR AN EXISTING POSITION; AND REMOVING A CLASSIFICATION FROM A BARGAINING UNIT

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ADOPTING JOB DESCRIPTIONS AND SALARY RANGES FOR PRINCIPAL ENGINEER, FACILITIES AND PARKS SUPERVISOR, HUMAN RESOURCE ANALYST, AND SENIOR HUMAN RESOURCE ANALYST POSITIONS, AND APPROVING THE RECLASSIFICATION OF AN EXISTING MANAGEMENT ANALYST POSITION IN MANAGEMENT SERVICES AND A BARGAINING REPRESENTATION CHANGE FOR THE SENIOR MANAGEMENT ANALYST CLASSIFICATION

Recommendation

It is recommended that the City Council consider adoption of a Resolution to: (a) approve and establish four classifications and their respective job specifications and salary schedules; (b) approve the reclassification of a current Management Analyst position to a Human Resources Analyst classification; and (c) approve moving the Senior Management Analyst classification from the Public Service Employees' Association (PSEA) bargaining unit into the unrepresented Management Employees group.

A motion was made to approve recommendation on the Consent Calendar.

Resolution No. 7828 was adopted.

PUBLIC HEARING

19. APPROVAL OF DRAFT LOCAL HAZARD MITIGATION PLAN FOR THE CITY OF SOUTH PASADENA FOR SUBMISSION TO AND APPROVAL BY CALIFORNIA STATE OFFICE OF EMERGENCY SERVICES AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY

Recommendation

It is recommended that the City Council:

1. Hold a Public Hearing to hear objections to the approval of the draft Local Hazard Mitigation Plan (LHMP); and
2. Approve the Draft LHMP for the City of South Pasadena (City); and
3. Direct staff to submit the Draft LHMP to the California State Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) for final approval.

Fire Chief Paul Riddle introduced the item. Russ Paterson gave a presentation. Staff responded to questions raised by the City Council.

The Mayor opened the Public Hearing at 9:11 P.M.

The Mayor closed the Public Hearing at 9:11 P.M.

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. 19, as presented by staff. The motion carried 4-0-0-1, by the following vote:

AYES: Braun, Cacciotti, Donovan, Mayor Primuth

NOES: None.

ABSENT: Zneimer

ABSTAINED: None.

ACTION/DISCUSSION

20. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR JUNE 22, 2022, AND JULY 20, 2022

Recommendation

It is recommended that the City Council:

1. Approve the minutes for the June 22, 2022, Special Joint City Council Meeting (Commissioner Congress); and
2. Approve the minutes for the July 20, 2022, Regular City Council Meeting.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Cacciotti, seconded by Mayor Primuth approved by roll call vote to approve Item No. 20, as presented by staff. The motion carried 3-0-1-1, by the following vote:

AYES: Cacciotti, Donovan, Mayor Primuth

NOES: None.

ABSENT: Zneimer

ABSTAINED: Braun

PUBLIC COMMENT – CONTINUED

21. CONTINUED PUBLIC COMMENT – GENERAL

Zoom Comments:

Steven Koch spoke regarding the slow streets program.

COMMUNICATIONS

22. COUNCILMEMBER COMMUNICATIONS

Councilmember Donovan had no comments.

Councilmember Braun had no comments.

Councilmember Cacciotti with a second from Councilmember Braun directed staff to refer the issues raised by Margaret Prieto to the Natural Resources and Environmental Commission, the Festival of Balloons Committee, and the Public Safety Commission for recommendations. The advisory bodies are directed to discuss cost in their deliberations.

Councilmember Cacciotti with a second from Mayor Primuth directed staff to bring for discussion before the City Council for the allocation of settlement proceed funds to be used to pay for the Wilson Reservoir Carbon Filter remediation. The staff report is to include the attachment of interest to the specific fund.

Councilmember Cacciotti gave a presentation on his recent attendance at the Natural Resources and Environmental Commission meeting, a training he provided to the new staff working at Parkwood Park, highlighted work done by Public Works, and noted various instances of residents in violation of the Gas Powered Leaf Blower Ban.

23. CITY MANAGER COMMUNICATIONS

City Manager Chaparyan wished all students in South Pasadena a happy first week of school.

ADJOURNMENT

There being no further matters, Mayor Primuth adjourned the meeting of the City Council at 9:30 P.M.

Respectfully submitted:

Mark Perez
Deputy City Clerk

APPROVED:

Jon Primuth
Mayor

ATTEST:

Mark Perez
Deputy City Clerk

Approved at City Council Meeting:

ATTACHMENT 2

January 18, 2023, Regular City Council Meeting Minutes



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

MINUTES

WEDNESDAY, JANUARY 18, 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, January 18, 2023, at 7:24 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 Jack Donovan
Councilmember Michael A. Cacciotti
Councilmember Janet Braun

ABSENT

None.

Desiree Jimenez, Chief City Clerk, announced a quorum.

CITY STAFF PRESENT:

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

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Councilmember Donovan

CLOSED SESSION ANNOUNCEMENTS**1. CLOSED SESSION ANNOUNCEMENTS (5:15PM)****A. PUBLIC EMPLOYMENT-PERFORMANCE EVALUATION**

Government Code Section 54957

Title: City Manager

B. REAL PROPERTY NEGOTIATIONS

(Government Code Section 54956.8)

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

C. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

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

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

Government Code Section 54956.9(d)(4)

Number of Potential Cases: 2

During Closed Session Announcements, City Attorney Andrew Jared reported that no action was taken regarding any of the items. City Attorney Jared noted that one of the potential cases for item no. D was not discussed.

The City Council recessed into Closed Session at 7:10 P.M. with all Councilmembers present.

On Dec. 21, 2022, The City Council went back into Closed Session after the Regular Meeting.

A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

1. City of South Pasadena v. California Department of Transportation (LASC Case No. 21STCP01779)
2. Abbas v. City of South Pasadena (LASC Case No. 22STCV19084)
3. Los Angeles Sunshine Coalition v. City of South Pasadena (LASC Case No. 22STCP04228)
4. Travelers Property Casualty Insurance Company v. City of South Pasadena (LASC Case No. 22STCV22759)
5. Smith v. City of South Pasadena (LASC Case No.19BBCV00118)

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

Government Code Section 54956.9(d)(4)

Number of Potential Cases: 1

During Closed Session Announcements, City Attorney Andrew Jared reported that no action was taken regarding any of the items. City Attorney Jared noted that Mayor Primuth did not participate in the discussion pertaining to Item No. A-4 due to a conflict of interest.

The City Council recessed into Closed Session at 1:15 A.M. with all Councilmembers present.

PUBLIC COMMENT

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

In-Person Comments:

Sam Burgess spoke regarding CalTrans and 626 Prospect.

Omari Ferguson spoke regarding commission appointments and the City Attorney.

Shlomo Nitzani spoke regarding the cracks on potholes in the roads.

Zoom Public Comments:

Josh Albrektson spoke regarding the planning actions taking place in the city, the City Attorney, and Planning Manager
Clarence Au-Young spoke regarding small aircrafts flying over city.

PRESENTATIONS

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

Mayor Primuth and Fire Chief Paul Riddle introduced and honored Kris Saxon for his 31 years of service.

RECOGNITION / INTRODUCTION

4. STAFF INTRODUCTION

Management Services Department:
Mark Perez, Deputy City Clerk

Luis Frausto, Management Services Director, introduced the employee.

COMMUNICATIONS

5. Councilmembers Communications

Councilmember Braun has no comments.

Mayor Pro Tem Zneimer gave a presentation on the South Pasadena Community Float. She went on to thank the Public Works crew for solving all the maintenance issues in the hillside.

Councilmember Donovan gave a report on the actions of the Police Properties Ad Hoc Committee.

Councilmember Cacciotti gave a presentation on the South Pasadena New Years Party, Community Services' work providing Emergency Shelter Vouchers, his recent work with the Los Angeles Centers for Alcohol and Drug Abuse, and highlighted the recent issues with catalytic convertor theft in the community.

Councilmember Cacciotti directed staff to have the catalytic convertor theft issue brought before the Public Safety Commission and to reach out to the San Gabriel Valley Council of Governments for outreach regarding this issue.

6. City Manager Communications

City Manager Chaparyan invited Management Analyst Mary Jerejian to give a presentation.

Management Analyst Mary Jerejian announced the opening of a communications survey, the launch of the City’s twitter account, and the launch of outreach on the ban of gas-powered leaf blowers.

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

Item Nos. 5 and 6 will be heard after Item No. 15.

CONSENT CALENDAR

Mayor Pro Tem Zneimer requested to pull Item No. 8 for separate discussion. Councilmember Cacciotti requested to pull Item No. 11 for separate discussion. A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to approve Consent Calendar Items 9 and 10. 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 PREPAID WARRANTS IN THE AMOUNT OF \$515,575.86; GENERAL CITY WARRANTS IN THE AMOUNT OF \$966,931.64; VOIDS IN THE AMOUNT OF (\$5,440.20); TRANSFERS IN THE AMOUNT OF \$114,146.31; ONLINE PAYMENTS IN THE AMOUNT OF \$90,753.63; PAYROLL IN THE AMOUNT OF \$1,792,168.51

Recommendation

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

Deputy Finance Director Hsuilee Tran gave a presentation. Staff responded to questions raised by the City Council.

COUNCIL ACTION AND MOTION

This item was pulled for separate discussion by Mayor Pro Tem Zneimer. A motion was made by Mayor Pro Tem Zneimer, seconded by Councilmember Cacciotti and approved by roll call vote to approve Consent Calendar Item 8, as presented. The motion carried 5-0, by the following vote:

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

NOES: None.
ABSENT: None.
ABSTAINED: None.

9. MONTHLY INVESTMENT REPORT FOR NOVEMBER 2022

Recommendation

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

A motion was made to approve recommendation on the Consent Calendar

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

Recommendation

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

A motion was made to approve recommendation on the Consent Calendar

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

Recommendation

It is recommended that the City Council:

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

Staff responded to questions raised by the City Council.

COUNCIL ACTION AND MOTION

This item was pulled for separate discussion by Councilmember Cacciotti. A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem

Zneimer and approved by roll call vote to approve Consent Calendar Item 11, as presented. The motion carried 5-0, by the following vote:

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

ACTION / DISCUSSION

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

Recommendation

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

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

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

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

10. David Maling to the Public Works Commission

Desiree Jimenez, Chief City Clerk gave a presentation. Staff responded to questions raised by the City Council.

Zoom Public Comment:

Ella Hushagen spoke regarding CareFirst and City Commissioners.

Alan Ehrlich spoke regarding the commissioner appointments, their terms, and public engagement.

Yvonne LaRose spoke regarding City Commissioners and the factors that go into the selection of the commissioners.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Cacciotti, seconded by Councilmember Donovan and approved by roll call vote to approve Item 12, as presented. The motion carried 5-0, by the following vote:

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

NOES: None.

ABSENT: None.

ABSTAINED: None.

13. DIRECTION ON CITY ATTORNEY SERVICES

Recommendation

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

Deputy City Manager gave a presentation. Staff responded to questions raised by the City Council.

Zoom Public Comment:

Alan Ehrlich spoke regarding the City Attorney Services RFP.

Josh Albrekton spoke regarding Placeworks, the Housing Element and the City Attorney.

COUNCIL ACTION AND MOTION

After extensive discussion, a motion was made by Councilmember Cacciotti, seconded by Councilmember Donovan and approved by roll call vote to approve recommendation #2 of Item No. 13 for the release of a request for

proposal for City Attorney Services within 30 to 45 days. Staff is directed to adhere as much as possible to the timeline presented in the staff report. The motion carried 4-1, by the following vote:

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

A motion was made by Councilmember Cacciotti, seconded by Councilmember Donovan and approved by roll call vote to approve the creation of an ad hoc subcommittee to evaluate the City Attorney Services RFP and to perform initial interviews of the candidates. The subcommittee shall then recommend the top 5 candidates to be brought before the City Council for final selection. Councilmember Braun and Mayor Pro Tem Zneimer are appointed as members of the subcommittee. The The motion carried 5-0, by the following vote:

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

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

RESOLUTION

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

RESOLUTION

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

Recommendation

It is recommended that the City Council adopt:

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

Deputy Finance Director/Controller Hsiulee Tran gave a presentation. Staff responded to questions raised by the City Council.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Cacciotti, seconded by Councilmember Donovan and approved by roll call vote to approve Item 12, as presented. The motion carried 5-0, by the following vote:

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

Resolution Nos. 7799 and 7800 were adopted.

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

ORDINANCE

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

CHAPTER 3 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

Recommendation

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

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

Zoom Public Comment:

Josh Albrektson regarding the Draft Housing Element.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Braun, seconded by Councilmember Cacciotti and approved by roll call vote to approve Item 15, as presented. 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

16. CONTINUED PUBLIC COMMENT – GENERAL

None

ADJOURNMENT

There being no further matters, Mayor Cacciotti adjourned the meeting of the City Council at 11:10 P.M., to the next Regular City Council meeting scheduled on Wednesday, February 1, 2023.

Respectfully submitted:

Mark Perez
Deputy City Clerk

APPROVED

Jon Primuth
Mayor

Attest:

Mark Perez
Deputy City Clerk

Approved at City Council Meeting:

ATTACHMENT 3

February 9, 2023, Special City Council Meeting Minutes



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

MINUTES

THURSDAY, FEBRUARY 9, 2023, AT 6:00 P.M.

CALL TO ORDER:

The Special Meeting of the South Pasadena City Council was called to order by Mayor Cacciotti on Thursday, February 9, 2023, at 6:00 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	Jack Donovan
Councilmember	Janet Braun

ABSENT

Councilmember	Michael A. Cacciotti
---------------	----------------------

Lilian Estrada, Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Angelica Frausto-Lupo, Community Development Director; Tamara Binns, Assistant to the City Manager; Alison Becker, Community Development Deputy Director were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

Mayor Primuth announced the format of meeting will be conducted as a community forum with presentations from staff, public comments, and then allow more feedback from the community.

PRESENTATIONS

1. Housing Element Presentation

Angelia Frausto-Lupo, Community Development Director, introduced the item and consultant Grant Henninger, with Mobius Planning, who provided a presentation on the Housing Element.

Community Development Deputy Director Alison Becker and Senior Planner Leah Demarest also presented on the item.

Community Development Director Angelica Frausto-Lupo opened the discussion to community members.

Community members, Councilmembers and staff members proceeded to have an open discussion regarding the Housing Element.

Meeting concluded with no motions from Council.

PUBLIC COMMENT

Public Comment – (Agenda Only Items)

Zoom Public Comments:

Dr. Tom Williams inquired about lot splits and increasing number of units.

Omari Ferguson spoke on existing zones and inquired on current unit per acre.

Bill Kelley spoke on City’s efforts on Housing Element draft, affordable housing, and housing crisis.

David Melford spoke on Affordable Housing in South Pasadena.

In Person Public Comments:

Dwight Bond spoke regarding the future of South Pasadena and the Housing Element.

Simon Frasier spoke on the site progress.

John Serbalas spoke on renters in South Pasadena and the Housing Element.

Sheila Rossi spoke on the public engagement events and the Housing Element.

Roberto Flores spoke on the relocation of renters related to the Housing Element.

Alan Ehrlich spoke on the process of the past public engagement on the General Plan and Downtown Specific Plan, Caltrans houses, and the Housing Element.

Jeralyn Schmidt spoke on green spaces in the city and the item.

Anne Bagasao spoke on the efforts on the presented draft.

ADJOURNMENT

There being no further matters, Mayor Primuth adjourned the meeting of the City Council at 8:10 P.M., to the next Special Joint Meeting with City Council and Planning Commission meeting scheduled on Wednesday, February 15, 2023.

Respectfully submitted:

Mark Perez
Deputy City Clerk

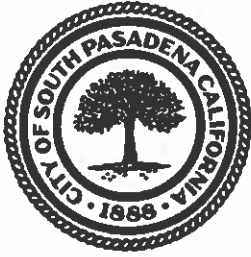
APPROVED:

Jon Primuth
Mayor

ATTEST:

Mark Perez
Deputy City Clerk

Approved at City Council Meeting:



City Council Agenda Report

ITEM NO. 9

DATE: September 6, 2023

FROM: Arminé Chaparyan, City Manager *AC*

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

SUBJECT: **Consideration of Approval of Payments to Terex Corporation and California Maintenance and Environmental in the Total Amount of \$38,546.50**

Recommendation

It is recommended that the City Council:

1. Consider the approval of payment to Terex Corporation (Terex) for past invoices in the amount of \$23,763.63; and
2. Consider the approval of payment to California Maintenance and Environmental (CME) for past invoices in the amount of \$14,782.87.

Executive Summary

The City of South Pasadena annually finalizes its operating and capital budgets for each fiscal year within 60 days after the fiscal year ends. This 60-day period allows departments to settle any outstanding invoices from the previous fiscal year. September 6, 2023, marks the deadline for departments to clear any unpaid invoices for Fiscal Year 2022-2023. Public Works Department has a total of \$38,546.50 invoices from Terex Corporation for the services and maintenance of the City's boom truck, and California Maintenance and Environmental to be paid, for the service and maintenance of underground fuel tanks.

Background

Within the Public Works Department, there are pending invoices for vendors Terex Corporation (Terex) and California Maintenance and Environmental (CME). Terex is the designated vendor responsible for routine and as-needed maintenance of the City's electrical boom truck/aerial lift. The boom truck/aerial lift is utilized to elevate qualified staff to heights exceeding 40-feet in order to conduct electrical repairs on street lighting and traffic signals, trimming tree branches when needed, as well as installing and removing event banners across the City. A specific vendor is required to maintain the boom truck due to its specialized maintenance requirements and the need to adhere to California Department of Transportation requirements.

The City utilizes CME to inspect and repair its underground storage tanks (UST) located at the Public Works Service Yard and the Police/Fire Department. These USTs hold fuel utilized by the City's fleet of vehicles, including Fire Department units and Public Works trucks. CME conducts monthly inspection, troubleshooting and related repairs, as well as regulatory testing required by the South Coast Air Quality Management District (AQMD).

Analysis

Terex is a sole-sourced vendor that specializes in the maintenance, inspection, and regulatory compliance for the City's boom truck, including Terex manufactured components. During Terex's annual inspection in FY 2021-2022, numerous issues were identified that required significant work on the boom truck. While the inspection took place in the FY 2021-2022, payment for these services in the amount of \$6,547.56 was not processed until the FY 2022-2023. In late FY 2022-2023, staff returned the boom truck to Terex for its annual inspection and maintenance. The FY 2022-2023 maintenance work was estimated at approximately \$21,000, however, additional parts freight shipping and supplies resulted in the total cost of services to be \$23,763.63 (Attachment 1), resulting in a cumulative payment of \$30,311.19 in FY 2022-2023.

Similarly, the City released payments totaling \$18,070.33 to CME for work conducted in FY 2021-2022 in October 2022, paid from the FY 2022-2023 operating budget. Current invoices related to CME's routine work in FY 2022-2023 total \$14,782.87 (Attachment 2). This results in a cumulative payment of \$32,853.20 in FY 2022-2023. Public Works has been working on reviewing and confirming the work being completed, while working with the Finance Department on processing cumulative invoices.

The Public Works Department routinely budgets sufficient funds for vehicle and equipment maintenance and therefore an additional funding appropriation is not required, however, as described above, the total repair costs in FY 2022-2023 exceeded the \$30,000 City manager authority to authorize payments to Terex and CME, respectively. Therefore, staff is seeking Council's approval of payments to these vendors.

Fiscal Impact

Invoices to be paid total \$38,546.50, for which adequate funding is available in FY 2022-2023 Budget Facilities Maintenance Contract Services Account No. 101-6010-6601-8180-000 (\$14,782.87), Facilities Maintenance Vehicle Maintenance Account No 101-6010-6601-8100 (\$3,803.63), Street Lightening Vehicle Maintenance and Operations Account No 215-6010-6201-8100-000 (\$2,350.00), and Street Lightening Equipment Maintenance Account No. 215-6010-6201-8110-000 (\$17,610.00).

Key Performance Indicators (KPIs) and Strategic Plan

This item is not associated with a Key Performance Indicator.

Attachments

- 1) Outstanding Terex Corporation Invoices
- 2) Outstanding California Maintenance and Environmental Invoices

ATTACHMENT 1
Outstanding Terex Corporation Invoice



Tax Invoice

Invoice : 7341378
 Invoice Date (Tax Point) : 31-JUL-23
 Page No.: 1 of 6

Copy

Seller: Terex USA, LLC, 8594 Cherry Ave, Fontana San Bernardino CA 92335-3030, United States
 Accounts Receivable Contact: Tel: Accounts Receivable contact: 1-877-794-5284 Email: GBS.US.AR@Terex.com

(Services Provided June 2023)

Bill To:
 CITY OF SOUTH PASADENA
 1414 Mission St
 South Pasadena CA 91030-3214
 UNITED STATES
 Attn:

Ship To:
 CITY OF SOUTH PASADENA
 1414 Mission St
 South Pasadena CA 91030-3214
 UNITED STATES

Sold To:
 CITY OF SOUTH PASADENA
 1414 Mission St
 South Pasadena CA 91030-3214
 UNITED STATES

Customer Purchase Order 23553	Payment Terms 30 Days Invoice Date	Tracking	Shipping Reference 973138119	Payment Due Date 30-AUG-23	Terex Contact Garcia II, Mr. John Henry	Customer Account Number 1655479
Date Shipped 31-JUL-23	Ship Via Customer Pick-Up	Incoterms® FCA, Sellers Premises Incoterms® 2010		Order Number 1010123396	Currency USD	Ship From Fontana, US

Line	Product	COO	Qty	UoM	Net Price	Extended Amount	Tax Code
1	UTIL-REPAIR GENERAL REPAIR		1	Each	0.00	0.00	
2	BR41-INSPECTION-ANNUAL Annual Inspection		1	Hour	480.00	480.00	CAVERTEX
3	BR41-TEST-DIELECTRIC Dielectric Test		1	Hour	320.00	320.00	CAVERTEX
4	BR41-REPAIRS Repairs		1	Hour	2,400.00	2,400.00	CAVERTEX
5	458080TU DECAL FP LCV		1	Each	37.92	37.92	CAVERTEX
6	458159TU DECAL PTE SS CONTROL		1	Each	31.21	31.21	CAVERTEX

These commodities, technology, or software are subject to the United States Export Administration Regulations. If you choose to export them, you, as the exporter, must apply with all applicable law.

Wire Transfer: Account Name : Terex USA, Account Number : 375 185 1851, SWIFT : BOFA US3N
Remit To: TEREX USA, LLC 4686 COLLECTIONS CENTER DRIVE, CHICAGO, IL 60693

Please ensure payment is submitted to the bank account noted on this invoice and will be received by the Payment Due Date. The form of payment chosen will impact the length of time payments take to be received. Your Payment Terms and Credit Arrangements may be impacted if payment is not received by Payment Due Date.





Tax Invoice

Invoice : 7341378
 Invoice Date (Tax Point) : 31-JUL-23
 Page No.: 2 of 6

Copy

Seller: Terex USA, LLC, 8594 Cherry Ave, Fontana San Bernardino CA 92335-3030,
 United States
 Accounts Receivable Contact: Tel: Accounts Receivable contact: 1-877-794-5284 Email:
 GBS.US.AR@Terex.com

Line	Product	COO	Qty	UoM	Net Price	Extended Amount	Tax Code
7	448483TU DECAL FP UCV HYD STOP		1	Each	20.79	20.79	CAVERTEX
8	470926TU (NC)DECAL AERIAL SHEET TRUCK ANGLE(N/R)		2	Each	60.76	121.52	CAVERTEX
9	457455TU DECAL STOP/START		1	Each	26.72	26.72	CAVERTEX
10	457452TU DECAL DC POWER		1	Each	12.51	12.51	CAVERTEX
11	445091TU DECAL OPEN CENTER TOOL ONLY		1	Each	9.90	9.90	CAVERTEX
12	H25920TU LINER BUCKET 24X30		1	Each	549.82	549.82	CAVERTEX
13	EXP-MISC-PARTS Other Miscellaneous Parts		1	Each	200.00	200.00	CAVERTEX
14	BR41-CHANGE-ORDER Additional Repairs		1	Hour	640.00	640.00	CAVERTEX
15	65330582TU FILTER,HYDRAULIC		1	Each	13.69	13.69	CAVERTEX
16	65386835TU OIL,HYDRAULIC,ISO22(BR41)(GAL)		35	Each	18.22	637.70	CAVERTEX
17	BR41-CHANGE-ORDER Additional Repairs		1	Hour	8,320.00	8,320.00	CAVERTEX
18	451367TU SCREW POLYTOP 1/4-20NC X .63 LG		8	Each	3.48	27.84	CAVERTEX
19	72827TU SHAFT		4	Each	17.98	71.92	CAVERTEX
20	68318TU ROLLER 2.50D X .76ID URETHANE		4	Each	30.18	120.72	CAVERTEX
21	18888TU THRUST WASHER 0.75		8	Each	2.90	23.20	CAVERTEX

These commodities, technology, or software are subject to the United States Export Administration Regulations. If you choose to export them, you, as the exporter, must apply with all applicable law.

Wire Transfer: Account Name : Terex USA, Account Number : 375 185 1851, SWIFT : BOFA US3N
 Remit To: TEREX USA, LLC 4686 COLLECTIONS CENTER DRIVE, CHICAGO, IL 60693

Please ensure payment is submitted to the bank account noted on this invoice and will be received by the Payment Due Date. The form of payment chosen will impact the length of time payments take to be received. Your Payment Terms and Credit Arrangements may be impacted if payment is not received by Payment Due Date.





Tax Invoice

Invoice : 7341378
 Invoice Date (Tax Point) : 31-JUL-23
 Page No.: 3 of 6

Copy

Seller: Terex USA, LLC, 8594 Cherry Ave, Fontana San Bernardino CA 92335-3030,
 United States
 Accounts Receivable Contact: Tel: Accounts Receivable contact: 1-877-794-5284 Email:
 GBS.US.AR@Terex.com

Line	Product	COO	Qty	UoM	Net Price	Extended Amount	Tax Code
22	443796TU MTG ANGLE		8	Each	3.10	24.80	CAVERTEX
23	447754TU WEAR PAD TOP BOOM TIP		1	Each	13.17	13.17	CAVERTEX
24	447755TU WEAR PAD BOTTOM BOOM TIP		1	Each	15.23	15.23	CAVERTEX
25	470926TU (NC)DECAL AERIAL SHEET TRUCK ANGLE(N/R)		1	Each	60.76	60.76	CAVERTEX
26	350348TU DECAL PLATFORM 300 LBS		1	Each	9.59	9.59	CAVERTEX
27	458090TU DECAL FP UCV LWR LIFT		1	Each	22.45	22.45	CAVERTEX
28	448482TU DECAL FP UCV PLATFORM TILT		1	Each	24.35	24.35	CAVERTEX
29	448481TU DECAL FP UCV TOOLS		1	Each	20.79	20.79	CAVERTEX
30	448312TU DECAL FP UCV BOOM FUNCTIONS		1	Each	35.64	35.64	CAVERTEX
31	14497TU BREATHER		1	Each	45.21	45.21	CAVERTEX
32	481228TU HOSE BILL TL37		1	Each	6,272.61	6,272.61	CAVERTEX
33	EXP-PTFREIGHT Part Freight		1	Each	1,901.58	1,901.58	CAVERTEX
34	EXP-SHOP Shop Supplies / Environmental		1	Each	350.00	350.00	CAVERTEX
35	BR41-FONTANA Labor		1	Hour	0.00	0.00	
36	EXP-MISC-PARTS Other Miscellaneous Parts		1	Each	0.00	0.00	

These commodities, technology, or software are subject to the United States Export Administration Regulations. If you choose to export them, you, as the exporter, must apply with all applicable law.

Wire Transfer: Account Name : Terex USA, Account Number : 375 185 1851, SWIFT : BOFA US3N
 Remit To: TEREX USA, LLC 4686 COLLECTIONS CENTER DRIVE, CHICAGO, IL 60693

Please ensure payment is submitted to the bank account noted on this invoice and will be received by the Payment Due Date. The form of payment chosen will impact the length of time payments take to be received. Your Payment Terms and Credit Arrangements may be impacted if payment is not received by Payment Due Date.





Tax Invoice

Invoice : 7341378
Invoice Date (Tax Point) : 31-JUL-23
Page No.: 4 of 6

Copy

Seller: Terex USA, LLC, 8594 Cherry Ave, Fontana San Bernardino CA 92335-3030,
United States
Accounts Receivable Contact: Tel: Accounts Receivable contact: 1-877-794-5284 Email:
GBS.US.AR@Terex.com

These commodities, technology, or software are subject to the United States Export Administration Regulations. If you choose to export them, you, as the exporter, must apply with all applicable law.

Wire Transfer: Account Name : Terex USA, Account Number : 375 185 1851, SWIFT : BOFA US3N
Remit To: TEREX USA, LLC 4686 COLLECTIONS CENTER DRIVE, CHICAGO, IL 60693

Please ensure payment is submitted to the bank account noted on this invoice and will be received by the Payment Due Date. The form of payment chosen will impact the length of time payments take to be received. Your Payment Terms and Credit Arrangements may be impacted if payment is not received by Payment Due Date.





Tax Invoice

Invoice : 7341378
Invoice Date (Tax Point) : 31-JUL-23
Page No.: 5 of 6

Seller: Terex USA, LLC, 8594 Cherry Ave, Fontana San Bernardino CA 92335-3030, United States
Accounts Receivable Contact: Tel: Accounts Receivable contact: 1-877-794-5284 Email: GBS.US.AR@Terex.com

Copy

Notes:

Job Description: TEREX TL38 S/N = 2021220760
 VIN = 1FDAF56S73EB98698
 MILES = 38,074

- 1 = PERFORM ANNUAL INSPECTION
- 2 = PERFORM DIELECTRIC TEST

PERFORMED DIELECTRIC TEST = PASSED
 PERFORMED ANNUAL = DID NOT PASS

NEEDS THESE REPAIRS TO PASS:

INSTALL NEW OPERATORS MANUAL AND FIRE EXTINGUISHER
 REMOVE AND REPLACE DAMAGED OR MISSING DECALS REPAIR
 CRACKED WELDS AT THE STEPS
 DRAIN TANK INSPECT TO DIAGNOSE LEAK AND REFILL TO
 APPROPRIATE LEVEL
 INSTALL NEW BUCKET LINER
 QC AND WASH UNIT

ADDITIONAL REPAIRS NEEDED:
 1) REFILL AND FLUSH CONTAMINATED OIL FROM HYDRAULIC
 SYSTEM AND REPLACE FILTER.

ADDITIONAL REPAIRS NEEDED:
 1) REPLACE DAMAGED ROLLER AND WEAR PADS.
 2) REMOVE AND INSPECT ALL HOSES IN BOOM. REPAIR OR
 REPLACE AS NECESSARY.
 3) REPAIR LEAK AT GATE VALVE.

INSTALLED OPERATORS MANUAL
 INSTALLED FIRE EXTINGUISHER
 REMOVED AND REPLACED DAMAGED SAFETY DECALS
 REPAIRED CRACKED WELDS AT STEPS
 DRAINED COMTAMINATED HYD OIL FROM HYD SYSTEM
 ADDED 35 GALLONS OF ISO 15 HYD OIL
 INSTALLED NEW HYD FILTER
 INSTALLED NEW BUCKET LINER
 REMOVED AND REPLACED BREATHER CAP
 WASHED UNDER TRUCK AND CHECKED FOR LEAK AT GATE VALVE.
 REMOVED FITTINGS AT SHUT OFF VALVE ADDED PIPE SEALANT. =
 OK NOW.
 REMOVED AND REPLACED ROLLERS AND WEAR PADS
 REMOVED AND REPLACED HYD HOSES AND FITTINGS
 REMOVED AND REPLACED BUCKET LEVELING CYLINDER.
 REPAIRED FIBERGLASS DAMAGE ON EXT BOOM.

Subtotal	22,861.64
Total Charges	0.00
Total Taxes	901.99
Total Amount	23,763.63
Payment Received	0.00
Amount Due(USD)	23,763.63

These commodities, technology, or software are subject to the United States Export Administration Regulations. If you choose to export them, you, as the exporter, must apply with all applicable law.

Wire Transfer: Account Name : Terex USA, Account Number : 375 185 1851, SWIFT : BOFA US3N
Remit To: TEREX USA, LLC 4686 COLLECTIONS CENTER DRIVE, CHICAGO, IL 60693

Please ensure payment is submitted to the bank account noted on this invoice and will be received by the Payment Due Date. The form of payment chosen will impact the length of time payments take to be received. Your Payment Terms and Credit Arrangements may be impacted if payment is not received by Payment Due Date.





Tax Invoice

Invoice : 7341378
Invoice Date (Tax Point) : 31-JUL-23
Page No.: 8 of 8

Copy

Seller: Terex USA, LLC, 8594 Cherry Ave, Fontana San Bernardino CA 92335-3030,
United States
Accounts Receivable Contact: Tel: Accounts Receivable contact: 1-877-794-5284 Email:
GBS.US.AR@Terex.com

ANNUAL CERTIFICATION INSTALLED IN CAB.
FUNCTION TESTED = UNIT WORKS PROPERLY NOW.
QC'D = GOOD
CUSTOMER PICKED UP UNIT.

Large empty rectangular box, likely for a signature or stamp.

Table with 3 columns: Tax Code, Tax Rate, Tax Amount. Rows include CAVERTEX with rates of 0.00 and 10.25%.

These commodities, technology, or software are subject to the United States Export Administration Regulations. If you choose to export them, you, as the exporter, must apply with all applicable law.

Wire Transfer: Account Name : Terex USA, Account Number : 375 185 1851, SWIFT : BOFA US3N
Remit To: TEREX USA, LLC 4886 COLLECTIONS CENTER DRIVE, CHICAGO, IL 60693

Please ensure payment is submitted to the bank account noted on this invoice and will be received by the Payment Due Date. The form of payment chosen will impact the length of time payments take to be received. Your Payment Terms and Credit Arrangements may be impacted if payment is not received by Payment Due Date.



ATTACHMENT 2
Outstanding California Maintenance and Environmental
Invoices

**Pending Invoices California Maintenance Environmental
2022-23**

Inv. Date	Inv. #	Amount	Tank Location
4.5.22	35831	\$ 250.00	Civic Center
3.10.22	35744	\$ 130.00	Civic Center
4.5.22	35830	\$ 250.00	Yard
7.1.22	36256	\$ 125.00	Yard
7.1.22	36257	\$ 125.00	Civic Center
8.1.22	36382	\$ 125.00	Yard
8.1.22	36383	\$ 125.00	Civic Center
9.1.22	36539	\$ 125.00	Yard
9.1.22	36540	\$ 125.00	Civic Center
9.27.22	36667	\$ 130.00	Yard
9.29.22	36678	\$ 162.50	Yard
10.3.22	36691	\$ 125.00	Yard
10.3.22	36692	\$ 125.00	Civic Center
10.27.22	36813	\$ 513.65	Civic Center
11.1.22	36828	\$ 125.00	Yard
11.1.22	36829	\$ 125.00	Civic Center
11.10.22	36896	\$ 130.00	Yard
11.23.22	36947	\$ 125.00	Yard
11.23.22	36948	\$ 125.00	Civic Center
12.1.22	36979	\$ 125.00	Yard
12.1.22	36980	\$ 125.00	Civic Center
12.6.22	37022	\$ 489.51	Yard
12.19.22	37066	\$ 195.00	Yard
12.19.22	37067	\$ 162.50	Civic Center
1.5.23	37123	\$ 125.00	Yard
1.5.23	37124	\$ 125.00	Civic Center
1.6.23	37165	\$ 240.00	Civic Center
2.1.23	37255	\$ 250.00	Yard
2.1.23	37256	\$ 250.00	Civic Center
2.25.23	37366	\$ 240.00	Civic Center
3.6.23	37406	\$ 125.00	Yard
3.6.23	37407	\$ 125.00	Civic Center
3.17.23	37471	\$ 255.53	Civic Center
4.1.23	37526	\$ 240.00	Civic Center
4.5.23	37547	\$ 125.00	Yard
4.5.23	37548	\$ 125.00	Civic Center
5.1.23	37660	\$ 125.00	Yard
5.1.23	37661	\$ 125.00	Civic Center
5.17.23	37736	\$ 953.91	Civic Center
5.19.23	37743	\$ 1,037.11	Civic Center
5.19.23	37744	\$ 1,006.05	Yard
5.19.23	37745	\$ 850.00	Yard
5.19.23	37746	\$ 850.00	Yard
5.22.23	37752	\$ 80.00	Yard
5.22.23	37753	\$ 80.00	Civic Center
6.1.23	37790	\$ 125.00	Yard
6.1.23	37791	\$ 125.00	Civic Center
6.23.23	37887	\$ 1,446.58	Civic Center
6.23.23	37888	\$ 1,365.53	Yard
7.3.23	37918	\$ 125.00	Yard
7.3.23	37919	\$ 125.00	Civic Center
2017	Outstanding Credit	\$ (25.00)	

Total: \$ 14,782.87

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
3/10/2022	35744

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
34255		Net 30	4/9/2022

Quantity	Description	Rate	Amount
	Call for monitor display off. Pressed test button and unit recycled power and came up normal. All appears ok at this time.		
1	Travel	65.00	65.00
1	Labor	65.00	65.00
	Sales Tax	9.50%	0.00
<p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services ACCT# 101-6010-6601-8180 AMOUNT \$ 130.00 PO# _____ DATE <u>7/26/23</u> BY <u>Catrina Requero</u> PLEASE PROVIDE DESCRIPTION BELOW: <u>Call-out for Monitor Display - Off.</u> <u>@ FD/Police</u></p>			

It's been a pleasure working with you!	Total	\$130.00
	Payments/Credits	\$0.00
	Balance Due	\$130.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
4/5/2022	35830

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	5/5/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection March 3rd	125.00	125.00
1	UST Operator Monthly Inspection March 31st.	125.00	125.00
	Sales Tax	9.50%	0.00

**CITY OF SOUTH PASADENA
 PUBLIC WORKS
 APPROVED FOR PAYMENT**
 ACCT NAME: Facilities Contract Services
 ACCT# 101-6010-6601-8180
 AMOUNT \$ 250.00 - PO# _____
 DATE 7/26/23 BY Catrina Pequerd
 PLEASE PROVIDE DESCRIPTION BELOW:
*Monthly inspections March 2022.
 @ Service yard.*

It's been a pleasure working with you!	Total	\$250.00
	Payments/Credits	\$0.00
	Balance Due	\$250.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
4/5/2022	35831

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	5/5/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection March 3rd.	125.00	125.00
1	UST Operator Monthly Inspection March 31st.	125.00	125.00
	Sales Tax	9.50%	0.00

CITY OF SOUTH PASADENA
PUBLIC WORKS
APPROVED FOR PAYMENT
 ACCT NAME: Facilities Contract Services
 ACCT# 101-6010-6601-8180
 AMOUNT \$ 250.00 - PO# _____
 DATE 7/26/23 BY Catrina Peguero
 PLEASE PROVIDE DESCRIPTION BELOW:
Monthly inspections. March 2023.
@ Fire/PD.

It's been a pleasure working with you!	Total	\$250.00
	Payments/Credits	\$0.00
	Balance Due	\$250.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
7/1/2022	36256

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	7/31/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection June Sales Tax	125.00 9.50%	125.00 0.00
<p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services</p> <p>ACCT# 101-6010-6601-8180</p> <p>AMOUNT \$ 125.00 - PO# _____</p> <p>DATE <u>7/26/23</u> BY <u>Catrina Peguero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <u>Monthly inspection June 2022.</u> <u>@ Service Yard.</u></p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
7/1/2022	36257

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	7/31/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection June Sales Tax	125.00 9.50%	125.00 0.00
<p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services</p> <p>ACCT# 101-6010-6601-8180</p> <p>AMOUNT \$ 125.00 - PO# _____</p> <p>DATE <u>7/26/23</u> BY <u>Catrina Peguero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <u>Monthly inspection at PD/Fire.</u> <u>June 2022.</u></p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

FY 2022-23

Invoice

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Date	Invoice #
7/3/2023	37918

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	8/2/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection June Sales Tax	125.00 9.50%	125.00 0.00

CITY OF SOUTH PASADENA
 PUBLIC WORKS
 APPROVED FOR PAYMENT
 ACCT NAME: Facilities Contract Services
 ACCT# 101-6010-6601-8180
 AMOUNT \$ 125.00 - PO# _____
 DATE 7/25/23 BY Catrina Pequero
 PLEASE PROVIDE DESCRIPTION BELOW:
Monthly inspection. June 2023.
Service Yard.

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
7/3/2023	37919

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	8/2/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection June Sales Tax	125.00 9.50%	125.00 0.00

CITY OF SOUTH PASADENA
 PUBLIC WORKS
 APPROVED FOR PAYMENT
 ACCT NAME: Facilities Contract Services
 ACCT# 101-6010-6601-8180
 AMOUNT \$ 125.00 - PO# _____
 DATE 7/25/23 BY Catrina Peguero
 PLEASE PROVIDE DESCRIPTION BELOW:
Monthly inspection June 2023.
for Fire/PD

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Phone # (909) 445-9707
 Fax # (909) 445-9708
 cmepat@gmail.com

CSLB License # 833711



Credit Memo

Date	Credit No.
7/26/2023	
P.O. No.	

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

Description	Qty	Rate	Amount
Outstanding Credit		25.00	-25.00
		Subtotal	-\$25.00
		Sales Tax (9.5%)	\$0.00
		Total	-\$25.00
		Balance Credit	-\$25.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
8/1/2022	36382

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	8/31/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection July Sales Tax	125.00 9.50%	125.00 0.00
<p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services — ACCT# 101-6010-6601-8180 AMOUNT\$ 125.00 - PO# _____ DATE <u>7/20/23</u> BY <u>Catrina Pequerro</u> PLEASE PROVIDE DESCRIPTION BELOW: <u>Monthly inspection July 2022.</u> <u>@ Service Yard.</u></p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
8/1/2022	36383

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	8/31/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection July Sales Tax	125.00 9.50%	125.00 0.00

CITY OF SOUTH PASADENA
 PUBLIC WORKS
 APPROVED FOR PAYMENT
 ACCT NAME: Facilities Contract Services
 ACCT# 101-6010-6601-8180
 AMOUNT \$ 125.00 - PO# _____
 DATE 7/26/23 BY Catrina Payuero
 PLEASE PROVIDE DESCRIPTION BELOW:
*Monthly inspection @ PD/Fire
 July 2022.*

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
9/1/2022	36539

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	10/1/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection August Sales Tax	125.00 9.50%	125.00 0.00

CITY OF SOUTH PASADENA
PUBLIC WORKS
APPROVED FOR PAYMENT
 ACCT NAME: Facilities Contract Services
 ACCT# 101-6010-6601-8180
 AMOUNT \$ 125.00 - PO# _____
 DATE 7/26/23 BY Catrina Peguero
 PLEASE PROVIDE DESCRIPTION BELOW:
Monthly Inspection @ Service Yard
August 2022.

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
9/1/2022	36540

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	10/1/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection August Sales Tax	125.00 9.50%	125.00 0.00

**CITY OF SOUTH PASADENA
 PUBLIC WORKS
 APPROVED FOR PAYMENT**
 ACCT NAME: Facilities Contract Services
 ACCT# 101-6010-6601-8180
 AMOUNT \$ 125.00 - PO# _____
 DATE 7/26/23 BY Catrina Pequerro
 PLEASE PROVIDE DESCRIPTION BELOW:
*Monthly inspection @ Fire/PO
 August 2022*

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
9/27/2022	36667

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35106		Net 30	10/27/2022

Quantity	Description	Rate	Amount
	Call for dispenser 2 not working. Dispenser was showing offline on Ward Terminal. Checked reset and power. All ok. Site personal reset Ward Terminal and dispenser started communicating. All test ok.		
1	Travel	65.00	65.00
1	Labor	65.00	65.00
	Sales Tax	9.50%	0.00
<p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services ACCT# 101-6010-6601-8180 AMOUNT \$ 130.00 - PO# _____ DATE <u>7/26/23</u> BY <u>Catrina Peguero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <i>Call out. Dispenser 2 Not working. rest. Ward Terminal. @ Service Yard.</i></p>			

It's been a pleasure working with you!	Total	\$130.00
	Payments/Credits	\$0.00
	Balance Due	\$130.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
9/29/2022	36678

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35117		Net 30	10/29/2022

Quantity	Description	Rate	Amount
	Call for dispenser 1 87 not dispensing fuel. Met with facility personal and checked dispenser functions. No problem was found at this time.		
1	Travel	65.00	65.00
1	After Hours Labor	97.50	97.50
	Sales Tax	9.50%	0.00
<p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services</p> <p>ACCT# 101-6010-6601-8180</p> <p>AMOUNT \$ 162.50 - PO# _____</p> <p>DATE <u>7/26/23</u> BY <u>Catrina Requero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <u>Call out - 87 - not dispensing fuel.</u></p>			

It's been a pleasure working with you!	Total	\$162.50
	Payments/Credits	\$0.00
	Balance Due	\$162.50

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708

RECEIVED BY
 SERVICE YARD
 10/13/2022

Invoice



Date	Invoice #
10/3/2022	36691

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	11/2/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection September Sales Tax	125.00 9.50%	125.00 0.00
<p>Monthly Inspection for Gas Pump at Service Yard September 2022</p> <p>Contract Services 101-6010-6601- 8180</p> <p>Catrina Peguero</p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708

RECEIVED BY
 SERVICE YARD
 10/13/2022

Invoice



Date	Invoice #
10/3/2022	36692

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	11/2/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection September Sales Tax	125.00 9.50%	125.00 0.00
	<p>Monthly Inspection for Gas Pump at Police/Fire September 2022</p> <p>Contract Services 101-6010-6601- 8180</p> <p>Catrina Peguero</p>		

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



**RECEIVED BY
 SERVICE YARD**
 10/31/2022

Invoice

Date	Invoice #
10/27/2022	36813

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
36006		Net 30	11/26/2022

Quantity	Description	Rate	Amount
	Emergency call for gasoline dispenser leaking. Replaced defective curb hose. Tested and all appears ok at this time.		
1	Healy 5' Whip Hose with Straight Threads	201.96	201.96T
2.5	R1 Travel After Hours	97.50	243.75
0.5	After Hours Labor	97.50	48.75
	Sales Tax	9.50%	19.19
<p>Emergency Call Out - Leaking Gasoline Dispenser - replaced curb Hose</p> <p>Contract Services 101-6010-6601-8180 Catrina Peguero</p>			

It's been a pleasure working with you!	Total	\$513.65
	Payments/Credits	\$0.00
	Balance Due	\$513.65

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
11/1/2022	36828

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	12/1/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection October Sales Tax	125.00 9.50%	125.00 0.00
<p>Monthly Inspection October 2022 Gas Pump at Service Yard</p> <p>Contract Services 101-6010-6601-8180</p> <p>Catrina Peguero</p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
11/1/2022	36829

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	12/1/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection October Sales Tax	125.00 9.50%	125.00 0.00
<p>Monthly Inspection for Gas Pump at Police/Fire October 2022</p> <p>Contract Services 101-6010-6601-8100</p> <p>Catrina Peguero</p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
11/10/2022	36896

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35945		Net 30	12/10/2022

Quantity	Description	Rate	Amount
1	Call for dispenser not working. Trouble shoot and found actuator not engaging properly. Adjusted actuator and tested. Dispenser is working but actuator cannot be adjusted any further. Do to the age of the dispenser no parts are available for repairs, recommend to have it replaced.	65.00	65.00
1	Travel	65.00	65.00
	Labor	9.50%	0.00
	Sales Tax		
<p>Call Out - Actuator faulty. not dispensing unleaded fuel. Actuator adjusted - pump is in service - recommended new pump.</p> <p>Contract Services 101-6010-6601-8180 Catrina Peguero</p>			

It's been a pleasure working with you!	Total	\$130.00
	Payments/Credits	\$0.00
	Balance Due	\$130.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
11/23/2022	36947

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
36020		Net 30	12/23/2022

Quantity	Description	Rate	Amount
1	Healy Quarterly Inspection Sales Tax	125.00 9.50%	125.00 0.00
	<p>Healy Quarterly Inspection for Gas Pump Service Yard</p> <p>Contract Services 101-6010-6601-8180</p> <p>Catrina Peguero</p>		

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
11/23/2022	36948

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
36020		Net 30	12/23/2022

Quantity	Description	Rate	Amount
1	Healy Quarterly Inspection Sales Tax	125.00 9.50%	125.00 0.00
<p>Healy Quarterly Inspection for Gas Pump at Police/Fire</p> <p>Contract Services 101-6010-6601-<i>2100</i></p> <p>Catrina Peguero</p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
12/1/2022	36979

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	12/31/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection November Sales Tax	125.00 9.50%	125.00 0.00
<p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services</p> <p>ACCT# 101-6010-6601-8180</p> <p>AMOUNT \$ 125.00 - PO# _____</p> <p>DATE <u>7/26/23</u> BY <u>Caterina Pequeru</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <u>Monthly inspection. November 2022.</u></p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
12/1/2022	36980

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	12/31/2022

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection November Sales Tax	125.00 9.50%	125.00 0.00
<p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services</p> <p>ACCT# 101-6010-6601-8180</p> <p>AMOUNT \$ 125.00 - PO# _____</p> <p>DATE <u>7/26/23</u> BY <u>Cateina Peguero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW:</p> <p><i>Monthly inspection November 2022 . PD/Fire.</i></p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
12/6/2022	37022

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35781		Net 30	1/5/2023

Quantity	Description	Rate	Amount
	Call for dispenser 1-2 not working. Found dispenser pan sensor was defective. Replaced sensor. Tested and gasoline worked as intended. Repaired switch on relay and diesel worked as intended.		
1	Beaudreau Sensor	268.96	268.96T
1	Travel	65.00	65.00
2	Labor	65.00	130.00
	Sales Tax	9.50%	25.55

**CITY OF SOUTH PASADENA
 PUBLIC WORKS
 APPROVED FOR PAYMENT**

ACCT NAME: Facilities Contract Services
 ACCT# 101-6010-6601-8180
 AMOUNTS \$ 489.51 - PO# _____
 DATE 7/26/23 BY Cateina Pequer
 PLEASE PROVIDE DESCRIPTION BELOW:
Call-out. Not Fueling - Pan Sensor Replaced.

It's been a pleasure working with you!	Total	\$489.51
	Payments/Credits	\$0.00
	Balance Due	\$489.51

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
12/19/2022	37066

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35808		Net 30	1/18/2023

Quantity	Description	Rate	Amount
	Met with inspector Samantha Collette and provided access to all UDC's and piping sumps for annual inspection.		
1	Travel	65.00	65.00
2	Labor	65.00	130.00
	Sales Tax	9.50%	0.00
<p>LA Country UST Annual Inspection (Compliance) at Service Yard</p> <p>Contract Services 101-6010-6601-8180 Catrina Peguero</p>			

It's been a pleasure working with you!	Total	\$195.00
	Payments/Credits	\$0.00
	Balance Due	\$195.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
12/19/2022	37067

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35809		Net 30	1/18/2023

Quantity	Description	Rate	Amount
	Met with inspector Samantha Collette and provided access to all UDC's and piping sumps for annual inspection.		
1	Travel	65.00	65.00
1.5	Labor	65.00	97.50
	Sales Tax	9.50%	0.00
<p>LA Country UST Annual Inspection (Compliance) at Fire/PD</p> <p>Contract Services 101-6010-6601-8180 Catrina Peguero</p>			

It's been a pleasure working with you!	Total	\$162.50
	Payments/Credits	\$0.00
	Balance Due	\$162.50

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
1/5/2023	37123

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	2/4/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection December Sales Tax	125.00 9.50%	125.00 0.00
<p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services</p> <p>ACCT# 101-6010-6601-8180</p> <p>AMOUNT \$ 125.00 - PO# _____</p> <p>DATE <u>7/26/23</u> BY <u>Cateina Pezadero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <u>Monthly Inspection at Service Yard.</u> <u>Dec. 2022.</u></p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
1/5/2023	37124

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	2/4/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection December Sales Tax	125.00 9.50%	125.00 0.00
<p><i>FY 2/23</i></p> <p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services</p> <p>ACCT# 101-6010-6601-8180</p> <p>AMOUNT \$ 125.00 - PO# _____</p> <p>DATE <u>1/25/23</u> BY <u>Catrina Peguero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <i>Monthly inspection. December 2022.</i></p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
1/6/2023	37165

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35717		Net 30	2/5/2023

Quantity	Description	Rate	Amount
	Call for system in alarm gasoline down. Found S-7 fuel alarm. Pumped out approximately 5 gallons rain water from 87 dispenser containment sump. Alarm cleared and gasoline was placed back into service.		
1	R1 Travel After Hours	120.00	120.00
1	After Hours Labor	120.00	120.00
	Sales Tax	9.50%	0.00
<p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services — ACCT# 101-6010-6601-8180 AMOUNT \$ 240.00 — PO# _____ DATE <u>1/26/23</u> BY <u>Catrina Pequero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <u>Callout for system alarm @</u> <u>Fire/PD (S-7 fuel alarm)</u></p>			

It's been a pleasure working with you!	Total	\$240.00
	Payments/Credits	\$0.00
	Balance Due	\$240.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
2/1/2023	37255

**RECEIVED FOR
 PROCESSING
 2/2/2023**

Bill To City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Ship To City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030
---	--

	Repair Work Order	P.O. No.	Terms	Due Date
			Net 30	3/3/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection January 3, 2023	125.00	125.00
1	UST Operator Monthly Inspection January 27, 2023	125.00	125.00
	Sales Tax	9.50%	0.00
<p><i>Monthly inspection for Gas pump at Service Yard - January 2023.</i></p> <p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: _____ ACCT# <u>101-6010-6001-8180</u> _____ AMOUNT\$ <u>250-</u> PO# _____ DATE <u>3/1/23</u> BY <u>[Signature]</u> _____ PLEASE PROVIDE DESCRIPTION BELOW:</p>			

It's been a pleasure working with you!	Total	\$250.00
	Payments/Credits	\$0.00
	Balance Due	\$250.00

PO Box 2336
Irwindale, CA. 91706

Ph. (909) 445-9707
Fax (909) 445-9708

RECEIVED FOR
PROCESSING
2/2/2023



Invoice

Date	Invoice #
2/1/2023	37256

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	3/3/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection January 3, 2023	125.00	125.00
1	UST Operator Monthly Inspection January 27, 2023	125.00	125.00
	Sales Tax	9.50%	0.00

CITY OF SOUTH PASADENA
PUBLIC WORKS
APPROVED FOR PAYMENT

ACCT NAME: Contract Services

ACCT# 101-4010-4601-8180

AMOUNT\$ 250 PO# _____

DATE 3/1/23 BY Cust.

PLEASE PROVIDE DESCRIPTION BELOW:

Monthly inspection for Gas pump at Fire & PD

It's been a pleasure working with you!	Total	\$250.00
	Payments/Credits	\$0.00
	Balance Due	\$250.00

RECEIVED BY
SERVICE YARD
03/01/2023
8 AM

PO Box 2336
Irwindale, CA. 91706
Ph. (909) 445-9707
Fax (909) 445-9708



Invoice

Date	Invoice #
2/25/2023	37366

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35619		Net 30	3/27/2023

Quantity	Description	Rate	Amount
1	Emergency call for gasoline down. Removed rain water from gasoline dispenser containment sump. Alarm cleared and gasoline was back in service.	120.00	120.00
1	R1 Travel After Hours	120.00	120.00
	After Hours Labor	9.50%	0.00
	Sales Tax		
<p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: <u>Contract Services.</u></p> <p>ACCT# <u>101-1010-10101-8180.</u></p> <p>AMOUNT\$ <u>240.</u> PO# _____</p> <p>DATE <u>3/1/23.</u> BY <u>Cast.</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW:</p> <p><i>Emergency Call out = gas pump down at Police Department.</i></p>			

It's been a pleasure working with you!	Total	\$240.00
	Payments/Credits	\$0.00
	Balance Due	\$240.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
3/6/2023	37406

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	4/5/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection February Sales Tax	125.00 9.50%	125.00 0.00

CITY OF SOUTH PASADENA
PUBLIC WORKS
APPROVED FOR PAYMENT

ACCT NAME: Facilities Contract Services
 ACCT# 101-6010-6601-8180
 AMOUNT \$ 125.00 - PO# _____
 DATE 7/26/23 BY Catrina Payero
 PLEASE PROVIDE DESCRIPTION BELOW:
Monthly Maintenance February 2023.
Service Yard.

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
3/6/2023	37407

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	4/5/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection February Sales Tax	125.00 9.50%	125.00 0.00
<p><i>Ff 22/23</i></p> <p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: . Facilities Contract Services —</p> <p>ACCT# , 101-6010-6601-8180</p> <p>AMOUNT\$, 125.00 — PO# _____</p> <p>DATE <u>7/25/23</u> BY <u>Catrina Dequero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <i>Monthly inspection. February 2023. Fire/PD.</i></p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

[Handwritten signature]

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708

RECEIVED BY
 SERVICE YARD
 03/27/2023

FH 22/23.



Invoice

Date	Invoice #
3/17/2023	37471

Bill To		Ship To		
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030		Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030		
	Repair Work Order	P.O. No.	Terms	Due Date
	35448		Net 30	4/16/2023

Quantity	Description	Rate	Amount
	Dispatched for all diesel down. Found sensor S-5 in alarm. Removed approximately 1 gallon rain water from diesel fill sump and placed into an existing drum. Alarm cleared. Sealed man way cover.		
1	Silicon Sealant	14.18	14.18T
1	R1 Travel After Hours	120.00	120.00
1	After Hours Labor	120.00	120.00
	Sales Tax	9.50%	1.35

FH 22/23
 CITY OF SOUTH PASADENA
 PUBLIC WORKS
 APPROVED FOR PAYMENT
 ACCT NAME: Contract Services
 ACCT# 101-6016-16601-8180
 AMOUNTS 255.53 PO# _____
 DATE 7/13/23 BY Catrina Peguero
 PLEASE PROVIDE DESCRIPTION BELOW:
 - Sensor taken at Fire Department.

It's been a pleasure working with you!	Total	\$255.53
	Payments/Credits	\$0.00
	Balance Due	\$255.53

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
4/1/2023	37526

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
34571		Net 30	5/1/2023

Quantity	Description	Rate	Amount
1	Emergency dispatch for diesel not working. On arrival checked for any liquid in UDC and alarms. None found. Tested dispenser and found motor activates but motor shaft does not spin. Need to order and replace motor. Will advise Anteneh Tesfaye of findings.	120.00	120.00
1	R1 Travel After Hours	120.00	120.00
	After Hours Labor	9.50%	0.00
	Sales Tax		
<p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services — ACCT# 101-6010-6601-8180 AMOUNTS \$ 240.00 — PO# _____ DATE <u>7/26/23</u> BY <u>Catrina Peguero</u> PLEASE PROVIDE DESCRIPTION BELOW: <i>Call-out for Diesel not working at PD/like.</i></p>			

It's been a pleasure working with you!	Total	\$240.00
	Payments/Credits	\$0.00
	Balance Due	\$240.00

RECEIVED BY
 SERVICE YARD
 04/05/2023
 5:59:48 PM

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
4/5/2023	37547

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	5/5/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection March Sales Tax	125.00 9.50%	125.00 0.00

FY 22/23.
 CITY OF SOUTH PASADENA
 PUBLIC WORKS
 APPROVED FOR PAYMENT
 ACCT NAME: Contract Services
 ACCT# 10H0010-66001-8180
 AMOUNTS 125- PO# _____
 DATE 7/13/23 BY Catrina Peguero
 PLEASE PROVIDE DESCRIPTION BELOW:
April 2023 Monthly Inspection.
at Service Yard.

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

Catrina Peguero

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
4/5/2023	37548

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
		Net 30	5/5/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection March Sales Tax	125.00 9.50%	125.00 0.00
<p><i>FY 22/23</i></p> <p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services</p> <p>ACCT# 101-6010-6601-8180</p> <p>AMOUNT \$ 125.00 - PO# _____</p> <p>DATE <u>7/25/23</u> BY <u>Catrina Requero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW:</p> <p><i>Monthly inspection for Fire/PD. March. 2023.</i></p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

RECEIVED BY
SERVICE YARD
05/02/2023

PO Box 2336
Irwindale, CA. 91706
Ph. (909) 445-9707
Fax (909) 445-9708



Invoice

Date	Invoice #
5/1/2023	37660

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
	23373	Net 30	5/31/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection April Sales Tax	125.00 9.50%	125.00 0.00

FY 22/23

CITY OF SOUTH PASADENA
PUBLIC WORKS
APPROVED FOR PAYMENT

ACCT NAME: Contract Series

ACCT# 10-6010-6601-8180

AMOUNT \$ 125. PO# _____

DATE 7/13/23 BY Catrina

PLEASE PROVIDE DESCRIPTION BELOW: Request

Monthly inspection. May 2023
at Service Yard.

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
5/1/2023	37661

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
	23373	Net 30	5/31/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection April Sales Tax	125.00 9.50%	125.00 0.00
<p><i>FY 22/23.</i></p> <p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services</p> <p>ACCT# 101-6010-6601-8180</p> <p>AMOUNTS 125.00 - PO# _____</p> <p>DATE <u>7/25/23</u> BY <u>Catrina Peguero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <i>Police/Fire monthly inspection. 1st April 2023</i></p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
5/17/2023	37736

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35592	23373	Net 30	6/16/2023

Quantity	Description	Rate	Amount
1	Dispatched for damaged nozzle on gas dispenser. Removed and replaced nozzle. Performed required testing. All test ok. Rebuilt 900 EVR Certified Nozzle	725.03	725.03T
1.25	Travel	80.00	100.00
0.75	Labor	80.00	60.00
	Sales Tax	9.50%	68.88

CITY OF SOUTH PASADENA
 PUBLIC WORKS
 APPROVED FOR PAYMENT
 ACCT NAME: Facilities Contract Services
 ACCT# 101-6010-6601-8180
 AMOUNT \$ 953.91 - PO# _____
 DATE 7/26/23 BY Catrina Peguero
 PLEASE PROVIDE DESCRIPTION BELOW:
 - Call-out-damaged Nozzle
 - Rebuilt 900 EVR Certified Nozzle @
 Fire/PP.

It's been a pleasure working with you!	Total	\$953.91
	Payments/Credits	\$0.00
	Balance Due	\$953.91

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708

RECEIVED BY
 SERVICE YARD
 05/23/2023
 9 AM



Invoice

Date	Invoice #
5/19/2023	37743

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35183	23373	Net 30	6/18/2023

Quantity	Description	Rate	Amount
	Conducted annual monitor certification, spill containment test, and shear valve test. All test passed. Sealed man way covers.		
1	Monitor Certification	850.00	850.00
1	Shear Valve Functionality Test	125.00	125.00
4	Silicon Sealant	14.18	56.72T
	Sales Tax	9.50%	5.39

FY 22/23
 CITY OF SOUTH PASADENA
 PUBLIC WORKS
 APPROVED FOR PAYMENT
 ACCT NAME: Contract Services
 ACCT# 10-~~1000~~ 6010- 6600 8130
 AMOUNTS 1,037.11 PO# _____
 DATE 7/13/23 BY Catrina Peguero
 PLEASE PROVIDE DESCRIPTION BELOW:
Annual monitor certification.
at PD/ Fire.

It's been a pleasure working with you!	Total	\$1,037.11
	Payments/Credits	\$0.00
	Balance Due	\$1,037.11

Cat

PO Box 2336
Irwindale, CA. 91706

Ph. (909) 445-9707

Fax (909) 445-9708

RECEIVED BY
SERVICE YARD
05/23/2023



Invoice

Date	Invoice #
5/19/2023	37744

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35275	23373	Net 30	6/18/2023

Quantity	Description	Rate	Amount
	Conducted annual monitor certification, spill containment test, line leak detector test, and shear valve test. 87 spill containment bucket failed and must be replaced. A permit from Los Angeles County Department of Public Works will be required. Sealed man way covers.		
1	Monitor Certification	850.00	850.00
1	Shear Valve Functionality Test	125.00	125.00
2	Silicon Sealant	14.18	28.36T
	Sales Tax	9.50%	2.69
<p><i>#/22/23</i></p> <p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: <u>Contract Services</u></p> <p>ACCT# <u>101-6010-6601-8180</u></p> <p>AMOUNT\$ <u>1,006.05</u> PO# _____</p> <p>DATE <u>7/13/23</u> BY <u>Catrina Poyuro</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <u>Annual monitor certification.</u> <u>at Service Yard.</u></p>			

It's been a pleasure working with you!	Total	\$1,006.05
	Payments/Credits	\$0.00
	Balance Due	\$1,006.05

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



Invoice

Date	Invoice #
5/19/2023	37745

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35274	23373	Net 30	6/18/2023

Quantity	Description	Rate	Amount
1	Conducted annual AQMD rule 461 vapor testing. All test passed. Vapor testing Sales Tax	850.00 9.50%	850.00 0.00
<p><i>FI 2/23</i></p> <p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: Facilities Contract Services</p> <p>ACCT# 101-6010-6601-8180</p> <p>AMOUNT \$ 850.00 - PO# _____</p> <p>DATE <u>7/2/23</u> BY <u>Catrina Peguero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <i>Service Yard Aqmd Rule 461 testing</i></p>			

It's been a pleasure working with you!	Total	\$850.00
	Payments/Credits	\$0.00
	Balance Due	\$850.00

RECEIVED BY
SERVICE YARD
05/23/2023

PO Box 2336
Irwindale, CA. 91706
Ph. (909) 445-9707
Fax (909) 445-9708



Invoice

Date	Invoice #
5/19/2023	37746

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35273	23373	Net 30	6/18/2023

Quantity	Description	Rate	Amount
1	<p>Conducted annual AQMD rule 461 vapor testing. All test passed. Vapor testing Sales Tax</p> <p style="text-align: center;">FY 22/23</p> <p style="text-align: center;">CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: <u>Contract Services</u> ACCT# <u>lot 6010-6001-8180</u> AMOUNT \$ <u>850</u> PO# _____ DATE <u>7/13/23</u> BY <u>Catrina Peguero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <u>AQMD rule 461 vapor testing</u></p>	850.00 9.50%	850.00 0.00

It's been a pleasure working with you!	Total	\$850.00
	Payments/Credits	\$0.00
	Balance Due	\$850.00

[Handwritten signature]

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708

**RECEIVED BY
 SERVICE YARD**
 05/24/2023
 7:40:02 AM

Invoice



Date	Invoice #
5/22/2023	37752

Bill To		Ship To		
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030		City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030		
	Repair Work Order	P.O. No.	Terms	Due Date
	35166	23373	Net 30	6/21/2023

Quantity	Description	Rate	Amount
1	Performed AQMD periodic compliance inspection . Labor Sales Tax	80.00 9.50%	80.00 0.00
<p><i>FY 22/23</i></p> <p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: <u>Contract Senior</u> ACCT# <u>101-6010-6601-8180</u> AMOUNTS <u>80-</u> PO# _____ DATE <u>7/13/23</u> BY <u>Catrina Pequerro</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <u>AQMD periodic compliance inspection at Service Yard.</u></p>			

It's been a pleasure working with you!	Total	\$80.00
	Payments/Credits	\$0.00
	Balance Due	\$80.00

[Handwritten signature]

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



**RECEIVED BY
 SERVICE YARD**
 05/24/2023
 7:40:04 AM

Invoice

Date	Invoice #
5/22/2023	37753

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
35167	23373	Net 30	6/21/2023

Quantity	Description	Rate	Amount
1	Performed AQMD periodic compliance inspection . Labor Sales Tax <div style="text-align: center;"> <p>5/22/23</p> <p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: <u>Contract Services</u> ACCT# <u>1056010-6601- 8180</u> AMOUNT\$ <u>80</u> PO# _____ DATE <u>7/13/23</u> BY <u>Catrina Payson</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <u>AQMD periodic compliance inspection .</u></p> </div>	80.00 9.50%	80.00 0.00

It's been a pleasure working with you!	Total	\$80.00
	Payments/Credits	\$0.00
	Balance Due	\$80.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



RECEIVED BY
 SERVICE YARD
 06/05/2023
 10:57:4

Invoice

Date	Invoice #
6/1/2023	37790

Bill To		Ship To		
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030		City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030		
	Repair Work Order	P.O. No.	Terms	Due Date
		23373	Net 30	7/1/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection May Sales Tax	125.00 9.50%	125.00 0.00
<p><i>fy 22/23</i></p> <p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: <u>Contract Services</u> ACCT# <u>1016010-1601- 8180</u> AMOUNTS <u>125</u> PO# _____ DATE <u>7/13/23</u> BY <u>Catrina Dequero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <i>Monthly inspection of Service Yard. May 2023.</i></p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708



RECEIVED BY
 SERVICE YARD
 06/05/2023
 10:57:31

Invoice

Date	Invoice #
6/1/2023	37791

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
	23373	Net 30	7/1/2023

Quantity	Description	Rate	Amount
1	UST Operator Monthly Inspection May Sales Tax	125.00 9.50%	125.00 0.00
<p><i>F/ 22/23</i></p> <p>CITY OF SOUTH PASADENA PUBLIC WORKS APPROVED FOR PAYMENT</p> <p>ACCT NAME: <u>Contract Services</u> ACCT# <u>101-6010-66601-8180</u> AMOUNT\$ <u>125-</u> PO# _____ DATE <u>7/13/23</u> BY <u>Catrina Peguero</u></p> <p>PLEASE PROVIDE DESCRIPTION BELOW: <i>Monthly inspection May 2023.</i> <i>- PD/Fire.</i></p>			

It's been a pleasure working with you!	Total	\$125.00
	Payments/Credits	\$0.00
	Balance Due	\$125.00

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708

RECEIVED BY
 SERVICE YARD
 06/28/2023
 AM



Invoice

Date	Invoice #
6/23/2023	37887

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	Police / Fire Fueling Yard 817 Mound Ave. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
36183		Net 30	7/23/2023

Quantity	Description	Rate	Amount
	Conducted tri-annual SB-989 secondary containment test. All test passed without repair or adjustment. Sealed man way covers.		
2	Secondary containment tank testing.	650.00	1,300.00
2	Secondary containment under dispenser containment testing	50.00	100.00
3	Silicon Sealant	14.18	42.54T
	Sales Tax	9.50%	4.04

F/22/23

CITY OF SOUTH PASADENA
PUBLIC WORKS
APPROVED FOR PAYMENT

ACCT NAME: Contract Services

ACCT# 10-6010-6601-8180

AMOUNT\$ 1,446.58 PO# _____

DATE 7/13/23 BY Catrina Piquero

PLEASE PROVIDE DESCRIPTION BELOW:
Annual SB 989 Secondary Containment Test at Fire/PP.

It's been a pleasure working with you!	Total	\$1,446.58
	Payments/Credits	\$0.00
	Balance Due	\$1,446.58

Cost

PO Box 2336
 Irwindale, CA. 91706
 Ph. (909) 445-9707
 Fax (909) 445-9708

RECEIVED BY
 SERVICE YARD
 06/27/2023



Invoice

Date	Invoice #
6/23/2023	37888

Bill To	Ship To
City of South Pasadena 1414 Mission Street South Pasadena, CA 91030	City Maintenance Yard 825 Mission Blvd. South Pasadena, CA 91030

Repair Work Order	P.O. No.	Terms	Due Date
36184		Net 30	7/23/2023

Quantity	Description	Rate	Amount
	Conducted tri-annual SB-989 secondary containment test. Diesel - 87 piping sump failed. Diesel fill sump failed. Recommend to obtain permit and make required repairs. Sealed man way covers.		
2	Secondary containment tank testing.	650.00	1,300.00
1	Secondary containment under dispenser containment testing	50.00	50.00
1	Silicon Sealant	14.18	14.18T
	Sales Tax	9.50%	1.35

FJ 22/23
 CITY OF SOUTH PASADENA
 PUBLIC WORKS
 APPROVED FOR PAYMENT
 ACCT NAME: Contract Services
 ACCT# 101-10010-10001-3180
 AMOUNTS 1,365.53 PO# _____
 DATE 7/13/23 BY Catrina Pagan
 PLEASE PROVIDE DESCRIPTION BELOW:
Annual SB 989 Secondary Containment Test

It's been a pleasure working with you!	Total	\$1,365.53
	Payments/Credits	\$0.00
	Balance Due	\$1,365.53



City Council Agenda Report

ITEM NO. 10

DATE: September 6, 2023

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Roxanne Diaz, City Attorney
H. Ted Gerber, Public Works Director

SUBJECT: **Resolution Approving Certain Easement and Transfer of Appurtenant Facilities Related to the Installation of Vehicle Charging Stations on City Property and Authorizing the City Manager to Grant and Execute Easements for Public Utility Purposes**

Recommendation

It is recommended that the City Council adopt the Resolution to approve certain easements and transfer of appurtenant facilities related to the installation of vehicle charging stations in the form approved by the City Attorney and Public Works Director and authorize the City Manager to execute the same; and authorize the City Manager to grant and execute easements generally for public utility purposes related to City projects.

Executive Summary

The City's Public Works Department is moving forward on a number of public works projects throughout the City, including the installation of vehicle charging stations for the City's electric fleet of vehicles. There are also times when certain City projects include the need for public utility companies to place their utilities in the area of the project and thus require a utility easement from the City. The proposed resolution will facilitate the approval of easements needed for the vehicle charging station project as well as allow the City Manager in the future to grant and execute easements for public utility purposes.

Background

The City is facilitating the installation of vehicle charging stations related to its electric fleet of vehicles. The charging stations will be located on City property, specifically in the Police Department, Fire Department, and City staff parking lots north of the Civic Center/ City Hall. In order to facilitate and expedite the work, Southern California Edison (SCE) will require easements for areas of the parking lots where conduits, cables, and related electrical distribution equipment will be placed. In addition, the City will need to transfer ownership of certain related appurtenances such as the slab box and transformer to SCE. Once this equipment is transferred to SCE it will be upgraded and maintained by the utility. Separately, in order to facilitate efficiencies with the number of projects to be

Adoption of Resolution Approving Certain Easements for Vehicle Charging Station Project and Generally Authorizing the City Manager to Grant and Execute Easements for Public Utility Purposes
September 6, 2023
Page 2 of 2

undertaken by the Public Works department, Staff is seeking a method to allow the granting and execution of easements for public utilities if required for a City project.

Analysis

The proposed resolution will approve the easements necessary to facilitate the installation of the vehicle charging stations related to the City's electric fleet and public charging at the City Hall parking lots. SCE requires the easements as part of their work to install the charging station infrastructure. Certain related facilities such as the slab box and transformers will need to be transferred to SCE. The proposed resolution provides for the approval of the easements and the transfer in the form approved by the City Attorney and Public Works Director. The City Manager is then authorized to execute the necessary documents, including the easements.

As for future public improvement projects, Staff is seeking a method to facilitate the granting of routine public utility easements to public utility providers if required for a City project. The proposed resolution will authorize the City Manager to grant and execute such easements. The easements will be reviewed by both the City Attorney and Director of Public Works who will review the easement as to content and form prior to City Manager's execution.

Fiscal Impact

There is no fiscal impact if the City Council adopts the proposed resolution.

Attachment: Resolution

ATTACHMENT
Resolution

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING CERTAIN EASEMENTS AND TRANSFER OF APPURTENANT FACILITIES RELATED TO THE INSTALLATION OF VEHICLE CHARGING STATIONS ON CITY PROPERTY AND AUTHORIZING THE CITY MANAGER TO GRANT AND EXECUTE EASEMENTS ON BEHALF OF THE CITY FOR PUBLIC UTILITY PURPOSES

WHEREAS, the City's Public Works Department is embarking on a number of improvement projects throughout the City, including the installation of vehicle charging stations for its electric fleet of vehicles on City property;

WHEREAS, these public works project may at times require the placement of utility infrastructure on City owned property;

WHEREAS, to facilitate the work, including the current project to install vehicle charging stations for the City's electric fleet of vehicles, and to provide an efficient and prompt process for approving easements for public utility purposes, the City Council desires that authority be delegated to the City Manager to grant and execute easements on behalf of the City as set forth in this Resolution;

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

Section 1. The City Council hereby grants and approves certain easements to Southern California Edison in the form approved by the City Attorney and the Director of Public Works as related to the installation of vehicle charging stations on City property for the City's electric fleet of vehicles. The City Council also approves the transfer of ownership of certain appurtenant facilities to Southern California Edison such as the slab box and transformers related to the same project. The City Manager is hereby authorized to execute such easements and all necessary documents related to the transfer of the appurtenant facilities in the form approved by the City Attorney.

Section 2. The City Manager is hereby authorized on behalf of the City to grant easements for public utility purposes in conjunction with any City public improvement project and execute the same on behalf of the City of South Pasadena.

Section 3. Any such easement shall be reviewed by the City Attorney and Director of Public Works who shall review the easement as to form and content prior to the City Manager's grant and execution of the same.

Section 4. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED AND ADOPTED on this 6th day of September, 2023.

Jon Primuth, Mayor

ATTEST:

APPROVED AS TO FORM:

Mark Perez, Deputy City Clerk

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 6th day of September 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mark Perez,
Deputy City Clerk



City Council Agenda Report

ITEM NO. 11

DATE: September 6, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Ted Gerber, Public Works Director
Arpy Kasparian, Environmental Services & Sustainability Manager

SUBJECT: **Consideration of Approval of the Proposed Fiscal Year 2023-2024 Water Conservation Program and Continuation of the Existing Declaration of Stage 2: Serious Water Supply Shortage**

Recommendation

It is recommended that the City Council consider approval of:

- (1) The proposed Water Conservation Programs for the 2023-2024 fiscal year;
- and
- (2) The continuation of the existing Stage 2: Serious Water Supply Shortage.

Executive Summary

City Council annually adopts a water conservation program that includes rebates, water-use assessments, educational outreach, and other programs to promote water conservation throughout the City. Participation in the program increased by 34% in Fiscal Year 2022-2023. In Fiscal Year 2023-2024, staff is planning to develop a clothes washer rebate program for multi-family properties and a greywater rebate program focusing on Laundry-to-Landscape systems. Staff recommends no change from the previous Fiscal Year to the budget allocations and programs for Fiscal Year 2023-2024.

In June 2022 in response to extreme drought conditions, City Council declared a Stage 2: Serious Water Supply Shortage, which limited outdoor overhead watering to two days per week among other restrictions. Staff have worked with hundreds of members of the community to comply with the new restrictions and have achieved a 17% reduction in water production since the declaration. Staff recommends continuing the Stage 2 water restrictions to preserve the region's water storage for future dry years.

Background

Since the State of California declared a drought in January 2014, the City has made a concerted effort to increase water conservation and improve water efficiency through the Water Conservation Program. When the 2014 drought state of emergency was rescinded, provisions of Executive Order B-37-16, "Making Conservation a California

Way of Life,” remained in full force and effect. Thus, the City is still committed to continuing its conservation efforts to present day. In November 2019, the South Pasadena Green Action Plan (Green Plan) was adopted with a goal to “Enhance Water Conservation Projects and Programs.” The plan includes actions such as evaluating the feasibility of a greywater rebate program, promoting water conservation rebates offered by the Metropolitan Water District, and providing educational materials and expert advice on water conservation practices. The Water Conservation Program is reviewed by the Natural Resources and Environmental Commission (NREC) and approved by City Council annually.

According to the Department of Water Resources (DWR), the water year that ended Sept. 30, 2021 was one of the driest on record. Insufficient precipitation in early 2022, including the driest January and February in recorded history, left California in extreme drought conditions. These conditions led the Metropolitan Water District (MWD) Board of Directors and the Upper San Gabriel Valley Municipal Water District (Upper District) Board of Directors to adopt Emergency Water Conservation Programs and encouraged retail water agencies (including the City of South Pasadena) to reduce water use by 20 percent and limit outdoor irrigation to two days per week. In response to these extreme drought conditions, City Council adopted a resolution on June 15, 2022 declaring a Stage 2: Serious Water Supply Shortage and limiting outdoor water use to two days per week.

Analysis

To continue the City’s efforts of conservation, City Council annually adopts a water conservation program that includes rebates, water-use assessments, educational outreach, and other programs to promote water conservation throughout the City. The following is a summary of the current water conservation programs and recommendations for Fiscal Year 2023-2024:

- City Co-Funded Metropolitan Water District Rebates

The Metropolitan Water District (MWD) offers residential and commercial rebates on indoor and outdoor devices as well as turf replacement through their SoCalWater\$mart Program. In addition, the City adds supplemental funds to these rebates. Residents and business owners can apply for these rebates directly through the SoCalWater\$mart website and receive rebate checks that include both the MWD rebate and City contributions. The City’s co-funding amounts were significantly increased for the 2022-2023 fiscal year and, as a result, participation in the MWD rebate program increased significantly. Staff recommends no changes to the co-funding amounts for the 2023-2024 fiscal year. See Tables 1 and 2 in the attachment for a complete list of MWD rebates and the City co-funding amounts for Fiscal Year 2023-2024.

- City Rebate Program

In addition to the MWD rebates, the City has its own rebate program that offers rebates on water conservation devices and landscaping that are not offered through MWD. These City rebates address local water conservation needs and further encourage South Pasadena residents and business owners to implement water saving practices that play an active role in conserving our water sources. The City currently offers rebates for water efficient plants, native trees, drip irrigation conversion, and Energy Star dishwashers, and is developing a clothes washer rebate program for multi-family properties. Staff recommends no changes to the City rebates for the 2023-2024 fiscal year and expects to complete the development and implementation of the multi-family clothes washer rebate. See Table 3 in the attachment for a complete list of City rebates for Fiscal Year 2023-2024.

- Greywater Pilot Program

Greywater is relatively clean wastewater from baths, sinks, washing machines, and other kitchen appliances. Instead of flushing greywater down the sewer, systems can be installed in homes to divert greywater to be used for other purposes such as watering gardens or landscaping, thus conserving water. The Fiscal Year 2022-2023 Water Conservation Program included a budget for a Greywater Pilot Program in the amount of \$20,000. The preliminary program plans included workshops on greywater systems and a rebate for landscape design services and materials used to install a Laundry-to-Landscape greywater system in the amount of \$1,000 per household. This program is currently under development and staff expect to implement this pilot program in the 2023-2024 fiscal year. Staff recommends no changes to this program budget allocation for Fiscal Year 2023-2024.

- Residential and Commercial Water-Use Assessments

The City has partnered with San Gabriel Valley Council of Governments (SGVCOG) to promote their eSGV Program, which offers free energy and water assessments for homeowners and renters. Assessments can be completed virtually or in person. Residents can expect to receive a report with a list of actionable steps they can take to conserve more energy and water at home. Although the program is offered to all residents in the San Gabriel Valley, South Pasadena residents who participate in the program receive a free Water Conservation Kit which includes a City branded bucket, a soil moisture sensor, a hose nozzle, faucet aerators, a toilet tank bank, leak detector tablets, and information on available rebates and resources. All of the materials in the kit can be used to implement actions listed in the residents' assessment report. In Fiscal Year 2022-2023, eight (8) South Pasadena residents participated in the program. Staff recommends to continue this program as is with a budget of \$5,000 for Fiscal Year 2023-2024 and a goal to increase participation by 50%.

Recommendation of FY 23-24 Water Conservation Program

September 6, 2023

Page 4 of 6

- Water Conservation Promotional Materials and Activities

For Fiscal Year 2022-2023, promotion for the water conservation program was paired with outreach for the implementation of the Stage 2: Serious Water Supply Shortage plan. In addition to continuing virtual outreach via the City blog, e-newsletter, and the City website, staff boosted promotion of the water conservation program through additional efforts with higher visibility. These efforts included installing street banners in partnership with Upper San Gabriel Valley Municipal Water District, using water and trash bills for informational mail inserts, hosting LA County’s Smart Gardening Workshop twice, and tabling at our local Farmer’s Market. In Fiscal Year 2023-2024, staff will build on these promotional efforts by working with local vendors to display point-of-sale signage, by updating the water bills to incorporate historical data, and by using other print media. Promotional activities can also include events and community classes related to water conservation education.

With a total budget of \$115,000 for the water conservation program, the following table shows the budgeted allocations and expenditures for each program for Fiscal Year 2022-2023 and the previous fiscal year (Fiscal Year 2021-2022). The table also includes the proposed budget allocations for Fiscal Year 2023-2024. Given the increase in expended funds compared to the previous fiscal year, staff proposes to keep the allocations for Fiscal Year 2023-2024 the same as Fiscal Year 2022-2023.

Water Conservation Program Funding Comparison FY 2021-22 and FY 2022-23					
Water Conservation Rebate/Program	FY 2021-22 Budgeted	FY 2021-22 Expended	FY 2022-23 Budgeted	FY 2022-23 Expended	FY 2023-24 Budgeted
MWD Additional Rebate Funding – Residential	\$25,000	\$10,699.67	\$25,000	\$30,714.43	\$25,000
MWD Additional Rebate Funding – Commercial	\$20,000	\$750.00	\$10,000	\$0.00	\$10,000
City Rebate Program - Residential	\$20,000	\$2,494.41	\$20,000	\$16,768.50	\$20,000
City Greywater Rebate Pilot Program – Residential Only	-	-	\$20,000	-	\$20,000
City Rebate Program - Commercial	\$20,000	\$0.00	\$10,000	\$1,200.00	\$10,000
Water-Use Assessments	\$5,000	\$0.00	\$5,000	\$4,247.24	\$5,000
Water Conservation Promotion	\$25,000	\$0.00	\$25,000	\$7,101.77	\$25,000
TOTAL:	\$115,000	\$13,944.08	\$115,000	\$60,031.94	\$115,000

Key Performance Indicators (KPI)

This item is in line with the Public Works Department's KPI for Environmental Programs and Sustainability to "increase water conservation rebate programs utilization by 25%." In Fiscal Year 2021-2022, South Pasadena residents and businesses were approved for a total of 77 rebate applications and received a total of \$17,655.99 in rebates. In Fiscal Year 2022-2023, the number of approved applications increased by approximately 35% for a total of 104 applications, which received a total of \$48,682.93 in rebates, surpassing the FY 2022-2023 KPI. The KPI to increase water conservation rebate programs utilization by 25% will continue for Fiscal Year 2023-2024.

Stage 2: Serious Water Supply Shortage Update

Although December 2021 brought substantial rain and snowfall, insufficient precipitation in early 2022, including the driest January and February in recorded history, left California in extreme drought conditions.

On April 26, 2022, the Metropolitan Water District (MWD) Board of Directors declared a Water Shortage Emergency Condition and adopted an Emergency Water Conservation Program for areas that are dependent on State Water Project (SWP) supplies. On May 11, 2022, the Upper San Gabriel Valley Municipal Water District (Upper District) Board of Directors also adopted an Emergency Water Conservation Program encouraging all of Upper District's retail water agencies (including the City of South Pasadena) to reduce water use by 20 percent and limit outdoor irrigation to two days per week. In response to these extreme drought conditions, City Council declared a Stage 2: Serious Water Supply Shortage (Stage 2) per the South Pasadena Municipal Code. In Stage 2, overhead watering of lawn and landscape is limited to two designated days per week, leaks must be repaired within 48 hours, and ornamental lakes and ponds can only be filled to sustain aquatic life. A 20% water reduction is also recommended for all customers.

Since enforcement of Stage 2 began on July 1, 2022, Public Works water staff issued 372 conservation door tags to notify residents and businesses of observed violations of water conservation regulations. Staff worked with the community to resolve their water use violations by assisting in identifying leaks, reprogramming irrigation controllers, and providing education on available rebates and resources. As a result of these efforts, there was no need to escalate enforcement to fines for any of the 372 observed violations.

Under Stage 2, a 20% water reduction is recommended for all customers. In Fiscal Year 2022-2023, the City achieved a 17% reduction in water production compared to the previous fiscal year and a 32% reduction compared to the City's average water production. It is important to note that 2023 has been an abnormally wet year with the LA Metro area receiving almost double the average in rainfall. It may be possible that the reduction in water production can be attributed to the increase in rainfall rather than the implementation of Stage 2. However, when comparing outside of the wet season - July 2022 – December 2022 (Stage 2) compared to the previous year July 2021-

December 2021 (Stage 1), the residential water savings went from 22% in 2021 to 32% in 2022. Much of savings may be attributed to the implementation of the Stage 2 restrictions and the community's participation in the water conservation program.

While staff encountered challenges in the beginning of Stage 2 implementation, the community is now familiar and mostly compliant with the new watering days and additional restrictions. Although the San Gabriel Valley encountered an above average wet season, the last two droughts have dropped the groundwater basin to record lows. Recently, the Board of Directors of Upper District approved a resolution to continue Level 2 of its Water Shortage Contingency Plan and are asking residents to continue conservation efforts to preserve the region's water storage for future dry years. In addition, state water efficiency legislation, SB 606 and AB 1668, establish new guidelines and provisions on water providers for efficient local water use. For these reasons, staff recommends continuing Stage 2 water restrictions.

Alternatives

The alternative to remaining at Stage 2 water restrictions is to adopt a resolution to rescind the current Stage 2 Serious Water Supply Shortage declaration and declare a Stage 1 Moderate Water Supply Shortage (Stage 1). With Stage 1, overhead watering of lawn and landscape will increase from two to three designated days per week, leaks must be repaired within 72 hours instead of 48 hours, and there would be no restrictions on ornamental lakes and ponds. The recommended water reduction for all customers would also be lowered from 20% to 10% with Stage 1.

Fiscal Impact

The FY 2022-2023 Budget for the water conservation program is \$115,000, funded from the City's Water Efficiency Fee Projects Account No. 503-6010-6713-8032. The revenue for this fund is collected through a water efficiency fee of \$0.14 per unit of water billed to all city water customers, and the fund is intended only for the purpose of water efficiency projects and this water conservation program. As a note, the water conservation budget for FY 2023-24 will remain the same as the previous fiscal year.

Commission Review and Recommendation

The water conservation program was reviewed by the Natural Resources and Environmental Commission, which recommended the program's approval by City Council.

Attachment: Proposed FY 2023-24 Water Conservation Rebates

ATTACHMENT

Proposed FY 2023-24 Water Conservation Rebates

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

Water Conservation Program Rebates

Table 1 and Table 2: The tables below list the proposed co-funding amounts for the FY 2023-2024 MWD rebates. There are no changes from the FY 2022-2023 amounts.

Table 1: Proposed FY 2023-2024 MWD <u>Residential</u> Rebates			
Rebate	MWD Incentive	City's Incentive	Total Customer Incentive
High Efficiency Clothes Washer	\$85	\$415	\$500
Premium High-Efficiency Toilet (1.1 gallon per flush)	\$40	\$260	\$300
Rotating Sprinkler Nozzles	\$2	\$0	\$2
Weather Based Irrigation Controller (less than one acre)	\$80	\$170	\$250
Weather Based Irrigation Controller (one acre or more)	\$35 per station	\$65 per station	\$100 per station
Soil Moisture Sensor System (less than one acre)	\$80	\$70	\$150
Soil Moisture Sensor System (one acre or more)	\$35 per station	\$15 per station	\$50 per station
Hose Bib Irrigation Controller	\$35 each	\$0	\$35 each
Rain Barrel	\$35	\$0	\$35
Cistern (200-500 gallons)	\$250	\$0	\$250
Cistern (501-999 gallons)	\$300	\$0	\$300
Cistern (1000+ gallons)	\$350	\$0	\$350
Flow Monitor Device (Meter attached device - Flume)	\$100	\$100	\$200
Flow Monitor Device (all other devices)	\$100	\$100	\$200
Turf Removal	\$2 per ft ² (up to 5,000ft ²)	\$2 per ft ² (up to 1,500ft ²)	\$4 per ft ²

Table 2: Proposed FY 2023-2024 MWD <u>Commercial</u> Rebates			
Rebate	MWD Incentive	City's Incentive	Total Customer Incentive
Plumbing Flow Control Valve	\$5	\$5	\$10
Laminar Flow Restrictors	\$10	\$10	\$20
Premium High-Efficiency Toilet (1.1 gallon per flush) - Commercial	\$40	\$260	\$300
Premium High-Efficiency Toilet (1.1 gallon per flush) - Multifamily	\$40	\$260	\$300
Zero Water Urinals	\$200	\$100	\$300
Ultra Low Water Urinal	\$200	\$100	\$300
Weather Based Irrigation Controller (one acre or more)	\$35 per station	\$65 per station	\$100 per station
Central Computer Irrigation Controller	\$35 per station	\$35	\$70 per station
Soil Moisture Sensor System (one acre or more)	\$35 per station	\$15 per station	\$50 per station
Hose Bib Irrigation Controller	\$35 each	\$0	\$35 each
Large Rotary Nozzles	\$13 per set	\$13	\$26 per set
Rotating Sprinkler Nozzles	\$2	\$2	\$4
In-Stem Flow Regulator	\$1	\$1	\$2
pH-Cooling Tower Controller	\$1,750	\$0	\$1,750
Cooling Tower Conductivity Controller	\$625	\$0	\$625
Dry Vacuum Pump	\$125 per 0.5 HP	\$0	\$125 per 0.5 HP
Connectionless Food Steamers	\$485 per compartment	\$485	\$970 per compartment
Ice-Making Machines	\$1,000	\$1,000	\$2,000
Turf Removal	\$2 per ft ² (up to 50,000ft ²)	\$2 per ft ² (up to 1,500ft ²)	\$4 per ft ²

Table 3: The table below lists the proposed FY 2023-2024 City Rebate Program. There are no changes from the FY 2022-2023 amounts.

Table 3: Proposed FY 2023-2024 City Rebate Program	
Commercial and Residential Rebate	Rebate Amount
Water Efficient (Drought Tolerant) Plants	Up to \$1,200
Native Trees (10 trees maximum)	\$100 per tree
Drip Irrigation Conversion	Up to \$300
High Efficiency (Energy Star) Dishwashers	Up to \$500
High Efficiency Clothes Washer (Multi-Family)*	Up to \$500
Greywater Laundry to Landscape Conversion* (Design Services and Conversion Materials)	Up to \$1,000

**This rebate program is under development.*

**THIS PAGE
INTENTIONALLY
LEFT BLANK**



City Council Agenda Report

ITEM NO. 12

DATE: September 6, 2023

FROM: Jon Primuth, Mayor

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

SUBJECT: **Consider the Authorization of Appointment to the Public Works Commission**

Recommendation

Mayor Primuth recommends that the City Council consider the appointment of Omari Ferguson to the Public Works Commission for a partial term ending December 31, 2024.

Mayor's Statement for Appointee

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

Discussion

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

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

The new appointee's application has been included in tonight's Agenda Packet and is also on file at the City of South Pasadena City Clerk's Division located at 1414 Mission Street, First Floor, South Pasadena, CA 91030.

Public Works Commission Appointment
September 6, 2023
Page 2 of 2

Fiscal Impact

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

Attachment: New Appointee Application

ATTACHMENT 1
New Appointee Application

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

CITY OF SOUTH PASADENA ADVISORY BODY APPLICATION

(This Application is a Public Document)

CITY OF SOUTH PASADENA

DEC 20 2021

CITY CLERK'S DIVISION

For Official Use Only

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

Full Name: Omari Ferguson

Home Address: 4964 Harriman Ave, South Pasadena, CA 91030

Preferred Phone No.: 310-920-3812

Secondary Phone No.: n/a

Email Address: 4964@omari.co.uk

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

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

Yes

No

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

Yes

No

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

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

Occupational Experience: Registered Professional Engineer in CA with 14+ years as an Electrical Engineer. Experience in project management (large public projects with community stakeholders), technical design, customer service, contract administration, and utility standards development.

Educational Background: BS in Electrical Engineering from CSULA with a minor in Philosophy.

Why do you want to serve on a City Advisory Body: As a homeowner with young children, I'm excited to invest my time for the long-term benefit of my community. My experiences demonstrate that I will work collaboratively and responsibly.

Civic or community experience, membership, or previous public service appointments: Eagle Rock Neighborhood Council (1st Sustainability Chair), LADWP Speakers Bureau (community outreach, education, and engagement).

Additional Information/Remarks: _____

Advisory Body of Interest: Public Works Commission Planning Commission Design Review Board
1st Preference 2nd Preference 3rd Preference

**THIS PAGE
INTENTIONALLY
LEFT BLANK**



City Council Agenda Report

ITEM NO. 13

DATE: September 6, 2023
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: Luis Frausto, Management Services Director
SUBJECT: **Approval of Purchase of Vehicle for Community Development Department for Code Enforcement Division**

Recommendation

It is recommended that the City Council consider adoption of a resolution authorizing the City Manager, or designee, to purchase a 2023 Chevrolet Bolt electric vehicle with related equipment and accessories in an amount not to exceed \$38,000, and approve the single-source procurement pursuant to Section 2-99-29(19) and the City's Purchasing Policy.

Executive Summary

The City Council is asked to consider authorizing the City Manager or a designated representative to execute the purchase of a 2023 Chevrolet Bolt EV for the Community Development Department's Code Enforcement Division. The allocated partial funding for Fiscal Year 2022-2023 stands at \$35,000. Currently, the Division relies on an aged, decommissioned police vehicle for inspections and site visits. Approving the purchase of the Chevrolet Bolt EV would replace an inadequate vehicle, enhance efficiency, and improve service delivery for the community.

Background

During the mid-year budget adjustment on March 15, 2023, the City Council approved an allocation of \$35,000 within the Community Development Department's budget for the purchase of an electric vehicle specifically designated for the Code Enforcement Division. Staff diligently explored various procurement strategies, including potential piggyback options and cooperative purchasing agreements. Unfortunately, these avenues did not yield a viable procurement path for the desired electric vehicle. Consequently, the staff pivoted their approach, directly requesting quotes from dealerships that had the required vehicle in stock and ready for immediate purchase.

Analysis

Staff engaged several Southern California dealerships to locate available (in stock) 2023 Chevrolet Bolts, a highly popular vehicle presently in limited stock. In pursuing this sought-after model, only three dealerships could offer a quote for an in-stock vehicle. The procurement process was constrained by unexpected challenges, as the vehicle was recently removed from the Sourcewell cooperative purchasing agreement. This

alteration thwarted the City's initial procurement strategy, leaving the City to adapt to the evolving situation.

Recognizing these constraints, and in response to the immediate operational need for the vehicle, staff recommends that the City Council consider approving the vehicle purchase as a single source purchase per South Pasadena Municipal Code 2.99-29(19) and the City's Purchasing Policy related to Non-Competitive Procurements. The limited avenues of procurement to pursue, coupled with the urgency of the acquisition, further justify this approach.

The quotes received are as follows:

Dealership	Total Cost
Felix Chevrolet	\$35,588.43
Courtesy Chevrolet	\$36,875.61
Chevrolet of Montebello	\$37,897.09

In alignment with the City's financial interests, staff will aim to purchase the quoted vehicle from Felix Chevrolet, the provider of the lowest quote. However, staff is cognizant that the vehicle's popularity and limited in-stock options may lead to unavailability by the time the City is ready to finalize the agreement. In anticipation of this possibility and to ensure the timely acquisition of the vehicle, staff is requesting authority for an expenditure not to exceed \$38,000. This approach accommodates the potential fluctuation in availability and ensures that the City can secure one of these vehicles without unnecessary delays.

Fiscal Impact

Funds in the amount of \$35,000 were approved through the FY 2023 mid-year budget adjustment process. The funding for the remaining balance of \$3,000 (if needed) will be identified through existing budget appropriations. As such, no additional appropriation is being requested.

Attachments:

1. Resolution
2. Municipal Code Section 2-99-29(19) and Purchasing Policy

ATTACHMENT 1
Resolution

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

RESOLUTION NO.**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA APPROVING THE PURCHASE OF A 2023 CHEVY BOLT ELECTRIC VEHICLE, WITH RELATED EQUIPMENT AND ACCESSORIES, IN A TOTAL AMOUNT NOT TO EXCEED \$38,000**

WHEREAS, the City desires to purchase a 2023 Chevrolet Bolt electric vehicle to replace the current decommissioned police vehicle used by the Code Enforcement Division used for inspections and site visits; and

WHEREAS, due to the limited availability of in-stock Chevrolet Bolts, and the immediate operational need, the City is limited in its procurement options for the vehicle; and

WHEREAS, the City was able to procure three quotes from dealerships with in stock 2023 Chevrolet Bolt electric vehicles;

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

SECTION 1. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The City Council authorizes the use of a single-source procurement for the above reference vehicle pursuant to Municipal Code Section 2-99-29(19) and the City's Purchasing Policy based on the factors set forth in the agenda report dated September 6, 2023 ("Report").

SECTION 3. The City Council approves the purchase of the Chevrolet Bolt electric vehicle in an amount not to exceed Thirty-Eight Thousand Dollars (\$38,000) from any of the dealerships listed in the Report.

SECTION 3. The City Manager or designee is hereby authorized to enter an agreement and execute all documents necessary to purchase the Chevrolet Bolt electric vehicle, in a total amount not to exceed Thirty-Eight Thousand Dollars (\$38,000).

SECTION 5. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED AND ADOPTED ON this 6th day September, 2023.

Mayor Jon Primuth

ATTEST:

APPROVED AS TO FORM:

Mark Perez, Deputy City Clerk
(seal)

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 6th day of September 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mark Perez, Deputy City Clerk
(seal)

ATTACHMENT 2

Municipal Code Section 2-99-29(19) and Purchasing Policy

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

Procedures Prohibited. Purchases of supplies, materials, equipment or services shall not be split into smaller orders or components for the purpose of avoiding competitive bidding or more rigorous purchase procedures.

(17) Equipment Leasing Agreements.

(a) As used in this section:

1. "Leasing of nonpurchasable equipment" means equipment which is available through "lease only" plans;
2. "Leasing purchasable equipment" means equipment which can be acquired through "lease with option to purchase" type plans;

(b) Equipment Leasing. Leasing of purchasable or nonpurchasable equipment shall be in accordance with subsections (7), (8), (9), (10) and/or (19) of this section.

(18) Maintenance Agreements.

(a) As used in this section, "maintenance agreements" means agreements with maintenance service providers for the maintenance of city equipment in good operating condition subject to terms and conditions agreeable to both the provider and the city.

(b) Maintenance agreements shall be signed or terminated before agreement expiration by the purchasing agent with prior approval of the department head responsible for the equipment.

(19) Noncompetitive Procurements. Nothing contained in this section shall prohibit procurement made by sole source, single source, or cooperative procurement methods as addressed through and in accordance with the purchasing policy, where competitive bidding may otherwise be required.

(20) Library Books and Periodicals. The city librarian may purchase library books, periodicals, audiovisual, CD-ROM, and electronic format materials in accordance with the budget approved by the city council.

(21) Nothing contained in this section shall prohibit the city from purchasing supplies, services or equipment, without complying with the herein bidding procedure, from a supplier who offers the same or better price, terms and/or conditions as the supplier previously offered as the lowest responsible bidder under competitive procurement conducted by another city or public agency; provided, that the competitive procurement process of the other agency meets

Additionally, there are numerous regional and national purchasing cooperatives that offer cost free memberships to access databases of available goods and/or services. Examples of state contracts and purchasing cooperatives include:

- [California Multiple Award Schedules \(CMAS\)](#) of the Department of General Services (DGS),
- [OMNIA Partners, Public Sector](#) (formerly U.S. Communities),
- [Sourcewell](#) (formerly National Joint Partners Alliance),
- [NASPO ValuePoint](#) (formerly WSCA-NASPO, or the Western States Contracting Alliance-National Association of State Procurement Officials), and
- [nppgov](#) (national cooperative based in Seattle, WA)

Non-competitive Procurements

Non-competitive procurements represent purchases made without competitive bidding where it may otherwise be required. Examples of such procurements are provided below.

- Sole source. A sole source procurement represents a purchase that can only be obtained from a single source.
- Single source. A single source procurement represents a purchase that can be obtained from more than one source, but a decision is made to source the purchase based on compelling factors such as price/value, degree of specialization or technical expertise, or product standardization.
- Cooperative procurements. Cooperative purchases leverage competitive bidding conducted by another agency, as specified above.

The City Manager or designee may authorize the purchase of goods and services up to \$30,000 without competitive bidding if it is in the best interest of the City. The purchasing department must provide a written description explaining why competitive bidding is not in the City's best interest. Sourced purchases of goods and services greater than \$30,000 must be approved by the City Council.

When submitting a purchase requisition for a sourced purchase, using departments must provide a written justification that explains why the procurement cannot be competitively bid.

Procuring Goods or Services During Emergencies

Emergency events that pose threats to life or property may require immediate purchases without complying with competitive bidding or other policy requirements. Requirements for making purchases in emergency situations are contained in [Articles XI \(Purchasing\) and XIII \(Awarding Public Works Contracts\)](#)

(<https://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena02.html>). Emergency contracts may be subject to Public Contract Code Section 1102 and 22050.

Note: During declared disasters where the City may seek reimbursement from the Federal Emergency Management Agency (FEMA), many purchases must be procured using competitive bidding methods as established by the granting agency.

Environmentally Preferable Purchasing

In seeking to encourage the preservation and improvement of the environment, the City is establishing an Environmentally Preferable Purchasing Policy (EPP). The overall objective of the EPP is to help ensure that City purchases:



City Council Agenda Report

ITEM NO. 14

DATE: September 6, 2023
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: John Downs, Finance Director
SUBJECT: **Second Amendment to the Professional Services Agreement with Roth Staffing Companies, L.P. for Temporary Staffing Services for the Extension of the Term**

Recommendation

It is recommended that the City Council approve the Second Amendment to the Professional Services Agreement with Roth Staffing Companies, L.P. for temporary staffing services for the extension of the term and authorize the City Manager to execute the amendment.

Executive Summary

The Finance Department continues utilizing temporary staffing for capacity building during the recruitment process for a Management Assistant position that was approved at the midyear budget. The process of hiring the Management Assistant position extended 2 weeks into July, exceeding the original Termination Date on the contract with Roth Staffing.

Background

City Council approval is requested to amend the Professional Services Agreement (PSA) with Roth Staffing Companies, L.P. (Roth Staffing) to extend the termination of the PSA. In October 2022, the City Manager approved a PSA with Roth Staffing to provide temporary staffing services for the Finance department under the City Manager's purchasing/contracting authority. A revision of the contract was approved by Council to increase the amount from \$15,000 to \$45,000 in order to extend the coverage for a Management Assistant position through June 30, 2023.

The hiring process of the Management Assistant position extended through mid-July, thus the Finance Department required the continued assistance of the temporary staffing until the Management Assistant was hired.

Analysis

The approval of the Second Amendment to the PSA will contractually recognize that the City retained the assistance of temporary staffing in the month of July. The

amendment, Although the City extended the services of the temporary staff, the service provided through June 2023 totals to \$38,856, which is well below the allowed maximum compensation amount of \$45,000. The service provided by the temporary staffing extended for 7 more days into July, which amounts to an additional \$3,430. The total cost of the contract is \$2,713 below the maximum compensation amount. This Second Amendment will allow the City to pay for the remaining outstanding invoices from Roth Staffing Companies.

Fiscal Impact

There are sufficient funds in the Finance Department's contract services 101-3010-3011-8180-000.

Attachments:

1. Professional Services Agreement with Roth Staffing Companies, L.P. from October 10, 2022
2. Amendment to PSA, dated April 19, 2023
3. Second Amendment to PSA (Termination Date extension)

ATTACHMENT 1
Professional Services Agreement with Roth Staffing
Companies, L.P. from October 10, 2022

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

City of South Pasadena, California

1. IDENTIFICATION

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

Roth Staffing Services, L.P. dba Ultimate Staffing Services (“Consultant”)
450 N. State College Blvd Orange, CA 92868

2. RECITALS

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

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Consultant assist Finance Department with clerical functions such as data entry, filing, copy, scanning, and organizing.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Albert Trinh, Finance Manager. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and

any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit A and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is (Thirty Thousand Dollars (\$30,000.00)).
- 3.5. “Commencement Date”: October 10, 2022
- 3.6. “Termination Date”: June 30, 2023

4. TERM

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

5. CONSULTANT’S DUTIES

- 5.1. **Services.** Consultant shall perform the following duties for the Finance Department: data entry, filing copying, scanning, and organizing.
- 5.2. **Coordination with City.** In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.
- 5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant’s profession and in a manner reasonably satisfactory to City. Consultant

shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).

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

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

6. SUBCONTRACTING

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

7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall be in the amount of \$42 per hour not exceed the total Maximum Amount of \$30,000.00 for this specific endeavor. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a weekly basis for services performed pursuant to this Agreement and invoice are due within 30 days from the original date of invoice. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

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

8. PREVAILING WAGES

Consultant and City understand and agree that Consultant does not place positions that require prevailing wages.

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant’s employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.
- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant’s previously earned California Public Employees Retirement System (“CalPERS”) retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers’ compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.
- 10.5. **Hiring of Consultant’s associates and/or subcontractors**
 City agrees that each of Consultant’s associates and/or sub-contractors will only be able to obtain a direct contract or professional services agreement with the City, only after the expiration of the contract or professional services agreement with Consultant AND only after 2 years from the expiration date of the contract or professional services agreement with Consultant. City may convert Consultant’s associates/sub-contractors to its payroll for a conversion fee according to the below schedule:

Number of Hours on Consultant’s Payroll	Percent (%) of Employee’s Initial Salary
1-250 hours	30%
251-500 hours	25%
501-713 hours	15%
714+ hours	No Fee

City agrees not to directly or indirectly cause or permit any of Consultant's associates/sub-contractors assigned to City by Consultant to transfer to another entity's payroll to perform services for City, or to perform services for City while on the payroll of any person or firm other than Consultant, or perform services for City as an independent contractor during the term of this Agreement and for a period of 12 months after such associate/sub-contractors' assignment ends. If City violates this paragraph, then City shall pay to Consultant a fee in the amount of 30% of the associate/sub-contractor's annualized compensation.

11. INDEMNIFICATION

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

Professional Services Agreement – Consultant Services

Page 7 of 13

Approved For Use 11/15/16

11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

12. INSURANCE

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

13. MUTUAL COOPERATION

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

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

14. NOTICES

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

If to City

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

If to Consultant

Roth Staffing Companies, L.P. 450 N State
College Blvd
Orange, CA 92868
With a copy to: legalhelp@rothstaffing.com

15. SURVIVING COVENANTS

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

16. TERMINATION

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

17. INTERPRETATION OF AGREEMENT

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

binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.

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

18. GENERAL PROVISIONS

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

term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

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

any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

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

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

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

"City"

City of South Pasadena

By: _____

Signature

Printed: Arminé Chaparyan

Title: City Manager

Date: 3/8/23

"Consultant"

Roth Staffing Companies,
L.P. dba Ultimate Staffing
Services

By: _____

Signature

Printed: Jennifer Simonson

Title: General Counsel & SVP

Date: 3/8/2023

Attest:

By: _____

Mark Perez, Deputy City Clerk

Date: 3/8/23

EXHIBIT "A"

APPROVED FEE SCHEDULE

Consultant shall be compensated at a rate of \$42 per hour with a total contract not to exceed \$30,000.00 (Thirty Thousand Dollars even).

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

ATTACHMENT 2
Amendment to PSA, dated April 19, 2023

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

**AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT FOR TEMPORARY STAFFING
SERVICES**

THIS AMENDMENT ("Amendment") is made on this 19th day of April 2023, by and between the CITY OF SOUTH PASADENA ("CITY") and ROTH STAFFING COMPANIES, LP. DBA ULTIMATE STAFFING SERVICES ("CONSULTANT").

RECITALS

WHEREAS, on October 10, 2022, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform TEMPORARY STAFFING services for the City; and

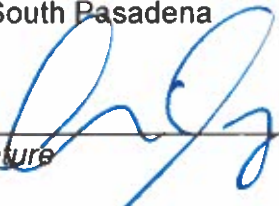
WHEREAS, the original Agreement was in the amount of \$30,000, for the Scope of Services; and

WHEREAS, the CITY desires to execute an Amendment to increase the amount of the Agreement, in an amount not to exceed \$15,000. The aggregate total of Agreement and this Amendments is a sum total of \$45,000; and

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

1. That Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:
"Maximum Amount": The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is Fourty Five Thousand Dollars (\$45,000).
2. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

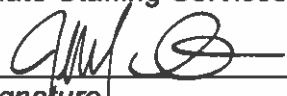
"City"
City of South Pasadena

By: 
Signature

Printed: Arminé Chaparyan
Title: City Manager

Date: 4/19/23

"Consultant"
Roth Staffing Companies, L.P. dba
Ultimate Staffing Services

By: 
Signature

Printed: Jennifer Simonson
Title: General Counsel & SVP

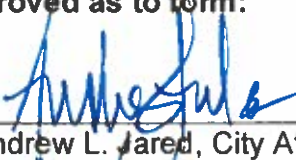
Date: April 19, 2023

Attest:

By: 
Mark Perez, Deputy City Clerk

Date: 4/20/23

Approved as to form:

By: 
Andrew L. Jared, City Attorney

Date: 4/19/23

ATTACHMENT 3
Second Amendment to PSA (Termination Date
extension)

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

**SECOND AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT FOR TEMPORARY STAFFING
SERVICES**

THIS SECOND AMENDMENT (“Second Amendment”) is made as of June 30, 2023, by and between the CITY OF SOUTH PASADENA (“CITY”) and ROTH STAFFING COMPANIES, LP. (“CONSULTANT”).

RECITALS

WHEREAS, on October 10, 2022, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES (“Agreement”) for CONSULTANT to perform TEMPORARY STAFFING services for the City; and

WHEREAS, on April 2023, the CITY entered into an Amendment to the Agreement to increase the compensation; and

WHEREAS, the CITY desires to enter into a Second Amendment to modify the “Termination Date” from June 30, 2023 to July 31, 2023; and

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

Section 1. Section 3.6 “Termination Date” of the Agreement is hereby amended to read as follows:

“Termination Date”: July 31, 2023.”

Section 2. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Second Amendment, shall remain in full force and effect.

**THIS PAGE
INTENTIONALLY
LEFT BLANK**



City Council Agenda Report

ITEM NO. 15

DATE: September 6, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Luis Frausto, Management Services Director

SUBJECT: **Amendment to Professional Services Agreement with Robert Half International Inc., for Temporary Staffing Services in an Amount Not-to-Exceed \$89,000**

Recommendation

It is recommended that the City Council consider:

1. Authorizing the City Manager, or designee, to execute all documents necessary to amend the Professional Services Agreement with Robert Half International Inc. for temporary staffing services, to increase the contract amount by \$89,000 to continue services through the end of December 2023, and
2. Approving transfers of \$84,000 from the State and Local Fiscal Recovery Funds from Account No. 206-9800-9811-000 (Transfer - Out) to Account No. 101-000-000-9911-000 (Transfer – In General Fund) and Appropriate \$84,000 to Account No. 101-2030-2034-8170-000 (Management Services- Professional Services) to fund the amendment.

Executive Summary

The City Council is requested to consider approving an amendment to the Professional Services Agreement (PSA) with Robert Half International Inc. (Robert Half) for continuing temporary staffing services. The need for temporary staffing persists in various departments, with funds exhausted and the current need focused on Human Resources. The proposed amendment seeks an additional \$89,000 to support ongoing recruitment efforts and work backlog management through the end of December 2023.

Background

The City Council is requested to approve an amendment to the PSA with Robert Half to extend temporary staffing services across various city departments. Initially approved in October 2022, the PSA primarily supported the Human Resources department, fulfilling a critical need for temporary staffing to fill vacancies quickly and manage a high workload.

Since then, the engagement with Robert Half has expanded to include the City Clerk Division, Fire Department, and Public Works Department. The City's Human Resources Division is actively addressing vacancies and employee turnover, with temporary staff now crucial to the city's operations. This proposed amendment, which seeks additional

funds due to exhaustion of the previously approved budget, will ensure the City continues to receive these vital services. The ongoing recruitment efforts have successfully reduced the number of vacant positions, but the present need within the Human Resources division underscores the necessity of the amendment.

Analysis

As of June 2023, the City has incurred approximately \$224,290.97 for temporary staffing services rendered by Robert Half. The ongoing need in the Human Resources department, arising from a substantial backlog that current staffing levels cannot manage, necessitates continued assistance. Currently, the City has approximately 56 active recruitments in different stages in process. The temporary staff is integral in numerous functions, including process and procedural updates, recruitment, and employer branding to attract top candidates. They also enable experienced staff to ensure proper documentation for each city employee and facilitate a necessary review of the Human Resources Management System (HRMS) system. As the City advances its modernization and efficiency initiatives, it anticipates that additional temporary staff will be essential to fill critical vacancies and assist with the existing backlog. Staff, therefore, recommends amending the agreement by \$89,000. This strategic approach aligns with the City's commitment to excellence, allowing it to complete vital projects, continue citywide recruitments at an appropriate pace, and conduct proper onboarding and training, ensuring critical vacancies are filled and backlogs are managed.

With the previously approved budget now depleted, the proposed amendment seeks an infusion of additional funds, thus securing the continuity of these vital services. This amendment aligns with the successful recruitment strategies already in place, which have tangibly diminished the number of vacant positions. However, The necessity within the Human Resources division emphasizes the crucial nature of this amendment to maintain the momentum and effectiveness of the City's staffing endeavors.

The proposed amendment will allow staff to continue the current recruitment processes and allow time for staff to strategize to move away from temporary staffing and move towards a program where temporary workers are hired directly through the City, to minimize overhead costs for these employees as we recruit permanent staff. Staff will be returning to the City Council in the next few months with an option to implement limited-term classifications to alleviate the City from having to contract out temporary staffing and pay inflated temporary staffing services rates.

Fiscal Impact

The proposed amendment seeks to increase the contract authority with Robert Half by \$89,000, bringing the revised total contract amount to a ceiling of \$339,000. As a part of the FY 2024 budget, the Management Services Department did budget \$5,000 for temporary staffing services. As such, staff is requesting consideration of approval of a transfer of State and Local Fiscal Recovery funds of \$84,000 from Account No. 206-9800-9811-9811-000 (Transfers – Out SLRF) to Account No. 101-000-000-9911-000 (Transfer – In General Fund) and Appropriate \$84,000 to Account No. 101-2030-2034-8170-000 (Management Services- Professional Services) to fund this amendment in full.

This method not only ensures that the budgetary impact is minimized but also leverages existing resources in a strategic manner.

This adjustment is aligned with the current needs and anticipated requirements for temporary staffing within various city departments.

Attachments:

1. Proposed Amendment to Professional Services Agreement with Robert Half International Inc.
2. Amendment to Professional Services Agreement with Robert Half International Inc.
3. Professional Services Agreement with Robert Half International Inc.

ATTACHMENT 1

Proposed Amendment to Professional Services
Agreement with Robert Half International Inc.

**AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT FOR TEMPORARY STAFFING
SERVICES**

THIS AMENDMENT (“Amendment”) is made on this 6th day of September 2023, by and between the CITY OF SOUTH PASADENA (“CITY”) and ROBERT HALF INTERNATIONAL INC. (“CONSULTANT”).

RECITALS

WHEREAS, on October 19, 2022, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES (“Agreement”) for CONSULTANT to perform TEMPORARY STAFFING services for the City; and

WHEREAS, the original Agreement was in the amount of \$100,000, for the Scope of Services; and

WHEREAS, on March 15, 2023, Amendment No. 1 was approved by the City Council to extend the termination date of the Agreement to June 30, 2024, in an amount not to exceed \$150,000, bringing the aggregate total of Agreement and Amendments is a sum total of \$250,000; and

WHEREAS, the CITY desires to execute an Amendment to increase the contract in an amount not to exceed of \$89,000. The aggregate total of Agreement and this Amendments is a sum total of \$339,000.

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

1. That Section 3.4 “Maximum Amount” of the Agreement is hereby amended to read as follows:
“Maximum Amount”: The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is Three Hundred Thirty- Nine Thousand Dollars (\$339,000).
2. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

“City”
City of South Pasadena

“Consultant”
Robert Half International Inc.

By: _____
Signature

By: _____
Signature

Printed: Arminé Chaparyan

Printed: Chriz Garza

Title: City Manager

Title: Senior Vice President

Date: _____

Date: _____

Attest:

By: _____
Mark Perez , Deputy City Clerk

Date: _____

Approved as to form:

By: _____
Roxanne Diaz, City Attorney

Date: _____

ATTACHMENT 2

Amendment to Professional Services Agreement with
Robert Half International, Inc.

**AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT FOR TEMPORARY STAFFING
SERVICES**

THIS AMENDMENT ("Amendment") is made on this 15th day of March 2023, by and between the CITY OF SOUTH PASADENA ("CITY") and ROBERT HALF INTERNATIONAL INC. ("CONSULTANT").

RECITALS

WHEREAS, on October 19, 2022, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform TEMPORARY STAFFING services for the City; and

WHEREAS, the original Agreement was in the amount of \$100,000, for the Scope of Services; and

WHEREAS, the CITY desires to execute an Amendment to extend the termination date of the Agreement to June 30, 2024, in an amount not to exceed \$150,000. The aggregate total of Agreement and this Amendments is a sum total of \$250,000; and

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

1. That Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:
"Maximum Amount": The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is Two-Hundred Fifty Thousand Dollars (\$250,000).
2. That Section 3.6 "Termination Date" of the Agreement is hereby amended to read as follows:
"Termination Date": June 30, 2024
3. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

“City”
City of South Pasadena

By: 
Signature

Printed: Arminé Chaparyan

Title: City Manager

Date: 3/22/2023

“Consultant”
Robert Half International Inc.


By: 
Signature

Printed: Chriz Garza

Title: Senior Vice President

Date: 3/11/2023

Attest:

By: 
Mark Perez, Deputy City Clerk

Date: 3/22/2023

Approved as to form:

By: 
Andrew L. Jared, City Attorney

Date: 3/22/2023

ATTACHMENT 3
Professional Services Agreement with Robert Half
International Inc.

**PROFESSIONAL SERVICES AGREEMENT
FOR TEMPORARY STAFFING SERVICES**

(City of South Pasadena /Robert Half International Inc.)

1. IDENTIFICATION

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

2. RECITALS

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

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Temporary Staffing Services as discussed in Exhibit A. Individual assignments to be made through engagement letters executed by Agreement Administrator and Consultant’s project administrator, consistent with the terms of this Agreement.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Belinda Varela, Human Resources and Risk Manager. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is One-Hundred- Thousand Dollars (\$100,000).
- 3.5. “Commencement Date”: June 20, 2022
- 3.6. “Termination Date”: December 31, 2023

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 (“Termination”) below. City and Consultant may extend the Term in a writing executed by City and Consultant. No engagement letter shall be valid beyond the Termination date or valid extension thereof.

5. CONSULTANT’S DUTIES

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 5.2. **Coordination with City.** In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.
- 5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

- 5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All personnel engaged in the work shall be qualified to perform such services. Chris Garza, Senior Vice President of Robert Half International Inc. shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents

shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement. This audit provision shall not apply to confidential information, including but not limited to, Consultant's Assigned Individual's personnel files or the remuneration paid by Consultant to its Assigned Individuals and subcontractors.

6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.
- 6.3. **[Intentionally Omitted]**
- 6.4. **Compensation for Subcontractors.** Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of

Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

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

11. INDEMNIFICATION

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

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

12. INSURANCE

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

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

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

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

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

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

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

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

least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Belinda Varela, 1414 Mission Street South Pasadena, CA 91030.

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

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

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

13. MUTUAL COOPERATION

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

14. NOTICES

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

If to City

Belinda Varela
Human Resources and Risk Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-7312
Facsimile: (626) 403-7241

If to Consultant

Robert Half International Inc.
Attn Chris Garza
790 E. Colorado Blvd Suite 800
Pasadena, CA 91101
Telephone: (626) 463-2030
Facsimile: (626) 683-1217

With courtesy copy to:

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

With a copy to:

Robert Half International Inc.
Attn Client Contracts Dept.
2613 Camino Ramon
San Ramon, CA 94583

15. SURVIVING COVENANTS

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

16. TERMINATION

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

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

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

17. INTERPRETATION OF AGREEMENT

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

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

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

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement. Confidential information shall not include (1) information that is in the public domain; (2) information that was known to the receiving party before receipt of the information from the disclosing party; or, (3) information received from a third party having the right to lawfully possess and disclose such information without breaching any promise of confidentiality. In addition, no receiving party shall be in violation of this Agreement if required to disclose such information based on a valid request for public records pursuant to the California Public Records Act, by a court of competent jurisdiction or governmental agency with power to force disclosure. However, upon receipt of a subpoena or other order to produce Confidential Information, the receiving party shall promptly notify the disclosing party in writing of such disclosure requirement. City agrees to hold in confidence the social security number and other legally protected personal information, and City agrees to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written

consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

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

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

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

[SIGNATURES ON NEXT PAGE]

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

“City”

City of South Pasadena

DocuSigned by:
By: Armine Chaparyan
Signature B6F60358A0F24D7...

Printed: Arminé Chaparyan

Title: City Manager

Date: 10/25/2022

“Consultant”

Robert Half International Inc.^{EOE}

DocuSigned by:
By: Chris Garza
Signature 1B463DB073F0412...

Printed: Chris Garza

Title: Senior Vice President

Date: 10/20/2022

Attest:

DocuSigned by:
By: Desiree Jimenez, CMC
Desiree Jimenez, CMC
Chief City Clerk
10/25/2022
Date: _____

Approved as to form:

DocuSigned by:
By: Andrew Jared
Andrew Jared, City Attorney
10/20/2022
Date: _____

EXHIBIT A: SCOPE OF SERVICES

Consultant shall provide City with temporary staffing services.

Consultant's employees that are temporary assigned to City to provide services shall be referred to herein as Assigned Individuals"

In order to request Consultant provide City services, City will provide Consultant with notice (e.g., via telephone, e-mail, facsimile, or mail) describing the services needed in reasonable detail. Consultant will promptly reply to such request, cooperate with City regarding identifying a suitable Assigned Individual and indicate whether Consultant will or will not provide the requested Services. If Consultant elects to provide the requested services, send City a writing with the Assigned Individual's name, role, bill rate, overtime rate, and start date ("engagement letter", See form at Exhibit C).

The maximum length of any assignment with the City will be three year fiscal years unless the Assigned Individual is a CalPERS annuitant in which case the maximum length will be 960 hours per fiscal year.

Nothing in this Agreement shall obligate any Robert Half International Inc. branch office, other than the branch office located in Pasadena, California to perform services for City under the terms and conditions contained herein. Notwithstanding the foregoing, Robert Half International Inc. shall be responsible for any liability or claim arising out of the performance of the services under the terms of this Agreement.

Consultant shall be the employer of all Assigned Individuals, and shall perform or be responsible for the following:

- a) Recruiting, screening, interviewing and hiring employees in accordance with all applicable state and federal laws;
- b) Establishing, calculating, paying wages and overtime, and providing any benefits to employees that Robert half offers to them;
- c) Paying or withholding all required payroll taxes and insurance premiums for programs that an employer is required by law to provide to its employees;
- d) Providing workers' compensation benefits or coverage for its employees in amounts at least equal to what is required by law;
- e) Fulfilling the employer's obligations for unemployment compensation;
- f) Making legally required employment law disclosures (wage-hour posters, etc.) to its employees;
- g) Exercising human resources (i.e., non-operational) supervision of its employees (i.e., orienting, reassigning, counseling, disciplining, and discharging employees in accordance with the law);
- h) Maintaining personnel and payroll records; and

- i) Requiring its employees to acknowledge that they will have no right to participate in any employee benefit plans of Client.

If City requires Consultant to perform background checks or other placement screenings of Assigned Individuals, City agrees to notify Consultant prior to the start of services under this Agreement. Consultant will conduct such checks or screenings only if they are described in a signed, written amendment to this Agreement. If City requests a copy of the results of any checks conducted on Consultant's Assigned Individuals, City agrees to keep such results strictly confidential and to use such results in accordance with applicable laws and solely for employment purposes.

It is understood that City has full responsibility for: (i) providing safe working conditions as required by law, including compliance with all public health and occupational safety regulations and guidelines applicable to City's business, and (ii) ensuring that safety plans exist for, and safety related training is provided to, Assigned Individuals working on City's premises.

City shall supervise Assigned Individuals providing services to City. City shall not permit or require Assigned Individuals:

- i. to perform services outside of the scope of Assigned Individual's assignment;
- ii. to sign contracts or statements (including SEC documents);
- iii. to make any management decisions;
- iv. to make any final decisions regarding system design, software development or the acquisition of hardware or software;
- v. to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables;
- vi. to use computers, or other electronic devices, software or network equipment owned or licensed by Assigned Individual;
- vii. to operate machinery (other than office machines) or automotive equipment.

City may request that Consultant permit its Assigned Individuals to provide services to City remotely (i.e., from a location other than City's offices) using City's or Consultant's laptop and/or other computer or telecommunications equipment (the "Equipment"). City acknowledges and agrees that Consultant shall have no control over, and City shall be solely responsible for, (i) the logical and physical performance, reliability and security of the Equipment or related devices, network accessibility and availability, software, services, tools and e-mail accounts (collectively, "Computer Systems") used by the Assigned Individual, and (ii) the security, integrity, and backing up of the data and other information stored therein or transmitted thereby. Moreover, City must not permit Assigned Individual to save or store any of City's files or other data on the Computer Systems provided by Consultant (including, but not limited to, any virtual desktop infrastructure solution). City agrees that Consultant shall not be liable for any loss, damage,

expense, harm, business interruption or inconvenience resulting from the use of such Computer Systems.

Since Consultant is not a professional accounting firm, City agrees that City will not permit or require Assigned Individual (a) to render an opinion on behalf of Consultant or on City's behalf regarding financial statements; (b) to sign the name of Consultant on any document; or (c) to sign their own names on financial statements or tax returns.

Assigned Individuals shall obey and follow all personnel rules and regulations required of employees of the City.

EXHIBIT B – COMPENSATION

Hourly rates for all assignments shall be stated in the engagement letter for such Assigned Individual for such assignment. No compensation is contemplated to Contractor outside of the rates stated for the hours worked for Assigned Individuals or as otherwise stated in this Exhibit B.

Notwithstanding section 7.6 of the Agreement, Consultant guarantees City's satisfaction with Consultant's Assigned Individual's services by extending to City an eight (8) hour guarantee period. If, for any reason, City is dissatisfied with the Assigned Individual assigned to City, Consultant will not charge for the first eight (8) hours worked, provided Consultant is allowed to replace the Assigned Individual. Unless City contacts Consultant before the end of the guarantee period, City agrees that Consultant's Assigned Individual is satisfactory for purposes of this guarantee. At any time during the engagement, the City may request that an Assigned Individual be released from engagement by the City and request that a different individual be assigned, pursuant to a renewed engagement request and new engagement letter.

The Assigned Individual will present a time sheet or an electronic time record to City for verification and approval at the end of each week. Assigned Individual shall transmit such time sheet or electronic time record to Consultant. Consultant will bill City monthly for the total hours worked. Consultant's invoices are due within 30 days of receipt, including applicable sales and service taxes all of which are payable by City.

If applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary. If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate.

Consultant may charge City a fee for the provision of equipment or technology, if City requests that Assigned Individual use equipment or technology provided by Consultant, and such fee is identified in the engagement letter.

Consultant may also increase Consultant's rates to reflect increases in Consultant's cost of doing business, including costs associated with higher wages for workers and/or related taxes, benefits or other costs; such increase shall be indicated in an engagement letter reflecting such increase. Any increase in rates will be prospective, starting as of the effective date Consultant specifies in the engagement letter.

Notwithstanding anything to the contrary in this Agreement, Consultant may at any time, in its sole discretion, discontinue performance of the services once the Maximum Amount has been attained (even if Consultant continued to provide services after the Maximum Amount was reached).

In the event City wishes to convert any of Consultant's Assigned Individuals from the administrative & customer support contract talent or finance & accounting contract talent practice groups, City agrees to pay a conversion fee in accordance with this Section. The conversion fee will equal a percentage of the Assigned Individual's aggregate annual compensation, including bonuses, based on the number of hours billed and paid. City agrees to pay a conversion fee if Consultant's Assigned Individual is hired by an affiliate or other related business entity as a result of City's subsequent referral of the Assigned Individual or one of City's customers as a result of Assigned Individual providing services to that customer. The conversion fee is payable if City hires the Assigned Individual, regardless of the job classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. The same calculation will be used if City converts Consultant's Assigned Individual on a part-time basis using the full-time equivalent salary; however, the conversion fee will not be less than \$1,000.

Hours Billed and Paid	Conversion Fee
0 to 160 hours	30%
161 hours to 320 hours	20%
321 hours to 640 hours	15%
641 hours or more	10%

Consultant's employees from the finance & accounting full-time contract talent practice group ("Full-Time Contract Talent") are full-time, salaried employees of Consultant, and clients are discouraged from directly hiring Consultant Full-Time Contract Talents. City agrees to seek Consultant's permission before City hires Consultant's Full-Time Contract Talent. City also agrees to pay a conversion fee if City hires Consultant's Full-Time Contract Talent, regardless of the employment classification, on either a full-time, temporary (including temporary engagements through another agency) or consulting basis within twelve months after the last day of the engagement. City also agrees to pay a conversion fee if Consultant's Full-Time Contract Talent assigned to City is hired by (i) a subsidiary or other related company or business as a result of City's referral of Consultant's Full-Time Contract Talent to that company or (ii) one of City's customers as a result of Consultant's Full-Time Contract Talent providing services to that customer. The conversion fee will equal 50% of the Full-Time Contract Talent's aggregate annual compensation, including bonuses. The conversion fee will be owed and invoiced upon City's hiring of Consultant's Full-Time Contract Talent, and payment is due upon receipt of this invoice. The same calculation will be used if City converts Consultant's Full-Time Contract Talent on a part-time basis using the full-time equivalent salary.

Exhibit C
“Form Engagement Letter”

Date:

To: Belinda Varela

City of South Pasadena

From: Chris Garza

Robert Half International Inc.

Re: **Engagement Letter No. _____**

(Pursuant to Agreement with City Of South Pasadena dated June 20, 2022)

This letter shall serve as the response by Robert Half International (RHI) to the request by City for assignment of Assigned Individuals, made by _____ (City personnel requesting) on _____ (date request made) for RHI personnel to perform the following services _____ (describe requested services).

RHI is providing the following Assigned Individual(s) in response to such request:

Name	Role	Bill Rate	Overtime Rate	Start Date

All terms and conditions of the Professional Services Agreement between RHI and the City of South Pasadena dated June 20, 2022 shall apply. This engagement letter shall not amend any terms or conditions of that Agreement.

Signed,

Chris Garza

Accepted:

Belinda Varela



City Council Agenda Report

ITEM NO. 16

DATE: September 6, 2023

FROM: Arminé Chaparyan, City Manager *AC*

PREPARED BY: Luis Frausto, Management Services Director

SUBJECT: **Consideration of a Resolution Approving and Establishing the Salary Schedule for the Facilities and Parks Supervisor**

Recommendation

It is recommended that the City Council consider adoption of a Resolution approving and establishing the salary schedule for the Facilities and Parks Supervisor classification.

Executive Summary

On August 16, 2023, the City Council approved Resolution No. 7828, approving four classifications and their respective job specifications and salary schedules, the reclassification of one classification and removing a classification from a bargaining unit. Inadvertently, the salary schedule for the Facilities and Parks Supervisor classifications was not included in Resolution No. 7828 and therefore a salary schedule was not approved for the classification. The proposed resolution will establish the salary schedule for the Facilities and Parks Supervisor classification.

Background and Analysis

The previously recommended changes to the City's job classifications were based on comprehensive internal analysis, collaboration with relevant departments, and dialogue with union groups. The Facilities and Parks Supervisor in the Public Works Department is the result of merging the Facilities Supervisor and Parks Supervisor positions. This position will report to the Public Works Operations Manager.

Job Classification	Monthly Salary Range
Facilities and Parks Supervisor	\$6,966 - \$8,467

Fiscal Impact

The proposed salary schedule was approved as a part of FY 2023-2024 budget, and no additional funding is being requested. The City is undergoing a classification and compensation study to evaluate salary ranges for all positions, including the classification being presented for consideration today.

Classification and Salary Schedule Change

September 6, 2023

Page 2 of 2

The alternative would be to modify the salary range to the proposed position; however, additional staff and analysis would need to be considered to determine the fiscal impact of such changes.

Key Performance Indicators and Strategic Plan

These items align with the Management Services Department's Key Performance Indicators and the City's Strategic Plan, which is committed to intentionally and strategically restructuring the City's human capital function.

Attachment: Resolution to Approve and Adopt Salary Schedule for Facilities and Parks
Supervisor Classification

ATTACHMENT 1
Resolution

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA
ADOPTING A SALARY RANGE FOR THE PARKS AND FACILITIES
SUPERVISOR CLASSIFICATION**

WHEREAS, the City wishes to establish the Parks and Facilities Supervisor salary schedule range;

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

SECTION 1. The salary schedule range for the Parks and Facilities Supervisor as set forth in Exhibit A is hereby established and adopted.

SECTION 2. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED ON this 6th day September, 2023.

Mayor Jon Primuth

ATTEST:

APPROVED AS TO FORM:

Mark Perez, Deputy City Clerk
(seal)

Roxanne Diaz, City Attorney

CITY OF SOUTH PASADENA PROPOSED SALARY SCHEDULE

POSITION TITLE	BARGAINING UNIT	STEP A	STEP B	STEP C	STEP D	STEP E
FACILITIES & PARKS SUPERVISOR	PSEA	\$ 6,966	\$ 7,314	\$ 7,680	\$ 8,064	\$8,467



City Council Agenda Report

ITEM NO. 17

DATE: September 6, 2023
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: John Downs, Finance Director
SUBJECT: Status of the 626 Prospect Reserve Account

Recommendation

Staff recommends that the City Council receive and file.

Executive Summary

During the budget workshops in June 2023, several City Council members inquired to the status of the Slater Reimbursement Reserve as well as the reserve's remaining balance. Staff responded that the City would provide an update in an upcoming City Council meeting.

Background

A previous City Council had established a Slater Reimbursement Reserve fund during the development of the Fiscal Year 2018-19 budget. On March 4, 2020, the City Council approved the reallocation of \$222,974 from a designated reserve fund, as determined by the City Council. The purpose of the reallocation was to provide additional funding for the City's Housing Element, due to the increase housing requirements and onerous State requirements.

Staff at that time recommended utilizing the Slater Reimbursement Reserve since the reserve had no clear purpose. The reserve as of March 4, 2020 had a balance of \$568,850. The City Council approved the reallocation which reduced the balance to \$345,876. During the course of the discussion, the City Manager clarified that the funds be taken from the Slater Reserve Fund, and the funds borrowed would be replaced in the future when the funds become available.

At the May 25, 2022 City Council meeting, City Council voted unanimously not to replenish the reserve and instead to repurpose the reserve to cover all costs associated with the 626 Prospect property litigation and change the name of the reserve to 626 Prospect Property Litigation reserve. Additionally, during fiscal year 2022-23, the City retained Dario J. Frommer with Akin Group, LLP to assist as special counsel on a housing case related to the Caltrans properties, and directed staff to utilize this reserve fund for this work. Akin has continued to provide legal services related to the litigation

as well as the disposition of the Caltrans properties. Akin was first engaged under the City Manager’s authority level, then on April 19, 2023, the City Council approved an addendum to the Engagement Letter for an additional \$40,000, and most recently on August 16, 2023, approved and increase to the contract for a total not-to-exceed amount of \$141,000.

Analysis

The original Slater Reimbursement Reserve was created after the City prevailed in its lawsuit against the California Department of Transportation in stopping the extension of the SR-710 freeway, and recovered it’s attorney fees. The initial balance of \$568,850 was intended to cover future litigation cost related to the CalTrans properties.

- On March 4, 2020, the City Council approved a draw from the reserve of \$222,974 to fund higher than expected cost for the City’s Housing Element and General Plan Update.
- In fiscal year 2022-23 the City used an additional \$87,910 and is expecting to use an additional \$53,000 in FY 2023-24 in relation to the acquisition of the Caltrans properties.

The following table reflects the changes in the 626 Prospect Property Litigation Reserve and the ending balance.

626 Prospect Property Litigation Reserve			
Beginning Balance			\$ 568,850
Draw downs			
March 4, 2020		222,974	
FY 2022-23		87,910	
FY 2023-24		53,000	363,884
Ending Balance			\$ 204,966

Fiscal Impact

The reserve in the General Fund will decrease from \$345,876 to \$257,966 in FY 2022-23 and further decline to \$204,966 in FY 2023-24. Staff will continue to monitor reserves throughout the fiscal year and include changes in reserves in on-going monthly/quarterly financial reports.

Key Performance Indicators and Strategic Plan

This item is in line with the Finance Department’s Key Performance Indicators related to timely budget preparation and updates to the Commission and Council.

626 Prospect Property Litigation Reserve
September 6, 2023
Page 3 of 3

Commission Review and Recommendation

This matter will be e-mailed to the Finance Commission on August 21, 2023.

Attachments

- 1) FY 2022-23 Updated Reserve Balances.
- 2) FY 2023-24 Updated Reserve Balances.

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

ATTACHMENT 1
FY 2022-23 Updated Reserve Balances

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

**City of South Pasadena
Revised Reserves
FY 2022-23**

DESIGNATED RESERVES FY 22-23

DESIGNATED RESERVES	Beginning Balance	Additions	Deletions	Ending Balance
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reserve	700,000			700,000
Storm Water	600,000		300,000	300,000
Library Park Drainage Reserve	22,000		22,000	-
Financial Sustainability Reserve	900,000			900,000
Caltrans 626 Prospective Litigation	345,876		87,910	257,966
Vehicle Replacement Reserve	100,000			100,000
Transportation Projects - Rogan Fund Match	1,410,000		1,410,000	-
Stables CIP Reserve	62,998			62,998
Mental Health Reserve	200,000			200,000
Total:	6,299,941	-	1,819,910	4,480,031

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

ATTACHMENT 2
FY 2023-24 Updated Reserve Balances

**THIS PAGE
INTENTIONALLY
LEFT BLANK**

**City of South Pasadena
Revised Reserves
FY 2023-24**

RESERVES FY 23-24

DESIGNATED RESERVES	Beginning Balance	Additions	Deletions	Ending Balance
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reserve	700,000			700,000
Storm Water	300,000		300,000	-
Financial Sustainability Reserve	900,000			900,000
Caltrans 626 Prospective Litigation	257,966		53,000	204,966
Vehicle Replacement Reserve	100,000			100,000
Stables CIP Reserve	62,998	-		62,998
Mental Health Reserve	200,000			200,000
Total:	4,480,031	-	353,000	4,127,031

Adjustment to 626 Prospect Reserve

Original Posting

-

Proposed Adjustment

53,000

Total Reserved used in FY 2024

\$ 53,000

Adjustments for Akin Gump Strauss Hauer & Feld, LLP to cover Caltrans Housing legal cost.

**THIS PAGE
INTENTIONALLY
LEFT BLANK**