



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**AGENDA**

**SPECIAL MEETING  
CLOSED SESSION**

**WEDNESDAY, DECEMBER 20, 2023, 6:00 P.M.**

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

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030 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](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)
- Via Zoom – **Meeting ID: 226 442 7248**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to [ccpubliccomment@southpasadenaca.gov](mailto: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](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. 901 Bonita Drive, APN 5310-020-903
- i. 1037 & 1039 Grevelia Avenue, APN 5315-012-903
- j. 808 Valley View Road, APN 5310-020-901
- k. 822 Valley View Road, APN 5310-020-902
- l. 216 Fairview Avenue
- m. 217 Fremont Avenue, APN 5317-012-901
- n. 225 Fremont Avenue, APN 5317-012-902
- o. 1131 Columbia Street, APN 5317-012-900
- p. 1707 Meridian Avenue, APN 5310-031-903
- q. 1008 Hope and 1002 Hope and 726 Meridian, APN 5315-013-906

City Negotiator: Arminé Chaparyan, City Manager

Negotiating Party: California Department of Transportation

Under Negotiation: Price and Terms of Payment

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

(Government Code Section 54956.9(d)(2))

Number of Potential Cases: 1

The City has received correspondence threatening litigation concerning an alleged Brown Act violation. A copy of this correspondence is available from the City Clerk’s Office

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **December 20, 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.*

12/14/2023

/S/

Date

Mark Perez, Deputy City Clerk



CITY OF SOUTH PASADENA  
CITY COUNCIL

AGENDA

REGULAR MEETING  
WEDNESDAY, DECEMBER 20, 2023, AT 7:00 P.M.

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

**South Pasadena City Council Statement of Civility**

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

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

Public participation may be made as follows:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030.
- Live Broadcast via the City website – [http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](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](mailto: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](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)

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

**PUBLIC COMMENT GUIDELINES**

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

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than 12:00 p.m., on the day of the City Council meeting. Correspondence received after this time will be distributed the following business day.

PLEASE NOTE: The Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to adjust public comment time limit to less than three minutes, as needed.

Pursuant to State law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

**CLOSED SESSION ANNOUNCEMENTS****1. CLOSED SESSION ANNOUNCEMENTS****PUBLIC COMMENT****2. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who submit a Public Comment card within the first 30 minutes of Public Comment period will be queued up to speak.

**RECOGNITIONS / INTRODUCTION****3. STAFF INTRODUCTION**Finance Department:

Terry Kim, Finance Manager

Yana Pedan, Accountant

Wendy Liu, Accountant Technician

Police Department:

Tanya Brittin, Police Records Clerk

**4. OUTGOING COMMISSIONER RECOGNITIONS****5. PRESENTATION OF THE 2023 EMPLOYEE RECOGNITION AND SERVICE AWARDS****PRESENTATION**

6. **OUTGOING MAYOR REMARKS**
7. **PRESENTATION TO OUTGOING MAYOR**
8. **OUTGOING MAYOR PRO TEM REMARKS**

**ELECTION OF OFFICERS**

9. **ELECTION OF MAYOR AND MAYOR PRO TEM FOR THE 2024 TERM**

**ADMINISTRATION OF OATH OF OFFICE**

10. **ADMINISTRATION OF OATH OF OFFICE TO MAYOR**
11. **ADMINISTRATION OF OATH OF OFFICE TO MAYOR PRO TEM**

**CITY COUNCIL REORGANIZATION**

12. **CITY COUNCIL REORGANIZATION ON DAIS**

**CHANGES TO THE AGENDA**

13. **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.

14. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$8,253.79; GENERAL CITY WARRANTS IN THE AMOUNT OF \$499,940.10; ONLINE PAYMENTS IN THE AMOUNT OF \$128,694.61; VOIDS IN THE AMOUNT OF (\$2,332.82); PAYROLL IN THE AMOUNT OF \$865,734.24**

Recommendation

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

15. **CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR NOVEMBER 01, 2023, NOVEMBER 15, 2023, AND DECEMBER 6, 2023**

Recommendation

It is recommended that the City Council consider the approval of the minutes for the Special and Regular Meetings of November 01, 2023, November 15, 2023, and December 6, 2023.

16. **CONSIDERATION OF APPOINTMENT OF ROBERT JOE TO THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES**

Recommendation

It is recommended by Mayor Primuth that the City Council consider the reappointment of Robert Joe to serve as the City’s representative to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees effective January 1, 2024, for a two-year term.

**17. CONSIDER ESTABLISHING METRO LOCAL RETURN FUND SPECIAL PROJECT ACCOUNTS AND APPROVING METRO LOCAL RETURN FUND BUDGET APPROPRIATIONS FOR EXISTING TRANSPORTATION PROGRAMS**

Recommendation

It is recommended that the City Council consider:

1. Creating a special Capital Improvement Program (CIP) project account to expend Metro Local Return funds, in lieu of using the General Fund, for transportation related projects; and
2. Transfer \$50,000 from Measure R Local Return fund (233) and appropriate \$50,000 for a new CIP Special Transportation Projects Account No. 400-9000-9010-9421-000 to fund various transportation related installations; and
3. Transfer \$50,000 from Measure M Local Return fund (236) and appropriate \$50,000 into a new CIP Special Transportation Projects Account No. 400-9000-9010-9421-000 to fund various transportation related installations; and
4. Appropriate \$30,000 from the Proposition C Local Return Fund into a new Public Works Proposition C Professional Services Account No. 207-6010-6011-8170-000 to partially fund the City’s Council-approved Pavement Management Program; and
5. Appropriate \$105,570 from the Measure M Local Return Fund into Public Works Measure M Professional Services Account No. 236-6010-6011-8170-000 to partially fund the City’s Council-approved Slow Streets Program.

**ACTION/DISCUSSION**

**18. CONSIDERATION AND ADOPTION OF THE 2021-2026 STRATEGIC PLAN REVISE**

Recommendation

It is recommended that the City Council consider and adopt the 2021-2026 Strategic Plan Revise.

**19. CONSIDER CREATION OF A LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE**

Recommendation

It is recommended that the City Council consider creation of an Ad Hoc Committee (Committee) to assist with developing a Comprehensive Site Plan (Site Plan) for the current Library/Senior Center complex, that will address the need for a new, modern library facility and consider the need to provide other community services at the site.

**PUBLIC COMMENT – CONTINUED**

**20. 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**

**21. 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.

**22. CITY MANAGER COMMUNICATIONS**

**ADJOURNMENT**

**FOR YOUR INFORMATION**

**FUTURE CITY COUNCIL MEETINGS**

January 17, 2024	Regular Council Meeting	7:00 P.M.
February 7, 2024	Regular City Council Meeting	7:00 P.M.
February 21, 2024	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](http://www.southpasadenaca.gov/CityCouncilMeetings2023)


Regular meetings are live streamed via the internet at:

[http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](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](mailto: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](mailto: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 **December 20, 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.*

12/14/2023	/S/
Date	Mark Perez, Deputy City Clerk

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**





# City Council Agenda Report

ITEM NO. 14

**DATE:** December 20, 2023

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

**PREPARED BY:** Hsiulee Tran, Deputy Finance Director

**SUBJECT:** **Approval of Prepaid Warrants in the Amount of \$8,253.79; General City Warrants in the Amount of \$499,940.10; Online Payments in the Amount of \$128,694.61; Voids in the Amount of (\$2,332.82); Payroll in the Amount of \$865,734.24**

### Recommendation

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

### Fiscal Impact

#### Prepaid Warrants:

Warrant # 318061-318065	\$	6,098.79
ACH	\$	2,155.00
Voids	\$	0

#### General City Warrants:

Warrant # 318066-318145	\$	326,827.49
ACH	\$	173,112.61
Voids	\$	(2,332.82)

Payroll Period Ending: 11/24/2023	\$	864,045.74
Payroll Period Ending: 12/07/2023	\$	1,688.50
Wire Transfers Out – To (LAIF)	\$	0
Wire Transfers In – From (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers Out – To (Acct # 2413)	\$	0
Wire Transfers Out – To (Acct # 1936)	\$	0
Online Payments	\$	128,694.61
Prepaid Warrants	\$	0
General City Warrants	\$	0

<b>Total</b>	<b>\$</b>	<b>1,500,289.92</b>
--------------	-----------	---------------------

### **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  
December 20, 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

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**

**ATTACHMENT 1**  
**Warrant Summary**

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**

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

Date 12/20/2023

Fund No.	Amounts		
	Prepaid	Written	
General Fund	101	6,878.79	412,421.58
Insurance Fund	103	-	2,467.50
Street Improvement Program	104	-	-
Technology Surcharge Fund	106	-	-
Facilities & Equip.Cap. Fund	105	-	-
Programs and Projects	107	-	-
Local Transit Return "A"	205	-	-
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	-
TEA/Metro	208	-	-
Sewer Fund	210	-	957.86
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	-	14,107.23
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	-	3,056.23
County Park Bond Fund	232	-	2,000.00
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	21,988.23
Water Fund	500	-	29,802.63
Water Efficiency Fund	503	-	3.41
2016 Water Revenue Bonds Fund	505	1,375.00	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	-	13,135.43
<b>Column Totals:</b>		<b>8,253.79</b>	<b>499,940.10</b>

Recap by fund	Fund No.	Amounts	
		Prepaid	Written
RSA	227	-	-
<b>RSA Report Totals:</b>		<b>-</b>	<b>-</b>
<b>City Report Totals:</b>			<b>508,193.89</b>

Payroll Period Ending: 11/24/2023	864,045.74
Payroll Period Ending: 12/07/2023	1,688.50
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	-
Wire Transfer Out - To Acct. # 1936	-
Online Payments	128,694.61
Voids - Prepaid	-
Voids - General Warrant	(2,332.82)
<b>Grand Report Total:</b>	<b>1,500,289.92</b>

Jon Primuth, Mayor

Hsiulee Tran, Deputy Finance Director

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**



**ATTACHMENT 2**  
**Prepaid Warrant List**

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 12/11/2023 - 5:49PM



Check Number	Check Date		Amount
<b>IHOP - IHOP</b>			
318061	11/30/2023		
Inv	172-1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/09/2023	Breakfast with Santa Pancake Breakfast Order		1,405.70
Inv 172-1 Total			1,405.70
318061 Total:			1,405.70
<b>IHOP - IHOP Total:</b>			
			1,405.70
<b>TRRPFOUD - The Ronald Reagan Presidential Foundation</b>			
318062	11/30/2023		
Inv	08072023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/16/2023	Senior Excursion entrance to The Ronald Reagan -Dec 6		818.15
Inv 08072023 Total			818.15
318062 Total:			818.15
<b>TRRPFOUD - The Ronald Reagan Presidential Foundation Total:</b>			
			818.15
Total:			2,223.85

# Accounts Payable

## Check Detail

User: calvarez  
 Printed: 12/11/2023 - 5:50PM



Check Number	Check Date		Amount
<b>RatPactI - ASM Industrial Corp.</b>			
318063	12/04/2023		
Inv	17151		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/26/2023	Monthly Pest Control Services-Recreation Building Oct 2023		85.00
Inv 17151 Total			85.00
Inv	17238		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/26/2023	Monthly Pest Control Services- PW Yard Oct 2023		85.00
Inv 17238 Total			85.00
Inv	17240		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/26/2023	Monthly Pest Control Services-Senior Center Oct 2023		150.00
Inv 17240 Total			150.00
Inv	17241		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/26/2023	Monthly Pest Control Services-Library Oct 2023		110.00
Inv 17241 Total			110.00
Inv	17242		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/26/2023	Monthly Pest Control Services-City Hall/Civic Center Oct 2023		125.00
Inv 17242 Total			125.00
Inv	17244		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/26/2023	Monthly Pest Control Services-Eddie Park Oct 2023		535.00
Inv 17244 Total			535.00
Inv	17245		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/26/2023	Monthly Pest Control Services-War Memorial Building Oct 2023		735.00
Inv 17245 Total			735.00

Check Number	Check Date	Amount
318063 Total:		1,825.00
<b>RatPact1 - ASM Industrial Corp. Total:</b>		1,825.00
<b>SOL1111 - Solinsky, Brian</b>		
318064	12/04/2023	
Inv	317779-Reissue	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Re-Issue Reimbursement Check # 317779	1,552.82
Inv 317779-Reissue Total		1,552.82
318064 Total:		1,552.82
<b>SOL1111 - Solinsky, Brian Total:</b>		1,552.82
Total:		3,377.82

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 12/11/2023 - 5:51PM



Check Number	Check Date		Amount
<b>BFWB4011 - Badge Frame, Inc.</b>			
0	12/05/2023		
Inv	41204		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/21/2023	Re-Issue Returned ACH Issued 10/18/2023.		780.00
Inv 41204 Total			780.00
			<hr/>
0 Total:			780.00
			<hr/>
<b>BFWB4011 - Badge Frame, Inc. Total:</b>			780.00
<b>SAX1111 - Saxon, Kris</b>			
318065	12/05/2023		
Inv	12/05/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/05/2023	Fiscal Year 2020, 2021 Premiums		497.12
Inv 12/05/2023 Total			497.12
			<hr/>
318065 Total:			497.12
			<hr/>
<b>SAX1111 - Saxon, Kris Total:</b>			497.12
<b>BNYM6710 - The Bank of New York Mellon</b>			
0	12/05/2023		
Inv	252-2592961		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/17/2023	2016 Water Revenue Bond Trustee Fee: 11/10/23-11/09/24.		1,375.00
Inv 252-2592961 Total			1,375.00
			<hr/>
0 Total:			1,375.00
			<hr/>
<b>BNYM6710 - The Bank of New York Mellon Total:</b>			1,375.00

**Check Number**    **Check Date** **Amount**

---

Total: 2,652.12

---

---

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**



# **ATTACHMENT 3 General City Warrant List**

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 12/12/2023 - 4:17PM



Check Number	Check Date		Amount
<b>ACHG2013 - A-Check Global</b>			
318066	12/20/2023		
Inv	59-0719712		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Pre Employment Background Check Services - November 2023		295.14
Inv 59-0719712 Total			295.14
318066 Total:			295.14
<b>ACHG2013 - A-Check Global Total:</b>			295.14
<b>AFLA7010 - AFLAC</b>			
0	12/20/2023		
Inv	129592		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Employee Optional Insurance - November 2023		1,665.36
Inv 129592 Total			1,665.36
0 Total:			1,665.36
<b>AFLA7010 - AFLAC Total:</b>			1,665.36
<b>AGU1112 - Aguado, Joan</b>			
318067	12/20/2023		
Inv	11272023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/27/2023	Reimbursement for FLICS Event Parking		17.60
Inv 11272023 Total			17.60
318067 Total:			17.60
<b>AGU1112 - Aguado, Joan Total:</b>			17.60
<b>ALH0179 - Alhambra Car Wash</b>			
318068	12/20/2023		

Check Number	Check Date	Amount
Inv	October 2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2023	PD Car Washes October 2023	420.00
Inv October 2023 Total		420.00
318068 Total:		420.00
<b>ALH0179 - Alhambra Car Wash Total:</b>		420.00
<b>AMAZONCP - Amazon Capital Services, Inc.</b>		
0	12/20/2023	
Inv	14RH-6RT6-X7RN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/20/2023	Office Supplies	30.84
Inv 14RH-6RT6-X7RN Total		30.84
Inv	16J1-MM41-7NCL	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Computer Equipment	1,000.37
Inv 16J1-MM41-7NCL Total		1,000.37
Inv	1D1J-XP9Y-66TF	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Conference Room Furniture	162.07
Inv 1D1J-XP9Y-66TF Total		162.07
Inv	1MVM-MJD6-4NLV	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/27/2023	Computer Equipment Accessories	101.63
Inv 1MVM-MJD6-4NLV Total		101.63
Inv	1N7L-7L7Y-4TQX	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/27/2023	Employee ID Badge Holders	101.40
Inv 1N7L-7L7Y-4TQX Total		101.40
Inv	1QF6-KCQY-4X9D	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Air freshener refills	45.48
Inv 1QF6-KCQY-4X9D Total		45.48
Inv	1VKL-VTFF-3W4Y	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
11/27/2023	Winter holiday decorations		163.76
Inv 1VKL-VTFF-3W4Y	Total		163.76
Inv 1VRR-MPG7-7JQV			
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/16/2023	Furniture		179.57
Inv 1VRR-MPG7-7JQV	Total		179.57
0 Total:			1,785.12
<b>AMAZONCP - Amazon Capital Services, Inc. Total:</b>			1,785.12
<b>ERCARRYO - Arroyo, Eric Jason</b>			
318069	12/20/2023		
Inv 3256			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/01/2023	As-needed background investigations for employment		1,000.00
Inv 3256	Total		1,000.00
318069 Total:			1,000.00
<b>ERCARRYO - Arroyo, Eric Jason Total:</b>			1,000.00
<b>RatPactI - ASM Industrial Corp.</b>			
318070	12/20/2023		
Inv 17578			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Monthly Pest Control Services-Recreation Building Nov 2023		85.00
Inv 17578	Total		85.00
Inv 17579			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Monthly Pest Control Services-Senior Center Nov 2023		150.00
Inv 17579	Total		150.00
Inv 17580			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Monthly Pest Control Services-Library Nov 2023		65.00
Inv 17580	Total		65.00
Inv 17581			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Monthly Pest Control Services-PW Yard Nov 2023		85.00

Check Number	Check Date	Amount
Inv 17581 Total		85.00
Inv 17582		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2023	Monthly Pest Control Services-Eddie Park Nov 2023	535.00
Inv 17582 Total		535.00
Inv 17583		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2023	Monthly Pest Control Services-City Hall/Civic Center Nov 2023	125.00
Inv 17583 Total		125.00
Inv 17584		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2023	Monthly Pest Control Services-War Memorial Nov 2023	735.00
Inv 17584 Total		735.00
318070 Total:		1,780.00
<b>RatPactI - ASM Industrial Corp. Total:</b>		1,780.00
<b>AT&amp;T5006 - AT&amp;T</b>		
318071	12/20/2023	
Inv 130464796		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/17/2023	AN 130464796 Service for 11/18/23 - 12/17/23	90.24
Inv 130464796 Total		90.24
318071 Total:		90.24
318072	12/20/2023	
Inv 33184107563432		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/07/2023	AN 331 841-0756 343 2 Service for 11/7/23 - 12/6/23	31.71
Inv 33184107563432 Total		31.71
Inv 33184108023436		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/07/2023	AN 331 841-0802 343 6 Service for 11/7/23 - 12/6/23	31.71
Inv 33184108023436 Total		31.71

Check Number	Check Date	Amount
Inv	62644164973570	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/13/2023	AN 626 441-6497 357 0 Service for 11/13/23 - 12/12/23	1,358.40
Inv 62644164973570 Total		1,358.40
318072 Total:		1,421.82
318073	12/20/2023	
Inv	000020874136	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/27/2023	AN CLAPDSOPAS Service for 10/27/23 - 11/26/23	298.22
Inv 000020874136 Total		298.22
Inv	000020875793	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/27/2023	BAN 9391036943 Service for 10/27/23 - 11/26/23	1,615.36
Inv 000020875793 Total		1,615.36
318073 Total:		1,913.58
<b>ATCN9011 - AT&amp;T Total:</b>		3,425.64
<b>BFWB4011 - Badge Frame, Inc.</b>		
0	12/20/2023	
Inv	41408	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/05/2023	Office door sign for PD; retirement plaque for Lt. Jacobs	232.70
Inv 41408 Total		232.70
0 Total:		232.70
<b>BFWB4011 - Badge Frame, Inc. Total:</b>		232.70
<b>BAK0369 - Baker &amp; Taylor Books</b>		
0	12/20/2023	
Inv	2037800528	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/17/2023	Books FY2023-24	317.67
Inv 2037800528 Total		317.67
Inv	2037804075	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2023	Books FY2023-24	444.10

Check Number	Check Date	Amount
Inv 2037804075 Total		444.10
Inv 2037815878		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/20/2023	Books FY2023-24	152.30
Inv 2037815878 Total		152.30
Inv 2037875384		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2023	Books FY2023-24	1,978.41
Inv 2037875384 Total		1,978.41
Inv 2037890892		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2023	Books FY2023-24	698.86
Inv 2037890892 Total		698.86
Inv 2037899165		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2023	Books FY2023-24	588.92
Inv 2037899165 Total		588.92
Inv 2037907820		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/08/2023	Books FY2023-24	263.86
Inv 2037907820 Total		263.86
Inv 2037923249		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2023	Books FY2023-24	338.09
Inv 2037923249 Total		338.09
Inv 2037936451		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2023	Books FY2023-24	255.53
Inv 2037936451 Total		255.53
0 Total:		5,037.74
<b>BAK0369 - Baker &amp; Taylor Books Total:</b>		5,037.74
<b>BAK0366 - Baker &amp; Taylor Entertainment</b>		



Check Number	Check Date	Amount
0	12/20/2023	
Inv H66734470		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/02/2023	DVDs/CDs - FY 2023-24	16.50
Inv H66734470 Total		16.50
Inv H66745900		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/03/2023	DVDs/CDs - FY 2023-24	20.64
Inv H66745900 Total		20.64
Inv H66779490		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/06/2023	DVDs/CDs - FY 2023-24	112.39
Inv H66779490 Total		112.39
Inv H66809120		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2023	DVDs/CDs - FY 2023-24	9.78
Inv H66809120 Total		9.78
Inv H66829950		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2023	DVDs/CDs - FY 2023-24	24.78
Inv H66829950 Total		24.78
Inv H66843650		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2023	DVDs/CDs - FY 2023-24	112.55
Inv H66843650 Total		112.55
Inv H66862350		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2023	DVDs/CDs - FY 2023-24	61.16
Inv H66862350 Total		61.16
Inv H66870750		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2023	DVDs/CDs - FY 2023-24	62.79
Inv H66870750 Total		62.79
Inv H66883670		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
11/16/2023	DVDs/CDs - FY 2023-24		18.75
Inv H66883670	Total		18.75
Inv H66894020			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/14/2023	DVDs/CDs - FY 2023-24		73.37
Inv H66894020	Total		73.37
Inv H66904030			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/16/2023	DVDs/CDs - FY 2023-24		109.93
Inv H66904030	Total		109.93
0 Total:			622.64
<b>BAK0366 - Baker &amp; Taylor Entertainment Total:</b>			622.64
<b>BSHL6710 - Base Hill, Inc., dba Jan Point</b>			
0	12/20/2023		
Inv 23650			
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/25/2023	Citywide Janitorial Services FY 2023-24.- Sept 2023		900.00
09/25/2023	Citywide Janitorial Services FY 2023-24- Sept 2023		1,000.00
09/25/2023	Citywide Janitorial Services FY 2023-24- Sept 2023		14,985.00
Inv 23650	Total		16,885.00
Inv 23965			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/27/2023	Citywide Janitorial Services FY 2023-24. November 2023		14,985.00
11/27/2023	Citywide Janitorial Services FY 2023-24. November 2023		900.00
11/27/2023	Citywide Janitorial Services FY 2023-24. November 2023		1,000.00
Inv 23965	Total		16,885.00
0 Total:			33,770.00
<b>BSHL6710 - Base Hill, Inc., dba Jan Point Total:</b>			33,770.00
<b>BB&amp;K - Best Best &amp; Krieger LLP</b>			
0	12/20/2023		
Inv 974526			
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/08/2023	Legal Matters		897.00
Inv 974526	Total		897.00

Check Number	Check Date	Amount
0 Total:		897.00
<b>BB&amp;K - Best Best &amp; Krieger LLP Total:</b>		897.00
<b>LEBE8032 - Betts, Lemar</b>		
318074	12/20/2023	
Inv	SSNOV23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2023	Contract Class Instructor The Skateside payment Nov 23	1,955.10
Inv SSNOV23 Total		1,955.10
318074 Total:		1,955.10
<b>LEBE8032 - Betts, Lemar Total:</b>		1,955.10
<b>BLSP8010 - Blackstone Publishing</b>		
0	12/20/2023	
Inv	2128976	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/20/2023	Books/DVDs/CDs	220.82
Inv 2128976 Total		220.82
0 Total:		220.82
<b>BLSP8010 - Blackstone Publishing Total:</b>		220.82
<b>DABN8267 - Bohan, Diana 101-8030-8021-8267-000</b>		
0	12/20/2023	
Inv	NovMoYoga	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2023	Senior November Monthly Yoga-Contract Instructor	230.40
Inv NovMoYoga Total		230.40
Inv	NovWalkInYoga	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2023	Senior November Walk In Yoga-Contract Instructor	236.00
Inv NovWalkInYoga Total		236.00
0 Total:		466.40
<b>DABN8267 - Bohan, Diana Total:</b>		466.40

Check Number	Check Date		Amount
<b>BRTHLF - BrightLife Designs, LLC</b>			
318075	12/20/2023		
Inv	1493		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/06/2023	Installation & Removal of Add'l Holiday Decor for South Pasadena		2,100.00
Inv 1493 Total			2,100.00
318075 Total:			2,100.00
<b>BRTHLF - BrightLife Designs, LLC Total:</b>			2,100.00
<b>BRMR8267 - BRIT West Soccer</b>			
318076	12/20/2023		
Inv	BWS-OCT-NOV23		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/12/2023	Contract Class Instructor:Brit West payment for Oct-Nov'23		1,294.80
Inv BWS-OCT-NOV23 Total			1,294.80
318076 Total:			1,294.80
<b>BRMR8267 - BRIT West Soccer Total:</b>			1,294.80
<b>PMAB8021 - Budka, Pamela Avry</b>			
318077	12/20/2023		
Inv	ChairYogaMoNov		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Senior Nov Monthly Chair Yoga - Contract Instructor		89.60
Inv ChairYogaMoNov Total			89.60
Inv	ChairYogaWINov		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Senior Nov Walk-In Chair Yoga - Contract Instructor		200.00
Inv ChairYogaWINov Total			200.00
Inv	MeditationMoNov		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Senior Nov Monthly Meditation - Contract Instructor		76.80
Inv MeditationMoNov Total			76.80
Inv	MeditationWINov		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Senior Nov Walk-In Meditation - Contract Instructor		64.00

Check Number	Check Date	Amount
Inv MeditationWINov Total		64.00
318077 Total:		430.40
<b>PMAB8021 - Budka, Pamela Avry Total:</b>		430.40
<b>BUR4018 - Burro Canyon Shooting Park</b>		
318078	12/20/2023	
Inv 3078		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2023	PD range fees	90.00
Inv 3078 Total		90.00
318078 Total:		90.00
<b>BUR4018 - Burro Canyon Shooting Park Total:</b>		90.00
<b>CAL5236 - CA Linen Services</b>		
318079	12/20/2023	
Inv 2201179		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/23/2023	Linen Cleaning Services - FY 2023-24	117.88
Inv 2201179 Total		117.88
Inv 2204231		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2023	Linen Cleaning Services - FY 2023-24	131.35
Inv 2204231 Total		131.35
318079 Total:		249.23
<b>CAL5236 - CA Linen Services Total:</b>		249.23
<b>CAME2015 - CA Maintenance &amp; Environmental</b>		
0	12/20/2023	
Inv 38131		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	Police/ Fire Quarterly Inspection	175.00
Inv 38131 Total		175.00
Inv 38132		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2023	Service Yard Quarterly Inspection	175.00

Check Number	Check Date	Amount
Inv 38132 Total		175.00
Inv 38205		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2023	Police/ Fire Monthly Inspection UST	125.00
Inv 38205 Total		125.00
Inv 38310		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/03/2023	Service Yard Monthly Inspection UST	125.00
Inv 38310 Total		125.00
Inv 38311		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/03/2023	Police/ Fire Monthly Inspection UST	125.00
Inv 38311 Total		125.00
Inv 38437		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2023	Service Yard Monthly Inspection UST	250.00
Inv 38437 Total		250.00
Inv 38438		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2023	Police/ Fire Monthly Inspection UST (Oct/Nov)	250.00
Inv 38438 Total		250.00
0 Total:		1,225.00
<b>CAME2015 - CA Maintenance &amp; Environmental Total:</b>		1,225.00
<b>CAMERPL - California Metro Patrol &amp; EMS, Inc.</b>		
318080	12/20/2023	
Inv 5212		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/17/2023	Security Guard Concierge Srvcs/City Hall-Service 11/6 - 11/17/23	2,877.70
Inv 5212 Total		2,877.70
318080 Total:		2,877.70
<b>CAMERPL - California Metro Patrol &amp; EMS, Inc. Total:</b>		2,877.70

**CAN0607 - Cantu Graphics Inc.**

318081	12/20/2023	
Inv	21942	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/30/2023	Halloween Decorating Winner Yard Sign	36.33
Inv 21942 Total		36.33
Inv	21985	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/17/2023	Traffic Safety Signs	496.13
Inv 21985 Total		496.13
Inv	22007	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/28/2023	Business cards for PD employee	33.02
Inv 22007 Total		33.02
Inv	22010	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	Print and Foamboards - Berkshire	241.45
Inv 22010 Total		241.45
Inv	22011	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	Print and Foamboards - Berkshire	62.84
Inv 22011 Total		62.84
Inv	22026	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Foamboard - State of the City	115.76
Inv 22026 Total		115.76
318081 Total:		985.53

**CAN0607 - Cantu Graphics Inc. Total:** 985.53

**CWNC2501 - Carl Warren & Company**

0	12/20/2023	
Inv	2038579-2038609	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Legal Matters - November 2023	2,467.50
Inv 2038579-2038609 Total		2,467.50

Check Number	Check Date	Amount
0 Total:		2,467.50
<b>CWNC2501 - Carl Warren &amp; Company Total:</b>		2,467.50
<b>GBCL4010 - Carrillo, Gilbert</b>		
318082	12/20/2023	
Inv	11/16/23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Firearms Training Reimbursement for CPL Carrillo 11/16/23	39.17
Inv 11/16/23 Total		39.17
318082 Total:		39.17
<b>GBCL4010 - Carrillo, Gilbert Total:</b>		39.17
<b>CDW5246 - CDW Government LLC</b>		
0	12/20/2023	
Inv	BP19125	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2022	(5) Adobe Photoshop Software	1,605.25
Inv BP19125 Total		1,605.25
Inv	LX66704	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/15/2023	Govt Autocad - 1 year term	2,003.66
Inv LX66704 Total		2,003.66
Inv	MN38586	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/16/2023	Computer Equipment and Accessories	262.60
Inv MN38586 Total		262.60
Inv	MV20724	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2023	APC Replacement Battery Cartridge #7	219.39
Inv MV20724 Total		219.39
0 Total:		4,090.90
<b>CDW5246 - CDW Government LLC Total:</b>		4,090.90
<b>CHA1111 - Chan, Anthony</b>		



Check Number	Check Date		Amount
318083	12/20/2023		
Inv	11/16/23		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/01/2023	Firearms Training Reimbursement for Reserve Ofcr. Chan 11/16/23		39.17
Inv 11/16/23 Total			39.17
318083 Total:			39.17
<b>CHA1111 - Chan, Anthony Total:</b>			39.17
<b>TIM4011 - Charter Communications</b>			
0	12/20/2023		
Inv	0029763112723		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/27/2023	AN 8448 20 899 0029763 Service for 11/16/23 - 12/15/23		326.38
Inv 0029763112723 Total			326.38
Inv	0052005112623		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/26/2023	AN 8448 20 899 0052005 Service for 11/11/23 - 12/10/23		3,290.27
Inv 0052005112623 Total			3,290.27
Inv	0224964110823		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/08/2023	AN 8448 30 008 0224964 Service for 11/08/23 - 12/07/23		54.10
Inv 0224964110823 Total			54.10
Inv	0251967112223		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/22/2023	AN 8448 30 008 0251967 Service for 11/22/23 - 12/21/23		254.11
Inv 0251967112223 Total			254.11
0 Total:			3,924.86
<b>TIM4011 - Charter Communications Total:</b>			3,924.86
<b>CINTA3 - Cintas Corporation</b>			
318084	12/20/2023		
Inv	1904337803		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/11/2023	Public Works Uniform Cotton Tees		199.72
10/11/2023	Public Works Uniform Cotton Tees		199.72
10/11/2023	Public Works Uniform Cotton Tees		199.72
10/11/2023	Public Works Uniform Cotton Tees		199.71

Check Number	Check Date		Amount
10/11/2023		Public Works Uniform Cotton Tees	199.72
10/11/2023		Public Works Uniform Cotton Tees	199.71
10/11/2023		Public Works Uniforms Cotton Tees	199.72
Inv 1904337803 Total			1,398.02
Inv	4175436811		
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/29/2023		Sanitary Scheduled Cleaning for Public Park Restrooms.	448.20
Inv 4175436811 Total			448.20
318084 Total:			1,846.22
318085	12/20/2023		
Inv	5182025624		
<u>Line Item Date</u>		<u>Line Item Description</u>	
10/30/2023		Public Works First Aid - Facilites	18.27
10/30/2023		Public Works First Aid - Street Tree Maint.	18.27
10/30/2023		Public Works First Aid - Administration	18.28
10/30/2023		Public Works First Aid - Water Distribution	18.27
10/30/2023		Public Works First Aid - Sewer	18.28
10/30/2023		Public Works First Aid - Water Production	18.27
10/30/2023		Public Works First Aid - Street Maintenance	18.27
Inv 5182025624 Total			127.91
Inv	5186118223		
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/30/2023		First Aid Cabinet & Monthly Servicing @ Community Services.	79.19
Inv 5186118223 Total			79.19
Inv	5186118242		
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/30/2023		First Aid Cabinet & AED Monthly Services for CSD	275.11
Inv 5186118242 Total			275.11
Inv	9245780894		
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/01/2023		FY 2023-24 Eye Wash Stations	441.00
Inv 9245780894 Total			441.00
318085 Total:			923.21
<b>CINTAS - Cintas Corporation Total:</b>			2,769.43
<b>JMCB6710 - Cipres Bravo, Jose Manuel</b>			

Check Number	Check Date		Amount
318086	12/20/2023		
Inv	11/13/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/13/2023	Mileage Claim for PW Staff		22.27
Inv 11/13/2023 Total			22.27
Inv	11/18/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/18/2023	Mileage Claim for PW Staff		25.41
Inv 11/18/2023 Total			25.41
318086 Total:			47.68
<b>JMCB6710 - Cipres Bravo, Jose Manuel Total:</b>			47.68
<b>ALPD4010 - City of Alhambra Police Department</b>			
318087	12/20/2023		
Inv	SP - 10/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/23/2023	Inmate housing for October 2023		2,236.00
Inv SP - 10/2023 Total			2,236.00
318087 Total:			2,236.00
<b>ALPD4010 - City of Alhambra Police Department Total:</b>			2,236.00
<b>SOU5340 - City of South Pasadena-Library Petty Cash</b>			
318088	12/20/2023		
Inv	07/19/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/19/2023	Library Petty Cash		1.79
Inv 07/19/2023 Total			1.79
Inv	07/31/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/31/2023	Library Petty Cash		23.53
Inv 07/31/2023 Total			23.53
Inv	08/01/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2023	Library Petty Cash		65.88
08/01/2023	Library Petty Cash		32.30
08/01/2023	Library Petty Cash		27.51

Check Number	Check Date	Amount
Inv 08/01/2023	Total	125.69
Inv	11/07/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/07/2023	Library Petty Cash	18.12
Inv 11/07/2023	Total	18.12
Inv	11/27/2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/27/2023	Library Petty Cash	4.18
Inv 11/27/2023	Total	4.18
318088 Total:		173.31
<b>SOU5340 - City of South Pasadena-Library Petty Cash Total:</b>		173.31
<b>SOU5401 - City of South Pasadena-Sr.Center Petty Cash</b>		
318089	12/20/2023	
Inv	07/18-11/28/23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/28/2023	Petty Cash Reimbursement	312.22
11/28/2023	Petty Cash Reimbursement	171.10
Inv 07/18-11/28/23	Total	483.32
318089 Total:		483.32
<b>SOU5401 - City of South Pasadena-Sr.Center Petty Cash Total:</b>		483.32
<b>CTCTCH - Columbia Telecommunications Corporation</b>		
318090	12/20/2023	
Inv	24140090	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/02/2023	CENIC WI-FI - Cenic Broadband for FY23-24 @ Library.	2,177.88
Inv 24140090	Total	2,177.88
318090 Total:		2,177.88
<b>CTCTCH - Columbia Telecommunications Corporation Total:</b>		2,177.88
<b>CRDA1021 - Corodata Records Management</b>		
0	12/20/2023	
Inv	RS4965547	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
11/30/2023	Corodata Records Management Services - November 2023	466.28
Inv RS4965547 Total		466.28
0 Total:		466.28
<b>CRDA1021 - Corodata Records Management Total:</b>		466.28
<b>ATGC8530 - CU Technology</b>		
0	12/20/2023	
Inv	10884	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Full Service IT Support Services - FY23-24 - December 2023	23,900.00
Inv 10884 Total		23,900.00
0 Total:		23,900.00
<b>ATGC8530 - CU Technology Total:</b>		23,900.00
<b>DSP0755 - D &amp; S Printing</b>		
318091	12/20/2023	
Inv	1108	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2023	Annual overnight parking decals	4,327.31
Inv 1108 Total		4,327.31
318091 Total:		4,327.31
<b>DSP0755 - D &amp; S Printing Total:</b>		4,327.31
<b>DRLL2051 - Dapeer, Rosenblit &amp; Litvak, LLP</b>		
318092	12/20/2023	
Inv	22266	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2023	Specialized Legal Services for 10/23/23 - 10/31/23	1,060.00
Inv 22266 Total		1,060.00
318092 Total:		1,060.00
<b>DRLL2051 - Dapeer, Rosenblit &amp; Litvak, LLP Total:</b>		1,060.00
<b>DEL0771 - Delta Dental of California</b>		
318093	12/20/2023	

Check Number	Check Date	Amount
Inv	BE005824893	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Employee Dental Premium - December 2023	10,460.47
Inv BE005824893 Total		10,460.47
318093 Total:		10,460.47
<b>DEL0771 - Delta Dental of California Total:</b>		10,460.47
<b>DIR2013 - Department of Industrial Relations</b>		
318094	12/20/2023	
Inv	OSIP 71202	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/02/2023	Assessment for Fiscal Year 7/1/23-6/30/24 - Cert 7935	16,881.01
Inv OSIP 71202 Total		16,881.01
318094 Total:		16,881.01
<b>DIR2013 - Department of Industrial Relations Total:</b>		16,881.01
<b>LCPH6710 - Department of Public Health</b>		
318095	12/20/2023	
Inv	IN1300220	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	LA County Backflow Administration Fee	111.00
Inv IN1300220 Total		111.00
Inv	IN1300783	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	LA County Backflow Administration Fee	1,332.00
Inv IN1300783 Total		1,332.00
Inv	IN1295935	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	LA County Backflow Administration Fee	5,106.00
Inv IN1295935 Total		5,106.00
Inv	IN1301909	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	LA County Backflow Administration Fee	111.00
Inv IN1301909 Total		111.00

Check Number	Check Date	Amount
Inv IN1302080		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	LA County Backflow Administration Fee	111.00
Inv IN1302080 Total		111.00
Inv IN1303191		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	LA County Backflow Administration Fee	111.00
Inv IN1303191 Total		111.00
Inv IN1305430		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	LA County Backflow Administration Fee	444.00
Inv IN1305430 Total		444.00
318095 Total:		7,326.00
<b>LCPH6710 - Department of Public Health Total:</b>		7,326.00
<b>DIG0800 - Digital Telecommunications Corp</b>		
0	12/20/2023	
Inv 48982		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/01/2023	Monthly Service Contract 9/1/23 - 9/30/23	984.00
Inv 48982 Total		984.00
0 Total:		984.00
<b>DIG0800 - Digital Telecommunications Corp Total:</b>		984.00
<b>PMLDONG - Dong, Pamela C.</b>		
0	12/20/2023	
Inv NovMAMo		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/28/2023	Pam Dong-Monthly Martial Arts- Contract Instructor	16.00
Inv NovMAMo Total		16.00
Inv NovMAWI		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/28/2023	Pam Dong-Martial Arts Walk-In- Contract Instructor	36.00
Inv NovMAWI Total		36.00

Check Number	Check Date		Amount
Inv	NovQiGongMo		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/28/2023	Pam Dong-Monthly QiGong- Contract Instructor		32.00
Inv NovQiGongMo Total			32.00
Inv	NovQiGongWI		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/28/2023	Pam Dong-Walk-In QiGong- Contract Instructor		60.00
Inv NovQiGongWI Total			60.00
0 Total:			144.00
<b>PMLDONG - Dong, Pamela C. Total:</b>			144.00
<b>AUTOCSPC - Echeveria, Jose</b>			
318096	12/20/2023		
Inv	10314		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/17/2023	Repair to 2010 Ford Ranger - Battery, Alternator Assembly		820.50
Inv 10314 Total			820.50
Inv	10419		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/16/2023	Hood Shocks and New Battery for 2015 Ford F-350 Super Duty		569.07
Inv 10419 Total			569.07
Inv	10424		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/17/2023	2010 Ford Ranger - New Clock Spring		681.96
Inv 10424 Total			681.96
318096 Total:			2,071.53
<b>AUTOCSPC - Echeveria, Jose Total:</b>			2,071.53
<b>EURO6710 - Eurofins Eaton Analytical</b>			
0	12/20/2023		
Inv	3800038614		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/04/2023	Laboratory testing and analysis of City's water system.Nov2023		2,753.00
Inv 3800038614 Total			2,753.00



Check Number	Check Date	Amount
0 Total:		2,753.00
<b>EURO6710 - Eurofins Eaton Analytical Total:</b>		2,753.00
<b>FED1109 - FedEx</b>		
318097	12/20/2023	
Inv 8-327-73647		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/24/2023	Shipment to background investigator	19.39
Inv 8-327-73647 Total		19.39
318097 Total:		19.39
<b>FED1109 - FedEx Total:</b>		19.39
<b>FHCM5011 - Foothill Communications</b>		
318098	12/20/2023	
Inv INV6569		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Radio Communications maintenance and repairs 01/01/24-03/31/24	3,000.00
Inv INV6569 Total		3,000.00
318098 Total:		3,000.00
<b>FHCM5011 - Foothill Communications Total:</b>		3,000.00
<b>FOO7777 - Foothill Lock &amp; Key</b>		
318099	12/20/2023	
Inv 6814		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	Library Break Room Lock	1,524.94
Inv 6814 Total		1,524.94
318099 Total:		1,524.94
<b>FOO7777 - Foothill Lock &amp; Key Total:</b>		1,524.94
<b>GAR5011 - Garvey Equipment Co</b>		
318100	12/20/2023	
Inv 156978		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/30/2023	Equipment Maintenance for Parks Stump Grinder	519.76

Check Number	Check Date	Amount
Inv 156978 Total		519.76
318100 Total:		519.76
<b>GAR5011 - Garvey Equipment Co Total:</b>		519.76
<b>GAY8856 - Gaylord Bros., Inc.</b>		
0	12/20/2023	
Inv 2840453		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/10/2023	Laserjet inkjet multipurpose labels	106.18
Inv 2840453 Total		106.18
0 Total:		106.18
<b>GAY8856 - Gaylord Bros., Inc. Total:</b>		106.18
<b>GLO4010 - Glock Professional, Inc.</b>		
318101	12/20/2023	
Inv TRP/100190900		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Basic Armorer's Course for Officer Giron 04/11/24	250.00
Inv TRP/100190900 Total		250.00
Inv TRP/100190951		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Basic Armorer's Course for Det. Lee 04/11/24	250.00
Inv TRP/100190951 Total		250.00
318101 Total:		500.00
<b>GLO4010 - Glock Professional, Inc. Total:</b>		500.00
<b>NCGY7000 - Godoy, Nicholas</b>		
318102	12/20/2023	
Inv 11/13-17/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Basic TC Training Reimbursement for Ofcr. Godoy 11/13-17/23	698.69
12/01/2023	Basic TC Training Reimbursement for Ofcr. Godoy 11/13-17/23	295.62
Inv 11/13-17/23 Total		994.31
318102 Total:		994.31

Check Number	Check Date		Amount
<b>NCGY7000 - Godoy, Nicholas Total:</b>			994.31
<b>GLDOPEN - Golden Openings, Inc.</b>			
318103	12/20/2023		
Inv	INV-003455		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/30/2023	Hard Hats for Groundbreaking Ceremony		509.20
Inv INV-003455 Total			509.20
318103 Total:			509.20
<b>GLDOPEN - Golden Openings, Inc. Total:</b>			509.20
<b>GRAN2032 - Granicus</b>			
0	12/20/2023		
Inv	173348		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/23/2023	Licenses Computer Software, OpenCities Intranet & Opencities CM		18,780.41
Inv 173348 Total			18,780.41
0 Total:			18,780.41
<b>GRAN2032 - Granicus Total:</b>			18,780.41
<b>ADHA6116 - Herrera, Adam</b>			
318104	12/20/2023		
Inv	11/28/23		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/28/2023	PW Staff Mileage Claim		26.86
Inv 11/28/23 Total			26.86
318104 Total:			26.86
<b>ADHA6116 - Herrera, Adam Total:</b>			26.86
<b>HOMCOMMU - Hom, Reagan</b>			
318105	12/20/2023		
Inv	11/29/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/29/2023	Unit # 1201 Siren Speaker Replacement & Unit 1909 Gunlock Repair		875.00
Inv 11/29/2023 Total			875.00

Check Number	Check Date		Amount
Inv	12/05/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/12/2023	Removal of radio equipment on 6 units		1,675.00
Inv 12/05/2023 Total			1,675.00
318105 Total:			2,550.00
<b>HOMCOMMU - Hom, Reagan Total:</b>			2,550.00
<b>HOM1515 - Home Depot Credit Services</b>			
318106	12/20/2023		
Inv	1012471		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/27/2023	Fire - Small Engine Fuel, Building Maintenance Supplies, Battery		125.04
Inv 1012471 Total			125.04
Inv	15552		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/29/2023	Fire - Small Engine Fuel, Building Maintenance Supplies, Battery		252.66
Inv 15552 Total			252.66
Inv	3224834		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/06/2023	Fire - Small Engine Fuel, Building Maintenance Supplies, Battery		62.91
Inv 3224834 Total			62.91
Inv	5164103		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/03/2023	Fire - Small Engine Fuel, Building Maintenance Supplies, Battery		351.70
Inv 5164103 Total			351.70
318106 Total:			792.31
<b>HOM1515 - Home Depot Credit Services Total:</b>			792.31
<b>TSUHG - Huang, Tsu Jit</b>			
0	12/20/2023		
Inv	CardioFitNov		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/29/2023	CardioFitness November-Contract Instructor		195.00
Inv CardioFitNov Total			195.00

Check Number	Check Date		Amount
0 Total:			195.00
<b>TSUHING - Huang, Tsu Jit Total:</b>			195.00
<b>IMSC8031 - IMS Commercial Ice Systems Refrigeration</b>			
318107	12/20/2023		
Inv	54636		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	War Memorial ice machine cleaner, blowout & filter		587.24
Inv 54636 Total			587.24
Inv	54637		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	War Memorial ice machine cleaner, blowout & filter		368.88
Inv 54637 Total			368.88
318107 Total:			956.12
<b>IMSC8031 - IMS Commercial Ice Systems Refrigeration Total:</b>			956.12
<b>INT6115 - Interstate Battery Systems of Eastern Los Angeles</b>			
318108	12/20/2023		
Inv	1779434		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/04/2023	Two batteries for power generator at Westside Reservoir		517.65
Inv 1779434 Total			517.65
318108 Total:			517.65
<b>INT6115 - Interstate Battery Systems of Eastern Los Angeles Total:</b>			517.65
<b>JSAR4011 - Jack's Auto Repair</b>			
318109	12/20/2023		
Inv	18546		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/22/2023	Unit #1909 Alternator repair and serp belt repair		919.71
Inv 18546 Total			919.71
Inv	18782		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/21/2023	Unit #1933 Oil change and cabin filter service		155.46
Inv 18782 Total			155.46

Check Number	Check Date	Amount
Inv 18808		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Unit #1405 Hood shock support replacement	74.84
Inv 18808 Total		74.84
Inv 18810		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Unit #1201 battery replacement	286.58
Inv 18810 Total		286.58
318109 Total:		1,436.59
<b>JSAR4011 - Jack's Auto Repair Total:</b>		1,436.59
<b>JHMS8020 - JHM Supply</b>		
0 12/20/2023		
Inv 343329/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2023	Huntington Dr. Median replace damaged control	725.90
Inv 343329/1 Total		725.90
0 Total:		725.90
<b>JHMS8020 - JHM Supply Total:</b>		725.90
<b>DEBLWS - Lewis, Deborah</b>		
318110 12/20/2023		
Inv 111623		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Notary Services for 3 Applicants 11/16/23	150.00
Inv 111623 Total		150.00
Inv 113023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Notary Services for Applicant Linares 11/30/23	50.00
Inv 113023 Total		50.00
318110 Total:		200.00
<b>DEBLWS - Lewis, Deborah Total:</b>		200.00

Check Number	Check Date		Amount
<b>LIFE822 - Life-Assist Inc.</b>			
318111	12/20/2023		
Inv	1384412		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/29/2023	Annual Fire Medical Supplies - FY 2023-2024.		486.33
Inv 1384412 Total			486.33
			<hr/>
318111 Total:			486.33
			<hr/>
<b>LIFE822 - Life-Assist Inc. Total:</b>			486.33
<b>MER2145 - Merit Oil Company</b>			
318112	12/20/2023		
Inv	807378		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/24/2023	Fuel at PW Service Yard - 500 Gallons		696.74
10/24/2023	Fuel at PW Service Yard - 500 Gallons		696.74
10/24/2023	Fuel at PW Service Yard - 500 Gallons		696.74
10/24/2023	Fuel at PW Service Yard - 500 Gallons		696.74
Inv 807378 Total			2,786.96
Inv	811871		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/17/2023	1,650 Gallons of Unleaded Gasoline for Fire Dept Fuel Station		6,429.02
Inv 811871 Total			6,429.02
			<hr/>
318112 Total:			9,215.98
			<hr/>
<b>MER2145 - Merit Oil Company Total:</b>			9,215.98
<b>MIS3041 - Mission District Lofts</b>			
318113	12/20/2023		
Inv	2021 Premium		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Parking Structure Billing Premium - 812 Fremont Ave.		506.63
Inv 2021 Premium Total			506.63
Inv	2022 Premium		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Parking Structure Billing Premium - 812 Fremont Ave.		546.00
Inv 2022 Premium Total			546.00
Inv	2023 Premium		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
11/30/2023	Parking Structure Billing Premium - 812 Fremont Ave.	556.30
	Inv 2023 Premium Total	556.30
318113 Total:		1,608.93
<b>MIS3041 - Mission District Lofts Total:</b>		1,608.93
<b>MMA2011 - MMASC</b>		
318114	12/20/2023	
	Inv 23-24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/21/2023	Annual dues for MA Wehrle	90.00
	Inv 23-24 Total	90.00
318114 Total:		90.00
<b>MMA2011 - MMASC Total:</b>		90.00
<b>MVCH3011 - MV Cheng &amp; Associates Inc.</b>		
318115	12/20/2023	
	Inv 11/30/2023 A	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Temporary Staffing Services - Finance Senior Accountant - Nov'23	6,412.50
	Inv 11/30/2023 A Total	6,412.50
	Inv 11/30/2023 F	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	Temporary Staffing Services - Finance Accounting Manger - Nov'23	10,605.00
	Inv 11/30/2023 F Total	10,605.00
318115 Total:		17,017.50
<b>MVCH3011 - MV Cheng &amp; Associates Inc. Total:</b>		17,017.50
<b>PEG4590 - NUFIC</b>		
318116	12/20/2023	
	Inv November	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/24/2023	Premium for Employee AD&D - Basic Coverage - November 2023	204.00
11/24/2023	Premium for Employee AD&D - Optional Coverage - November 2023	805.60
	Inv November Total	1,009.60



Check Number	Check Date	Amount
318116 Total:		1,009.60
<b>PEG4590 - NUFIC Total:</b>		1,009.60
<b>OCL8011 - OCLC Inc.</b>		
0	12/20/2023	
Inv 1000348295		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2023	WorldCat Visibility Annual License	885.08
Inv 1000348295 Total		885.08
0 Total:		885.08
<b>OCL8011 - OCLC Inc. Total:</b>		885.08
<b>ORI2659 - Oriental Trading Co., Inc.</b>		
0	12/20/2023	
Inv 72806765801		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2023	Breakfast w/ Santa event supplies, crafts & decors	254.60
Inv 72806765801 Total		254.60
0 Total:		254.60
<b>ORI2659 - Oriental Trading Co., Inc. Total:</b>		254.60
<b>PHS4011 - Pasadena Humane Society</b>		
318117	12/20/2023	
Inv DEC2023SoPas		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/03/2023	Animal Care and Control Services - December 2023	14,890.61
Inv DEC2023SoPas Total		14,890.61
318117 Total:		14,890.61
<b>PHS4011 - Pasadena Humane Society Total:</b>		14,890.61
<b>PSLSV802 - Pasadena Live Scan Service</b>		
318118	12/20/2023	
Inv 66		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2023	Pre-Employment Live Scan Services - October 2023	569.00

Check Number	Check Date	Amount
Inv 66 Total		569.00
318118 Total:		569.00
<b>PSLSV802 - Pasadena Live Scan Service Total:</b>		569.00
<b>PWP4465 - Pasadena Water &amp; Power</b>		
318119	12/20/2023	
Inv	10/13/-11/13/23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Water Purchased from City of Pasadena Nov 2023	3,016.36
Inv 10/13/-11/13/23 Total		3,016.36
Inv	9/13/-10/12/23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Water Purchased from City of Pasadena Oct 2023	3,004.74
Inv 9/13/-10/12/23 Total		3,004.74
318119 Total:		6,021.10
<b>PWP4465 - Pasadena Water &amp; Power Total:</b>		6,021.10
<b>PAY7788 - Payke Gymnastics</b>		
318120	12/20/2023	
Inv	PaykeGymNov23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2023	Contract Class Instructor:Payke Gymnastics payment Nov 23	1,248.00
Inv PaykeGymNov23 Total		1,248.00
318120 Total:		1,248.00
<b>PAY7788 - Payke Gymnastics Total:</b>		1,248.00
<b>CRPC7000 - Pech, Carlos</b>		
318121	12/20/2023	
Inv	11/13-17/23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Basic TC Training Reimbursement for Det. Pech	751.14
12/01/2023	Basic TC Training Reimbursement for Det. Pech	692.53
Inv 11/13-17/23 Total		1,443.67
318121 Total:		1,443.67

Check Number	Check Date		Amount
<b>CRPC7000 - Pech, Carlos Total:</b>			1,443.67
<b>PHOE4610 - Phoenix Group Information Systems</b>			
318122	12/20/2023		
Inv	102023184		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/04/2023	Citations processed for the month of October 2023		5,805.84
Inv 102023184 Total			5,805.84
Inv	537		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/04/2023	Custom citation rolls		3,472.58
Inv 537 Total			3,472.58
318122 Total:			9,278.42
<b>PHOE4610 - Phoenix Group Information Systems Total:</b>			9,278.42
<b>MCPSTI - Pusateri, Michele</b>			
0	12/20/2023		
Inv	PBALL(NOV23)		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/12/2023	Contract Class Instructor Pickle Ball payment Nov 23		2,450.50
Inv PBALL(NOV23) Total			2,450.50
0 Total:			2,450.50
<b>MCPSTI - Pusateri, Michele Total:</b>			2,450.50
<b>RWGN8160 - Richards, Watson &amp; Gershon</b>			
318123	12/20/2023		
Inv	244888		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/20/2023	September 2023 Special Litigation		21,476.00
Inv 244888 Total			21,476.00
Inv	244889		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/20/2023	September 2023 Special Litigation		2,108.00
Inv 244889 Total			2,108.00
Inv	244890		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
11/20/2023	September 2023 Special Litigation	9,517.00
Inv 244890 Total		9,517.00
Inv 244891		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/20/2023	September 2023 Special Litigation	2,449.00
Inv 244891 Total		2,449.00
Inv 244892		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/20/2023	September 2023 Special Litigation	682.00
Inv 244892 Total		682.00
Inv 244893		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/20/2023	September 2023 Special Litigation	180.00
Inv 244893 Total		180.00
Inv 244894		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/20/2023	September 2023 Special Litigation	11,049.21
Inv 244894 Total		11,049.21
Inv 244895		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/20/2023	September 2023 Special Litigation	3,546.58
Inv 244895 Total		3,546.58
Inv 245355		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/20/2023	November 2023 General Legal Services	37,273.00
Inv 245355 Total		37,273.00
Inv 245356		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	November 2023 Legal Services	2,604.00
Inv 245356 Total		2,604.00
Inv 245357		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	November 2023 Legal Services	5,363.00
Inv 245357 Total		5,363.00

Check Number	Check Date		Amount
Inv	245358		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/06/2023	November 2023 Legal Services		4,433.00
Inv 245358 Total			4,433.00
Inv	245359		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/06/2023	November 2023 Legal Services		403.00
Inv 245359 Total			403.00
Inv	245360		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/06/2023	November 2023 PRA Requests		22.50
Inv 245360 Total			22.50
Inv	245361		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/06/2023	November 2023 Legal Services		1,844.50
Inv 245361 Total			1,844.50
Inv	245362		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/06/2023	November 2023 Legal Services		1,543.00
Inv 245362 Total			1,543.00
318123 Total:			104,493.79
<b>RWGN8160 - Richards, Watson &amp; Gershon Total:</b>			104,493.79
<b>RINGCNTL - RingCentral, Inc.</b>			
318124	12/20/2023		
Inv	CD_000697135		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/22/2023	Digital Unlimited Advanced and Local Licenses		20.32
Inv CD_000697135 Total			20.32
318124 Total:			20.32
<b>RINGCNTL - RingCentral, Inc. Total:</b>			20.32
<b>RAMS3041 - Rogers Anderson, Malody &amp; Scott LLP</b>			
0	12/20/2023		

Check Number	Check Date	Amount
Inv 73849		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2023	Audit Services FY 2022-23	5,152.00
10/31/2023	Audit Services FY 2022-23	4,048.00
Inv 73849 Total		9,200.00
Inv 73994		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2023	Audit Services FY 2022-23	5,040.00
11/30/2023	Audit Services FY 2022-23	3,960.00
Inv 73994 Total		9,000.00
0 Total:		18,200.00
<b>RAMS3041 - Rogers Anderson, Malody &amp; Scott LLP Total:</b>		18,200.00
<b>SSSS8267 - Round Star West, LLC</b>		
0	12/20/2023	
Inv SSS-Nov23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2023	Contract Class Instructor Super Soccer Star payment Nov 23	468.00
Inv SSS-Nov23 Total		468.00
0 Total:		468.00
<b>SSSS8267 - Round Star West, LLC Total:</b>		468.00
<b>SGVMC111 - San Gabriel Valley Medical Center</b>		
318125	12/20/2023	
Inv 914349		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/21/2023	Blood alcohol withdrawal for Medical Record # 914349	48.00
Inv 914349 Total		48.00
318125 Total:		48.00
<b>SGVMC111 - San Gabriel Valley Medical Center Total:</b>		48.00
<b>MICH4011 - Sanchez, Michael</b>		
318126	12/20/2023	
Inv 11/6-11/16/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	TC RECON TRAINING REIMBURSEMENT FOR CPL SANCHEZ11/6-16/23	1,215.78
12/01/2023	TC RECON TRAINING REIMBURSEMENT FOR CPL SANCHEZ11/6-16/23	160.30

Check Number	Check Date	Amount
Inv 11/6-11/16/23 Total		1,376.08
318126 Total:		1,376.08
<b>MICH4011 - Sanchez, Michael Total:</b>		1,376.08
<b>SAN1111 - Sandoval, Fernando</b>		
318127	12/20/2023	
Inv 11/16/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Firearms Training Reimbursement for Ofer. Sandoval 11/16/23	39.17
Inv 11/16/23 Total		39.17
318127 Total:		39.17
<b>SAN1111 - Sandoval, Fernando Total:</b>		39.17
<b>WALKANTA - Scott, Anita Walker</b>		
318128	12/20/2023	
Inv 001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2023	Seed Library artwork, design, execution, and supplies	1,225.00
Inv 001 Total		1,225.00
318128 Total:		1,225.00
<b>WALKANTA - Scott, Anita Walker Total:</b>		1,225.00
<b>SHO7777 - Showcases</b>		
0	12/20/2023	
Inv 327600		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2023	CD albums	244.35
Inv 327600 Total		244.35
Inv 327601		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/14/2023	CD albums	162.54
Inv 327601 Total		162.54
Inv 327614		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
11/15/2023	CD albums		307.04
Inv 327614	Total		307.04
0 Total:			713.93
<b>SHO7777 - Showcases Total:</b>			713.93
<b>GLRSICLR - Sickler, Gloria</b>			
318129	12/20/2023		
Inv 736			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/20/2023	Refund-Applicant Double Paid		305.04
Inv 736	Total		305.04
318129 Total:			305.04
<b>GLRSICLR - Sickler, Gloria Total:</b>			305.04
<b>SCAQ6010 - South Coast A.Q.M.D.</b>			
318130	12/20/2023		
Inv P75983			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/09/2023	AQMD violation penalty for Permit N24462 at PW Yard (Resolved)		2,427.00
Inv P75983	Total		2,427.00
318130 Total:			2,427.00
<b>SCAQ6010 - South Coast A.Q.M.D. Total:</b>			2,427.00
<b>STA5219 - Staples Business Advantage</b>			
0	12/20/2023		
Inv 3545680209			
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/24/2023	Public Works Department Office Supplies		27.55
Inv 3545680209	Total		27.55
Inv 3546217266			
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/29/2023	Public Works Department Office Supplies		20.50
Inv 3546217266	Total		20.50



Check Number	Check Date	Amount
Inv	3547824289	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/19/2023	Public Works Department Office Supplies	18.65
09/19/2023	Public Works Department Office Supplies	18.66
Inv 3547824289 Total		37.31
Inv	3547916325	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/20/2023	Public Works Department Office Supplies	75.65
Inv 3547916325 Total		75.65
Inv	3547916326	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/20/2023	Public Works Yard Break Room	43.12
09/20/2023	Public Works Yard Break Room	43.12
09/20/2023	Public Works Yard Break Room	43.12
09/20/2023	Public Works Yard Break Room	43.12
09/20/2023	Public Works Yard Break Room	43.12
09/20/2023	Public Works Yard Break Room	43.12
Inv 3547916326 Total		258.72
Inv	3547916327	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/20/2023	Public Works Department Office Supplies	15.45
09/20/2023	Public Works Department Office Supplies	15.44
Inv 3547916327 Total		30.89
Inv	3548358918	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/26/2023	Public Works Department Office Supplies	61.12
09/26/2023	Public Works Department Office Supplies	61.13
Inv 3548358918 Total		122.25
Inv	3548420906	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/27/2023	Public Works Department Office Supplies	165.36
09/27/2023	Public Works Department Office Supplies	165.37
Inv 3548420906 Total		330.73
Inv	3552168232	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/07/2023	Toner, pens, post-its, spill absorbent	132.85
Inv 3552168232 Total		132.85

Check Number	Check Date	Amount
Inv 3553921071		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/28/2023	Parks Division Office Supplies	76.98
Inv 3553921071 Total		76.98
Inv 3553921072		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	PD Office Supplies	737.22
Inv 3553921072 Total		737.22
0 Total:		1,850.65
<b>STA5219 - Staples Business Advantage Total:</b>		1,850.65
<b>MELSTEPH - Stepanian, Melanis</b>		
318131 12/20/2023		
Inv 11/4/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/04/2023	Mileage Claim for Fall Compost Giveaway	3.41
Inv 11/4/23 Total		3.41
318131 Total:		3.41
<b>MELSTEPH - Stepanian, Melanis Total:</b>		3.41
<b>PSExc - Story, Forrest L</b>		
318132 12/20/2023		
Inv 11/22/2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2023	Preparing for Supervision workshop	115.00
Inv 11/22/2023 Total		115.00
318132 Total:		115.00
<b>PSExc - Story, Forrest L Total:</b>		115.00
<b>STSM1020 - Studio Spectrum, Inc.</b>		
0 12/20/2023		
Inv 192578		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Video Production & Streaming Services - FY23-24 - November 2023	4,160.00
Inv 192578 Total		4,160.00

Check Number	Check Date	Amount
Inv 192581		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2023	Video Production & Streaming Srves - State of the City 12/5/23	4,905.00
Inv 192581 Total		4,905.00
		<hr/>
0 Total:		9,065.00
		<hr/>
<b>STSM1020 - Studio Spectrum, Inc. Total:</b>		9,065.00
<b>SCRR4010 - Superior Court of California, County of LA</b>		
318133	12/20/2023	
Inv	October 2023	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Citations processed for the month of October 2023	2,977.50
Inv October 2023 Total		2,977.50
		<hr/>
318133 Total:		2,977.50
		<hr/>
<b>SCRR4010 - Superior Court of California, County of LA Total:</b>		2,977.50
<b>SWRCB900 - SWRCB</b>		
0	12/20/2023	
Inv	WD-0231760	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	Annual Permit Fee for Water System	868.00
Inv WD-0231760 Total		868.00
		<hr/>
0 Total:		868.00
		<hr/>
<b>SWRCB900 - SWRCB Total:</b>		868.00
<b>TOT2010 - TASC</b>		
318134	12/20/2023	
Inv	IN2934783	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/17/2023	FSA - Plan Documents Only - 1/1/24 - 12/31/24	441.60
Inv IN2934783 Total		441.60
		<hr/>
318134 Total:		441.60
		<hr/>
<b>TOT2010 - TASC Total:</b>		441.60

**COBR7131 - The Advantage Group**

0	12/20/2023	
Inv	164878	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/27/2023	HRA Administration Fee - November 2023	306.00
Inv 164878 Total		306.00
Inv	December	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/27/2023	HRA Retiree Reimbursement - December 2023	16,054.28
Inv December Total		16,054.28
0 Total:		16,360.28
<b>COBR7131 - The Advantage Group Total:</b>		16,360.28

**PTSP2011 - The Print Spot**

318135	12/20/2023	
Inv	7366	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2023	TriFold Brochure - Experience South Pas	88.20
Inv 7366 Total		88.20
318135 Total:		88.20
<b>PTSP2011 - The Print Spot Total:</b>		88.20

**TMOB4010 - T-Mobile**

318136	12/20/2023	
Inv	988212311	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/21/2023	AN 988212311 Service 10/21/23 - 11/20/23	79.30
Inv 988212311 Total		79.30
318136 Total:		79.30
<b>TMOB4010 - T-Mobile Total:</b>		79.30

**TRA5998 - Transtech Engineers, Inc.**

318137	12/20/2023	
Inv	20235779	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
09/30/2023		Building officials and plan check services. (September 2023)	23,396.09
		Inv 20235779 Total	23,396.09
		Inv 20235780	
<u>Line Item Date</u>		<u>Line Item Description</u>	
10/31/2023		Building officials and plan check services. (October 2023)	32,346.50
		Inv 20235780 Total	32,346.50
318137 Total:			55,742.59
<b>TRA5998 - Transtech Engineers, Inc. Total:</b>			55,742.59
<b>TRUPINT - TruePoint Solutions, LLC</b>			
318138	12/20/2023		
		Inv 23-1297	
<u>Line Item Date</u>		<u>Line Item Description</u>	
11/15/2023		TruePoint - Accela Implementation Services	3,187.50
		Inv 23-1297 Total	3,187.50
318138 Total:			3,187.50
<b>TRUPINT - TruePoint Solutions, LLC Total:</b>			3,187.50
<b>USCAD - U.S. CAD Holdings, LLC</b>			
318139	12/20/2023		
		Inv INV57510	
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/25/2023		Bluebeam Revu Standard Software License & Maint.	4,296.00
		Inv INV57510 Total	4,296.00
318139 Total:			4,296.00
<b>USCAD - U.S. CAD Holdings, LLC Total:</b>			4,296.00
<b>UND6710 - Underground Service Alert/SC</b>			
318140	12/20/2023		
		Inv 1120230702	
<u>Line Item Date</u>		<u>Line Item Description</u>	
12/04/2023		Underground Service Alert Fee	136.00
		Inv 1120230702 Total	136.00

Check Number	Check Date	Amount
Inv 22-2304749		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Underground Service Alert Fee	3.04
Inv 22-2304749 Total		3.04
Inv 23-241975		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Underground Service Alert Fee	57.68
Inv 23-241975 Total		57.68
Inv 620230714		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Underground Service Alert Fee	188.50
Inv 620230714 Total		188.50
318140 Total:		385.22
<b>UND6710 - Underground Service Alert/SC Total:</b>		385.22
<b>VAR1111 - Vargas, Ruben</b>		
318141	12/20/2023	
Inv 11/21/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/21/2023	Mileage for PW Staff	26.99
Inv 11/21/23 Total		26.99
Inv 11/22/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2023	Mileage for PW Staff	26.99
Inv 11/22/23 Total		26.99
Inv 11/24/23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/24/2023	Mileage for PW Staff	26.99
Inv 11/24/23 Total		26.99
318141 Total:		80.97
<b>VAR1111 - Vargas, Ruben Total:</b>		80.97
<b>VTIN4010 - VenTek International</b>		
318142	12/20/2023	

Check Number	Check Date	Amount
Inv 141330		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Annual online services for parking permit kiosk in PD lobby	2,110.00
Inv 141330 Total		2,110.00
318142 Total:		2,110.00
<b>VTIN4010 - VenTek International Total:</b>		2,110.00
<b>VERW6711 - Verizon Wireless</b>		
318143	12/20/2023	
Inv 9950256042		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/26/2023	AN 270619951-00004 Service for 10/27/23 - 11/26/23	498.06
Inv 9950256042 Total		498.06
318143 Total:		498.06
<b>VERW6711 - Verizon Wireless Total:</b>		498.06
<b>VUL6601 - Vulcan Materials Company</b>		
0	12/20/2023	
Inv 73845683		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2023	Crush rick to backfill water division excavations	773.19
Inv 73845683 Total		773.19
0 Total:		773.19
<b>VUL6601 - Vulcan Materials Company Total:</b>		773.19
<b>WES4152 - West Coast Arborists, Inc.</b>		
0	12/20/2023	
Inv 207681		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2023	Citywide Urban Forestry Services - Tree and Stump Removal	10,035.00
Inv 207681 Total		10,035.00
Inv 207682		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2023	Citywide Urban Forestry Services - Grid Pruning	2,070.00
Inv 207682 Total		2,070.00

Check Number	Check Date	Amount
Inv 207691		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2023	Citywide Urban Forestry Services - Arborist Services	2,210.00
Inv 207691 Total		2,210.00
0 Total:		14,315.00
<b>WES4152 - West Coast Arborists, Inc. Total:</b>		14,315.00
<b>WLHD8020 - Westlake Hardware</b>		
0	12/20/2023	
Inv 14303897		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2023	Fire - Building Maintenance November	34.77
Inv 14303897 Total		34.77
Inv 14304102		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/14/2023	Fire - Building Maintenance November	18.17
Inv 14304102 Total		18.17
Inv 14304103		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/14/2023	Fire - Building Maintenance November	71.65
Inv 14304103 Total		71.65
Inv 14304104		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/14/2023	Fire - Building Maintenance November	-13.22
Inv 14304104 Total		-13.22
Inv 14304105		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/14/2023	Fire - Building Maintenance November	38.58
Inv 14304105 Total		38.58
Inv 14304259		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Water Distribution Supplies	55.48
Inv 14304259 Total		55.48



Check Number	Check Date		Amount
Inv	14304278		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/04/2023	Water Production Supplies		114.59
Inv 14304278 Total			114.59
			<hr/>
0 Total:			320.02
			<hr/>
<b>WLHD8020 - Westlake Hardware Total:</b>			320.02
<b>PUFG8267 - Wong, Pauline Sam</b>			
0	12/20/2023		
Inv	AdultMoNov		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Adult November Monthly Line Dance-Contract Instructor		13.00
Inv AdultMoNov Total			13.00
Inv	AdultWINov		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Adult November Walk-In Line Dance-Contract Instructor		126.75
Inv AdultWINov Total			126.75
Inv	SeniorNovWalkin		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Senior November Line Dance-Contract Instructor		124.00
Inv SeniorNovWalkin Total			124.00
			<hr/>
0 Total:			263.75
			<hr/>
<b>PUFG8267 - Wong, Pauline Sam Total:</b>			263.75
<b>GRA1244 - Woods Maintenance Services, Inc.</b>			
318144	12/20/2023		
Inv	SPAS0923		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/02/2023	Citywide Graffiti Removal Services FY23-24, September 2023		1,026.00
Inv SPAS0923 Total			1,026.00
Inv	SPAS1023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/01/2023	Citywide Graffiti Removal Services FY23-24, October 2023		1,083.00
Inv SPAS1023 Total			1,083.00

Check Number	Check Date	Amount
318144 Total:		2,109.00
<b>GRA1244 - Woods Maintenance Services, Inc. Total:</b>		2,109.00
<b>YTH1023 - Y Tire Performance LLC</b>		
318145	12/20/2023	
Inv 36756		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/21/2023	PD replacement of 4 tires unit # 1933	1,009.23
Inv 36756 Total		1,009.23
Inv 36772		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/27/2023	PD replacement of 1 tire unit #1405	329.82
Inv 36772 Total		329.82
318145 Total:		1,339.05
<b>YTH1023 - Y Tire Performance LLC Total:</b>		1,339.05
<b>CONYEE - Yee, Connie</b>		
0	12/20/2023	
Inv FFNov		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/28/2023	November Senior Functional Fitness Class - Contract Instructor	244.00
Inv FFNov Total		244.00
Inv HIITNov		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/28/2023	November HIIT Class- Contract Instructor	318.50
Inv HIITNov Total		318.50
0 Total:		562.50
<b>CONYEE - Yee, Connie Total:</b>		562.50
<b>MZLN8267 - Zeledon, Maria</b>		
0	12/20/2023	
Inv SPAN-NOV23		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2023	Contract Class Instructor payment Spanish class Nov 23	1,301.30
Inv SPAN-NOV23 Total		1,301.30

Check Number	Check Date	Amount
0 Total:		1,301.30
<b>MZLN8267 - Zeledon, Maria Total:</b>		1,301.30
Total:		499,940.10

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**

# **ATTACHMENT 4**

## **Online Payments**

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**

City of  
**SOUTH PASADENA**

Online Payment Log			
Date	Vendor	Amount	Description
11/21/2023	UMPQUA Bank	\$29,520.70	Online Payment for City's October 2023 Credit Card Expenses.
12/4/2023	So Cal Edison	\$98,006.54	Online Payment for Master Electric Account # 11581 (09/21/23-10/26/23).
12/6/2023	So Cal Gas	\$1,077.46	Online Payment for City's So Cal Gas Accounts (10/13/23-11/14/23).
12/11/2023	Tesla Inc.	\$89.91	Premium Connectivity

**Total:** **\$128,694.61**

City of  
**SOUTH PASADENA**

October 2023 Credit Card Expense Summary		
Date	Description	Amount
10/1/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$18.98
10/1/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$53.13
10/1/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$0.26
10/1/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$30.39
10/1/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$47.83
10/1/2023	DOUBLETREE TORRANCE - K-9 Training Hotel for Officer Zamora	\$803.52
10/1/2023	LA QUINTA INN HAYWARD - Hotel Credit Card Hold Refund	-\$100.00
10/1/2023	TRADER JOE'S - Flower Arrangement Class Supplies	\$22.01
10/1/2023	TRADER JOE'S - Flower Arrangement Class Supplies	\$25.30
10/1/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$57.89
10/1/2023	SEARSPARTSDIRECT.COM - Part to repair refrigerator for Senior Center	\$232.66
10/5/2023	AUSTIN MARRIOTT DOWNTOWN - ICMA Conference	\$83.17
10/1/2023	AUSTIN MARRIOTT DOWNTOWN - ICMA Conference	\$2,736.28
10/1/2023	HOOTSUITE INC - Hootsuit - Annual	\$2,148.00
10/5/2023	AUSTIN MARRIOTT DOWNTOWN - Marriott/Marriott	\$58.96
10/1/2023	UBER TRIP - Transportation - ICMA Conference	\$8.92
10/1/2023	UBER TRIP - Transportation - ICMA Conference	\$44.64
10/1/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$18.02
10/1/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$15.30
10/1/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$10.08
10/1/2023	PAVILIONS #2228 - Camp Supplies	\$1.99
10/1/2023	PAVILIONS #2228 - Senior Center Supplies	\$3.99
10/1/2023	WESTLAKE ACE S. PASADENA - Westlake Ace	\$33.06
10/2/2023	AUSTIN CONVENTION CENTER - ICMA	\$8.80
10/1/2023	UBER TRIP - Transportation - ICMA Conference	\$41.12
10/2/2023	UBER TRIP - Transportation - ICMA Conference	\$11.98
10/2/2023	UBER TRIP - Transportation - ICMA Conference	\$8.22
10/4/2023	SOUTHWEST AIRLINES - ICMA Conference Travel	\$144.00
10/3/2023	MUNICIPAL MANAGEMENT ASSOCIATION - Annual Membership Dues	\$90.00
10/3/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$8.50
10/3/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$12.95
10/3/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$25.84
10/4/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$42.80
10/4/2023	LA MONARCA BAKERY - Tree Community Event Refreshments	\$50.00
10/5/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$54.21
10/4/2023	WARD PROMOTIONAL MARK - Logo Staple Removers for Promotion / Outreach	\$237.82
10/3/2023	UBER TRIP - Transportation - ICMA Conference	\$10.12
10/5/2023	AM DONUT YOGURT INC - Training Meal Expense	\$17.44
10/5/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$57.86
10/4/2023	LinkedIn - Finance Manager Position Ad	\$515.77
10/4/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$15.30
10/3/2023	CHIPOTLE ONLINE - In Service Community Services Lunch for Staff	\$108.57
10/4/2023	Netflix.com - Senior Center Movies and Streaming	\$15.49
10/5/2023	PLAQUEMAKER - Memorial Bench Supplies	\$52.64
10/5/2023	Vision Electric - Emergency Facilities Expenses	\$1,424.65
10/6/2023	MERCADOS FLOWERS - Flowers for Manhattan Beach PD Fallen Officer	\$63.07
10/5/2023	UBER TRIP - Transportation - ICMA Conference	\$53.73
10/6/2023	CANOE HOUSE - City Council Meeting Dinner 10/04/2023	\$261.00



10/6/2023	HABIT - City Council Meeting Dinner 10/04/2023	\$12.33
10/5/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$16.80
10/8/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$150.00
10/8/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$20.66
10/8/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$61.26
10/6/2023	ARISAKA DEFENSE - Inline Scout Mount for Range Equipment	\$360.00
10/8/2023	CHARLIES TRIO CAFE - Executive Team Lunch	\$81.63
10/6/2023	CONSTANTCONTACT.COM - Subscription	\$232.00
10/8/2023	CCMF - New and Future CM Seminar	\$550.00
10/8/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$20.05
10/8/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$50.66
10/8/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$9.81
10/6/2023	Yard Inflatables Inc. - Yard Inflatables for Community Services	\$394.75
10/8/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$24.96
10/8/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$17.28
10/6/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$16.32
10/9/2023	ZOOM - Zoom for Community Development	\$17.19
10/9/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$7.98
10/8/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$15.17
10/10/2023	CACEO - 2023 Code Conference for Chris Mandala	\$600.00
10/11/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$63.93
10/11/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$25.55
10/11/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$45.83
10/11/2023	CANOE HOUSE - Lunch for Deputy PD Chief Rater Panel	\$117.96
10/11/2023	TOKORO RESTAURANT - New Deputy City Clerk Luncheon	\$180.86
10/10/2023	CHEVRON 0308292 - Fuel for Motor Officers	\$30.29
10/10/2023	CHEVRON 0308292 - Fuel for Motor Officers	\$36.11
10/10/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$10.88
10/11/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$50.87
10/11/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$64.58
10/10/2023	WATERWISEPRO TRAINING - Waterwise Training	\$600.00
10/11/2023	CSMFO - CSMFO - Wednesday Night Event One Attendee	\$515.00
10/11/2023	CSMFO - CSMFO - Full Conference	\$35.00
10/11/2023	SMART AND FINAL - Camp Med Program Snacks	\$294.62
10/11/2023	COSTCO WHSE - What to do about mom event snacks	\$155.74
10/11/2023	SMART AND FINAL - Nutritional Supplies for Senior Center	\$160.63
10/12/2023	HI LIFE BURGERS - Staff Lunch for Community Development	\$175.97
10/12/2023	CAFE X2O - Working Lunch for City Manager's Office	\$87.27
10/11/2023	EB JUMPSTART INCLUSIVE CATALOGING - Inclusive Cataloging for Jenney Reyes	\$210.99
10/13/2023	PAVILIONS #2228 - Expenses for Mom and Dad Workshop	\$25.97
10/12/2023	CHEVRON 0308292 - Fuel for Motor Officers	\$24.99
10/12/2023	CHEVRON 0308292 - Fuel for Motor Officers	\$23.50
10/11/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$5.28
10/13/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$50.09
10/15/2023	HABIT S PASADENA 322 - Strategic Plan - Community Session Snacks	\$47.34
10/13/2023	HEIRLOOM BAKERY - Strategic Plan - Lunch	\$498.92
10/13/2023	HI LIFE BURGERS - Strategic Plan - Lunch	\$109.15
10/13/2023	LA MONARCA BAKERY - Strategic Plan Refreshments	\$84.42
10/15/2023	PAVILIONS #2228 - Strategic Plan Refreshments	\$21.06
10/15/2023	PAVILIONS #2228 - Strategic Plan Refreshments	\$57.98
10/15/2023	QUICK & CLEAN - Dry Cleaning Tablecloths for Strategic Plan	\$285.00
10/15/2023	STARBUCKS - Disaster Preparedness Training Refreshments	\$93.00
10/15/2023	PARTY CITY 544 - Supplies for Senior Halloween Luncheon	\$208.37
10/15/2023	PARTY CITY 544 - Halloween Spooktacular Event Supplies	\$203.96
10/13/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$9.18

10/13/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$18.24
10/13/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$34.56
10/15/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$66.70
10/15/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$4.62
10/15/2023	MIKE AND ANNES INC - Meal for Council and CM Staff Water Education Session	\$198.45
10/15/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$61.59
10/15/2023	ZOOM - Renewal of Management Services Account	\$483.43
10/15/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$10.50
10/15/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$17.76
10/15/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$80.13
10/15/2023	KRISPY KREME - Strategic Plan - Community Session Snacks	\$71.03
10/15/2023	MICHAELS STORES 8667 - Senior Center Craft Supplies	\$35.46
10/15/2023	CHEVRON 0308292 - Fuel for Motor Officers	\$25.49
10/15/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$3.36
10/15/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$17.86
10/17/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$6.46
10/18/2023	FUN EXPRESS - Halloween Fun Services	\$386.90
10/18/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$32.61
10/18/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$38.20
10/18/2023	PAVILIONS #2228 - Camp Supplies	\$10.63
10/17/2023	INT'L CODE COUNCIL INC - International Code Council Certificate Renewal for Chris Mandala.	\$100.00
10/19/2023	GRAND HYATT SAN DIEGO - IACP Hotel for Sgt. Abdalla	\$1,955.60
10/20/2023	LIEBERT CASSIDY WHITMORE - Legislative Live Stream	\$75.00
10/17/2023	CHEVRON 0308292 - Fuel for Motor Officers	\$30.47
10/18/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$22.57
10/18/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$9.03
10/18/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$14.70
10/17/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$20.24
10/19/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$43.78
10/19/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$67.51
10/20/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$29.35
10/19/2023	COSTCO WHSE - Halloween Candy	\$95.94
10/22/2023	TURF VALLEY RESORT - Annual Recertification Training Hotel Expense	\$677.96
10/23/2023	CHEVRON 0308292 - Fuel for Motor Officers	\$24.51
10/24/2023	CHEVRON 0308292 - Fuel for Motor Officers	\$27.10
10/24/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$14.04
10/24/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$15.12
10/25/2023	SG VALLEY NEWS SUBS - Newspapers Subscription	\$115.02
10/25/2023	LinkedIn - Finance Manager Position Ad	\$520.95
10/25/2023	BLVD NURSERY - Lawn & Garden Supply for Public Works	\$1,547.55
10/26/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$52.29
10/26/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$23.75
10/26/2023	PASADENA - SO CAL BASE - Fuel for PW Vehicles	\$58.32
10/26/2023	INSPIRATIONAL WOMENS FORUM - Women's Forum and Leadership Awards	\$518.00
10/25/2023	AMERICAN LIBRARY ASSOCIATION - HR Crash Course for Library Managers	\$170.10
10/26/2023	PLAQUEMAKER - Plaque for Memorial Garden for Shires Family	\$60.58
10/26/2023	LinkedIn - Finance Manager Position Ad	\$13.24
10/26/2023	CHEVRON 0308292 - Fuel for Motor Officers	\$28.24
10/27/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$75.26
10/27/2023	Gus's BBQ - Working Lunch for City Manager's Office	\$70.00
10/27/2023	Gus's BBQ - Sr. Maintenance Worker Rater Panel	\$120.34
10/27/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$8.64
10/27/2023	ANTRIMS LOCK AND KEY - Key Duplication	\$15.44
10/27/2023	COSTCO WHSE - Senior Center Snacks	\$97.72
10/27/2023	LCM-NEWS INC - LCM New In Camp Med Ad	\$250.00

10/29/2023	PASADENA - SO CAL BASE - Fuel for Transit Vehicles	\$37.78
10/26/2023	TRADER JOE'S - San Gabriel Valley Association Meeting	\$60.00
10/29/2023	VDARA - FRONT DESK - Vdara - Springbrook Conference Expense - Stephanie P.	\$331.63
10/29/2023	VDARA - FRONT DESK - Vdara - Springbrook Conference Expense - Esteban A.	\$331.63
10/29/2023	VDARA - FRONT DESK - Vdara - Springbrook Conference Expense - Ani S.	\$315.31
10/29/2023	LOEWS HOTELS - MMASC Conference	\$245.71
10/29/2023	LOEWS HOTELS - MMASC Conference	\$245.71
10/29/2023	LOEWS HOTELS - MMASC Conference	\$245.71
10/29/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$12.96
10/29/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$10.44
10/27/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$29.50
10/29/2023	LA MONARCA BAKERY - Treats for Community Services Staff	\$45.30
10/29/2023	NEXUSPLEX - News Ad	\$300.00
10/29/2023	TRADER JOE'S - Senior Center Treats	\$30.53
10/29/2023	CANVA - I.T. Software Subscription	\$119.99
10/30/2023	LOEWS HOTELS - MMASC Conference	\$350.89
10/30/2023	LOEWS HOTELS - MMASC Conference	\$355.92
10/30/2023	LOEWS HOTELS - MMASC Conference	\$256.71
10/29/2023	CHEVRON 0308292 - Fuel for Motor Officers	\$29.31
10/30/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$24.05
10/30/2023	SAMSCLUB #6613 - Halloween Treats for Seniors	\$94.90
10/31/2023	LA MONARCA BAKERY - Town Hall Supplies	\$96.60
10/31/2023	GOVERNMENT FINANCE OFFICE - GFOA - Membership Renewal John Downs & South Pasadena	\$375.00
10/31/2023	CHEVRON 0308292 - Fuel for Motor Officers	\$30.95
10/30/2023	Tesla Inc Supercharger - PD Electric Vehicle Charging	\$16.43
<b>Total:</b>		<b>\$29,520.70</b>

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**

**ATTACHMENT 5**  
**Prepaid &Warrant Voids**

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**

# Accounts Payable

## Void Check Proof List

User: calvarez  
 Printed: 12/04/2023 - 11:41 AM  
 Batch: 00001.12.2023



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: SOL1111				Brian Solinsky						
Check No: 317779				Check Date: 11/01/2023						
	1,552.82	IACP23 SOLI	10/23/2023	Reimbursement for IACP 2023 Hotel,					No	0
101-4010-4011-8090-000										
Check Total:	1,552.82									
Vendor Total:	1,552.82									
Report Total:	1,552.82									

# Accounts Payable

## Void Check Proof List

User: calvarez  
 Printed: 12/05/2023 - 8:29AM  
 Batch: 00002.12.2023



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: BFWB4011				Badge Frame, Inc.						
Check No: 0				Check Date: 10/18/2023						
	780.00	41204	09/21/2023	Signage for Department					No	0
101-4010-4011-8020-000										
Check Total:	780.00									
Vendor Total:	780.00									
Report Total:	780.00									



**ATTACHMENT 6**  
**Payroll Summary**

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**

# Payroll

## Payroll Summary Report



**Payroll Date:** 11/24/2023 Regular

Checks	\$	502.75
Direct Deposits	\$	545,202.63
IRS Payments	\$	111,336.71
EDD - State of CA	\$	35,519.16
PERS Pension	\$	142,976.48
Deferred Comp	\$	28,508.01
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>864,045.74</b>

**Payroll Date:** 12/7/2023 Off-Cycle

Checks	\$	1,464.38
Direct Deposits	\$	-
IRS Payments	\$	178.68
EDD - State of CA	\$	45.44
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>1,688.50</b>

**Grand Total:** \$ **865,734.24**

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**



# City Council Agenda Report

ITEM NO. 15

**DATE:** December 20, 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 November 1, 2023, November 15, 2023, and December 6, 2023**

---

## **Recommendation**

It is recommended that the City Council consider the approval of the minutes for the Special and Regular Meetings of November 01, 2023, November 15, 2023, and December 6, 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. November 1, 2023, Regular City Council Meeting Minutes
2. November 15, 2023, Regular City Council Meeting Minutes
3. December 6, 2023, Special City Council Meeting Minutes

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**

# **ATTACHMENT**

November 1, 2023, Regular City Council Meeting Minutes

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**





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

**MINUTES**

**WEDNESDAY, NOVEMBER 01, 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, November 01, 2023, at 7:07 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.

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 Mayor Pro Tem Zneimer.

**CLOSED SESSION ANNOUNCEMENTS**

**1. CLOSED SESSION ANNOUNCEMENTS**

**A. REAL PROPERTY NEGOTIATIONS**

(Government Code Section 54956.8)

1. Property Addresses:

- a. 215 Fairview Avenue, APN 5317-007-903
- b. 302 Fairview Avenue, APN 5317-012-903
- c. 529 Prospect Avenue, APN 5317-036-904
- d. 530 Orange Grove Avenue, APN 5317-036-900
- e. 534 Orange Grove Avenue, APN 5317-036-903
- f. 535 Meridian Avenue, APN 5317-036-903
- g. 540 Prospect Avenue, APN 5317-035-901
- h. 901 Bonita Drive, APN 5310-020-903
- i. 1037 & 1039 Grevalia Avenue, APN 5315-012-903
- j. 808 Valley View Road, APN 5310-020-901
- k. 822 Valley View Road, APN 5310-020-902
- l. 216 Fairview Avenue
- m. 217 Fremont Avenue, APN 5317-012-901
- n. 225 Fremont Avenue, APN 5317-012-902
- o. 1131 Columbia Street, APN 5317-012-900
- p. 1707 Meridian Avenue, APN 5310-031-903
- q. 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

**B. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**

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

- 1. *American Medical Response West v. California Department of Health Care Services, et al. (Sacramento Superior Court Case No. 34-2021-80003757)*

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

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

Number of Potential Cases: 1

**City Attorney Roxanne Diaz stated that no reportable action was taken regarding any of the items.**

**PUBLIC COMMENT**

**2. Public Comment – General (Non-Agenda Items)**

In Person Comments:

Pat Mahony spoke regarding street repairs.

Catherine Hummel spoke regarding street repairs.

Sue Matz spoke regarding street repairs.

Clint Granath spoke regarding street repairs.

Gregory Gontz spoke regarding the electric leaf blowers ban.

Yvonne LaRose spoke regarding street improvements.

**CHANGES TO THE AGENDA**

**3. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

None.

**CONSENT CALENDAR**

Item No. 8 was pulled for discussion via submitted public comment. Mayor Pro Tem Zneimer requested to pull Item No. 6 for separate discussion. A motion was made by Councilmember Cacciotti and seconded by Councilmember Donovan to approve Item Nos. 4, 5, and 7 of the consent calendar as presented. The motion carried 5-0, by the following vote:

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

**4. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$71,868.12; GENERAL CITY WARRANTS IN THE AMOUNT OF \$522,395.38; TRANSFERS IN THE AMOUNT OF \$120,000; PAYROLL IN THE AMOUNT OF \$834,194.27**

Recommendation

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

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

**5. CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR OCTOBER 18, 2023**

Recommendation

It is recommended that the City Council consider the approval of the minutes for the Regular Meeting of October 18, 2023.

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

**6. CONSIDERATION OF APPROVAL OF NAMING BERKSHIRE PARK IN MEMORY OF DR. BEATRIZ SOLIS**

Recommendation

It is recommended that the City Council consider approval of naming Berkshire Pocket Park in memory of Dr. Beatriz Solis. The park name being considered is Dr. Beatriz Solis Memorial Park.

Community Services Director Sheila Pautsch responded to inquiries from Mayor Pro Tem Zneimer.

**COUNCIL MOTION AND ACTION:**

**Mayor Pro Tem Zneimer requested to pull item no. 6 for separate discussion. A motion was made by Mayor Pro Tem Zneimer and seconded by Councilmember Cacciotti to approve Item No. 6 of the consent calendar as presented in the staff report. The motion carried 5-0, by the following vote:**

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

**7. CONSIDER APPROVING A SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MSW CONSULTANTS FOR ATHENS SERVICES REFUSE AGREEMENT NEGOTIATIONS AND ANALYSIS AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AMENDMENT**

Recommendation

It is recommended that the City Council consider approving a second amendment to the professional services agreement with MSW Consultants to increase the contract value by \$25,000, for a total contract value of \$96,269.

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

**8. CONSIDER APPROVAL AND AUTHORIZATION OF CITY MANAGER TO EXECUTE CONTRACTS WITH KELLER WILLIAMS DTLA AND THE DAVE KNIGHT REAL ESTATE FOR BROKER SERVICES RELATED TO THE CITY'S SALE OF CALTRANS SURPLUS PROPERTIES**

Recommendation

It is recommended that the City Council consider approval of the standard broker services agreement with Keller Williams DTLA and The Dave Knight Real Estate Team and authorize the City Manager to finalize and execute the agreement for each of the Caltrans surplus properties for broker services.

Zoom Public Comments:

Mark Gallatin spoke regarding the Caltrans Surplus properties.

Steven Lawrence spoke regarding Caltrans' sale of properties.

Deputy Director of Community Development Alison Becker responded to questions from the Council.

**COUNCIL MOTION AND ACTION:**

**Item No. 8 was pulled for separate discussion via submitted public comment. A motion was made by Councilmember Cacciotti and seconded by Councilmember Braun to approve a broker services agreement in the form that would best serve the city and authorize the City Manager and City Attorney to negotiate the terms of the agreement and finalize it. In addition, authorize the City Manager to execute the agreements with each Caltrans property. Staff is directed to not go beyond a 6-month term. The motion carried 5-0, by the following vote:**

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

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** None.

**ACTION/DISCUSSION**

**9. CONSIDERATION OF INTRODUCTION AND FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA AMENDING ARTICLE X ("JUST CAUSE FOR EVICTION") OF TITLE 17 ("HEALTH AND SANITATION") OF THE SOUTH PASADENA MUNICIPAL CODE**

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING ARTICLE X (“JUST CAUSE FOR EVICTION”) OF TITLE 17 (“HEALTH AND SANITATION”) OF THE SOUTH PASADENA MUNICIPAL CODE

Recommendation

It is recommended that the City Council introduce for first reading by title only and waive full reading on an ordinance amending Article X (“Just Cause for Eviction”) to Title 17 (“Health and Sanitation”) of the South Pasadena Municipal Code.

Senior Planner for Housing Division, Leah Demarest, made a presentation on item.

In Person Public Comment:

The below individuals spoke on the item in person:

- David Kaishchyan
- Matthew Buck
- Ryan Bell
- Sean McCullough
- Rachell
- Guadalupe Lucero
- Deborah Lutz
- Rian Barrette
- Yesenia Huguera
- Erick Ortiz
- Jorge Rivera
- Allison Henry
- Dennis Jebbia
- Anne Bagasao
- Denise Durrett
- Lydia Hernandez
- Aida Morales
- Alan Ehrlich
- Bryan Abernathy

Zoom Public Comment:

The below individuals spoke on the item via Zoom:

- David
- Alexander

- Ella Hushagen
- William Kelly
- Joanne Nuckols
- Josh
- Ed Elsner
- Jacinta Lincke
- Smith
- Ricky
- Matthew

Councilmember Cacciotti spoke on supporting the item and its approach.

Councilmember Donovan expressed supporting item and staff who worked on it.

Mayor Primuth acknowledged staff and City Attorney, in addition to this item being focused on substantial remodeling.

**COUNCIL MOTION AND ACTION:**

**A motion was made by Councilmember Cacciotti and seconded by Mayor Pro Tem Zneimer to approve Item No. 9 with the following revisions by staff:**

- **On page 3 of 11, section 17.108C2 – Clause Roman Number one shall be changed to Number 1.**
- **On page 7 of 11, section 17.112 – Tenant Buyout Agreements. There are two “B” subsections, the 2nd “B” subsection is to be changed to “C”.**
- **On page 8 of 11, section 17.112 E. – Correction: The owner shall file a proof of service to the tenant of the buyout agreement.**

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

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

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** None.

**10. CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR SEPTEMBER 7, 2022**

Recommendation

It is recommended that the City Council consider the approval of the minutes for the Regular meeting of September 7, 2022.

**COUNCIL MOTION AND ACTION:**

A motion was made by Councilmember Cacciotti and seconded by Mayor Pro Tem Zneimer to approve Item No. 10 with corrections to typos on pages 10-4 and 10-13. The motion carried 5-0, by the following vote:

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

**11. CONSIDERATION OF AN AWARD OF A CONSTRUCTION CONTRACT WITH HARDY & HARPER, INC. IN AN AMOUNT NOT TO EXCEED \$1,270,500 FOR THE STREET IMPROVEMENTS PROJECT**

Recommendation

It is recommended that the City Council consider:

1. approving the plans and specifications for the Streets Improvements Project; and
2. award a construction contract to Hardy & Harper, Inc. for construction services for street improvements in an amount not to exceed \$1,270,500, including the proposed bid amount of \$1,155,000 and a 10% contingency of \$115,500; and
3. authorize the City Manager to execute the contract.

Public Works Director Ted Gerber gave a presentation on item and responded to questions from City Council.

**COUNCIL MOTION AND ACTION:**

A motion was made by Councilmember Cacciotti and seconded by Mayor Pro Tem Zneimer to approve Item No. 11, as presented. The motion carried 5-0, by the following vote:

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

**12. SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 1, CHAPTER 1A AND SECTION 24.02 OF THE SOUTH PASADENA MUNICIPAL CODE TO UPDATE THE PROVISIONS RELATED TO VIOLATIONS OF THE CODE, INCLUDING SUBSTANDARD BUILDINGS, PENALTIES FOR CODE VIOLATIONS AND PROCEDURES RELATED TO CODE VIOLATIONS**



**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 1, CHAPTER 1A AND SECTION 24.02 OF THE SOUTH PASADENA MUNICIPAL CODE TO UPDATE THE PROVISIONS RELATED TO VIOLATIONS OF THE CODE, INCLUDING SUBSTANDARD BUILDINGS, PENALTIES FOR CODE VIOLATIONS AND PROCEDURES RELATED TO CODE VIOLATIONS

**Recommendation**

It is recommended that the City Council consider the adoption of an “Ordinance of the City of South Pasadena, California, Amending Chapter 1, Chapter 1A and Section 24.02 of the South Pasadena Municipal Code to Update the Provisions Related to Violations of the Code, Including Substandard Buildings, Penalties for Code Violations and Procedures Related to Code Violations.”

**COUNCIL MOTION AND ACTION:**

**A motion was made by Councilmember Cacciotti and seconded by Councilmember Donovan to approve Item No. 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.

**Ordinance No. 2383 was adopted.**

**PUBLIC COMMENT – CONTINUED**

**13. CONTINUED PUBLIC COMMENT - GENERAL**

None.

**COMMUNICATIONS**

**14. COUNCILMEMBERS COMMUNICATIONS**

Councilmember Braun - no comments.

Mayor Pro Tem Zneimer - no comments.

Councilmember Donovan - no comments.

Councilmember Cacciotti spoke regarding his recently attended events and regional meetings. Councilmember Cacciotti spoke on concerns from presentation from United Way to Homeless Committee pertaining to Measure H and money for homeless initiatives.

Mayor Primuth had no comments.

**15. CITY MANAGER COMMUNICATIONS**

None.

**ADJOURNMENT**

There being no further matters, Mayor Primuth adjourned the meeting of the City Council at 10:45 P.M., to the next Regular City Council meeting scheduled on Wednesday, November 15, 2023.

Respectfully submitted:

\_\_\_\_\_  
Mark Perez  
Deputy City Clerk

APPROVED

\_\_\_\_\_  
Jon Primuth  
Mayor

Attest:

\_\_\_\_\_  
Mark Perez  
Deputy City Clerk

*Approved at City Council Meeting:*

# **ATTACHMENT**

November 15, Regular City Council Meeting Minutes

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**



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

**MINUTES**

**WEDNESDAY, NOVEMBER 15, 2023, AT 7:00 P.M.**

**CALL TO ORDER:**

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Primuth on Wednesday, November 15, 2023, at 7:21 P.M. in the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

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

**ABSENT**

None

Lucila Urzua, Deputy City Clerk, announced a quorum.

**CITY STAFF PRESENT:**

Arminé Chaparyan, City Manager; Roxanne Diaz, City Attorney; Lucila Urzua, Deputy City Clerk; 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 Mayor Primuth.

**CLOSED SESSION ANNOUNCEMENTS**

**1. CLOSED SESSION ANNOUNCEMENTS**

**A. REAL PROPERTY NEGOTIATIONS**

(Government Code Section 54956.8)

1. Property Addresses:

- a. 215 Fairview Avenue, APN 5317-007-903
- b. 302 Fairview Avenue, APN 5317-012-903
- c. 529 Prospect Avenue, APN 5317-036-904
- d. 530 Orange Grove Avenue, APN 5317-036-900
- e. 534 Orange Grove Avenue, APN 5317-036-903
- f. 535 Meridian Avenue, APN 5317-036-903
- g. 540 Prospect Avenue, APN 5317-035-901
- h. 901 Bonita Drive, APN 5310-020-903
- i. 1037 & 1039 Grevelia Avenue, APN 5315-012-903
- j. 808 Valley View Road, APN 5310-020-901
- k. 822 Valley View Road, APN 5310-020-902
- l. 216 Fairview Avenue
- m. 217 Fremont Avenue, APN 5317-012-901
- n. 225 Fremont Avenue, APN 5317-012-902
- o. 1131 Columbia Street, APN 5317-012-900
- p. 1707 Meridian Avenue, APN 5310-031-903
- q. 1008 Hope and 1002 Hope and 726 Meridian, APN 5315-013-906

City Negotiator: Arminé Chaparyan, City Manager

Negotiating Party: California Department of Transportation

Under Negotiation: Price and Terms of Payment

2. Property Address: 1055 Lohman Lane, South Pasadena

City Negotiator: Arminé Chaparyan, City Manager

Negotiating Party: Donovan Bros. Golf, LLC

Under Negotiation: Price and Terms of Payment

3. Property Address: 1503 and 1507 El Centro, South Pasadena

South Pasadena Housing Agency Negotiator: Arminé Chaparyan, Executive Director

Negotiating Party: Stephen Godwin and Sally Smythe

Under Negotiation: Price and Terms of Payment

4. Property Address: 913 Meridian Avenue, South Pasadena

City Negotiator: Arminé Chaparyan, City Manager

Negotiating Party: South Pasadena Preservation Foundation, Inc.

Under Negotiation: Price and Terms of Payment

**City Attorney Diaz stated that there was no reportable action.**

**PUBLIC COMMENT**

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

In-Person Public Comments:

Sharon Shapiro-Fox and Becky Chang spoke regarding recent events by Athens Services.

**RECOGNITION / INTRODUCTION**

**3. MERCHANT MINUTE – MOSS AND MEADOW**

Laurie Wheeler, South Pasadena Chamber of Commerce, introduced the business, Moss and Meadow.

**4. ANNUAL CHAMBER OF COMMERCE REPORT TO THE CITY COUNCIL**

Laurie Wheeler, South Pasadena Chamber of Commerce, gave the annual chamber of commerce report.

**5. STAFF INTRODUCTION**

**Management Services Department:**

Bryan Martinez, Management Assistant

Management Services Director Luis Frausto introduced the employee.

**CHANGES TO THE AGENDA**

**6. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

None.

**CONSENT CALENDAR**

**Mayor Pro Tem Zneimer pulled Item Nos. 9 and 10 for separate discussion. Mayor Primuth pulled Item No. 15 for separate discussion. A motion was made by Councilmember Cacciotti, seconded by Councilmember Donovan and approved by roll call vote to approve Consent Calendar Items Nos. 7, 8, 11, 12, 13, and 14, as modified by the additional documents. The motion carried 5-0, by the following vote:**

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

**7. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$2,681.74; GENERAL CITY WARRANTS IN THE AMOUNT OF \$452,803.65; ONLINE PAYMENTS IN THE AMOUNT OF \$153,592.80; VOIDS IN THE AMOUNT OF (\$2,821.74); PAYROLL IN THE AMOUNT OF \$831,469.49**

**Recommendation**

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

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

**8. SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA AMENDING ARTICLE X (“JUST CAUSE FOR EVICTION”) OF TITLE 17 (“HEALTH AND SANITATION”) OF THE SOUTH PASADENA MUNICIPAL CODE**

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING ARTICLE X (“JUST CAUSE FOR EVICTION”) OF TITLE 17 (“HEALTH AND SANITATION”) OF THE SOUTH PASADENA MUNICIPAL CODE

**Recommendation**

It is recommended that the City Council consider the adoption of an ordinance amending Article X (“Just Cause for Eviction”) to Title 17 (“Health and Sanitation”) of the South Pasadena Municipal Code.

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

**Ordinance No. 2384 was adopted.**

**9. APPROVAL OF A TASK ORDER WITH ANNEALTA GROUP FOR STREET IMPROVEMENT PROJECT, CONSTRUCTION, & INSPECTION MANAGEMENT FOR CITY’S IMPROVEMENT PROJETS**

**Recommendation**

It is recommended that the City Council approve the Task Order under an existing Master On-Call Professional Services Agreement with Annealta Group to provide



project management, construction management, and inspection management services for the City’s Street, sidewalk, curb and gutter, and related infrastructure improvement projects in the amount of \$129,888.00, inclusive of \$118,080.00 in fees and a 10% contingency of \$11,808.00.

**COUNCIL ACTION AND MOTION**

**Mayor Pro Tem Zneimer requested to pull this item for separate discussion. A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to approve Item No. 9, as presented. The motion carried 5-0, by the following vote:**

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

**10. APPROVAL OF A TASK ORDER WITH WILLDAN ENGINEERING FOR STORM DRAIN DESIGN AND CONSTRUCTION DOCUMENT PREPARATION**

**Recommendation**

It is recommended that the City Council approve the Task Order under an existing Master On-Call Professional Services Agreement with Willdan Engineering to provide design and construction document services related to a City storm drain adjacent to Hanscom Drive and Las Palmitas Street in the amount of \$57,854, inclusive of \$52,594 of fees and a 10% contingency of \$5,260.

**COUNCIL ACTION AND MOTION**

**Mayor Pro Tem Zneimer requested to pull this item for separate discussion. A motion was made by Mayor Pro Tem Zneimer, seconded by Councilmember Cacciotti and approved by roll call vote to approve Item No. 10, as presented. The motion carried 5-0, by the following vote:**

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

**11. CONSIDER THE APPROPRIATION OF \$28,000 IN CALIFORNIA STATE FUNDING FROM THE OFFICER WELLNESS AND MENTAL HEALTH GRANT PROGRAM TO THE POLICE DEPARTMENT’S FISCAL YEAR 2024 OPERATING BUDGET FOR WELLNESS-RELATED PROGRAMS AND ACTIVITIES**

**Recommendation**

It is recommended that the City Council:

1. Consider approving an appropriation of \$28,000 in California state funding to the Police Department’s fiscal year 2023 – 2024 operating budget for wellness–related programs and activities into account 101–4010–4011–8020 Police Special Department Expense.
2. Authorize the City Manager or designee to execute all necessary documents related to the grant.

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

**12. CONSIDER AUTHORIZING THE ACCEPTANCE OF A GRANT AWARD IN THE AMOUNT OF \$55,000 FROM THE CALIFORNIA OFFICE OF TRAFFIC SAFETY FOR THE STRATEGIC TRAFFIC ENFORCEMENT PROGRAM AND APPROVE THE GRANT AGREEMENT**

**Recommendation**

It is recommended that the City Council:

1. Accept a grant award in the amount of \$55,000 from the California Office of Traffic Safety for the Strategic Traffic Enforcement Program into Revenue Account 101–0000–0000–5073– 001 and approve the Grant Agreement;
2. Appropriate \$47,000 into 1010–4010–4011–7050–000 Overtime – DUI Checkpoint and \$8,000 into 101–4010–4011–8022 OTS Grant Expenses; and
3. Authorize the City Manager or designee to execute all necessary documents to accept the grant.

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

**13. CONSIDERATION OF THE APPROVAL OF THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICE AGREEMENT WITH MOORE LACOFANO GOLTSMAN, INC. FOR UPDATED PROPERTY DATA AND MAPS IN AN AMOUNT NOT-TO-EXCEED \$15,000**

**Recommendation**

It is recommended that the City Council consider the approval of the First Amendment to the Professional Services Agreement with Moore Lacofano Goltsman, Inc. for additional technical services for property development and zoning data, analysis, and mapping in the amount of \$15,000 for a new not-to-exceed amount of \$44,250.

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

**14. APPROVAL OF THE 2024 CITY COUNCIL MEETING SCHEDULE**

**Recommendation**

It is recommended that the City Council approve the City Council meeting schedule for the 2024 calendar year.

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

**15. CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR SEPTEMBER 27, 2023, AND OCTOBER 04, 2023**

**Recommendation**

It is recommended that the City Council consider the approval of the minutes for the Special and Regular Meetings of September 27, 2023 and October 04, 2023.

**This item was continued to the December 6, 2023, City Council Meeting.**

**INFORMATIONAL REPORT**

**16. CONSIDER AWARD OF A CONTRACT TO REXEL SOLUTIONS, CHARGEPOINT PARTNER, THE AMOUNT OF \$30,000 FOR THE PURCHASE OF ELECTRIC VEHICLE SUPPLY EQUIPMENT AND RELATED SERVICES FOR THE CITY STORAGE YARD ELECTRIC VEHICLE CHARGER INSTALLATION UTILIZING THE SOURCEWELL COOPERATIVE PURCHASING PROGRAM, AND APPROVAL OF A SCE CHARGE READY TRANSPORT PROGRAM PARTICIPATION AGREEMENT WITH SOUTHERN CALIFORNIA EDISON**

**Recommendation**

It is recommended that the City Council:

1. Award a contract and associated purchase order and quotation to Rexel Energy Solution, ChargePoint Partner, at the proposed competitive procurement price for the purchase of Electric Vehicle Supply Equipment (EVSE) and Related Services, specifically two (2) ChargePoint CP6021B-80A-L7 Level 2 electric vehicle chargers and supporting services for \$30,000 which includes a \$24,081 purchase price and a \$5,919 contingency; and approve the use of the Sourcewell cooperative purchasing program for the procurement pursuant to Municipal Code Section 2.99-29(19) and the City’s Purchasing Policy; and
2. Re-appropriate \$30,000 from the General Fund into Fiscal Year (FY) 2023-2024 Capital Improvement Program (CIP) Account No. 400-9000-9189-9189-000, having previously appropriated \$50,000 from the General Fund into the FY 2022-2023 CIP Account No. 101-9000-9189-9189-000 to facilitate electric vehicle charger installation efforts; and
3. Approve the Program Participation Agreement with Southern California Edison (SCE) to participate in the SCE Charge Ready Transport Program.

Mayor Primuth directed staff to report back with a plan to prevent vandalism.

**COUNCIL ACTION AND MOTION**

A motion was made by Councilmember Cacciotti, seconded by Councilmember Braun and approved by roll call vote to approve Item No. 16, as presented. The motion carried 5-0, by the following vote:

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

**17. CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR JULY 27, 2022**

**Recommendation**

It is recommended that the City Council consider the approval of the minutes for the Special City Council Meeting of July 27, 2022.

**COUNCIL ACTION AND MOTION**

A motion was made by Councilmember Cacciotti, seconded by Councilmember Braun and approved by roll call vote to approve Item No. 17, as modified by the additional documents and with an additional edit to the header date. The motion carried 3-0-2, by the following vote:

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

**PUBLIC COMMENT – CONTINUED**

**18. CONTINUED PUBLIC COMMENT – GENERAL**

None.

**COMMUNICATIONS**

**19. COUNCILMEMBER COMMUNICATIONS**

Councilmember Donovan spoke regarding his recent attendance at the Community Services Commission meeting.

Councilmember Braun thanked staff for attending the open house for District 5 dialogue on November 5<sup>th</sup>.

Mayor Pro Tem spoke on the Veterans Day celebration attended.

Councilmember Cacciotti spoke regarding his recently attended events and meetings such as San Gabriel Valley Council of Governments meeting, Mount San Antonio College celebration of college going “all-green”, compost giveaway, Metro Gold line meeting, and electric leaf blower initiatives.

Mayor Primuth spoke on the recent Senior event attended. Thanked staff from Community Services and Police Department and his attendance at the Clean Power Alliance meeting.

**20. CITY MANAGER COMMUNICATIONS**

City Manager Chaparyan invited Public Works Director Ted Gerber to provide update on Sandbag initiatives from the City. City Manager thanked staff and Council for support and hard work.

**ADJOURNMENT**

There being no further matters, Mayor Primuth adjourned the regular meeting of the City Council at 8:47 P.M., to the next Regular City Council meeting scheduled on Wednesday, December 6, 2023.

Respectfully submitted:

\_\_\_\_\_  
Mark Perez  
Deputy City Clerk

APPROVED:

\_\_\_\_\_  
Jon Primuth  
Mayor

ATTEST:

---

Mark Perez  
Deputy City Clerk

*Approved at City Council Meeting:*

# **ATTACHMENT**

December 6,2023, Special City Council Meeting Minutes

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**





**CITY OF SOUTH PASADENA  
CITY COUNCIL  
HOUSING AUTHORITY – BOARD OF DIRECTORS**

**MINUTES  
WEDNESDAY, DECEMBER 06, 2023, AT 6:01 P.M.**

**CALL TO ORDER:**

The Special Meeting of the South Pasadena Housing Authority Board of Directors was called to order by Mayor Primuth on Wednesday, December 06, 2023, at 6:16 P.M. in the Amedee O. “Dick” Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Mayor/Chair	Jon Primuth
Mayor Pro Tem/Vice Chair	Evelyn G. Zneimer
Councilmember/Authority Member	Janet Braun
Councilmember/Authority Member	Michael A. Cacciotti
Councilmember/Authority Member	Jack Donovan

**ABSENT**

None.

Lucila Urzua, Deputy City Clerk, announced a quorum.

**CITY STAFF PRESENT:**

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

**PUBLIC COMMENT**

None.

**SPECIAL SESSION AGENDA ITEM**

**1. CONSIDERATION OF APPROVAL OF THE THIRD AMENDMENT TO THE LEASE AGREEMENT FOR 1507 AND 1503 EL CENTRO STREET**

Recommendation

It is recommended that the City Council, serving as the Board of Directors of the South Pasadena Housing Authority:

1. Approve the Third Amendment to the Lease Agreement for the South Pasadena Housing Authority owned property located at 1503 and 1507 El Centro Street; and
2. Authorize and direct the City Manager, serving as the Executive Director of the South Pasadena Housing Authority, to enter into the Third Amendment to the Lease Agreement for the property at 1503 and 1507 El Centro Street

Leah Demarest, Senior Planner gave a presentation. Staff responded to questions raised by the City Council.

**COUNCIL ACTION AND MOTION**

**A motion was made by Councilmember/Authority Member Cacciotti, seconded by Councilmember/Authority Member Braun, and approved by roll call vote to approve Item No. 1 as presented. The motion carried 5-0, by the following vote:**

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

**ADJOURNMENT**

There being no further matters, Mayor/Chair Primuth adjourned the meeting of the Housing Authority Board of Directors at 6:21 P.M.

Respectfully submitted:

---

Mark Perez  
Deputy City Clerk

APPROVED:

\_\_\_\_\_  
Jon Primuth  
Mayor/Chair

ATTEST:

\_\_\_\_\_  
Mark Perez  
Deputy City Clerk

*Approved at City Council Meeting:*

DRAFT

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**



# City Council Agenda Report

ITEM NO. 16

**DATE:** December 20, 2023

**FROM:** Jon Primuth Mayor

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

**SUBJECT:** **Consideration of Appointment of Robert Joe to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees**

---

## **Recommendation**

It is recommended by Mayor Primuth that the City Council consider the reappointment of Robert Joe to serve as the City's representative to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees effective January 1, 2024, for a two-year term.

## **Executive Summary**

The Board of Trustees for the San Gabriel Valley Mosquito and Vector Control District is requesting an appointment be made prior to their first Board Meeting scheduled in January 2024. Before the City Council for consideration is the potential reappointment of Robert Joe to serve as the City's representative for an additional two-year term.

## **Background**

The San Gabriel Valley Mosquito and Vector Control District provides services to 26 cities, including the City of South Pasadena. The District was formed as an independent special district in 1989 to protect residents from vector-borne diseases and outbreaks associated with mosquitos by conducting education, outreach, disease surveillance, eliminating stagnant water sources, and controlling vector over-populations.

Per the California Health and Safety Code Section 2024(a) the term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority beginning January 1 and ending December 31.

The District is governed by a 27-member board of trustees, consisting of an appointed representative from each city. District Board of Trustee meetings are held on the second Friday of each month at 7:00 a.m. at the District headquarters located at 1145 N. Azusa Canyon Road, West Covina, CA. District Trustees receive a stipend of \$100 per month.

Appointment of Robert Joe to Mosquito Valley Vector Control District Board of Trustees  
December 20, 2023  
Page 2 of 2

On September 13, 2017, the Local Agency Formation Commission for Los Angeles County adopted Resolution No. 2017-02PR approving the annexation of the City of South Pasadena into the District.

The current term of office for the representative from the City of South Pasadena to the Board of Trustees for the San Gabriel Valley Mosquito and Vector Control District ends on December 31, 2023. The District Board of Trustees are requesting that the City Council appoint a representative prior to the meeting that will be taking place on January 3, 2024.

### **Analysis**

The City Council may appoint a Councilmember, or a member of the public that is an elector and resident, to serve as the City's representative to the District Board of Trustees. Robert Joe has been present at Board of Trustees meetings throughout his term and participated in conversations and motions related to the preventative measures of vector related issues that impact the San Gabriel Valley.

It is therefore the recommendation by Mayor Primuth that the City Council reappoint Robert Joe for a new two-year term and continue to serve as the City's representative to provide advocacy on behalf of South Pasadena and to ensure the City and residents are informed about services and resources offered by the District.

### **Fiscal Impact**

There is no fiscal impact associated with this item.



# City Council Agenda Report

ITEM NO. 17

**DATE:** December 20, 2023

**FROM:** Arminé Chaparyan, City Manager *Ac*

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

**SUBJECT:** **Consider Establishing Metro Local Return Fund Special Project Accounts and Approving Metro Local Return Fund Budget Appropriations for Existing Transportation Programs**

---

## Recommendation

It is recommended that the City Council consider:

1. Creating a special Capital Improvement Program (CIP) project account to expend Metro Local Return funds, in lieu of using the General Fund, for transportation related projects;
2. Transfer \$50,000 from Measure R Local Return Fund (233) and appropriate \$50,000 for a new CIP Special Transportation Projects Account No. 400-9000-9010-9421-000 to fund various transportation related installations;
3. Transfer \$50,000 from Measure M Local Return Fund (236) and appropriate \$50,000 into a new CIP Special Transportation Projects Account No. 400-9000-9010-9421-000 to fund various transportation related installations;
4. Appropriate \$30,000 from the Proposition C Local Return Fund into a new Public Works Proposition C Professional Services Account No. 207-6010-6011-8170-000 to partially fund the City's Council-approved Pavement Management Program; and
5. Appropriate \$105,570 from the Measure M Local Return Fund into Public Works Measure M Professional Services Account No. 236-6010-6011-8170-000 to partially fund the City's Council-approved Slow Streets Program.

## Executive Summary

Each fiscal year, the City of South Pasadena adopts an operating and capital budget. This budget details the revenue and expenditures from the City's various fund sources, such as the General Fund, Special Revenue Funds, Debt Service Funds, Internal Service Funds, and Enterprise Funds for Water and Sewer management. Special Revenue Funds serve as designated accounts for external funds, separate from the General Fund, allocated for certain objectives with specific eligibility requirements. Staff recommends utilizing available Local Return funding from the Los Angeles County Metropolitan Transportation Authority (Metro) for small project installations and existing Council approved transportation programs, including the Slow Streets Program and Pavement Management Program, in lieu of using the General Fund.

## **Background**

Special revenue funds are sources separate from the General Fund that are typically provided by regional, state, or federal agencies, as well as grants or other income. The funds are accounted for in the City's annual budget, where both the estimated revenue and the expected expenditures are listed in detail. While the use of some special funds cannot be used for any purpose other than that stated in the budget, some funds have a wide range of eligible expenses within their requirements. Funding from the Los Angeles County Measure M Local Return program may be used for many eligible expenses, including street and roadway repair, complete and green street implementation, storm drains, traffic control measures, active transportation improvements, public transit services, transportation marketing and administration, and other uses. As a note, even after the City Council's or City Manager's approval of an expense, Measure M fund programming must be approved by LA County Metro prior to use by the City.

City FY 2023-2024 Metro Local Return special revenue funds with multiple eligible expenses include:

- Proposition "A" Local Return (Fund 205)
- Proposition "C" Local Return (Fund 207)
- Measure R Local Return (Fund 233)
- Measure M Local Return (Fund 236)

## **Analysis**

The City of South Pasadena's adopted FY 2023-2024 operating and capital budget is organized to identify the revenue source for general expenditures. For example, the expenditure budget detail for Measure M Local Return Fund 236 includes \$78,472 for wages and benefits, including part of the City's Transportation Program Manager's salary, and \$150,000 for professional services, including transportation studies, for a total expenditure of \$228,472. Similarly, the expenditure budget detail for Measure R Local Return Fund 233 includes \$78,472 for wages and benefits, including the other part of the City's Transportation Program Manager's salary, and \$50,000 for professional services, including transportation studies, for a total expenditure of \$128,472.

It is important to note that there are many other eligible expenditures for Measures M and R funding that are not identified in the budget. For example, Measures M and R funding could be utilized to purchase equipment associated with traffic control measures, such as signage, however this is not listed as budgeted cost under Measures M and R in the City's adopted budget. Signage is listed with the City's budget as an expenditure type under other special funds, such as Street Maintenance from the State Gas Tax Fund 230. Expenditures listed in the budget in this way as in the case of Fund 230, are considered planned and routine expenses, however, after budget adoption and through the fiscal year, demands arise that require one-time purchases or installations that are not planned in the budget.



City staff propose that a CIP account funded by Measures M and R revenues is established to fund these types of special projects. For example, special projects could include the purchase of speed feedback signs for installation, or the painting of edge line striping at various locations in the City, as deemed appropriate by City staff. Special project expenditures under \$30,000 will follow the normal procurement of goods and services in accordance with the City's Purchasing Policy, and those over \$30,000 will be brought to City Council.

Furthermore, the City's existing Slow Streets Program, for which the City received multiple grants to implement, also meets the eligibility requirements for use of Measure M Local Return Funds. Though flooring, furniture, and planter equipment for the Mission Street parklet installations were funded by a past Metro Open Streets Grant, and the residential temporary installations were funded by a grant from the San Gabriel Valley Council of Governments, the design work associated with the project was approved in the City's FY 2023-2024 budget from the General Fund. City staff propose utilizing Measure M to fund a portion of this through a professional services budget. In addition, the City's Pavement Management Program, which historically has been funded from the General Fund, can be partially funded through the Proposition C Local Return Fund.

The value in utilizing Metro Local Return funding for these efforts allows the City expend funding that may go underutilized, especially in circumstances that benefit the preservation of other funds or the General Fund. For example, the City's Local Return Proposition A, Proposition C, Measure M, and Measure R funds are historically underutilized; in 2023, staff worked to secure a capital funding agreement with Metro to prevent \$1,074,582 of these combined funds from lapsing on June 30, 2023. As staff work to develop long-term projections and the efficient use of revenue sources, the discretionary use of special funds may become less necessary, that is, the risk of lapsing funds should be reduced in this effort.

### **Fiscal Impact**

The fiscal impact of the requests would reduce the fund balances of the Measure R Local Return Fund (233) fund balance by \$50,000, Measure M Local Return Fund (236) fund balance by \$155,570 and the Proposition C Local Return Fund (207) fund balance by \$30,000, and provide \$100,000 of additional funding to the Capital Improvement Fund (400) to cover the additional \$100,000 of appropriations.

### **Key Performance Indicators (KPIs) and Strategic Plan**

This item is not associated with a Key Performance Indicator.

### **Commission Review and Recommendation**

This item was not reviewed by a Commission.

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**



# City Council Agenda Report

ITEM NO. 18

**DATE:** December 20, 2023  
**FROM:** Arminé Chaparyan, City Manager *AC*  
**PREPARED BY:** Tamara Binns, Assistant to the City Manager  
**SUBJECT:** Consideration and Adoption of the 2021-2026 Strategic Plan Revise

## Recommendation

It is recommended that the City Council consider and adopt the 2021-2026 Strategic Plan Revise.

## Executive Summary

The Strategic Plan provides a comprehensive framework of citywide priorities set by City Council. In addition to forming a renewed community vision, the Strategic Plan establishes priorities and clear goals to lead the organization in realizing the vision for the community through teamwork, creativity, and fiscal responsibility.

The Strategic Plan ensures maximum alignment between City resources and activities, City Council's policy direction, community interests, and customer service expectations. The Strategic Plan identifies strategies and initiatives to support the core goals for the next five years.

During the Strategic Planning Revisit held October 14, 2023, the City Council developed a new list of priorities curated from Community feedback, and revised the Council goals as follows:

- A. Develop and Implement Fiscal Policy to Ensure Financial Future
- B. Infrastructure
- C. Emergency Preparedness
- D. Public Safety
- E. Housing
- F. Customer Service/Communications and Engagement
- G. Environmental/Climate Action

## Background

The City Council adopted the 2021-2026 Strategic Plan on December 15, 2021. Patrick Ibarra, Co-founder and Partner of Mejorando Group, was selected to assist the City of South Pasadena in the Strategic Planning process and facilitation. Having completed over 50% of priorities by Summer 2023, the City decided to revisit the Plan to review

and reprioritize goals for the near future. As such, the City in Fall 2023 contracted with the Mejorando Group once again to provide a check in revisit to the Strategic Plan. The process began with extensive outreach to stakeholders, including two in person and one virtual focus group discussions held in October, and a public survey was released to gather community input on strategic priorities.

### **Analysis**

The City Council held a one-day Strategic Planning Revise session on October 14, 2023. The insight from stakeholders helped inform the City Council's Strategic Planning workshop session to identify 5-year goals and objectives, which are used to facilitate the City's budget process and establish Department Key Performance Indicators. The City's Executive Team met to review the objectives and the goals and objectives were adjusted in order to balance additional needs of the city and available resources. Staff is presenting the Strategic Plan Revise attached for Council consideration and adoption.

### **Data and Outreach**

The survey was posted on all social media channels, and individually emailed to commissioners, community groups, to ensure the integrity of the data on all things related to the city, and solicit responses from actual residents.

### **Next Steps**

Staff will continue to provide quarterly progress reports to the City Council. The City Council will have an opportunity to review and update the Strategic Plan annually to ensure maximum alignment between City resources and activities, policy direction, and community interests.

Once the Strategic Plan Revisit is considered and ultimately approved by Council, the Mejorando Group will finalize the approved matrix, which will be shared with Council and added to the City website as community tool so resident's can track progress.

The Strategic Plan will be brought to Council for review bi-annually, including one annual revisit for the City Council and Executive Management Team.

### **Alternatives**

Council may wish to consider additional changes to the proposed Strategic Plan Revise, including but not limited to, expanding the priorities to include:

- Sidewalk Repair Program
- Economic Development
- Fleet Management/Vehicle Replacement Program
- Technology Replacement Program

Council may also choose to maintain the original priorities approved in December 15, 2021, and last reviewed as a quarterly update on August 16, 2023.

**Fiscal Impact**

While there is no fiscal impact with the approval of the Strategic Plan, each objective will require adequate staff and funding resources above and beyond day-to-day operations. The goals and objectives will be reflected in the Annual Adopted Budget, Capital Improvement Plan (CIP), and incorporated in Department and Commission work plans. The City Council will have opportunity to review and approve additional funding allocations associated with the implementation of the Strategic Plan objectives whenever required.

**Attachments**

1. Proposed Strategic Plan Revise
2. 4<sup>th</sup> Quarter 2021-2026 Strategic Plan Matrix approved August 16, 2023

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**

**ATTACHMENT 1**  
Proposed Strategic Plan Revise

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**





# **STRATEGIC PLAN**

## REVISE

**2021-2026**



## **Dear South Pasadena,**

The community's 2021-2026 Strategic Plan represents a collective effort and commitment to shaping the future of our beloved city. The purpose of a Strategic Planning document is to define a path forward for the City's priorities and areas of focus over the next five years.

Residents and other City stakeholders helped shape this document through a robust Strategic Planning engagement process, which took place Fall of 2023. With over 50% of priorities having been completed by Summer 2023, it was time to revisit and reprioritize for the near-future initiatives.

Your feedback, ideas, and aspirations were carefully considered, and we are excited to present a roadmap that truly encapsulates the collective vision for the City of South Pasadena. Please stay tuned for quarterly updates on our progress!

**Sincerely,**

The City of South Pasadena

# Our Vision Statement

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

# Our Mission Statement

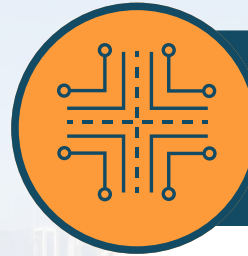
The City of South Pasadena is committed to providing effective and efficient municipal services for the community while preserving our quality of life and small-town character in a 21st Century environment.

# City of South Pasadena

## STRATEGIC GOALS



Develop and Implement Fiscal Policy to Ensure Financial Future



Infrastructure



Emergency Preparedness



Public Safety



Housing



Customer Services /  
Communications & Engagement



Environmental / Climate Action Plan



# Develop and Implement Fiscal Policy to Ensure Financial Future

## Key Tasks:

- Five-year projections
- Insurance fund and reserves analysis
- Examination of financing options
- Grants management
- Monitoring and reporting of spending
- Budget software implementation
- Business licenses

# A. Develop and Implement Fiscal Policy to Ensure Financial Future

Task	Action Item	Target Date	Department	Status
1. Five Year Projections	Develop sophisticated models to expand the scope of the City's five year projections to take a holistic understanding of the General, Special Revenue, Enterprise and Capital Improvement Program (CIP) Funds	FY 23-24	Finance	In progress. William Statler was hired to provide a current fiscal outlook on the City's Financial condition. With feedback from the Finance Commission, the outlook is being updated and will be included as part of the comprehensive five year analysis. NHA Advisors has also been engaged by the City to provide a five-year projection and analysis. These reports will be presented to the Finance Commission and City Council in early 2024.
2. Insurance Fund and Reserves Analysis	Review existing insurance program	FY 23-24	Finance	In progress. Insurance Fund and Reserves Analysis update has been provided to the City Council, and a high-level overview presented to the Finance Commission on November 8, 2023. \$2.5 Million in reimbursements have been recouped from prior claims and returned to the Insurance Fund, and staff is following up on outstanding claims. Staff will have ongoing discussions with Council on potentially considering changes to the existing insurance carrier.
3. Examination of Financing Options	Complete examination of bond measures and debt services	FY 23-24	Finance	In progress. Financing options will be included in the five-year projections report and presentation from NHA Advisors in early 2024 for City Council consideration and discussion.

# A. Develop and Implement Fiscal Policy to Ensure Financial Future

Task	Action Item	Target Date	Department	Status
4. Grants Management	Track grants and management grant program citywide	FY 23-24	Finance	In progress. Grants Policies and Procedures Manual was completed and training was provided to staff. A Grants interdepartmental working group has been created and launched, and staff is working on a Request for Proposals (RFP) for Grant Writing Firms.
5. Monitor and Reporting of Spending	In progress with Finance	Ongoing	Finance	In progress. Staff facilitating discussions from a program and operations point of view on spending and monitor. New Springbrook software provides real time budget expenditure balances, including verification of contract dates.
6. Budget Software	Implement approved Budget software	FY 23-24	Finance	In progress. Questica budget Software purchase has been approved by City Council, and is being implemented by staff in preparation for future budget cycles.
7. Business Licenses	Review Business License contract and customer services	Ongoing	Finance	Ongoing. Contract with HdL for business license facilitation has been amended to extend to October 2024; staff will return to City Council with an analysis of this service and some options for consideration. Staff continues working closely with HdL on improved customer services to South Pasadena businesses, as well as compliance efforts.



# Infrastructure

## Key Tasks:

- Water
- Sewer
- Streets
- Sidewalks
- Facilities Maintenance/Repair & Facility Assessments
- Library / Community Center Comprehensive Site Plan
- Infrastructure Maintenance Schedule
- Arroyo Golf Course
- Pocket Parks
- Transportation & Mobility Projects
- Traffic Management & Parking
- Urban Forestry Plan



## B. Infrastructure

Task	Action Item	Target Date	Department	Status
1. Water	Implement Integrated Water Resources Plan to address ongoing aging infrastructure challenges, operational and supply sources, financial strategies, and a drought proof City	FY 23-24	Public Works	Ongoing. City Council has approved the recommended Water Conservation Programs for the 2023-2024 fiscal year, and staff continued to implement a Stage 2: Serious Water Supply Shortage. Staff working with a consultant to bring an item to Council that reports on the current status of Westside Reservoir. Team will also request approval to move forward with a Preliminary Design Report, which is the next step towards rebuilding the site.
2. Sewer	Sewer rates review	Ongoing	Public Works	Ongoing. City Council received an update on 2023-2024 Water Sewer Charges Capacity Charges, and approved on June 21, 2023.
3. Streets	Street Repair Program implementation	FY 23-24	Public Works	<p>Ongoing. A street Improvements Groundbreaking Ceremony was held on July 25, 2023. City Council approved of a street repaving contract on November 1, 2023 to Hardy &amp; Harper, Inc. in the amount of \$1,270,500 for the following streets: Alta Vista Avenue (Oak Crest Avenue to Indiana Avenue), Monterey Road (250' west of Oak Hill Road to Pasadena Avenue), Forest Avenue (Mission Street to end of roadway), and Sterling Place (Grand Avenue to cul-de-sac).</p> <p>On December 6, 2023, City Council approved the purchase of an asphalt repair vehicle for the Public Works Department in the amount of \$435,734. \$300,000 of the funding was provided through State and Local Fiscal Funds (SLFRF), with remaining funds from Measure M and the Water Enterprise Fund.</p>
4. Sidewalks	Sidewalk repair and maintenance program	FY 23-24	Public Works	Ongoing. City Council approved of a Master On-Call Professional Services agreement on April 26, 2023 with Bucknam Infrastructure Group for Pavement Management Program Services and Geographic Information System (GIS). Services include pavement, sidewalk, and curb and gutter management. The condition survey work, currently underway, includes and evaluation of the City's sidewalks.

## B. Infrastructure

Task	Action Item	Target Date	Department	Status
5. Library Master Plan	Create and implement Library / Community Center Comprehensive Site Plan	FY 23-24	Library	<p>In progress. The City Council received and approved of the Library’s 2023-2027 Strategic Plan, and as part of the FY 2023-24 budget discussions, City Council prioritized a Library / Community Center Comprehensive Site Plan, and funded \$150,000 for Phase I of this initiative. Staff is working on development of Request for Qualifications (RFQ) for consulting services, has created an interdepartmental team to work on this project, and will seek Council direction on the creation of a Library Master Plan Ad Hoc Committee at the December 20, 2023 City Council Meeting.</p> <p>City Council adopted a resolution on X approving the Library Special Tax Annual Report and the collection of the Tax by the County of Los Angeles at the Fiscal Year 2023-2024.</p>
6. Arroyo Golf Course	Arroyo Golf Course Master Plan	FY 23-24	Community Services	<p>In progress. The City Council received a presentation of an analysis of the Arroyo Golf Course on September 6, 2023, and directed staff to pursue an Arroyo Golf Course Master Plan, and to prioritize the reopening of a food service in the interim, at the restaurant on site. Staff is drafting a Request for Proposals (RFP) for the master planning of the site, as well as a Request for Information (RFI) for a Grab and Go food concession stand.</p>
7. Pocket Parks	Award design contract and break ground on Berkshire & Grevelia pocket park project.	FY 23-24	Community Services	<p>In progress. The Grevelia and Berkshire Pocket Park designs are under review. Berkshire Park will have a groundbreaking and naming event on December 13, 2024, and an award of contract is anticipated before City Council in February 2024, with construction to begin in early Spring 2024.</p> <p>The City Council approved the naming of Berkshire Park in memory of Dr. Beatriz Solis on November 1, 2023.</p>

## B. Infrastructure

Task	Action Item	Target Date	Department	Status
<p><b>9. Traffic Management and Parking</b></p>	<p><b>Neighborhood Traffic Management Policy (NTMP) Adoption and Implementation</b></p>	<p><b>FY 23-24</b></p>	<p><b>Public Works/Police</b></p>	<p>In progress. Staff is working with a contracted software system designer to implement the NTMP.</p> <p>On August 16, 2023, the City Council accepted the completion of the Fair Oaks Avenue Traffic Signal Improvements Project (Project) as complete.</p> <p>On November 15, 2023, City Council accepted a grant award in the amount of \$55,000 from the California Office of Traffic Safety for the Strategic Traffic Enforcement Program.</p> <p>The City’s consultant on major thoroughfare design, Toole Design Group, was onboarded to conduct the early planning and design process. Community input and suggestions were integral to this process, and the City held charrettes to engage the community. The City is focusing on our major thoroughfares: Fremont Avenue, Huntington Drive, and Fair Oaks Avenue, and design recommendations will follow.</p> <p>At the October 14, 2023 Strategic Plan Revisit, City Council requested a revisit of traffic analyses on major development projects, as previous data was captured during COVID (2020). Staff will facilitate this request as the major developments return to Planning staff for review and to go through the planning process. A citywide parking study has also been identified as a high priority initiative, and staff will begin study in the next year.</p> <p>Staff is working with Mobility Transportation and Infrastructure Commission (MTIC) to identify consultant for comprehensive city-wide parking study, including residential street parking in pocket areas, and other commercial districts.</p>

## B. Infrastructure

Task	Action Item	Target Date	Department	Status
<p><b>10. Infrastructure Maintenance Schedule</b></p>	<p>Develop facility maintenance repair schedule including budget allocations</p>	<p>FY 24-25</p>	<p>Public Works</p>	<p>In progress. Staff is developing a maintenance and repair schedule for City facilities.</p>
<p><b>11. Transportation and Mobility Projects</b></p>	<p>Update mobility master plan, with consideration for bike lanes, mobility, walkability, and neighborhood traffic management.</p>	<p>FY 23-24</p>	<p>Public Works</p>	<p>The Council-adopted 2011 Bicycle Master Plan was reviewed with the Mobility &amp; Transportation Infrastructure Commission. An update is planned for FY 2023-2024.</p>
<p><b>12. Urban Forestry Plan</b></p>	<p>Creation of an Urban Forestry Plan</p>	<p>FY 23-24</p>	<p>Public Works</p>	<p>Forth coming, as staff reviews and updates the tree inventory.</p> <p>The Urban Forest Master Plan is included in the 5-Year Capital Improvement Program for FY 24-25, however, funding for the plan has not yet been identified.</p>



# Emergency Preparedness

## Key Tasks:

- Personnel
- Wildfire Mitigation
- Disaster Readiness
- Local Emergency Partnerships
- Crisis Communication Systems

Emergency Preparedness Checklist

## C. Emergency Preparedness

Task	Action Item	Target Date	Department	Status
1. Personnel	Focus on recruitment, retention, and staff wellness	FY 23-24	Management Services	Human Resources continues to facilitate recruitment efforts across the agency. Staff is exploring new and creative ways to engage prospective candidates including social media, government job announcements, including increased Diversity, Equity, Inclusion, and Belonging (DEIB) hiring efforts. Staff is also exploring additional resources for Police Department recruitments.
2. Disaster Readiness	Initiate regular Emergency Operations Center (EOC) training for Department Directors and staff. Training will be provided during the renewals of the Emergency Operation Plan (EOP) and Local Hazardous Mitigation Plan (LHMP)	Ongoing	Police/Fire	The EOP was approved by the City Council on February 15, 2023. Department Directors are engaged in active training. In addition, all City staff have participated in the 2022 Great Shake Out as well as various safety drills.
3. Wildfire Mitigation	Work with SGVCOG and apply for grants on wildfire mitigation on city-owned vacant lots. Research alternative methods of controlling/mitigating hazardous vegetation in the City's high hazard brush area.	FY 23-24	Fire	Ongoing. Fire Department staff continues to monitor hazardous fuel growth in the high hazard hill area and work with property owners and Public Works to mitigate the threat. Staff actively participates in regional discussions and seek grant funding for hazardous vegetation management. Staff will apply for new grants opportunities as available.

## C. Emergency Preparedness

Task	Action Item	Target Date	Department	Status
<p>4. Local Emergency Partnerships</p>	<p>Prepare needs analysis &amp; implementation schedule to address gaps in disaster coverage and seek appropriate contracts. Renew the city's Emergency Operations Plan (EOP) and Local Hazard Mitigation Plan (LHMP). Obtain Planet Bid for establishing contracts with vendors during a disaster.</p>	<p>FY 23-24</p>	<p>Fire</p>	<p>On August 16, 2023, City Council approved of a draft LHMP and submission to California State Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA).</p>
<p>5. Crisis Communications Systems</p>	<p>Promote crisis communication systems. City applied for and was granted licensing to conduct Wireless Emergency Alerting (WEA)</p>	<p>Ongoing</p>	<p>Police/Fire</p>	<p>Staff has renewed subscriptions and continue to utilize outreach resources and platforms Blackboard Connect and Nixle. City has received authorization from FEMA to utilize WEA alerts as needed.</p>



# Public Safety

## Key Tasks:

- Mental Health Programs
- Public Safety Assessments



# D. Public Safety

Task	Action Item	Target Date	Department	Status
<p>1. Mental Health Programs</p>	<p>Provide Social Services and Mental Health resources to the community</p>	<p>Ongoing</p>	<p>Police and Community Development</p>	<p>Ongoing. City continues participation in San Gabriel Valley Council of Government (SGVCOG) Crisis Assistance and Response Engagement (CARE) Program. Staff continues engagement with the Department of Mental Health.</p> <p>Staff has completed an annual revision of Social Services Resource Guide, available December 2023 on City website and public counters.</p> <p>Staff has created and published an Elderly Resource Guide Launched Fall 2023, available on City website and public counters. Staff is also continuing to monitor the success of the existing contract with Los Angeles Centers for Alcohol and Drug Abuse (L.A. CADA) through the SGVCOG.</p>
<p>2. Public Safety Assessments</p>	<p>Conduct department assessment of public safety</p>	<p>FY 23-24</p>	<p>Fire/Police</p>	<p>In progress. Police Department Operational Assessment is being drafted, and a final report and presentation will be scheduled at a Joint Special Meeting of the City Council and Public Safety Commission in early 2024.</p> <p>The Fire Department is preparing a Request for Proposals (RFP) to solicit consultant services to conduct an operational assessment of that department; anticipate releasing the RFP in early 2024.</p>



# Housing

## Key Tasks:

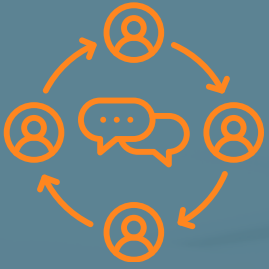
- Caltrans Surplus Properties
- Housing Element & Implementation
- General Plan
- Tenant Protection Services
- Homelessness

# E. Housing

Task	Action Item	Target Date	Department	Status
<p>1. Caltrans Surplus Properties</p>	<p>Continue working on the purchase and sale of unoccupied Caltrans homes</p>	<p>Ongoing</p>	<p>Community Development</p>	<p>In progress. The City continues to pursue the purchase of the unoccupied Caltrans properties. City Council approved an award of contract for broker services on November 1, 2023 to Keller Williams DTLA and Dave Knight Real Estate, for the City's sale of Caltrans surplus properties.</p> <p>The City Council settled the lawsuit on 626 Prospect with Pasadena Friendship Community Development Corporation, paving the way for a stronger project and facilitating further investment in the multi-family affordable housing project.</p>
<p>2. Housing Element and Implementation</p>	<p>Complete the Housing Element</p>	<p>FY 23-24</p>	<p>Community Development</p>	<p>In progress. The California Department of Housing and Community Development (HCD) issued a letter of conditional approval of the 6th Cycle 2021-2029 Housing Element (HE) on May 16, 2023. The Housing Element was adopted by the City Council on May 30, 2023, and staff has begun related zone changes and program implementation; over \$450,000 housing element related program implementation is included in the FY 2023-24 Adopted Budget.</p> <p>City Council approved of Zoning Code Amendments for compliance adopted on October 4, 2023, and direction provided by Council on future zoning code implementation. City is transmitting proof of rezoning to HCD for review in December 2023.</p>

# E. Housing

Task	Action Item	Target Date	Department	Status
3. General Plan	General Plan Adoption	Completed	Community Development	On September 27, 2023, City Council adopted the City's new General Plan.
4. Tenant Protection Services	Eviction Moratorium	FY 23-24	Community Development	Completed. On November 15, 2023, the City Council approved of the Just Cause for Eviction Ordinance, which goes into effect December 15, 2023. Staff will return with a review of the new ordinance within three months of implementation. Request for Proposal for legal services for tenants is being developed by Community Development for issuance.
5. Homelessness	Provide Resources for Unhoused Residents	FY 23-24	Community Development/ Police	The City continues participation in San Gabriel Valley Council of Government Crisis Assistance and Response Engagement (CARE) Program, which seeks to contact and connect unhoused individuals with housing and other necessary resources.



# Customer Service / Communications & Engagement

## Key Tasks:

- Effective Management of Human Capital
- New Technology
- Public Records Act Software
- Risk Management
- Public Engagement

## F. Customer Service/Communications Engagement

Task	Action Item	Target Date	Department	Status
1. Effective Management of Human Capital	Effective Management of Human Capital	Ongoing	Management Services	<p>The City continues implementing efforts to for enhanced employee recruitment, engagement and retention. The agency has created and implemented an interdepartmental Employee Engagement Team (EET) for engagements and special events, and Human Resources continues intentional planning and incorporation of efforts to enhance employee satisfaction, wellness, and mindfulness, and morale.</p>
2. New Technology	Implement New and Current Technology	FY 23-24	Police/Management Services/ Community Development/Library	<p>In progress and ongoing.</p> <ul style="list-style-type: none"> <li>• Installation of new VOIP phone system, migration to Office 365, and updated computer hardware for staff is currently underway.</li> <li>• City Council approved and funded a new City website; staff is working on a new and improved site, and launch of the new City website is expected in Spring 2024.</li> <li>• The Library is researching vendors and drafting a Request for Proposal (RFP) to begin the process of converting to Radio Frequency Identification (RFID) technology to improve collection management and security, the customer experience, and staff workflows. The Capital Improvement Program (CIP) designates the project to be implemented in Fiscal Year 2025. Council direction designated funds from State and Local Fiscal Funds SLFRF for this project.</li> <li>• Community Development is implementing Accela Software, the department's new permit and payment system for building and planning permits applications, streamlining and tracking.</li> <li>• Police Department has implemented FLOCK automated License Plate Reader (ALPR) to alert officers of vehicles related to crimes within City limits, and anticipates an additional 13 cameras being implemented in January 2024.</li> <li>• On December 6, 2023, City Council approved of the appropriation of \$571,000 received from the State of California for the Police Department Computer Aided Dispatch and Records Management System.</li> <li>• Finance is implementing the new Qwestica budget software, and will integrate its use in developing the 2024-25 Fiscal Year Budget.</li> <li>• PEAK Public Records Act software has been implemented allowing residents access to an online portal, and more transparency for requests. 20</li> </ul>

## F. Customer Service/Communications Engagement

Task	Action Item	Target Date	Department	Status
3. Public Engagement	Increase Public Engagement, input, and solicit input as part of all major project planning	Ongoing	City Manager's Office/ All Departments	<p>Staff continues enhanced community communications and engagement, including in print, on the City website, email distribution, social media, and use of other communication tools.</p> <ul style="list-style-type: none"> <li>• The City will launch a quarterly printed newsletter to be mailed to all residences in 2024; digital quarterly newsletters were introduced in 2022 and continue to be published.</li> <li>• The launch of a new, user-friendly City website will launch in Spring 2024</li> <li>• Community input, listening sessions, engagement surveys and touch points continue to be a priority across all departments for major projects and initiatives</li> </ul>
4. Risk Management	Hiring of Risk Manager	FY 23-24	Management Services	<p>The City hired a permanent Human Resources/Risk Manager in August 2023. This would add enhanced management of all risk related programs helping evaluate additional ways to prioritize risk for the entire agency.</p>
5. Public Records Act	Implement new Public Records Act Software	FY23-24	Management Services	<p>PEAK Public Records Act (PRA) software has been implemented, an online portal to submit and track PRA requests, and to facilitate a more transparent and accessible request process. The PRA system is now activated.</p>



# Environmental / Climate Action Plan

## Key Tasks:

- Fleet
- Citywide Electrification
- Water Conservation
- Leaf Blower Ordinance



## G. Environmental/Climate Action Plan

Task	Action Item	Target Date	Department	Status
1.Fleet	Conversion of Police Department Fleet to Electric	Ongoing	Police	<p>On September 21, 2022, the City Council approved an item related to the Electrification of City Hall and the transition of the entire Police vehicle fleet to electric vehicles. Quarterly updates, including financials, are provided to the City Council on this project.</p> <p>First Police Vehicle is back from upfitting, and Admin vehicles are currently being upfitted. Press conference and presentation of vehicles is forth coming. Quarterly updates provided to Council. Police Fleet Financials update presented to Council December 6, 2023.</p> <p>Staff will seek Council direction on developing a Fleet Management and Vehicle Replacement Program.</p>
2. Citywide Electrification	Installation of SCE Charge Ready	FY 23-24	Public Works	<p>On September 21, 2022, the City Council approved charging infrastructure to support an all-EV fleet including procuring, installing, and maintaining 34 level 2 chargers in partnership with the Southern California Edison (SCE) Charge Ready Program.</p> <p>Adoption of a resolution approving certain easements and transfer of appurtenant facilities related to the installation of vehicle charging stations approved September 6, 2023.</p> <p>Acceptance of the Transformative Transportation Strategies &amp; Mobility Solutions Program Opportunity Grant Award from the South Coast AQMD in the amount of \$499,789 on December 6, 2023, and a presentation by Edison So Cal on the Electrification Infrastructure project.</p>

## G. Environmental/Climate Action Plan

Task	Action Item	Target Date	Department	Status
3. Sustainability	Continue sustainability efforts throughout the City	Ongoing	Public Works	<p>Sustainability Division achievement in reaching the Champion Tier (the highest tier) in San Gabriel Valley Council of Government Energy Champion Awards.</p> <p>Continue sustainability initiatives with the assistance of the Natural Resources of Environmental Commission (NREC).</p> <p>Approval of participation in the San San Gabriel Valley Council of Government (SGVCOG) CalRecycle SB 1383 Grant Program December 6, 2023.</p> <p>Staff plans to initiate the update of the GHG Emission Inventory to assess emissions reductions since the Climate Action Plan's (CAP) adoption. In addition, several actions in the CAP and Green Action Plan (GAP) are in progress including the implementation of the gas-powered leaf blower ban, the implementation of SB1383 and organics recycling/landfill diversion, and NREC has included developing an electrification reach code in their FY 23-24 Work Plan. With the approval of the Public Works Management Analyst for the Sustainability Division, the Water Conservation action items in the CAP will be initiated this fiscal year.</p>

## G. Environmental/Climate Action Plan

Task	Action Item	Target Date	Department	Status
4. Water Conservation	Assess Water Conservation Program and adjust accordingly	FY 23-24	Public Works	<p style="text-align: center;">Approval of Water Conservation Programs for the 2023-2024 fiscal year, and continuation of the existing Stage 2: Serious Water Supply Shortage September 6, 2023.</p> <p style="text-align: center;">Approval of a Task Order with Ultrasystems Environmental Inc., Ninyo &amp; Moore, and SEITec for preliminary environmental, design, and geotechnical reports for the Huntington Drive Regional Green Street Stormwater Project December 6, 2023.</p> <p style="text-align: center;">Continuation of rebates, education/outreach, and programming/events.</p>

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**

**ATTACHMENT 2**

4<sup>th</sup> Quarter 2021-2026 Strategic Plan Matrix approved  
August 16, 2023

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**

City of South Pasadena  
STRATEGIC PLAN 2021-2026  
2023 Fourth Quarter Update  
August 16, 2023



## VISION STATEMENT

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



## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

1. Develop and Implement Strong Fiscal Policies to Ensure a Resilient Financial Future				
Task	Action Item	Target Date	Department	Status
1a. Long Range Financial Plan	Complete Indirect Cost Allocation Plan to increase potential reimbursement for staff time on grants and special fund projects.	FY 22-23	Finance	In progress. Considering potential costing plan in early FY 2023-2024.
1b. Reduce CalPERS unfunded liability	Explore and recommend options to reduce CalPERS and Other Post-Employment Benefits (OPE) liability.	FY 21-22	Finance	Ongoing. City Council has moved to use the Cell Tower revenue (\$4.3M) as well as \$1M in General Fund reserves to pay down the CalPERS liability by \$4.29M and setting up an OPEB trust through CalPERS (called CERBT) in the amount of \$1.125M. Finance will continue to find other ways to fund liability and continue discussions with Finance Commission and City Council.
1c. Financial policies	Develop comprehensive Finance Department Policies and Procedures manual.	FY 21-22	Finance	In progress. Finance Purchasing Ordinance presented to Council December 7, 2022 and approved. Internal Procedure Manual being developed by Finance Department Staff.
1d. Business License Tax	Research and recommend update to business license tax, business classifications and tax rates.	FY 22-23	Finance	In progress. Contract with HdL for business license facilitation expires in October 2023, and staff will recommend a new contract for one year as the City looks at bringing the service in-house.

## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

<p><b>1e. Library Parcel Tax</b></p>	<p><b>Library Parcel Tax Renewal</b></p>	<p><b>FY 22-23</b></p>	<p><b>Finance/Library</b></p>	<p>Completed. Voters approved the extension of the Library Special Tax on November 8, 2022, with 9,357 people (or 86.65%) voting in favor. The Tax was renewed to remain in effect until repealed by the electorate.</p>
--------------------------------------	--	------------------------	-------------------------------	--

# 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

2. Create a Strong Economic Development Strategy to Strengthen Local Business				
Task	Action Item	Target Date	Department	Status
2a. Technology Upgrade	Recommend permit software & funding for building and planning to track permits online and streamline approval processes.	FY 21-22 FY 22-23	Community Development (CD)	Ongoing. City Council awarded a contract on December 7, 2022. City staff and the consultant kicked-off the project in January 2023. Community Development acquired Accela launching the software internally.
2b. Economic Development Program	<p>Develop and Launch Economic Program</p> <ul style="list-style-type: none"> <li>• City Branding and Marketing Plan</li> <li>• New City website</li> <li>• New Economic Development (ED) website</li> <li>• Ombudsman services</li> <li>• develop a Guide on 'How to Do Business in the City'</li> <li>• Launch of Citywide App</li> </ul>	FY 22-23	City Manager's Office	<p>Ongoing. Business Concierge Program launched, including Business Visitation and Business Review Programs, as well as ombudsman service.</p> <p>Economic Development Strategy presented to Council July 19, 2023, and new City website Agreement approved by Council July 19, 2023.</p> <p>City hosted three Business Networking Events, and launched three Citywide Quarterly Newsletters.</p> <p>The City App South Pas Mobile has been created and launched in Fall 2022.</p>
2c. Economic Development Plan	<p>Produce a permit application guide to help streamline application process.</p> <ul style="list-style-type: none"> <li>• Included as part of the Guide to Doing Business</li> </ul>	FY 23-24	City Manager's Office/ Community Development	Completed. Applicant Handbooks have been updated for the Design Review Board & Cultural Heritage Commission. The Planning Commission Handbook is complete and available at the public counter in City Hall.

## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

<p><b>2d. Redevelopment of Recreational Facilities</b></p>	<p><b>Evaluate redevelopment opportunities of recreational facilities in the Arroyo, including seeking restaurant operator at golf course.</b></p>	<p><b>FY 22-23</b></p>	<p><b>Community Services</b></p>	<p>Batting Cage Agreement approval March 15,2023 and iTennis Agreement approved June 7, 2023. Market Support &amp; Financial Analysis Report recommended by the Ad Hoc Committee will be presented to City Council on September 6, 2023 during Lease Facilities Study Session.</p>
<p><b>2e. Parking Policy</b></p>	<p><b>Create comprehensive parking policy for the City.</b></p>	<p><b>FY 22-23</b></p>	<p><b>Public Works/ Community Development</b></p>	<p>In progress. Planned to begin once the General Plan (GP) and Downtown Specific Plan (DTSP). Community Development’s work will focus on parking policy for commercial areas within the City, while Public Works will focus on residential areas.</p>

## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

### 3. Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts

Task	Action Item	Target Date	Department	Status
<b>3a. Seismic Regulations</b>	<b>Complete inventory of Soft Story buildings in preparation for consideration of future regulations.</b>	<b>FY 23-24</b>	<b>Community Development</b>	<b>Completion of the soft story inventory is expected to be completed by June 30, 2024. CD experiencing a staffing loss of the part-time Community Improvement Coordinator that was leading the effort in April 2023. A new Community Improvement Coordinator is anticipated to be recruited by Winter 2023/2024.</b>
<b>3b. Crisis Comm. Systems</b>	<b>Promote crisis communication systems. City applied for and was granted licensing to conduct Wireless Emergency Alerting (WEA).</b> <ul style="list-style-type: none"> <li>• <b>Creating trainings and workflow</b></li> </ul>	<b>Ongoing</b>	<b>Fire/Police</b>	Completed. Blackboard Connect was renewed with an updated platform. Nixle is maintained by PD dispatch. Received authorization from FEMA to utilize WEA alerts as needed.
<b>3c. Local Emergency Partnerships</b>	<b>Prepare needs analysis &amp; implementation schedule to address gaps in disaster coverage and seek appropriate contracts. Renew the city's Emergency Operations Plan (EOP) and Local Hazard Mitigation Plan (LHMP). Obtain Planet Bid for establishing contracts with vendors during a disaster.</b>	<b>FY 22-23</b>	<b>Fire/Police</b>	LHMP being presented to City Council August 16, 2023.
<b>3d. Emergency Preparedness</b>	<b>Initiate regular Emergency Operations Center (EOC) training for Department Directors and staff. Training will be provided during the renewals of the EOP and LHMP.</b>	<b>FY 22-23</b>	<b>Fire/Police</b>	<b>Ongoing.</b> The EOP was approved by the City Council on February 15, 2023. Department Directors are engaged in active training. In addition, all City staff have participated in the 2022 Great Shake Out as well as various safety drills.

## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

<p><b>3e. Wildfire Mitigation</b></p>	<p>Work with SGVCOG and apply for grants on wildfire mitigation on city-owned vacant lots. Research alternative methods of controlling/mitigating hazardous vegetation in the City’s high hazard brush area.</p>	<p>FY 22-23</p>	<p>Fire</p>	<p>Ongoing. Fire Department staff continues to monitor hazardous fuel growth in the high hazard hill area and work with property owners and Public Works to mitigate the threat. Staff actively participates in regional discussions that seek grant funding for hazardous vegetation management. Staff will apply for new grants opportunities as available.</p>
<p><b>3f. Public Safety Assessments</b> (3f now updated to Public Safety Assessments)</p>	<ul style="list-style-type: none"> <li>• Police Department Assessment</li> <li>• Fire Department Assessment</li> </ul>	<p>FY 22-23 FY 23-24</p>	<p>Police and Fire</p>	<p>PD Assessment: Raftelis, a municipal consulting company was selected through an Request for Proposal (RFP) process and Community Working Group to conduct the Police Department Assessment. Police Department staff have meet with the Raftelis team, provided statistical data, and in-person interviews are currently in process, including extended community engagement. A follow-up hybrid community meeting via Zoom is scheduled for August 28, 2023. Following the meeting, Raftelis will complete the Department assessment and present it to the City Council in September 2023.</p> <p>Fire Department Assessment: Fire Department is preparing RFP and anticipate releasing it in 2023.</p>

# 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

## 4. Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs.

Task	Action Item	Target Date	Department	Status
<p><b>4a. Renewable Energy</b></p>	<p><b>Implement Climate Action Plan (CAP) for environmental initiatives.</b>  <b>Roll out electric leaf blower program (FY22-23)</b></p>	<p><b>FY 21-22 through FY 25-26</b></p>	<p><b>Public Works</b></p>	<p><b>Implement CAP:</b>  Ongoing. Staff plans to initiate the update of the GHG Emission Inventory to assess emissions reductions since the plan’s adoption. In addition, several actions in the plan are in progress including the implementation of the gas-powered leaf blower ban, the implementation of SB1383 and organics recycling/landfill diversion, and NREC has included developing an electrification reach code in their FY 23-24 Work Plan. Lastly, with the approval of the PW Management Analyst for the Sustainability Division, the Water Conservation action items in the CAP will be initiated this fiscal year.</p> <p><b>Implement Electric Leaf Blower Program:</b>  Ongoing. Enforcement for the gas powered leaf blower ban is in full effect – reports of violations are being addressed via Courtesy Notices and Notices of Violation by the Community Improvement Coordinator. Outreach on the ordinance and the incentive programs available for gardeners continues with several mailings,</p>

## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

				bill inserts, newspaper ads, and social media postings. In addition, in-person electric leaf blower demonstrations continue with a newly approved Professional Services Agreement with the American Green Zone.
<b>4b. Water Resources</b>	<b>Implement Integrated Water Resources Plan to address ongoing aging infrastructure challenges, operational and supply sources, financial strategies, and a drought proof City.</b>	<b>FY 21-22 through FY 25-26</b>	<b>Public Works</b>	Ongoing. The State of Water Special Study Session was presented to Council in April 2022. Public Works began finalizing comments with the consultant and planned to bring the item to Council in 2023 for adoption, however, staff determined that the Master Plan required updating to align with recent updates to housing/population growth projections. Staff will be requesting a contract amendment/extension to perform this work at a City Council meeting in Fall 2023.
<b>4c. Pocket Parks</b>	<b>Award design contract and break ground on Berkshire &amp; Grevelia pocket park project.</b>	<b>FY 22-23</b>	<b>Community Services</b>	Ongoing. Construction plans have been reviewed and finals edits underway by architect. Request for Proposal (RFP) is being prepared for construction. Anticipate RFP to be released Winter 2023.
<b>4d. Transportation and Mobility Projects</b>	<b>Contract technical team in anticipation of Transportation Demand Management (TDM) and Transportation System Management (TSM) alternative.</b>	<b>FY 22-23</b>	<b>Public Works</b>	Ongoing. Public Works is executing on-call contracts with multiple transportation consultants. The Measure M Metro Active Transportation (MAT) Funding agreement has been executed, and Measure R Mobility Improvement Projects (MIP) funding program is under review.



## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

<b>4e. Capital Improvement Program</b>	<b>Bring forward a comprehensive Capital Improvement Plan (CIP).</b>	<b>FY 21-22</b>	<b>Public Works</b>	Completed. The CIP was adopted in FY 2022-2023 Budget, and updated with Council’s approval June 7, 2023 with the FY 2023-2024 Budget adoption.
--	--	-----------------	---------------------	--

## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

<b>4f. Mobility Master Plan</b>	<b>Update mobility master plan, with consideration for bike lanes, mobility, walkability, and neighborhood traffic management.</b>	<b>FY 22-23</b>	<b>Public Works</b>	Ongoing. The Council-adopted 2011 Bicycle Master Plan was reviewed with the Mobility & Transportation Infrastructure Commission. An update is planned for FY 2023-2024.
<b>4g. Traffic Management</b>	<b>Neighborhood Traffic Management Policy (NTMP) Adoption and Implementation.</b>	<b>FY 22-23</b>	<b>Public Works</b>	Ongoing. Staff are working with a contracted software system designer to implement the NTMP online processing forms. The implementation requires a contract amendment to the software development agreement, which is expected to be before Council for approval in Fall 2023. While the implementation is underway, staff continue to receive and process requests from the community related to neighborhood traffic management. City Council adoption planned for FY 2023-2024.
<b>4h. Facilities Assessment</b>	<b>Conduct assessment of city facilities to determine repair costs for municipal buildings and costs for enhanced security measures and space planning.</b>	<b>FY 22-23</b>	<b>Public Works/ Mgmt Svcs/ Community Development</b>	Ongoing. An assessment and security enhancement design is in progress for City Hall through a Public Works on-call contractor. The task order will be brought to Council for approval in Fall 2023. In addition, a facility assessment and inspection of the Library has been completed, and the repair estimates have been included in the 2023-2024 Capital Improvement Program.

## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

<p><b>4i. Electrify fleet</b></p>	<p><b>Pursue electrification of city fleet.</b></p>	<p><b>FY 21-22 through FY 25-26</b></p>	<p><b>Public Works/Fire/ Police/Community Svcs</b></p>	<p>PD &amp; Fire: <b>Ongoing</b>. Staff are working to implement the electrification of the Police Fleet as directed by the Council in September 2022. Patrol vehicles are being up-fitted with police equipment and staff are working with Southern California Edison on the design of the infrastructure.</p> <p>An Informational Report was presented to City Council on March 1, 2023 <b>and forth coming on August 16, 2023</b>. Staff will keep Council apprised of updates moving forward including upfitting and infrastructure.</p> <p>CSD: <b>Complete</b>. New electric transit van was delivered in December 2022.</p>
-----------------------------------	---	---	--	--

# 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

5. Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.				
Task	Action Item	Target Date	Department	Status
5a. City Housing Division	Create a Housing Division in Community Development Department to focus on Housing related matters including funding opportunities, land use, partnership with stakeholder groups including other governments, federal and state laws, tenant protections/ relocation assistance measures.	FY 21-22	Community Development	Completed. The Senior Management Analyst for Housing Programs began her tenure on October 24, 2023. Housing Division staff has joined the San Gabriel Valley Council of Governments (SGVCOG) Homelessness Working Group and the San Gabriel Valley Crisis Assistance Response and Engagement (SGV CARE) cohort team as the City's new administrator of the SGV CARE program contract, in addition to launching a City Homelessness Working Group to develop a Homelessness Plan. With the disposition of the Caltrans unoccupied surplus properties, the Housing Division has completed due diligence and is currently performing financial and site analyses to develop policy options for acquisition and use of the properties to be considered by City Council. Finally, the Housing Division is supporting the drafting of the current Housing Element and leading the research and development of several other programs included in the Housing Element, including facilitating the development of 100% affordable housing on City-owned land and several tenant protections.

## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

				City Council adopted Ordinance 2376 No Fault-No Just Cause Eviction Moratorium on June 28, 2023 for a period no longer than six months.
<b>5b. SB 381/ sale of unoccupied Caltrans properties</b>	<b>Implementation of SB 381</b> <ul style="list-style-type: none"> <li>• Commence policy discussions on the acquisition of unoccupied Caltrans surplus properties.</li> <li>• Identify HRE's to work with the City</li> </ul> <b>Explore formation of Community Land Trust.</b>	<b>FY 21-22</b>	<b>Community Development</b>	<p>Ongoing. The contract for inspection services of the 20 unoccupied properties was awarded to Blue Ribbon Inspection Services on October 5, 2022. Final reports for all inspections of the properties (general, termite, lead and asbestos, sewer, chimney, and geotech/foundation) and rehabilitation cost estimates were provided to Community Development staff on January 31, 2023. The Community Development Department hosted community meetings on November 3, 2022 and February 16, 2023 to engage members of the public in the SB 381 implementation process and policy discussions on the acquisition and use of the unoccupied properties. Staff also presented updates and preliminary policy ideas to the SB 381 Implementation Ad Hoc Committee at a special meeting on January 26, 2023. A copy of the financial model created by Adam Eliason, the City's contracted consultant, was provided to staff on March 1, 2023.</p> <p>City has received purchase agreements and April 19, 2023 engaged Special Counsel. City is engaged in ongoing discussions.</p>

## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

<b>5c. Affordable Housing policies</b>	<b>Produce information on Inclusionary Housing Ordinance (IHO) and Accessory Dwelling Unit (ADU) Ordinance. Public education on new housing laws affecting cities.</b>	<b>FY 21-22 FY 22-23</b>	<b>Community Development</b>	Completed. IHO recommended to be reduced to 15% or lower. An economic feasibility study was conducted in July/August 2022 and is under review.
<b>5d. Housing Support</b>	<b>Present Occupancy inspection program and policy for adoption.</b>	<b>FY 22-23</b>	<b>Community Development</b>	<b>Ongoing.</b> This program, now referred to as a rental housing inspection program, has been included in the Housing Element with a new targeted date of October 2024 for presenting to City Council for adoption. Housing Division to research and develop the details of this proactive and routine inspection program. However, pursuant to AB 838, an amendment to the Health & Safety code that went into effect in June 2022, the City will now inspect rental properties in response to tenant-based complaints of substandard conditions. Such code enforcement activities can and will be carried out separately from a proactive inspection program; however, once the rental housing inspection program is established, complaint-based inspections and enforcement can be folded into this framework.
<b>5e. Homeless Initiatives</b> (3f combined with 5e)	<ul style="list-style-type: none"> <li>• <b>Continue working with the San Gabriel Valley Council of Governments (SGVCOG) on region-wide solutions</b></li> <li>• <b>Participate in Mental Health/Crisis Intervention Program (CAHOOTS model)</b></li> <li>• <b>Expand working relationship with community partners and Union Station</b></li> </ul>	<b>FY 22-23</b>	<b>Police/Community Development</b>	<b>Ongoing.</b> The Housing Division has assumed responsibility for the management of the Mobile Crisis Program, now called SGV CARE, contract, and the Senior Management Analyst attends the weekly cohort check-in meetings to share updates and lessons, develop key performance metrics, and discuss ways in which the

## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

				<p>program can be improved or modified.</p> <p>The Senior Management Analyst has joined the SGVCOG Homelessness Working Group and is following SGVCOG's application to the LA County Local Solutions Fund, which is funded by Measure H. If approved, SGVCOG's \$3,722,500 allocation for FY 2023-24 will be used to continue and hopefully expand its regional mobile outreach services, in which South Pasadena participates and to start a new housing solutions program which will provide funds for housing and rehousing initiatives. The Housing Division will continue to track this to ensure that South Pasadena participates in this program and continues to receive the existing outreach services.</p>
--	--	--	--	--

## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

6. Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.				
Task	Action Item	Target Date	Department	Status
<b>6a. Accessibility/ Customer Service</b>	<b>Bring forward a recommendation for an automated customer care application.</b>	<b>FY 22-23</b>	<b>City Manager's Office (CMO)</b>	<b>Ongoing.</b> Discussions with Management Services on implementation of software.
<b>6b. Centralized Operations</b>	<b>Centralize grants management and contract management.</b>	<b>FY 21-22</b>	<b>Management Services</b>	<b>Ongoing.</b> Grants Policies and Procedures Manual was completed and training was provided to staff. A Grants interdepartmental working group has been created and launched.
<b>6c. Update Policies</b>	<b>Develop comprehensive administrative policies manual – including ADA, FMLA, Harassment, etc. with the Internal Policy Committee.</b> <ul style="list-style-type: none"> <li>• <b>Update the Rules &amp; Regs</b></li> </ul>	<b>FY 22-23</b>	<b>Management Services</b>	<b>Ongoing.</b> Human Resources Division Assessment underway - Consultant recommending changes to Personnel Rules & Regulations and HR Policies, updates to follow. Staff will be engaging continued consulting services to revise the Personnel Rules & Regulations, HR and Administrative Policies, and have compiled a list of priorities. Policies will be presented to the City Manager for review and approval as the policies are drafted or revised.



## 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

<p><b>6d. Improve technology</b></p>	<p><b>Create an IT Master Plan for introducing or updating technologies in all departments.</b></p>	<p><b>FY 21-22</b></p>	<p><b>Management Services</b></p>	<p><b>Ongoing.</b> Management Services met with all departments to review and discuss their respective IT needs for their operations. <b>Community Development acquired Accela launching the software internally, Community Services acquired Civic Rec Plus, and July 19, 2023 City Council approved SirsiDynix Library software.</b> An asset management tracker has been implemented to manage technology more efficiently, and a thorough asset inventory is being conducted to create a comprehensive replacement plan to address aging technology. A mobile device management system has also been implemented and is managed by staff.</p>
<p><b>6e. Public Engagement</b></p>	<p><b>Establish and implement a targeted Community Outreach Program.</b></p>	<p><b>FY 21-22</b></p>	<p><b>CMO</b></p>	<p><b>Ongoing.</b> Efforts include <b>Neighborhood Pulse, Social Media efforts, quarterly newsletters, district mailers, and engagement survey.</b></p>
<p><b>6f. Governance</b></p>	<p><b>Review all City Boards, Commissions, and Committees</b></p>	<p><b>FY 21-22</b></p>	<p><b>CMO/ Mgmt. Services</b></p>	<p>Completed. City Clerk’s Office updated Board, Commission, and Committee (BCC) onboarding process and training. BCC Analysis was completed, and City Council approved Commission reorganization structure on April 6, 2022. The City Clerk’s Office established a welcome packet for all new Advisory Body members and will carry out all necessary training.</p>
<p><b>6g. Governance</b></p>	<p><b>Undertake process for Redistricting.</b></p>	<p><b>FY 21-22</b></p>	<p><b>Management Services</b></p>	<p>Completed. Redistricting map adopted April 6, 2022.</p>

# 2021-2026 STRATEGIC PLAN – FOURTH QUARTER UPDATE

<p><b>6h. City Workforce</b></p>	<p><b>Pursue a healthy Workplace Culture including efforts to raise employee morale</b></p> <ul style="list-style-type: none"> <li>• Establish Employee Committee to assist with morale boosting initiatives and events</li> <li>• Create new Training and Mentoring Program</li> </ul> <p>Create new branding for HR and City through Onboarding Process.</p>	<p>Ongoing</p>	<p><b>CMO/ Mgmt. Services</b></p>	<p><b>Ongoing.</b> The City is committed to promoting a positive employee experience through enhanced employee engagement activities and events. Through Council approval of NEOGOV Modules, HR commenced the implementation phase of NEOGOV Learn and Onboarding to improve training and make it more accessible for staff.</p> <p><b>Employee Engagement efforts include Bring Your Child to Work Day, Employee Appreciation events, and Benefit and Wellness Fairs.</b></p>
<p><b>6i. Modernize Division</b></p>	<p><b>Human Resources Division enhancements.</b></p>	<p>Ongoing</p>	<p><b>Management Services</b></p>	<p><b>Ongoing.</b> Modernized tracking and reporting systems for many HR functions, including recruitment, leaves of absence, workers' compensation, and claims. Staff has created and is preparing to implement an automated recruitment tracker. The streamlining of our onboarding process will begin mid-2023, which will include digitizing the onboarding paperwork, create a more engaged and welcoming onboarding and orientation experience for new employees.</p> <p>Staff will begin revamping the performance evaluation process, which will include an update to our performance appraisal form. The goal is to increase communication, collaboration, and engagement between employees and management.</p>



# City Council Agenda Report

ITEM NO. 19

**DATE:** December 20, 2023

**FROM:** Arminé Chaparyan, City Manager *Ac*

**PREPARED BY:** Domenica Megerdichian, Deputy City Manager  
Cathy Billings, Library Director

**SUBJECT:** **Consider Creation of a Library/Community Center  
Comprehensive Site Plan Ad Hoc Committee**

---

## **Recommendation**

It is recommended that the City Council consider creation of an Ad Hoc Committee (Committee) to assist with developing a Comprehensive Site Plan (Site Plan) for the current Library/Senior Center complex, that will address the need for a new, modern library facility and consider the need to provide other community services at the site.

## **Executive Summary**

During the Fiscal Year 2022-2023 Budget process, City Council identified the Library as a major project and priority after a Strategic Planning effort and presentation before the City Council and Library Board of Trustees. The City Council has budgeted an initial \$150,000 for the first phase of planning for the future redevelopment of the Library/Senior Center site, as part of the Fiscal Year 2023-2024 Budget. Staff recommends the consideration of a Library/Community Center Comprehensive Site Plan Ad Hoc Committee to work alongside staff on this effort, and is seeking direction and guidance on the composition of the Committee. The Committee would remain in place until the design project is completed.

## **Background**

The City anticipates that the Site Plan will form the foundation of a future facility to meet the community's learning, engagement, gathering, quality of life, resource, and other needs, as we plan for a new community center that incorporates all the offerings of a 21<sup>st</sup> century Library facility. City staff is currently soliciting proposals from qualified consultants to assist in the initial phase of the development of a Comprehensive Site Plan (Plan).

## **Analysis**

Staff, in conducting initial research and planning for this major project, suggests the scope of the work of the comprehensive site plan, have an expanded scope to incorporate a comprehensive consideration of all the City facilities at the site, including

Library, Senior Center and Community Room. The entire site is centrally located in the City, incorporating a block that is inclusive of the Library, Senior Center, Community Center and Park facilities.



*South Pasadena Library, Community Center, Senior Center & Park Facilities*

The proposed consideration of an Ad Hoc Committee is recommended to incorporate elected and appointed officials, representation from the Friends of the South Pasadena Public Library, Inc., as well as community members.

The Committee will engage with staff and work together on the initial planning stages for a new Library facility that meets community needs and also considers the benefits of intergenerational programming and the City's need to provide services for seniors and youth at the site.

Together, this Ad Hoc Committee will select the consultant to assist with this initiative, spend time visiting new libraries across the region for ideas and inspiration, welcome and gather community input for a visioning process, and work collectively on the first phase of this major project.

The visioning for the site will address forthcoming changes in the community, demographics, technological and telecommunications developments, needs and requests from the community, emerging service expectations, and other transformations and improvements, while also maintaining and improving continuing relevant traditional services.

Suggested composition of the Ad Hoc Committee is as follows for Council consideration:

- City Council – two members
- Library Board of Trustees – two members
- Community Services Commission – two members, representative of recreation and senior perspectives
- Friends of the South Pasadena Public Library – one member
- Senior Citizens Foundation of South Pasadena – one member
- At-large Community Members/ Users of the Facilities

Staff is also requesting that the City Council provide Staff with any specific requests regarding the selection of the members who will comprise this Committee.

#### **Alternatives**

City Council may wish to consider and provide direction on an alternative make up of a Comprehensive Site Plan Ad Hoc Committee.

#### **Key Performance Indicators/Commission Review**

This item relates to the Strategic Plan priority of conducting an assessment of City facilities to determine repair costs for municipal buildings and costs for enhanced security measures and space planning, and a Library Comprehensive Site Plan.

#### **Fiscal Impact**

There is no fiscal impact related to this report; any future Site Plan programs or projects may have a fiscal impact, and staff will look for funding opportunities and leveraging of resources, as well as funding requests to City Council. The City Council has already budgeted \$150,000 in the FY 2023-24 Annual Budget toward the first phase of the of the Site Planning process. Staff will return to the City Council with a recommendation or update related to the award of contract for consulting services related to this initiative.

**THIS PAGE  
INTENTIONALLY  
LEFT BLANK**