



CITY OF SOUTH PASADENA  
CITY COUNCIL

AGENDA

REGULAR MEETING  
WEDNESDAY, FEBRUARY 21, 2024, 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)

**CALL TO ORDER:** Mayor Evelyn G. Zneimer

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

**PLEDGE OF ALLEGIANCE:** Mayor Evelyn G. Zneimer

**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.

**CHANGES TO THE AGENDA****3. 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.

**4. APPROVAL OF GENERAL CITY WARRANTS IN THE AMOUNT OF \$378,240.69; TRANSFERS IN THE AMOUNT OF \$40,570.71; ONLINE PAYMENTS IN THE AMOUNT OF \$93,959.24; PAYROLL IN THE AMOUNT OF \$868,021.82**Recommendation

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

**5. CONSIDERATION OF THE 2024 LEGISLATIVE PLATFORM**Recommendation

It is recommended that the City Council consider the approval of the 2024 Legislative Platform that will serve as the guiding policy document for the City of South Pasadena (City) when determining whether a position should be taken on proposed State and Federal legislation that may impact the City during the 2024 Legislative Session.

**6. CONSIDER THE APPROPRIATION OF \$40,000 FOR THE ANNUAL FOURTH OF JULY EVENT, AND CONSIDER THE APPROVAL OF A CONTRACT WITH PYRO-SPECTACULARS, INC. IN THE AMOUNT OF \$35,590 FOR THE FOURTH OF JULY FIREWORKS DISPLAY**Recommendation

It is requested that the City Council consider:

1. Appropriation of \$40,000 from the General Fund fund balance to the Community Services Special Events Account No. 101-8030-8031-8264 to fund the annual Fourth of July event (Event); and
2. Approval of Award of contract to Pyre-Spectaculars, Inc. in the amount of \$35,590 for the Fourth of July Fireworks display.

**7. FISCAL YEAR 2024-2025 BUDGET CALENDAR (REVISED)**Recommendation

It is recommended that the City Council review and approve the revised Fiscal Year 2024-2025 Budget Calendar.

**8. CONSIDERATION OF APPROVAL OF PAYMENTS TO LANDCARE IN THE TOTAL AMOUNT OF \$73,266**Recommendation

It is recommended that the City Council consider:

1. The approval of payment to Landcare for past invoices in the amount of \$73,266; and
2. Appropriation of Fiscal Year (FY) 2022-2023 funds that were budgeted at the time the contract was in effect, to pay the invoices.

**9. CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR JANUARY 17, 2024**Recommendation

It is recommended that the City Council consider the approval of the minutes for the Regular Meeting on January 17, 2024.

**PUBLIC HEARING****10. PUBLIC HEARING TO RECEIVE OBJECTIONS OR PROTESTS TO THE VEGETATION MANAGEMENT PROGRAM REGARDING THE ABATEMENT OF WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY AND AUTHORIZING BY MINUTE ORDER THE ABATEMENT OF HAZARDOUS VEGETATION**Recommendation

It is recommended that the City Council, after holding a Public Hearing and receiving public testimony and hearing any objections or protests to the procedures for abating brush and native vegetation fire hazards identified in Resolution No. 7842 adopt by motion an order directing the abatement of hazardous vegetation.

**ACTION/DISCUSSION**

**11. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR OCTOBER 19, 2022**

Recommendation

It is recommended that the City Council approve the minutes for the October 19, 2022, Regular City Council Meeting.

**12. CONSIDERATION AND ACTION ON A SPECIAL EVENT FEE FOR THE USE OF THE ARROYO SECO GOLF COURSE**

Recommendation

It is recommended that the City Council consider and adopt a special event fee for the use of the Arroyo Seco Golf Course (ASGC).

**PUBLIC COMMENT – CONTINUED**

**13. 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**

**14. 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.

**15. CITY MANAGER COMMUNICATIONS**

**ADJOURNMENT**

**FOR YOUR INFORMATION**

**FUTURE CITY COUNCIL MEETINGS**

February 26, 2024	Special Joint City Council Meeting with the Public Safety Commission	6:00 P.M.
March 6, 2024	Regular City Council Meeting	7:00 P.M.
March 20, 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 **February 21, 2024**, 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.*

2/15/2024

/S/

Date

Mark Perez, Deputy City Clerk



# City Council Agenda Report

ITEM NO. 4

**DATE:** February 21, 2024

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

**PREPARED BY:** John Downs, Finance Director

**SUBJECT:** Approval of General City Warrants in the Amount of \$378,240.69; Transfers in the Amount of \$40,570.71; Online Payments in the Amount of \$93,959.24; Payroll in the Amount of \$868,021.82

### Recommendation

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

### Fiscal Impact

#### Prepaid Warrants:

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

#### General City Warrants:

Warrant # 318436-318515	\$	163,883.00
ACH	\$	214,357.69
Voids	\$	0

Payroll Period Ending: 2/2/2024	\$	858,089.79
Payroll Period Ending: 2/5/2024	\$	9,932.03
Wire Transfers Out – To (LAIF)	\$	0
Wire Transfers In – From (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers Out – To (Acct # 2413)	\$	40,570.71
Wire Transfers Out – To (Acct # 1936)	\$	0
Online Payments	\$	93,959.24
Prepaid Warrants	\$	0
General City Warrants	\$	0

<b>Total</b>	<b>\$</b>	<b>1,380,792.46</b>
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### **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

### **Key Performance Indicators**

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

### **Explanation of Terms**

Warrant – Directs the Finance Department to pay a sum of money out of the City's funds to bearer of claim/invoice (named individual, company) also known as a payable. The warrants (payments) are only released after City Council approval.

Warrant Summary – Summarizes all of the payments prepared during a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing. All the warrants for the current cycle are summarized and the detail of warrants provided to Council for review and approval.

Prepaid Warrant List - A Prepaid Warrant directs the Finance Department to pay a sum of money out of the City's funds to bearer of claim/invoice (named individual, company) also known as a payable. The Prepaid Warrants (payments) are released prior to City Council approval, however reported to City Council as a Prepaid. Prepayments are generally time sensitive and would incur additional charges if not paid within a specific time frame.

General City Warrant List – Detailed listing of all payments made for a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing.

Online Payments – Payments made online. These are typically for time sensitive utilities, credit card payments, and sometimes require the use of the payee's portal (SCE, So Cal Gas, Amazon, etc.).

VOIDS – Checks that were issued and voided. Examples of such instances would be lost checks that were mailed out. Checks that were on a warrant that did not get approved by Council.

Payroll – All payments made related to payroll, such as payroll taxes, retirement benefits, CalPERS, Garnishments, payroll etc.

Approval of Warrants  
February 21, 2024  
Page 3 of 3

Attachments:

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

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

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

Date 2/21/2024

Fund No.	Amounts	
	Prepaid	Written
General Fund	101	250,911.93
Insurance Fund	103	8,416.71
Street Improvement Program	104	-
Technology Surcharge Fund	106	-
Facilities & Equip.Cap. Fund	105	-
Programs and Projects	107	-
Local Transit Return "A"	205	1,947.78
SLFRF Fund	206	26,147.75
Local Transit Return "C"	207	-
TEA/Metro	208	-
Sewer Fund	210	1,231.38
CTC Traffic Improvement	211	-
SB2 Planning Grant	213	-
Rogan HR5294 Grant	214	-
Street Lighting Fund	215	12,680.32
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	205.00
State Gas Tax	230	15,647.78
County Park Bond Fund	232	1,000.00
Measure R	233	4,520.00
Measure M	236	-
Road Maint & Rehab (SB1)	237	-
MSRC Grant Fund	238	-
Measure W	239	580.00
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	307.00
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	2,486.65
Water Fund	500	30,166.82
Water Efficiency Fund	503	2,415.71
2016 Water Revenue Bonds Fund	505	-
SRF Loan - Water	506	-
Water & Sewer Impact Fee	510	-
Public Financing Authority	550	-
Payroll Clearing Fund	700	19,575.86
<b>Column Totals:</b>		<b>378,240.69</b>

Fund No.	Amounts	
	Prepaid	Written
RSA	227	-
<b>RSA Report Totals:</b>		<b>-</b>
<b>City Report Totals:</b>		<b>378,240.69</b>

Payroll Period Ending: 2/2/2024	858,089.79
Payroll Period Ending: 2/5/2024	9,932.03
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	40,570.71
Wire Transfer Out - To Acct. # 1936	-
Online Payments	93,959.24
Voids - Prepaid	-
Voids - General Warrant	-
<b>Grand Report Total:</b>	<b>1,380,792.46</b>

Evelyn G. Zneimer, Mayor

John Downs, Finance Director



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**ATTACHMENT 2 General  
City Warrant List**

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# Accounts Payable

## Check Detail

User: calvarez  
Printed: 02/13/2024 - 12:34PM



Check Number	Check Date		Amount
<b>HAWU5011 - 2 Hot Activewear &amp; Uniforms</b>			
318436	02/21/2024		
Inv	7161		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/23/2024	5.11 Uniform Jackets and Embroidery for Fire Personnel.		5,900.27
Inv 7161 Total			5,900.27
318436 Total:			5,900.27
<b>HAWU5011 - 2 Hot Activewear &amp; Uniforms Total:</b>			
			5,900.27
<b>AFLA7010 - AFLAC</b>			
0	02/21/2024		
Inv	862882		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/30/2024	Employee Optional Insurance - January 2024		1,665.36
Inv 862882 Total			1,665.36
0 Total:			1,665.36
<b>AFLA7010 - AFLAC Total:</b>			
			1,665.36
<b>AGAEng - AGA Engineers, Inc.</b>			
318437	02/21/2024		
Inv	23395-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/31/2023	Comprehensive Traffic Safety Review - Marengo Ave. Corridor.		4,520.00
Inv 23395-IN Total			4,520.00
318437 Total:			4,520.00
<b>AGAEng - AGA Engineers, Inc. Total:</b>			
			4,520.00
<b>AIRT5150 - Air-Tro, Inc.</b>			
318438	02/21/2024		

Check Number	Check Date		Amount
Inv	441161		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/23/2024	AC Unit Repair at Fire Station		370.00
Inv 441161 Total			370.00
318438 Total:			370.00
<b>AIRT5150 - Air-Tro, Inc. Total:</b>			370.00
<b>ALL0197 - All Star Fire Equipment, Inc.</b>			
318439	02/21/2024		
Inv	253077		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/23/2024	Fire - Safety Boots		357.76
Inv 253077 Total			357.76
Inv	253112		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/23/2024	Safety Kevlar Head Harness and Voice Amplifier.		3,536.06
Inv 253112 Total			3,536.06
318439 Total:			3,893.82
<b>ALL0197 - All Star Fire Equipment, Inc. Total:</b>			3,893.82
<b>AMDA6710 - Almeda, Jose L.</b>			
318440	02/21/2024		
Inv	1/18/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/18/2024	Mileage Claim for PW Staff		17.69
Inv 1/18/2024 Total			17.69
318440 Total:			17.69
<b>AMDA6710 - Almeda, Jose L. Total:</b>			17.69
<b>AMAZONCP - Amazon Capital Services, Inc.</b>			
0	02/21/2024		
Inv	1F41-NNR6-LX7L		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/22/2024	Book Material - Chief Officer: Principles and Practice		82.54
Inv 1F41-NNR6-LX7L Total			82.54

Inv 1F41-NNR6-MGPY

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Office Supplies	42.59

Inv 1F41-NNR6-MGPY Total 42.59

Inv 1NPL-77HR-FH7Y

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Special department and Special events supplies for events.	160.96
01/31/2024	Special department and Special events supplies for events.	60.51
01/31/2024	Camp Med Supplies .	765.73

Inv 1NPL-77HR-FH7Y Total 987.20

Inv 1NRT-DRPW-M6FJ

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Supply purchases for Senior Center, camp med, and Transit.	259.48
01/31/2024	Supply purchases for Senior Center, camp med, and Transit.	145.95
01/31/2024	Supply purchases for Senior Center, camp med, and Transit.	30.32

Inv 1NRT-DRPW-M6FJ Total 435.75

Inv 1RHM-L6PK-CCG9

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/24/2024	Credit for Camp Med	-43.74

Inv 1RHM-L6PK-CCG9 Total -43.74

Inv 1RM9-LQ6L-D1NF

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2024	City Council Meeting Expenses	117.76

Inv 1RM9-LQ6L-D1NF Total 117.76

0 Total: 1,622.10

**AMAZONCP - Amazon Capital Services, Inc. Total:** 1,622.10

**AME0229 - Ameritas**

0 02/21/2024

Inv January 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	EE Vision Plan Premiums - January 2024	3,275.64

Inv January 2024 Total 3,275.64

0 Total: 3,275.64

Check Number	Check Date		Amount
<b>AME0229 - Ameritas Total:</b>			3,275.64
<b>RatPactI - ASM Industrial Corp.</b>			
318441	02/21/2024		
Inv	18292		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/25/2024	Monthly Pest Control- January 2024 (Service Yard)		65.00
Inv	18292 Total		65.00
Inv	18293		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/25/2024	Monthly Pest Control- January 2024 (Orange Grove Building)		125.00
Inv	18293 Total		125.00
Inv	18294		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/25/2024	Monthly Pest Control Services-Senior Center January 2024		150.00
Inv	18294 Total		150.00
Inv	18295		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/25/2024	Monthly Pest Control Services-Library January 2024		65.00
Inv	18295 Total		65.00
Inv	18296		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/25/2024	Monthly Pest Control for City Facilities - FY2023-24		125.00
Inv	18296 Total		125.00
Inv	18297		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/25/2024	Monthly Pest Control Services-Eddie Park		535.00
Inv	18297 Total		535.00
Inv	18300		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/25/2024	Monthly Pest Control Services-War Memorial- January 2024		735.00
Inv	18300 Total		735.00
Inv	18382		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/10/2024	Rodent Control-Senior Center		1,000.00
Inv	18382 Total		1,000.00

Check Number	Check Date	Amount
318441 Total:		2,800.00
<b>RatPact1 - ASM Industrial Corp. Total:</b>		2,800.00
<b>AT&amp;T5006 - AT&amp;T</b>		
318442	02/21/2024	
Inv 130464796		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2024	AN 130464796 Services 1/18/20 - 2/17/24	90.24
Inv 130464796 Total		90.24
318442 Total:		90.24
318443	02/21/2024	
Inv 62644164973570		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/13/2024	AN 626 441-6497 357 0 Services for 01/13/24 - 02/12/24	1,352.67
Inv 62644164973570 Total		1,352.67
318443 Total:		1,352.67
318444	02/21/2024	
Inv 000021150677		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/20/2024	BAN 9391062308 Serv 12/20/23-1/19/24	19,657.09
Inv 000021150677 Total		19,657.09
Inv 000021151003		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/20/2024	BAN 9391081369 Serv 12/20/23-1/19/24	90.09
Inv 000021151003 Total		90.09
Inv 000021168297		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/27/2024	BAN CLAPDSOPAS Service 12/27/23-1/26/24	299.55
Inv 000021168297 Total		299.55
Inv 000021172967		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/27/2024	BAN 9391036943 Serv 12/27/23-1/26/24	1,621.19
Inv 000021172967 Total		1,621.19



Check Number	Check Date	Amount
318444 Total:		21,667.92
<b>ATCN9011 - AT&amp;T Total:</b>		23,110.83
<b>CIN4011 - AT&amp;T Mobility</b>		
318445	02/21/2024	
Inv	287312118886	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/02/2024	AN 287312118886 Cell Phones Citywide Serv 12/3/23-1/2/24	4,871.38
Inv 287312118886 Total		4,871.38
318445 Total:		4,871.38
<b>CIN4011 - AT&amp;T Mobility Total:</b>		4,871.38
<b>BAK0369 - Baker &amp; Taylor Books</b>		
0	02/21/2024	
Inv	2037975759	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2024	Books FY2023-24	386.57
Inv 2037975759 Total		386.57
Inv	2037978969	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2024	Books FY2023-24	963.62
Inv 2037978969 Total		963.62
Inv	2037983227	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2024	Books FY2023-24	860.88
Inv 2037983227 Total		860.88
Inv	2037983420	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2024	Books FY2023-24	421.56
Inv 2037983420 Total		421.56
Inv	2037984301	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2024	Books FY2023-24	12.66
Inv 2037984301 Total		12.66

Check Number	Check Date	Amount
Inv	2037990762	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2024	Books FY2023-24	396.26
Inv 2037990762 Total		396.26
Inv	2037994359	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2024	Books FY2023-24	233.60
Inv 2037994359 Total		233.60
Inv	2038008181	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2024	Books FY2023-24	208.60
Inv 2038008181 Total		208.60
Inv	2038008854	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2024	Books FY2023-24	1,994.87
Inv 2038008854 Total		1,994.87
Inv	2038010504	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2024	Books FY2023-24	533.47
Inv 2038010504 Total		533.47
Inv	2038019540	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/09/2024	Books FY2023-24	212.06
Inv 2038019540 Total		212.06
Inv	2038024036	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2024	Books FY2023-24	656.75
Inv 2038024036 Total		656.75
Inv	2038030638	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/15/2024	Books FY2023-24	252.53
Inv 2038030638 Total		252.53
Inv	2038036938	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/10/2024	Books FY2023-24	102.54

Check Number	Check Date	Amount
Inv 2038036938	Total	102.54
0 Total:		7,235.97
<b>BAK0369 - Baker &amp; Taylor Books Total:</b>		<b>7,235.97</b>
<b>BAK0366 - Baker &amp; Taylor Entertainment</b>		
0	02/21/2024	
Inv	H67464940	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/03/2024	DVDs/CDs - FY 2023-24	17.93
Inv H67464940	Total	17.93
Inv	H67540410	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2024	DVDs/CDs - FY 2023-24	66.13
Inv H67540410	Total	66.13
Inv	H67600840	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2024	DVDs/CDs - FY 2023-24	89.26
Inv H67600840	Total	89.26
Inv	H67647430	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2024	DVDs/CDs - FY 2023-24	66.11
Inv H67647430	Total	66.11
Inv	H67754620	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	DVDs/CDs - FY 2023-24	90.92
Inv H67754620	Total	90.92
0 Total:		330.35
<b>BAK0366 - Baker &amp; Taylor Entertainment Total:</b>		<b>330.35</b>
<b>BSHL6710 - Base Hill, Inc., dba Jan Point</b>		
0	02/21/2024	
Inv	24149	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2024	Monthly Janitorial Services January 2024 Services-Citywide	14,985.00
01/26/2024	Monthly Janitorial Services January 2024 Services-Citywide	900.00

Check Number	Check Date	Amount
01/26/2024	Monthly Janitorial Services January 2024 Services-Citywide	1,000.00
Inv 24149 Total		16,885.00
0 Total:		16,885.00
<b>BSHL6710 - Base Hill, Inc., dba Jan Point Total:</b>		16,885.00
<b>LEBE8032 - Betts, Lemar</b>		
318446	02/21/2024	
Inv INV.SkateJan24		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Contract class instructor The skateside Jan 2024	924.00
Inv INV.SkateJan24 Total		924.00
318446 Total:		924.00
<b>LEBE8032 - Betts, Lemar Total:</b>		924.00
<b>BLSP8010 - Blackstone Publishing</b>		
0	02/21/2024	
Inv 2138494		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/24/2024	Books/DVDs/CDs	450.77
Inv 2138494 Total		450.77
0 Total:		450.77
<b>BLSP8010 - Blackstone Publishing Total:</b>		450.77
<b>DABN8267 - Bohan, Diana 101-8030-8021-8267-000</b>		
0	02/21/2024	
Inv JanMoYoga		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2024	Senior Yoga monthly- Contract Instructor	201.60
Inv JanMoYoga Total		201.60
Inv JanWalkinYoga		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2024	Senior Yoga walk in- Contract Instructor	332.00
Inv JanWalkinYoga Total		332.00
0 Total:		533.60

<b>DABN8267 - Bohan, Diana Total:</b>	533.60
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**TYBL7000 - Borrello, Tyler**

318447	02/21/2024	
Inv	01/25/2024	

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/05/2024	Recruitment And Mentoring Program Reimbursement Cpl. Borrello	33.56

Inv 01/25/2024 Total	33.56
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Inv 01/26/2024

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/05/2024	Recruitment And Mentoring Program Reimbursement Cpl. Borrello	7.39

Inv 01/26/2024 Total	7.39
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318447 Total:	40.95
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<b>TYBL7000 - Borrello, Tyler Total:</b>	40.95
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**DBAR3011 - Brink's Incorporated**

0	02/21/2024	
Inv	12509576	

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Monthly Service 2024.01	1,879.52

Inv 12509576 Total	1,879.52
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Inv 6245508

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Excess Fees 2023.12	29.84

Inv 6245508 Total	29.84
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0 Total:	1,909.36
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<b>DBAR3011 - Brink's Incorporated Total:</b>	1,909.36
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**PMAB8021 - Budka, Pamela Avry**

318448	02/21/2024	
Inv	ChairYogaMoJan	

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Chair Yoga Monthly-Contract Instructor	64.00

Inv ChairYogaMoJan Total	64.00
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Check Number	Check Date		Amount
Inv	ChairYogaWIJan		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2024	Chair Yoga Walk In-Contract Instructor		236.00
Inv ChairYogaWIJan Total			236.00
Inv	MeditationMoJan		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2024	Meditation Monthly-Contract Instructor		76.80
Inv MeditationMoJan Total			76.80
Inv	MeditationWIJan		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2024	Meditation Walk In-Contract Instructor		92.00
Inv MeditationWIJan Total			92.00
318448 Total:			468.80
<b>PMAB8021 - Budka, Pamela Avry Total:</b>			468.80
<b>DEP5072 - CA Dept of Transportation</b>			
318449	02/21/2024		
Inv	SL240351		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/24/2024	Street Lighting Shared Cost: October 2023-December 2023		2,946.80
Inv SL240351 Total			2,946.80
318449 Total:			2,946.80
<b>DEP5072 - CA Dept of Transportation Total:</b>			2,946.80
<b>CAL5236 - CA Linen Services</b>			
318450	02/21/2024		
Inv	2226254		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/18/2024	Linen Cleaning Services - FY 2023-24		117.88
Inv 2226254 Total			117.88
Inv	2228899		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/25/2024	Linen Cleaning Services - FY 2023-24		117.88
Inv 2228899 Total			117.88

Check Number	Check Date	Amount
Inv 2231551		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2024	Linen Cleaning Services - FY 2023-24	117.88
Inv 2231551 Total		117.88
318450 Total:		353.64
<b>CAL5236 - CA Linen Services Total:</b>		353.64
<b>DACA4011 - Calderon, David</b>		
318451	02/21/2024	
Inv 01/26/24		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/05/2024	Recruitment Mentoring Program Reimbursement for Officer Calderon	36.49
Inv 01/26/24 Total		36.49
318451 Total:		36.49
<b>DACA4011 - Calderon, David Total:</b>		36.49
<b>CABDSNS - California Building Standards Commission</b>		
318452	02/21/2024	
Inv 10122023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Building Standards Admin. - Special Revolving Fund	166.50
Inv 10122023 Total		166.50
318452 Total:		166.50
<b>CABDSNS - California Building Standards Commission Total:</b>		166.50
<b>CAN0607 - Cantu Graphics Inc.</b>		
318453	02/21/2024	
Inv 22077		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2024	Senior Center mailer	109.15
Inv 22077 Total		109.15
Inv 22139		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2024	Senior Center mailer	292.16
Inv 22139 Total		292.16

Inv 22142

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/16/2024	Councilmember Headshot	16.54

Inv 22142 Total 16.54

Inv 22155

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2024	City Council Business Cards	38.53

Inv 22155 Total 38.53

Inv 22157

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/24/2024	Guide to Doing Business Booklet	277.83

Inv 22157 Total 277.83

Inv 22166

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Senior Center Special Event Flags	777.10

Inv 22166 Total 777.10

Inv 22168

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Promotional Flyers for Summer Camp Med	270.11

Inv 22168 Total 270.11

Inv 22176

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2024	Business Cards: Dmarset, Mackenzie, Building Inspector	115.60

Inv 22176 Total 115.60

318453 Total: 1,897.02

**CAN0607 - Cantu Graphics Inc. Total:** 1,897.02

**CDW5246 - CDW Government LLC**

0 02/21/2024

Inv NX24187

<u>Line Item Date</u>	<u>Line Item Description</u>	
01/09/2024	(3) MS EA 0365 E3 GCC P/U	264.15

Inv NX24187 Total 264.15



Check Number	Check Date		Amount
Inv	PD73822		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/22/2024	IT Software		3,583.60
Inv PD73822 Total			3,583.60
0 Total:			3,847.75
<b>CDW5246 - CDW Government LLC Total:</b>			3,847.75
<b>TIM4011 - Charter Communications</b>			
0	02/21/2024		
Inv	0224964010824		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/08/2024	AN 8448 30 008 0224964 1414 Mission St. Serv 1/8/24 - 2/7/24		54.10
Inv 0224964010824 Total			54.10
Inv	0251967122223		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/22/2023	AN 8448 30 008 0251967 1102 Oxley St. Serv 12/22/23 - 1/21/24		254.11
Inv 0251967122223 Total			254.11
0 Total:			308.21
<b>TIM4011 - Charter Communications Total:</b>			308.21
<b>CINTA3 - Cintas Corporation</b>			
318454	02/21/2024		
Inv	4169770680		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/04/2023	Sanitary Scheduled Cleaning for Public Park Restrooms.		448.20
Inv 4169770680 Total			448.20
Inv	4171164913		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/18/2023	Sanitary Scheduled Cleaning for Public Park Restrooms.		448.20
Inv 4171164913 Total			448.20
Inv	4171890719		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/25/2023	Sanitary Scheduled Cleaning for Public Park Restrooms.		448.20
Inv 4171890719 Total			448.20

Check Number	Check Date	Amount
Inv	4172667977	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2023	Sanitary Scheduled Cleaning for Public Park Restrooms.	448.20
Inv 4172667977 Total		448.20
Inv	4173319806	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/08/2023	Sanitary Scheduled Cleaning for Public Park Restrooms.	448.20
Inv 4173319806 Total		448.20
Inv	4174085294	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/15/2023	Sanitary Scheduled Cleaning for Public Park Restrooms.	448.20
Inv 4174085294 Total		448.20
Inv	4176187256	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	Sanitary Scheduled Cleaning for Public Park Restrooms.	448.20
Inv 4176187256 Total		448.20
Inv	4177832363	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/21/2023	Sanitary Scheduled Cleaning for Public Park Restrooms.	448.20
Inv 4177832363 Total		448.20
Inv	4178594588	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/29/2023	Public Works Uniform Cleaning Services	15.54
12/29/2023	Public Works Uniform Cleaning Services	37.78
12/29/2023	Public Works Uniform Cleaning Services	4.10
12/29/2023	Public Works Uniform Cleaning Services	19.26
12/29/2023	Public Works Uniform Cleaning Services	29.84
12/29/2023	Public Works Uniform Cleaning Services	16.74
12/29/2023	Public Works Uniform Cleaning Services	23.72
Inv 4178594588 Total		146.98
Inv	4180661611	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2024	Sanitary Scheduled Cleaning for Public Park Restrooms.	448.20
Inv 4180661611 Total		448.20
Inv	4180898646	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Public Works Uniform Cleaning Services	23.72
01/22/2024	Public Works Uniform Cleaning Services	19.26

Check Number	Check Date		Amount
01/22/2024		Public Works Uniform Cleaning Services	37.78
01/22/2024		Public Works Uniform Cleaning Services	4.10
01/22/2024		Public Works Uniform Cleaning Services	15.54
01/22/2024		Public Works Uniform Cleaning Services	23.42
01/22/2024		Public Works Uniform Cleaning Services	16.74
Inv 4180898646 Total			140.56
318454 Total:			4,321.34
318455	02/21/2024		
Inv	5194763987		
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/30/2024		First Aid Cabinet Monthly Services for SC	37.93
Inv 5194763987 Total			37.93
Inv	5195046179		
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/29/2024		Monthly First Aid Cabinets Yard and Garfield	8.17
01/29/2024		Monthly First Aid Cabinets Yard and Garfield	8.17
01/29/2024		Monthly First Aid Cabinets Yard and Garfield	8.18
01/29/2024		Monthly First Aid Cabinets Yard and Garfield	8.17
01/29/2024		Monthly First Aid Cabinets Yard and Garfield	8.17
01/29/2024		Monthly First Aid Cabinets Yard and Garfield	8.18
01/29/2024		Monthly First Aid Cabinets Yard and Garfield	8.17
Inv 5195046179 Total			57.21
Inv	9253722773		
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/01/2024		Public Works Eye Wash Station at Service Yard	441.00
Inv 9253722773 Total			441.00
318455 Total:			536.14
<b>CINTAS - Cintas Corporation Total:</b>			4,857.48
<b>CTYELCSP - City Electric Supply Company</b>			
318456	02/21/2024		
Inv	PDA/024012		
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/10/2024		Orange Grove Tennis Court Lights Rewiring due to Vandalism	394.68
Inv PDA/024012 Total			394.68
318456 Total:			394.68

Check Number	Check Date		Amount
<b>CTYELCSP - City Electric Supply Company Total:</b>			394.68
<b>CMPCTIRE - Company C. Tire Corporation</b>			
318457	02/21/2024		
Inv	057390		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2024	Tires for Water Production Unit #3		595.03
Inv 057390 Total			595.03
318457 Total:			595.03
<b>CMPCTIRE - Company C. Tire Corporation Total:</b>			595.03
<b>COO0695 - Cook Fire Extinguisher Co</b>			
318458	02/21/2024		
Inv	C10004		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2024	Fire extinguisher inspection for DAR		65.00
Inv C10004 Total			65.00
318458 Total:			65.00
<b>COO0695 - Cook Fire Extinguisher Co Total:</b>			65.00
<b>CRDA1021 - Corodata Records Management</b>			
0	02/21/2024		
Inv	RS4984159		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2024	Corodata Records Management Services Storage 1/1/24-1/31/24		481.65
Inv RS4984159 Total			481.65
0 Total:			481.65
<b>CRDA1021 - Corodata Records Management Total:</b>			481.65
<b>MNBL8170 - Crestline Software, LLC</b>			
0	02/21/2024		
Inv	INV 5626		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/10/2024	Lock Box 2023.12		693.00
01/10/2024	Credit Card>Returns 2023.12		1,036.27
Inv INV 5626 Total			1,729.27

Check Number	Check Date	Amount
Inv INV 5684		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/10/2024	Printing and Postage 2023.12	2,205.34
Inv INV 5684 Total		2,205.34
0 Total:		3,934.61
<b>MNBL8170 - Crestline Software, LLC Total:</b>		3,934.61
<b>CSGFRTE - CSG Forte Payments, Inc.</b>		
318459	02/21/2024	
Inv 1657416		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Remittance for debit return coverage.	60.00
Inv 1657416 Total		60.00
318459 Total:		60.00
<b>CSGFRTE - CSG Forte Payments, Inc. Total:</b>		60.00
<b>ATGC8530 - CU Technology</b>		
0	02/21/2024	
Inv 10505		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2023	Microsoft Office 365 Email Migration Services	15,900.00
Inv 10505 Total		15,900.00
Inv 11027		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2024	Full Service IT Support Services - February 2024	23,900.00
Inv 11027 Total		23,900.00
0 Total:		39,800.00
<b>ATGC8530 - CU Technology Total:</b>		39,800.00
<b>DAN0769 - Dangelo Co.</b>		
0	02/21/2024	
Inv S1547848.001		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/24/2024	Supplies to relocate water service	843.18
Inv S1547848.001 Total		843.18

Check Number	Check Date	Amount
0 Total:		843.18
<b>DAN0769 - Dangelo Co. Total:</b>		843.18
<b>DVVLZ - David Volz Landscape Architects, Inc.</b>		
0	02/21/2024	
Inv	422669	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Pocket Park Final Construction Documents	1,388.00
Inv 422669 Total		1,388.00
0 Total:		1,388.00
<b>DVVLZ - David Volz Landscape Architects, Inc. Total:</b>		1,388.00
<b>DEL4000 - Dell Marketing L.P.</b>		
0	02/21/2024	
Inv	10712970722	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2023	Year one of three year hardware replacement program.	34,717.86
Inv 10712970722 Total		34,717.86
0 Total:		34,717.86
<b>DEL4000 - Dell Marketing L.P. Total:</b>		34,717.86
<b>DEL0771 - Delta Dental of California</b>		
318460	02/21/2024	
Inv	BE005899748	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2024	Employee Dental Premiums - February 2024	11,535.26
Inv BE005899748 Total		11,535.26
318460 Total:		11,535.26
<b>DEL0771 - Delta Dental of California Total:</b>		11,535.26
<b>SAN8569 - DK Sandler Brothers</b>		
0	02/21/2024	
Inv	0245426-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/04/2023	Street Division- Sandbags for Rain Prep	318.35

Check Number	Check Date		Amount
		Inv 0245426-IN Total	318.35
			<hr/>
0	Total:		318.35
			<hr/>
<b>SAN8569 - DK Sandler Brothers Total:</b>			318.35
<b>PMLDONG - Dong, Pamela C.</b>			
0	02/21/2024		
Inv	JanMarWi		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/30/2024	Tai Chi Martial Arts Walk In-Contract Instructor		20.00
Inv	JanMarWi Total		20.00
Inv	JanQiGongMo		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/30/2024	Tai Chi Qi Gong Monthly-Contract Instructor		12.00
Inv	JanQiGongMo Total		12.00
Inv	JanQiGongWI		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/30/2024	Tai Chi Qi Gong Walk In-Contract Instructor		72.00
Inv	JanQiGongWI Total		72.00
			<hr/>
0	Total:		104.00
			<hr/>
<b>PMLDONG - Dong, Pamela C. Total:</b>			104.00
<b>AUTOCSPC - Echeveria, Jose</b>			
318461	02/21/2024		
Inv	10415		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/14/2023	Unit #635 - Spark Plugs, Radiator, Oil Change, Tank Replacement		1,546.62
Inv	10415 Total		1,546.62
Inv	10531		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/11/2024	Unit #350 - Oil & Filter, Transmisson Fluid, Steering Shaft		545.19
Inv	10531 Total		545.19
Inv	10545		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/03/2024	Vehicle Maintenance #330		481.02

Check Number	Check Date	Amount
Inv 10545 Total		481.02
Inv 10605		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2024	Units # 330 & 350 Interior Seat Repairs & Replacement of Parts	1,796.85
Inv 10605 Total		1,796.85
Inv 10622		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2024	Vehicle Maintenance Unit #209	1,847.89
Inv 10622 Total		1,847.89
318461 Total:		6,217.57
<b>AUTOCSPC - Echeveria, Jose Total:</b>		6,217.57
<b>ELSRTIRE - El Sereno Tire Shop</b>		
318462	02/21/2024	
Inv 2256		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2024	Tire repair for #78	20.00
Inv 2256 Total		20.00
318462 Total:		20.00
<b>ELSRTIRE - El Sereno Tire Shop Total:</b>		20.00
<b>EBE15010 - Emblem Enterprises Inc.</b>		
318463	02/21/2024	
Inv 909921		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2024	South Pasadena Fire and Paramedic Patches	644.43
Inv 909921 Total		644.43
318463 Total:		644.43
<b>EBE15010 - Emblem Enterprises Inc. Total:</b>		644.43
<b>ENT5426 - Entenmann-Rovin</b>		
318464	02/21/2024	
Inv 0178681-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2024	Specialized Employee Service Pins for 2024	4,307.75



Check Number	Check Date	Amount
Inv 0178681-IN Total		4,307.75
Inv 0178737-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2024	Police Department - Supplies & Badges - FY 2023-24	131.42
Inv 0178737-IN Total		131.42
318464 Total:		4,439.17
<b>ENT5426 - Entenmann-Rovin Total:</b>		4,439.17
<b>EVSN8010 - Envisionware, Inc.</b>		
318465	02/21/2024	
Inv INV-US-69364		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2024	Renewal of EnvisionWare Bundle and License	726.24
Inv INV-US-69364 Total		726.24
318465 Total:		726.24
<b>EVSN8010 - Envisionware, Inc. Total:</b>		726.24
<b>LILESTDA - Estrada, Lilly</b>		
318466	02/21/2024	
Inv 29563-D		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2024	Reimbursement for Tablecloth Cleaning.	15.00
Inv 29563-D Total		15.00
318466 Total:		15.00
<b>LILESTDA - Estrada, Lilly Total:</b>		15.00
<b>EURO6710 - Eurofins Environment Testing America Holdings, Inc</b>		
0	02/21/2024	
Inv 3800043597		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Water Sampling- January 2024	3,415.00
Inv 3800043597 Total		3,415.00
0 Total:		3,415.00

Check Number	Check Date		Amount
<b>EURO6710 - Eurofins Environment Testing America Holdings, Inc Total:</b>			3,415.00
<b>EWEM6010 - Ewing Irrigation Products, Inc.</b>			
318467	02/21/2024		
Inv	21418473		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/22/2024	Valve Locator and Universal Remote		2,822.36
Inv 21418473 Total			2,822.36
318467 Total:			2,822.36
<b>EWEM6010 - Ewing Irrigation Products, Inc. Total:</b>			2,822.36
<b>FRSTGRP - Fireside Security Group Inc.</b>			
318468	02/21/2024		
Inv	10316		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/16/2024	CityWide Data Cabling Services		1,098.65
Inv 10316 Total			1,098.65
318468 Total:			1,098.65
<b>FRSTGRP - Fireside Security Group Inc. Total:</b>			1,098.65
<b>FLMRCPW - Flores, Marcos</b>			
318469	02/21/2024		
Inv	1/19/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/19/2024	PW Mileage Claim- Street Division		14.07
Inv 1/19/2024 Total			14.07
318469 Total:			14.07
<b>FLMRCPW - Flores, Marcos Total:</b>			14.07
<b>FRNCPOST - FRANCO TYP-POSTALIA, INC.</b>			
318470	02/21/2024		
Inv	RI106063721		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/12/2024	Sealant for Postbase Mailing machine		72.88
Inv RI106063721 Total			72.88

Check Number	Check Date	Amount
318470 Total:		72.88
<b>FRNCPOST - FRANCO TYP-POSTALIA, INC. Total:</b>		72.88
<b>FUNEXPRS - Fun Express, LLC</b>		
318471	02/21/2024	
Inv	72916983101	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2024	Senior Center event supplies	637.86
Inv 72916983101 Total		637.86
318471 Total:		637.86
<b>FUNEXPRS - Fun Express, LLC Total:</b>		637.86
<b>RYAN - Garcia, Ryan</b>		
318472	02/21/2024	
Inv	1/31/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	T2 Test and Certification for Ryan Garcia	125.00
Inv 1/31/2024 Total		125.00
318472 Total:		125.00
<b>RYAN - Garcia, Ryan Total:</b>		125.00
<b>CRHY8067 - Hartney, Corey P.</b>		
0	02/21/2024	
Inv	INVDEC23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Contract Class Instructor payment Basketball Dec 23 and Jan 24	234.00
Inv INVDEC23 Total		234.00
Inv	INVJAN24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Contract Class Instructor Payment Basketball JAN'24	156.00
Inv INVJAN24 Total		156.00
0 Total:		390.00
<b>CRHY8067 - Hartney, Corey P. Total:</b>		390.00

Check Number	Check Date		Amount
<b>HDLC3011 - HdL Coren &amp; Cone</b>			
318473	02/21/2024		
Inv	SIN035461		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/19/2024	Contract Services Property Tax - Quarterly (Jan-Mar 2024)		3,424.77
Inv SIN035461 Total			3,424.77
318473 Total:			3,424.77
<b>HDLC3011 - HdL Coren &amp; Cone Total:</b>			3,424.77
<b>RIHZ6601 - Hernandez, Ricardo</b>			
318474	02/21/2024		
Inv	1/19/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/19/2024	PW Mileage Claim- Facilities Maint.		10.72
Inv 1/19/2024 Total			10.72
318474 Total:			10.72
<b>RIHZ6601 - Hernandez, Ricardo Total:</b>			10.72
<b>HRSCHPIP - Hirsche Pipe &amp; Supply</b>			
318475	02/21/2024		
Inv	9322625		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/18/2024	Toilet Flush Sensors- replace vandalized units at Orange Grove		431.77
Inv 9322625 Total			431.77
Inv 9329588			
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/18/2024	Vacuum Breakers for toilet stock supply		46.31
Inv 9329588 Total			46.31
318475 Total:			478.08
<b>HRSCHPIP - Hirsche Pipe &amp; Supply Total:</b>			478.08
<b>THMJRGRP - Ibarra, Patrick</b>			
318476	02/21/2024		
Inv	54-2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/06/2024	Strategic Plan Consultant FY2021-2026		15,654.27

Check Number	Check Date		Amount
Inv 54-2023 Total			15,654.27
			<hr/>
318476 Total:			15,654.27
			<hr/>
<b>THMJRGRP - Ibarra, Patrick Total:</b>			15,654.27
<b>IMGN8032 - iMagen</b>			
318477	02/21/2024		
Inv 40333-1			
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/18/2024	3 jackets +1 polo		403.94
Inv 40333-1 Total			403.94
			<hr/>
318477 Total:			403.94
			<hr/>
<b>IMGN8032 - iMagen Total:</b>			403.94
<b>ITCR2501 - Intercare Holdings Insurance Services</b>			
0	02/21/2024		
Inv 76-010839			
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Indemnity Annual Per Claim Fee - November 2023		3,603.98
Inv 76-010839 Total			3,603.98
Inv 76-010974			
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/31/2023	Indemnity Annual Per Claim Fee - December 2023		3,038.13
Inv 76-010974 Total			3,038.13
			<hr/>
0 Total:			6,642.11
			<hr/>
<b>ITCR2501 - Intercare Holdings Insurance Services Total:</b>			6,642.11
<b>JSAR4011 - Jack's Auto Repair</b>			
318478	02/21/2024		
Inv 18937			
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/22/2024	Service for Fire Vehicle - 2006 GMC Truck		85.18
Inv 18937 Total			85.18
Inv 18960			
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/29/2024	Routine 45 Day Inspection for 79 + new windshield wiper		79.36

Check Number	Check Date		Amount
		Inv 18960 Total	79.36
		318478 Total:	164.54
		<b>JSAR4011 - Jack's Auto Repair Total:</b>	164.54
		<b>JHMS8020 - JHM Supply</b>	
0	02/21/2024		
		Inv 346411/1	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		01/18/2024	Supplies for Arroyo Park Irrigation
			118.06
		Inv 346411/1 Total	118.06
		Inv 346475/1	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		01/19/2024	Copper fittings to repair damaged blow off @ 1748 Camino Lindo
			514.40
		Inv 346475/1 Total	514.40
		Inv 346476/1	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		01/19/2024	Copper pipe to repair damaged blow off @ 1748 Camino Lindo
			61.64
		Inv 346476/1 Total	61.64
		0 Total:	694.10
		<b>JHMS8020 - JHM Supply Total:</b>	694.10
		<b>RLKE8010 - Koertge, Ronald</b>	
318479	02/21/2024		
		Inv 1002	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		01/22/2024	Sowing South Pasadena - 4 Poetry Writing Workshops
			500.00
		Inv 1002 Total	500.00
		318479 Total:	500.00
		<b>RLKE8010 - Koertge, Ronald Total:</b>	500.00
		<b>CUR7778 - L.N. Curtis &amp; Sons</b>	
318480	02/21/2024		
		Inv INV785434	
		<u>Line Item Date</u>	<u>Line Item Description</u>

Check Number	Check Date		Amount
01/24/2024		Fire - Safety Firefighting Gear, PPE	956.39
		Inv INV785434 Total	956.39
318480 Total:			956.39
<b>CUR7778 - L.N. Curtis &amp; Sons Total:</b>			956.39
<b>LCCS8060 - League of California Cities</b>			
318481	02/21/2024		
		Inv 58293	
<u>Line Item Date</u>		<u>Line Item Description</u>	
01/12/2024		Job Posting - Deputy Finance Director/Controller	300.00
		Inv 58293 Total	300.00
318481 Total:			300.00
<b>LCCS8060 - League of California Cities Total:</b>			300.00
<b>DEBLWS - Lewis, Deborah</b>			
318482	02/21/2024		
		Inv 19	
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/05/2024		Notary For Police Chief Applicant Ladenheim	50.00
		Inv 19 Total	50.00
		Inv 20	
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/05/2024		Notary For Police Clerk Applicant Alvarez	50.00
		Inv 20 Total	50.00
		Inv 21	
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/05/2024		Notary For Police Officer Applicants Jones and Lillienfeld	65.00
		Inv 21 Total	65.00
		Inv 22	
<u>Line Item Date</u>		<u>Line Item Description</u>	
02/05/2024		Notary For PCO Applicant Flores	50.00
		Inv 22 Total	50.00
318482 Total:			215.00

Check Number	Check Date		Amount
<b>DEBLWS - Lewis, Deborah Total:</b>			215.00
<b>LOU1111 - Louie, Spencer</b>			
318483	02/21/2024		
Inv	01/24/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/05/2024	Training Reimb. Domestic Violent Extremists Training for Louie		27.17
Inv 01/24/2024 Total			27.17
318483 Total:			27.17
<b>LOU1111 - Louie, Spencer Total:</b>			27.17
<b>MAC1529 - Macdonald, Douglas A.</b>			
0	02/21/2024		
Inv	SCD(JAN24)		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2024	Contract Class Instructor payment: Scottish Country Dancing- Jan-24		351.65
Inv SCD(JAN24) Total			351.65
0 Total:			351.65
<b>MAC1529 - Macdonald, Douglas A. Total:</b>			351.65
<b>MCM2352 - McMaster Carr Supply Co</b>			
318484	02/21/2024		
Inv	16196709		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2024	Strout mount Metal clamps. Purchased to hang PVC Pipe (Wilson)		240.34
Inv 16196709 Total			240.34
318484 Total:			240.34
<b>MCM2352 - McMaster Carr Supply Co Total:</b>			240.34
<b>MREG1400 - Merrimac Petroleum, Inc.</b>			
318485	02/21/2024		
Inv	2229245		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/24/2024	Diesel Fuel for PW Service Yard 501 Gallons delivered on 1/24/24		802.48
01/24/2024	Diesel Fuel for PW Service Yard 501 Gallons delivered on 1/24/24		200.61
01/24/2024	Diesel Fuel for PW Service Yard 501 Gallons delivered on 1/24/24		401.24
01/24/2024	Diesel Fuel for PW Service Yard 501 Gallons delivered on 1/24/24		601.85



Check Number	Check Date	Amount
Inv 2229245 Total		2,006.18
Inv 2229246		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/24/2024	Unleaded Gas for PW Service Yard1498 Gal delivered on 1/24/24	991.52
01/24/2024	Unleaded Gas for PW Service Yard1498 Gal delivered on 1/24/24	991.52
01/24/2024	Unleaded Gas for PW Service Yard1498 Gal delivered on 1/24/24	619.71
01/24/2024	Unleaded Gas for PW Service Yard1498 Gal delivered on 1/24/24	495.77
01/24/2024	Unleaded Gas for PW Service Yard1498 Gal delivered on 1/24/24	347.04
01/24/2024	Unleaded Gas for PW Service Yard1498 Gal delivered on 1/24/24	198.31
01/24/2024	Unleaded Gas for PW Service Yard1498 Gal delivered on 1/24/24	1,313.78
Inv 2229246 Total		4,957.65
318485 Total:		6,963.83
<b>MREG1400 - Merrimac Petroleum, Inc. Total:</b>		6,963.83
<b>ALMI8032 - Minaeva, Alessia</b>		
318486	02/21/2024	
Inv	SAMBA-JAN24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Contract class instructor payment - SAMBA JAN 2024	39.00
Inv SAMBA-JAN24 Total		39.00
318486 Total:		39.00
<b>ALMI8032 - Minaeva, Alessia Total:</b>		39.00
<b>MOR2900 - Morrow &amp; Holman Plumbing Inc</b>		
318487	02/21/2024	
Inv	P-122859	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2024	Plumbing repairs at 308 San Pascual	205.00
Inv P-122859 Total		205.00
318487 Total:		205.00
<b>MOR2900 - Morrow &amp; Holman Plumbing Inc Total:</b>		205.00
<b>MVCH3011 - MV Cheng &amp; Associates Inc.</b>		
318488	02/21/2024	
Inv	12/31/2023E	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/04/2024	Public Works Project Management Assistance	580.00

Check Number	Check Date	Amount
Inv 12/31/2023E Total		580.00
318488 Total:		580.00
<b>MVCH3011 - MV Cheng &amp; Associates Inc. Total:</b>		580.00
<b>HIRNADA - Nada Bus, Inc.</b>		
318489	02/21/2024	
Inv 51712		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2024	Charter Bus Services Senior Excursion Program-Getty Center	1,120.00
Inv 51712 Total		1,120.00
318489 Total:		1,120.00
<b>HIRNADA - Nada Bus, Inc. Total:</b>		1,120.00
<b>NBSFIN - NBS Government Finance Group</b>		
318490	02/21/2024	
Inv 202312-3889		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/20/2023	Library Parcel Tax Services - FY23-24	1,810.19
Inv 202312-3889 Total		1,810.19
318490 Total:		1,810.19
<b>NBSFIN - NBS Government Finance Group Total:</b>		1,810.19
<b>PEG4590 - NUFIC</b>		
318491	02/21/2024	
Inv 1/31/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2024	Premiums for EE Benefits of AD&D Basic Coverage - January 2024	205.50
01/19/2024	Premiums for EE Benefits of AD&D Optional Supplement - January 2024	801.60
Inv 1/31/2024 Total		1,007.10
318491 Total:		1,007.10
<b>PEG4590 - NUFIC Total:</b>		1,007.10
<b>OLNP8010 - Outlook Newspapers Group</b>		
318492	02/21/2024	

Check Number	Check Date	Amount
Inv 79610		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/24/2023	Public Notices	648.00
Inv 79610 Total		648.00
Inv 79721		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Public Notices	924.00
Inv 79721 Total		924.00
318492 Total:		1,572.00
<b>OLNP8010 - Outlook Newspapers Group Total:</b>		1,572.00
<b>OVD8011 - OverDrive Inc.</b>		
0 02/21/2024		
Inv 01148CO24015169		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2024	eBooks / eAudiobooks for FY2023-24	2,349.02
Inv 01148CO24015169 Total		2,349.02
Inv 01148CO24016138		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2024	eBooks / eAudiobooks for FY2023-24	649.44
Inv 01148CO24016138 Total		649.44
0 Total:		2,998.46
<b>OVD8011 - OverDrive Inc. Total:</b>		2,998.46
<b>PRCFCA - Parks Coffee California</b>		
318493 02/21/2024		
Inv 80030058		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Coffee Supplies & Monthly Servicing - FY23/24	138.61
Inv 80030058 Total		138.61
318493 Total:		138.61
<b>PRCFCA - Parks Coffee California Total:</b>		138.61
<b>PBGF8031 - Pitney Bowes Global Financial Services LLC</b>		

Check Number	Check Date		Amount
318494	02/21/2024		
Inv	1014251996		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/23/2024	Red ink cartridge for postage machine		301.94
Inv 1014251996 Total			301.94
318494 Total:			301.94
<b>PBGF8031 - Pitney Bowes Global Financial Services LLC Total:</b>			301.94
<b>PSID6010 - PSI Water Technologies, Inc.</b>			
0	02/21/2024		
Inv	INV0005721		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/19/2021	Onsite Chlorine Generation System Maintenance at Reservoir.		863.50
Inv INV0005721 Total			863.50
Inv	INV0006247		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/23/2022	Onsite Chlorine Generation System Maintenance at Reservoir.		2,310.20
Inv INV0006247 Total			2,310.20
Inv	INV0006512		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/12/2022	Onsite Chlorine Generation System Maintenance at Reservoir.		14,099.54
Inv INV0006512 Total			14,099.54
0 Total:			17,273.24
<b>PSID6010 - PSI Water Technologies, Inc. Total:</b>			17,273.24
<b>MCPSTI - Pusateri, Michele</b>			
0	02/21/2024		
Inv	PBALL-DEC23		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/08/2024	Contract Class Instructor Pickle Ball - DEC 2023		1,894.75
Inv PBALL-DEC23 Total			1,894.75
Inv	PBALL-JAN24		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2024	Contract class instructor payment for Pickleball Jan 2024		2,450.50
Inv PBALL-JAN24 Total			2,450.50

Check Number	Check Date	Amount
0 Total:		4,345.25
<b>MCPSTI - Pusateri, Michele Total:</b>		4,345.25
<b>QUI7779 - Quinn Company</b>		
318495	02/21/2024	
Inv	WO370171249	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/11/2023	Backhoe preventative maintenance- Replace battery + maintenance	3,129.07
Inv WO370171249 Total		3,129.07
Inv	WO810255248	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/16/2023	Front Loader: Preventative Maintenance and Repairs	3,580.40
Inv WO810255248 Total		3,580.40
318495 Total:		6,709.47
<b>QUI7779 - Quinn Company Total:</b>		6,709.47
<b>ACTM3010 - Robert Half International, Inc.</b>		
0	02/21/2024	
Inv	62768797	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2023	Professional Services - Temporary Personnel Services	6,400.00
Inv 62768797 Total		6,400.00
0 Total:		6,400.00
<b>ACTM3010 - Robert Half International, Inc. Total:</b>		6,400.00
<b>TIMR6116 - Rodriguez, Tim</b>		
318496	02/21/2024	
Inv	1/15/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/15/2024	PW Staff Mileage Claim- Street Division	28.68
Inv 1/15/2024 Total		28.68
318496 Total:		28.68
<b>TIMR6116 - Rodriguez, Tim Total:</b>		28.68

Check Number	Check Date		Amount
<b>SAN7775 - San Bernardino Sheriff's Dept</b>			
318497	02/21/2024		
Inv	24-113-006AOT		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/05/2024	Traffic Investigations- Veh Dynamics for Motor CPL. Sanchez		500.00
Inv 24-113-006AOT Total			500.00
318497 Total:			500.00
<b>SAN7775 - San Bernardino Sheriff's Dept Total:</b>			500.00
<b>SAXE2013 - Saxe-Clifford PH.D, Susan</b>			
318498	02/21/2024		
Inv	24-0125-6		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/25/2024	Pre-Employment Psychological Examination		450.00
Inv 24-0125-6 Total			450.00
318498 Total:			450.00
<b>SAXE2013 - Saxe-Clifford PH.D, Susan Total:</b>			450.00
<b>SMWL2990 - Shute, Mihaly &amp; Weinberger LLP</b>			
318499	02/21/2024		
Inv	284502		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/26/2024	Legal Assistance Regarding Moffat Street		1,774.60
Inv 284502 Total			1,774.60
318499 Total:			1,774.60
<b>SMWL2990 - Shute, Mihaly &amp; Weinberger LLP Total:</b>			1,774.60
<b>MHSM4011 - Smith, Michael</b>			
318500	02/21/2024		
Inv	01/22-23/24		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/05/2024	Supervisor Seminar Reimbursement for Officer Smith		314.42
Inv 01/22-23/24 Total			314.42
318500 Total:			314.42

Check Number	Check Date		Amount
<b>MHSM4011 - Smith, Michael Total:</b>			314.42
<b>TIRSOL - Solorzano, Tiara</b>			
318501	02/21/2024		
	Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/30/2023	2023 MMASC Annual Conference Reimbursement		160.13
	Inv Total		160.13
318501 Total:			160.13
<b>TIRSOL - Solorzano, Tiara Total:</b>			160.13
<b>CHA3010 - SPCC Corporation</b>			
0	02/21/2024		
	Inv 9074		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/23/2024	2024 Required Notices Labor Law Posters		297.68
	Inv 9074 Total		297.68
0 Total:			297.68
<b>CHA3010 - SPCC Corporation Total:</b>			297.68
<b>SPBK - Springbrook Holding Company, LLC</b>			
0	02/21/2024		
	Inv INV-015792		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/18/2024	CivicPay Dec 2023		69.00
	Inv INV-015792 Total		69.00
0 Total:			69.00
<b>SPBK - Springbrook Holding Company, LLC Total:</b>			69.00
<b>STA5219 - Staples Business Advantage</b>			
0	02/21/2024		
	Inv 3549823031		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/22/2024	Office Supplies		75.87
	Inv 3549823031 Total		75.87

Check Number	Check Date	Amount
Inv 3549823032		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Office Supplies	66.13
Inv 3549823032 Total		66.13
Inv 3549823033		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Office Supplies	29.78
Inv 3549823033 Total		29.78
Inv 3550301536		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Office Supplies	196.49
Inv 3550301536 Total		196.49
Inv 3550810853		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Office Supplies	49.06
Inv 3550810853 Total		49.06
Inv 3550810856		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2024	Senior Center coffee supplies	59.22
Inv 3550810856 Total		59.22
Inv 3552021554		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Office Supplies	90.01
Inv 3552021554 Total		90.01
Inv 3552168231		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Office Supplies	31.79
Inv 3552168231 Total		31.79
Inv 3552229835		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/09/2023	PD Office Supplies	738.06
Inv 3552229835 Total		738.06
Inv 3552229836		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/04/2023	PD Office Supplies	107.98



Check Number	Check Date	Amount
Inv 3552229836	Total	107.98
Inv 3552692652		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Office Supplies	63.88
Inv 3552692652	Total	63.88
Inv 3552692653		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Office Supplies	34.99
Inv 3552692653	Total	34.99
Inv 3553062938		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2022	PD Office Supplies	109.47
Inv 3553062938	Total	109.47
Inv 3553062939		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/22/2023	PD Office Supplies	134.11
Inv 3553062939	Total	134.11
Inv 3553492660		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/28/2023	Fire - Office Supplies	154.33
Inv 3553492660	Total	154.33
Inv 3553501781		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	Fire - Office Supplies	132.28
Inv 3553501781	Total	132.28
Inv 3554239923		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	PD Office Supplies	139.08
Inv 3554239923	Total	139.08
Inv 3554239924		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	PD Office Supplies	717.99
Inv 3554239924	Total	717.99

Check Number	Check Date	Amount
Inv	3554239925	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/06/2023	PD Office Supplies	49.18
Inv 3554239925 Total		49.18
Inv	3554308157	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2023	PD Office Supplies	76.13
Inv 3554308157 Total		76.13
Inv	3554383227	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2023	PD Office Supplies	58.17
Inv 3554383227 Total		58.17
Inv	3554645239	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Office Supplies	89.86
Inv 3554645239 Total		89.86
Inv	3554645241	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/12/2023	PD Office Supplies	625.98
Inv 3554645241 Total		625.98
Inv	3556833265	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2024	Office Supplies	119.22
Inv 3556833265 Total		119.22
Inv	3556833266	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2024	Office Supplies	9.44
Inv 3556833266 Total		9.44
Inv	3556907507	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Community Development Office Supplies	10.62
Inv 3556907507 Total		10.62
Inv	3557286065	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2024	Senior Center supplies	67.46

Check Number	Check Date	Amount
Inv 3557286065	Total	67.46
Inv 3557286066		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2024	Senior Center supplies	60.99
Inv 3557286066	Total	60.99
Inv 3557356532		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2024	Office Supplies for Department	551.23
Inv 3557356532	Total	551.23
Inv 3557675490		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Office Supplies	151.54
Inv 3557675490	Total	151.54
Inv 3557675492		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2024	Paper	63.32
Inv 3557675492	Total	63.32
Inv 3557675493		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/24/2024	Engineering Supplies	83.05
Inv 3557675493	Total	83.05
Inv 3557675494		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Community Development Office Supplies	396.91
Inv 3557675494	Total	396.91
Inv 3557779108		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/24/2024	Binder pockets, dividers, notebooks	61.46
Inv 3557779108	Total	61.46
Inv 3557858152		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2024	Emergency Water	27.61
Inv 3557858152	Total	27.61

Check Number	Check Date	Amount
Inv 3558023358		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	Office Supplies	157.14
Inv 3558023358 Total		157.14
Inv 3558130418		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2024	safety light sticks	83.32
Inv 3558130418 Total		83.32
Inv 3558130419		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2024	Golf pencils	100.08
Inv 3558130419 Total		100.08
Inv 3558130420		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/24/2024	plastic envelopes	25.57
Inv 3558130420 Total		25.57
Inv 3558130422		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2024	Office Supplies for Department	73.02
Inv 3558130422 Total		73.02
Inv 3558434332		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Office Supplies for Department	68.76
Inv 3558434332 Total		68.76
0 Total:		5,940.58
<b>STA5219 - Staples Business Advantage Total:</b>		5,940.58
<b>ELSWTZ - Swartz, Elizabeth</b>		
318502	02/21/2024	
Inv 64957049		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2024	Refund of deposit paid for the reservation of GYH.	294.00
Inv 64957049 Total		294.00
318502 Total:		294.00

<b>ELSWTZ - Swartz, Elizabeth Total:</b>	294.00
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**SWOR8032 - Swords Fencing Studio**

318503	02/21/2024			
Inv	SWFENCING- JAN			
<u>Line Item Date</u>	<u>Line Item Description</u>			
01/31/2024	Contract Class instructor payment Jan 24			576.00
Inv SWFENCING- JAN Total				576.00

318503 Total:	576.00
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<b>SWOR8032 - Swords Fencing Studio Total:</b>	576.00
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**TLRPROM - Taylor Promotional Products Inc.**

318504	02/21/2024			
Inv	7523760			
<u>Line Item Date</u>	<u>Line Item Description</u>			
12/27/2023	Custom reusable bags for Sustainability Division.			894.81
Inv 7523760 Total				894.81

318504 Total:	894.81
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<b>TLRPROM - Taylor Promotional Products Inc. Total:</b>	894.81
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**COBR7131 - The Advantage Group**

0	02/21/2024			
Inv	165944			
<u>Line Item Date</u>	<u>Line Item Description</u>			
12/05/2023	HRA Administration Fee - December 2024			306.00
Inv 165944 Total				306.00
Inv	167048			
<u>Line Item Date</u>	<u>Line Item Description</u>			
01/05/2024	HRA Administration Fee - January 2024			282.00
Inv 167048 Total				282.00
Inv	February 2024			
<u>Line Item Date</u>	<u>Line Item Description</u>			
02/29/2024	HRA Retiree Reimbursement - February 2024			14,878.45
Inv February 2024 Total				14,878.45

Check Number	Check Date		Amount
Inv	January 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/31/2024	HRA Retiree Reimbursement - January 2024		17,398.04
Inv January 2024 Total			17,398.04
0 Total:			32,864.49
<b>COBR7131 - The Advantage Group Total:</b>			32,864.49
<b>HAFR7000 - The Hartford</b>			
318505	02/21/2024		
Inv	085032006171		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/01/2024	Employee Life Insurance Benefit - January 2024		1,039.50
Inv 085032006171 Total			1,039.50
Inv	085035699631		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/01/2024	Employee Life Insurance Benefit - February 2024		1,053.00
Inv 085035699631 Total			1,053.00
318505 Total:			2,092.50
<b>HAFR7000 - The Hartford Total:</b>			2,092.50
<b>TMOB4010 - T-Mobile</b>			
318506	02/21/2024		
Inv	988212311		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/21/2024	AN 988212311 Serv 12/21/23-1/20/24 & iPads for Fire Dept Ops		3,709.74
Inv 988212311 Total			3,709.74
318506 Total:			3,709.74
<b>TMOB4010 - T-Mobile Total:</b>			3,709.74
<b>UCL6115 - UCLA Cashiering Department</b>			
318507	02/21/2024		
Inv	3013-776		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/01/2024	Continuing Education, Certification, and Licensing for Fire		2,349.91
Inv 3013-776 Total			2,349.91

Check Number	Check Date	Amount
318507 Total:		2,349.91
<b>UCL6115 - UCLA Cashiering Department Total:</b>		2,349.91
<b>ULIN8021 - Uline, Inc.</b>		
0	02/21/2024	
Inv	173314867	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2024	Senior Center misc. cleaning/building supplies	212.44
Inv 173314867 Total		212.44
Inv	173314925	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2024	Staff furniture for Camp Med	2,220.49
Inv 173314925 Total		2,220.49
0 Total:		2,432.93
<b>ULIN8021 - Uline, Inc. Total:</b>		2,432.93
<b>POR4707 - United Site Services, Inc.</b>		
318508	02/21/2024	
Inv	INV02065553	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Skate Park Portable Toilet & Hand Washing Station	560.05
Inv INV02065553 Total		560.05
318508 Total:		560.05
<b>POR4707 - United Site Services, Inc. Total:</b>		560.05
<b>UPP7789 - Upper San Gabriel Valley MWD</b>		
318509	02/21/2024	
Inv	SoPas-12.8.23	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2023	Co-funding for MWD water conservation rebates- Nov 2023	1,520.90
Inv SoPas-12.8.23 Total		1,520.90
318509 Total:		1,520.90
<b>UPP7789 - Upper San Gabriel Valley MWD Total:</b>		1,520.90

**VPSI407 - Valley Power Systems Inc.**

318510	02/21/2024	
Inv	I39254	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/26/2024	Vehicle Repair of Fire Engine - E81	9,372.78
Inv I39254 Total		9,372.78
Inv	I39311	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/26/2023	E-81 Vehicle Maintenance - Batteries Replacement	1,583.75
Inv I39311 Total		1,583.75
318510 Total:		10,956.53

**VPSI407 - Valley Power Systems Inc. Total:**

10,956.53

**TRIOVLLY - Valley Services, Inc.**

318511	02/21/2024	
Inv	2230040509	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2024	On-Site Meal Program for November	3,669.00
01/18/2024	On-Site Meal Program for November	307.00
Inv 2230040509 Total		3,976.00
318511 Total:		3,976.00
<b>TRIOVLLY - Valley Services, Inc. Total:</b>		3,976.00

**MZVZT - Van Zandt, Maizon**

318512	02/21/2024	
Inv	1/15/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/15/2024	PW Staff Mileage Claim	4.42
Inv 1/15/2024 Total		4.42
318512 Total:		4.42
<b>MZVZT - Van Zandt, Maizon Total:</b>		4.42

**VARI111 - Vargas, Ruben**

318513	02/21/2024	
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Check Number	Check Date		Amount
Inv	1/20/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/20/2024	PW Mileage Claim- Street Trees		20.90
Inv 1/20/2024 Total			20.90
318513 Total:			20.90
<b>VAR1111 - Vargas, Ruben Total:</b>			20.90
<b>VERW6711 - Verizon Wireless</b>			
318514	02/21/2024		
Inv	9954479610		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/17/2024	AN 842311063-00002 Services for 12/18/23 - 1/17/24		753.20
Inv 9954479610 Total			753.20
Inv	9955197711		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/26/2024	AN 270619951-00004 Services for 12/27/23 - 1/26/24		499.82
Inv 9955197711 Total			499.82
318514 Total:			1,253.02
<b>VERW6711 - Verizon Wireless Total:</b>			1,253.02
<b>VEWI8020 - Vision Electric Wholesale, Inc.</b>			
0	02/21/2024		
Inv	1006033		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/03/2024	Light at City Hall for Courtyard		34.21
Inv 1006033 Total			34.21
0 Total:			34.21
<b>VEWI8020 - Vision Electric Wholesale, Inc. Total:</b>			34.21
<b>VUL6601 - Vulcan Materials Company</b>			
0	02/21/2024		
Inv	73877473		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/22/2023	Cold mix for Street Division		2,619.16
Inv 73877473 Total			2,619.16

Check Number	Check Date	Amount
Inv 73878728		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/27/2023	Clean Sand for Street Department	524.57
Inv 73878728 Total		524.57
Inv 73883468		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2024	"Emulsion" oil for asphalt tack- Pothole Repairs	1,323.00
Inv 73883468 Total		1,323.00
0 Total:		4,466.73
<b>VUL6601 - Vulcan Materials Company Total:</b>		4,466.73
<b>WES4152 - West Coast Arborists, Inc.</b>		
0	02/21/2024	
Inv 209979		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/15/2024	Urban Forestry Services Including: Tree Maintenance Services	3,640.00
01/15/2024	Urban Forestry Services Including: Planting & Removals	1,350.00
Inv 209979 Total		4,990.00
0 Total:		4,990.00
<b>WES4152 - West Coast Arborists, Inc. Total:</b>		4,990.00
<b>PUFG8267 - Wong, Pauline Sam</b>		
0	02/21/2024	
Inv AdultWIJan		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Adult Line Dance Walk In-Contract Instructor	240.50
Inv AdultWIJan Total		240.50
Inv SeniorMoJan		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Senior Line Dance-Contract Instructor	32.00
Inv SeniorMoJan Total		32.00
Inv SeniorWIJan		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Senior Line Dance Walk In-Contract Instructor	168.00
Inv SeniorWIJan Total		168.00

Check Number	Check Date	Amount
0 Total:		440.50
<b>PUFG8267 - Wong, Pauline Sam Total:</b>		440.50
<b>XRXF5010 - Xerox Financial Services</b>		
318515	02/21/2024	
Inv 5232459		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/02/2024	Xerox Lease Contract - FY2023-24 - Service 12/22/23 - 1/21/24	2,965.16
Inv 5232459 Total		2,965.16
318515 Total:		2,965.16
<b>XRXF5010 - Xerox Financial Services Total:</b>		2,965.16
<b>CONYEE - Yee, Connie</b>		
0	02/21/2024	
Inv FFJanWI		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	Functional Fitness Walk In-Contract Class Instructor	322.00
Inv FFJanWI Total		322.00
Inv HIITJan		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	HIIT Walk In-Contract Class Instructor	338.00
Inv HIITJan Total		338.00
0 Total:		660.00
<b>CONYEE - Yee, Connie Total:</b>		660.00
Total:		378,240.69

**ATTACHMENT 3**  
**Online Payments**

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City of  
**SOUTH PASADENA**

Online Payment Log			
Date	Vendor	Amount	Description
1/25/2024	UMPQUA BANK	\$14,563.73	Online Payment for City's December 2023 Credit Card Expenses.
2/5/2024	So Cal Edison	\$77,226.23	Online Payment for City Owned Electric Account #1581.
2/7/2024	So Cal Gas	\$2,169.28	Online Payment for City Owned Natual Gas Accounts 12/13/23-01/13/24.

**Total:** **\$93,959.24**

City of  
**SOUTH PASADENA**

December 2023 Credit Card Expense Summary		
Date	Description	Amount
12/1/2023	PayPal - CCMF Annual Member Event	\$75.00
12/1/2023	Charlie's Trio - Working Lunch with the Mayor	\$131.40
12/1/2023	Pavilions - Camp Med supplies	\$15.98
12/1/2023	Chevron - Chevron - Motor Officers Fuel - - Holland	\$19.58
12/1/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$16.20
12/3/2023	FedEx - CM Mailing	\$35.24
12/3/2023	Target - Holiday Décor City Hall	\$45.75
12/3/2023	Flower Gallery Community Engagement	\$114.66
12/3/2023	Dot & Go - Registration renewal for DOT for Dial A Ride	\$350.00
12/3/2023	FedEx Shipment - California POST Exam	\$18.90
12/3/2023	Gus's BBQ - Rater Panel Lunch Water Ops Supervisor	\$104.67
12/3/2023	Chevron - Motor Officers Fuel - Holland	\$19.55
12/3/2023	TRB Annual Meeting for PW Staff	\$1,090.00
12/3/2023	Amazon Marketplace - Supplies for Community Services	\$106.92
12/4/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$13.69
12/4/2023	Netflix Senior center	\$15.49
12/4/2023	Zoom - CSD Zoom	\$161.14
12/5/2023	Gotprint.com - Account access bookmarks printing	\$82.69
12/5/2023	Longo Toyota - Battery and Windshield Wipers for Fire Chief's Vehicle	\$399.15
12/5/2023	GFOA - Renewal Fees for Terry Kim	\$150.00
12/5/2023	GFOA - Annual GAAP Update	\$180.00
12/5/2023	Smart & Final - Supplies for State of the City	\$162.66
12/5/2023	Smart & Final - Breakfast with Santa supplies	\$221.58
12/5/2023	Chevron - Motor Officers Fuel - Sanchez	\$28.89
12/5/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$5.67
12/5/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$14.26
12/6/2023	Constant Contact - Subscription	\$232.00
12/6/2023	Trader Joe's - Supplies for State of the City	\$27.93
12/6/2023	Smart & Final - Breakfast with Santa supplies	\$79.97
12/6/2023	Chevron - Motor Officers Fuel - Holland	\$18.44
12/7/2023	Smart & Final - Nutrition Program special event supplies	\$125.03
12/7/2023	La Monarca - City Council Re-org Reception 12/05/23	\$57.65
12/7/2023	Mamma Brick Oven- City Council Meeting Dinner 12/06/23	\$192.01
12/7/2023	Mamma Brick Oven- City Council Meeting Dinner 12/06/23	\$18.74
12/8/2023	Kiwi Boost - Replacement cables for public charging stations	\$172.02
12/8/2023	Hobby Lobby - Senior Center holiday supplies	\$42.84
12/8/2023	The Habit - City Council Meeting Dinner 12/06/23	\$36.98
12/8/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$11.04
12/10/2023	EB Orange County - Fee for Bre Taylor to attend performers showcase	\$15.00
12/10/2023	Maintenance Supplies for Fire Apparatus	\$263.92
12/10/2023	Gus's BBQ - Rate Lunch Facilities & Parks Supervisor 12/07/23	\$170.25
12/10/2023	Chevron - Motor Officers Fuel - Holland	\$20.24
12/10/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$19.24
12/10/2023	Zoom for Community Services	\$17.19
12/10/2023	Delta Air - Conference Travel Expense for Public Works Staff	\$278.90
12/10/2023	Alaska Air - Conference Travel Expense for Public Works Staff	\$208.91
12/10/2023	Photo Booth - Employee Holiday Party	\$295.00
12/11/2023	Zoom - Annual Renewal of Finance Dept. Zoom	\$161.14

12/11/2023	Sams Club - Senior Center holiday luncheon raffles	\$160.89
12/11/2023	Costco - Senior Center holiday luncheon raffles	\$39.98
12/11/2023	Costco - Senior Center holiday luncheon raffles	\$233.36
12/12/2023	Smart & Final - Senior Center holiday luncheon supplies	\$36.98
12/12/2023	Michaels - Ribbon for EET - Employee Giveaway 12/11/23	\$54.89
12/12/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$12.75
12/12/2023	USPS (Post Office) - Shipping for Community Development	\$13.30
12/13/2023	Mission Fence - Supplies for PW Department	\$379.00
12/13/2023	Bristol - Cal Cities Holiday Conference	\$94.95
12/13/2023	Smart & Final - Snacks for Berkshire Pocket park groundbreaking	\$68.97
12/13/2023	Smart & Final - Employee holiday luncheon drinks	\$87.43
12/13/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$14.72
12/13/2023	Fraudulent charge refunded	-\$152.41
12/13/2023	Fraudulent charge refunded	-\$106.92
12/14/2023	Petroleum Service - Mineral Oil for CNG Compressor	\$565.60
12/14/2023	Rite Aid - Holiday Décor City Hall	\$21.00
12/14/2023	Pavilions - Cookie decorating for camp med at senior center	\$75.81
12/14/2023	Pavilions - Employee holiday luncheon dessert	\$147.93
12/14/2023	Jacks Candy - Employee holiday luncheon candy/dessert bar	\$234.50
12/14/2023	Chevron - Motor Officers Fuel - Holland	\$25.80
12/14/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$16.56
12/15/2023	Pavilions - Employee Excellence Awards 12/13/23	\$529.75
12/17/2023	Clean Energy - CNG for Dial A Ride Van #78	\$44.67
12/17/2023	Chevron - Motor Officers Fuel - Holland	\$25.00
12/17/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$8.14
12/18/2023	Chevron - Fuel for Generator	\$54.04
12/18/2023	Chevron - Motor Officers Fuel - Sanchez	\$25.15
12/18/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$17.02
12/19/2023	Chevron - Diesel Fuel for Fire Apparatus	\$175.00
12/19/2023	West Coast Trophy Center City Council Reorg	\$198.45
12/19/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$18.13
12/20/2023	Chevron - Diesel Fuel for Fire Apparatus	\$117.12
12/21/2023	Charlie's Trio - Lunch Meeting	\$57.41
12/21/2023	ACE Hardware - City Council Reorganization 12/20/23	\$75.97
12/21/2023	Pavilions - Employee Excellence Awards 12/13/23	\$105.95
12/21/2023	Staples Promo - Employee Printed Item for Staff 11/27/23	\$1,513.84
12/21/2023	Vanny's Party Supply - Supplies for CC Re-org 12/20/23	\$39.69
12/21/2023	Ray Allen Manufacturing - Equipment for K9 Zaggy	\$319.70
12/21/2023	Intoximeter - breathalyzer supplies	\$544.36
12/21/2023	Chevron - Motor Officers Fuel - Holland	\$27.50
12/21/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$10.36
12/21/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$9.25
12/22/2023	Flower Gallery City Council Reorg	\$164.27
12/22/2023	The Habit - City Council Meeting Dinner 12/20/23	\$172.96
12/22/2023	Pavilions - City Council Reorganization Reception 12/20/23	\$281.89
12/22/2023	CCAC - Advertisement for Deputy City Clerk	\$300.00
12/22/2023	Int. Inst. of Mun. Clerks - Ad for Deputy City Clerk	\$250.00
12/22/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$8.88
12/22/2023	Tesla Inc Supercharger - PD Vehicle Charging	\$6.50
12/22/2023	American Council of Engineers Co. (2024 Planning & Zoning Laws Books)	\$405.39
12/24/2023	Chevron - Motor Officers Fuel - Sanchez	\$12.62
12/24/2023	The Home Depot - Solar Panel for Ring Spotlight	\$77.16
12/24/2023	Foothill Lock & Key - Service Call for Public Works	\$464.21
12/24/2023	CCBSA - Advertisement for Deputy City Clerk	\$65.00
12/24/2023	FedEx Shipment - Settlement Check	\$47.55





**ATTACHMENT 4**  
**Payroll Summary**

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# Payroll

## Payroll Summary Report



**Payroll Date:** 2/2/2024 Regular

Checks	\$	6,392.37
Direct Deposits	\$	537,823.00
IRS Payments	\$	112,068.18
EDD - State of CA	\$	34,496.83
PERS Pension	\$	139,495.89
Deferred Comp	\$	27,813.52
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>858,089.79</b>

**Payroll Date:** 2/5/2024 Off-Cycle

Checks	\$	-
Direct Deposits	\$	6,780.72
IRS Payments	\$	2,330.97
EDD - State of CA	\$	820.34
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>9,932.03</b>

**Grand Total:** \$ **868,021.82**

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# City Council Agenda Report

ITEM NO. 5

**DATE:** February 21, 2024

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

**PREPARED BY:** Domenica Megerdichian, Deputy City Manager  
Mary Jerejian, Management Analyst

**SUBJECT:** **Consideration of the 2024 Legislative Platform**

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## **Recommendation**

It is recommended that the City Council consider the approval of the 2024 Legislative Platform that will serve as the guiding policy document for the City of South Pasadena (City) when determining whether a position should be taken on proposed State and Federal legislation that may impact the City during the 2024 Legislative Session.

## **Background**

In 2018, the City developed a Legislative Platform that was brought to City Council and then brought back after each legislative year. Municipalities across the region and state have adopted legislative platform documents to provide a foundation to outline the City's position and priority on local, state, and federal levels. This document also assists cities to facilitate timely and effective responses to legislation.

The Legislative Platform is drafted using guiding documents such as the 2021-2026 Strategic Plan, the General Plan, and any other adopted policy documents.

Upon adoption of the Legislative Platform, the City Manager's Office will exercise day-to-day oversight of legislative matters. Staff may initiate letters, contact League of California Cities (CalCities) staff, or speak to legislative staff on behalf of the City regarding legislation that falls within the document. Councilmembers will be included with discussions held with elected officials on the local, state, and federal levels.

Once staff determines that a legislative proposal may impact the City, a letter outlining the City's position indicating (support/opposition) will be prepared for the Mayor's review and signature, and copies will be distributed to the full City Council. If the Mayor is unavailable, letters will be signed by the Mayor Pro Tem with electronic copies made available to the full City Council. Letters will be sent to the bill's authors, the City's legislative representatives, CalCities, and other stakeholders as deemed appropriate.

In cases where a legislative issue is not addressed in the Legislative Platform but impacts the City, staff will return to City Council for direction. Additionally, staff will seek Council direction when proposing amendments to bill language or in developing new legislation. The City Council may add, remove, or modify items on the Legislative Platform at any time.

### **Analysis**

The California Legislative session typically begins in December and ends in November of the following year. By engaging early and staying engaged, the City has the opportunity to be a part of the legislative conversation, and remains proactive rather than reactive on potential impacts to our quality of life. Legislation impacts the City if there are unfunded mandates, financial effects, or local control from other jurisdictions.

Staff tracks and participates in adoption of the legislative platforms of our regional partner agencies, such as Southern California Association of Governments (SGCA), San Gabriel Valley Council of Governments (SGVCOG), San Gabriel Valley Economic Partnership (SGVEP) Legislative Committee, Cal Cities, and South Pasadena Chamber of Commerce Legislative Committee, to ensure we have an comprehensive understanding of regional impacts. To keep abreast of legislative updates, staff attends virtual California Contract Cities Sacramento Legislative Sessions each January at the start of the Legislative Season, and Cal Cities Legislative Action Conference each April to receive updates on proposed State Budget before adoption.

The City's most recent Legislative Platform was adopted February 1, 2023. Priorities identified by the City Council since that time, including items identified in the City's Strategic 2021-2026 Plan Revise adopted December 20, 2023, are included in the Platform. Notable legislative positions and updates from Legislative Committee meetings this year include:

- Support of Senate Bill (SB) 366 the California Water Plan: long-term supply targets Bill;
- Support for Metro Board Executive Committee for increased rail security and proposal of a Metro Train Police Department per Council direction December 20, 2023;
- Regional 710 Terminus support and engagement;
- Support for SB 125 for the Transit and Intercity Rail Capital Program including the establishment and funding for a Zero-Emission Transit Capital Program;
- Support for Assembly Bill (AB 817) Remote Meetings Bill co-sponsored by the League of California Cities, California Association of Recreation and Park Districts, California State Association of Counties, Rural County Representatives of California, Urban Counties of California, and California Association of Public Authorities for In-Home Supportive Services;
- Support for SB 411 Open meetings: teleconferences: neighborhood councils;

- Support for SB 537 Open Meetings: multijurisdictional, cross-county agencies: Teleconferences;
- Support for AB 577 Open Meetings: local agencies: Teleconferences;
- Support for AB 30 Atmospheric rivers: research: reservoir operations;
- Support for AB 249 Water: School Sites: lead testing;
- Support for AB 297 Wildfire: Local Assistance Grant Program;
- Support for AB 664 California Safe Drinking Water Act;
- Support for AB 560 Sustainable Groundwater Management Act: groundwater adjudication;
- Support for AB 754 Water Management Planning: Water Shortages;
- Support for AB 917 Supporting Commissioner Diversity; and
- Staff granted access to the California Legislation Position portal.

The Platform retains legislative support for fiscal responsibility, Economic Development, housing, and energy and sustainability. The proposed 2024 Legislative Platform is redlined to include new priorities identified from the adopted December 20, 2023 Strategic Plan Revise.

#### **Next Steps**

Staff will continue to monitor key legislation as it moves through the legislative process, and provide the City Council with quarterly updates on significant developments.

#### **Fiscal Impact**

While there is no fiscal impact with the adoption of a 2024 Legislative Platform, future implications on City finances could result from new legislation.

Attachment: Proposed 2024 Legislative Platform



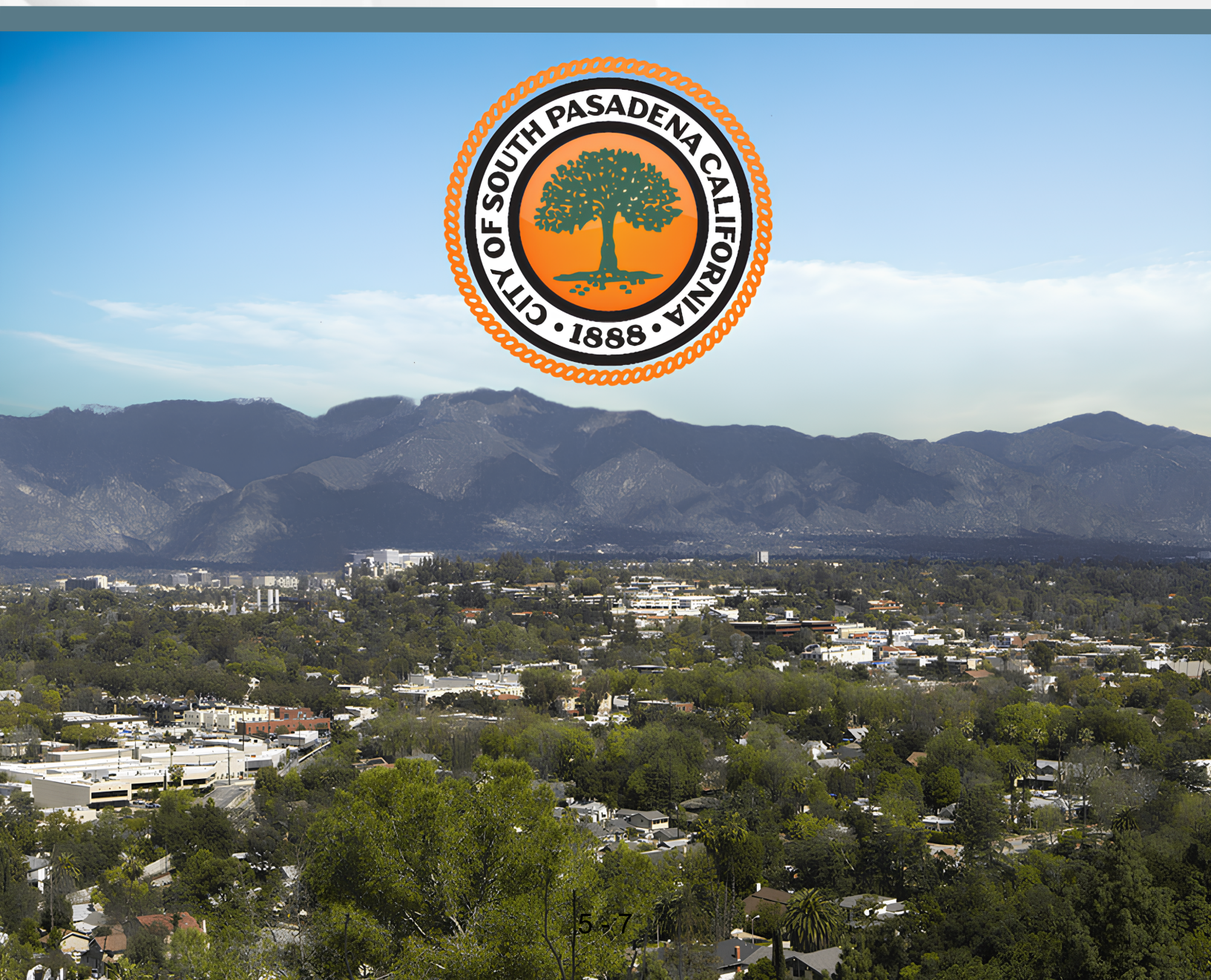
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**ATTACHMENT 1**  
Proposed 2024 Legislative Platform

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# City of South Pasadena Legislative Platform

2024





# ABOUT:

A legislative platform is a formal document that outlines the priorities, goals, and positions of a government entity, organization, or community regarding legislative matters.

It serves as a guide for decision-making and advocacy efforts related to proposed laws and policies at various levels of government, such as local, state, or federal.

The City of South Pasadena's Legislative Platform is formulated with consideration and analysis of documents including the City's 2021-2026 Strategic Plan and other policy documents adopted by the City Council.

## Process for Responding to Legislative Proposals:

- 1. Once a determination is made that a legislative proposal may impact the City, a letter outlining the City's position (supporting or opposing the issue) will be drafted for the Mayor's signature.**
- 2. If the Mayor is unavailable, the Mayor Pro Tem will sign the position letter.**
- 3. If a legislative issue is not addressed in the Legislative Platform but impacts the City, staff will place the matter on the next City Council agenda for consideration.**
- 4. The position letter will be sent to the bill's author, the City's legislative representatives, Cal Cities, and other stakeholders as deemed appropriate.**
- 5. A copy of the final letter will be distributed to the full City Council.**

# LOCAL CONTROL

## Support:

- Legislation that enhances local control and allows cities to address the needs of local constituents within a framework of regional cooperation.
- Legislation that streamlines and simplifies the job of managing the City.

## Oppose:

- Preemption of local authority whether by state or federal legislation of ballot propositions.
- Efforts that erode the City's authority to control its own affairs.

# ECONOMIC DEVELOPMENT

## Support:

- Legislation that preserves or increases funding for the Community Development Block Grant (CDBG) program as provided by the U.S. Department of Housing and Urban Development.
- Legislation that enhances the City's efforts to retain existing businesses and attract new businesses.
- Legislation that provides tangible and productive tools and incentives to support new investment and community development.
- Legislation that provides funding for the production of affordable housing.
- Efforts to increase resources for critical and sustainable local infrastructure projects including roads, public transit, active transportation, water availability, and broadband deployment that enhance workforce and economic development and improve quality of life.
- Legislation that increases Economic Development funding opportunities.

## Oppose:

- Legislation that will reduce funds dedicated to the CDBG program.

# HOUSING/HOMELESSNESS

## Support:

- Legislation and local, state, and federal programs that employ evidence-based best practice strategies to reduce the number of people experiencing homelessness by: preventing homelessness for those at-risk; providing emergency and transitional housing; expanding affordable permanent housing; and promoting self-empowerment through counseling, job training, and other supportive services, including but not limited to mental health and substance abuse counseling services).
- Efforts to increase the supply and affordability of housing and resources to assist individuals at risk of homelessness, while preserving historic resources and local decision making to ensure cities retain flexibility based on the land use needs of each community.
- Legislation regarding Social Services, Mental Health services, and Veterans support.



# LAND USE

## Support:

- Legislation that strengthens the concept of local control/local home rule for local decision making on land use and zoning matters.
- Legislation that would increase available funding for affordable housing.
- Reforms and improvements to housing element law to provide clear protections for local jurisdictions to preserve historic resources and processes and flexibility to allow regional cooperation; and to establish realistic housing goals and performance standards—including modifications in criteria and methodology -to meet the State's Regional Housing Needs Assessment (RHNA) goals.
- Legislation that strengthens local governments' regulatory authority and control over the siting of marijuana industries.

## Oppose:

- Legislation that imposes unreasonable mandatory development standards in transit intensive areas and residential neighborhoods.
- Legislation that places new restrictions on local land use control and transportation funding tied to external factors beyond municipal control.
- Legislation and regulatory efforts that would diminish or eliminate the authority of cities to zone and plan for the development of telecommunications infrastructure, including the siting of cellular communications towers or transmission sites.

# TRANSPORTATION

## Support:

- Measures to finance local and regional transportation programs and improvements, including Active Transportation Mode and Complete and Green Streets, and extension of Gold Line.
- Continuous appropriations of new monies directly to cities for the preservation, maintenance, rehabilitation, and development of local street and road systems.
- Efforts to fully fund the Transportation Systems Management (TSM)/Travel Demand Management (TDM) alternatives in accordance with prior City positions.
- Efforts to relinquish the properties along the SR-710 freeway between I-10 and I-210 back to the local jurisdictions.
- Legislation and opportunities for street and sidewalk maintenance programs and increased funding.

# FISCAL RESPONSIBILITY

## Support:

- Full cost reimbursement to the City for all federal, state and county-mandated programs.
- Legislation that strengthens and expands ongoing revenue for the City.
- Legislation for increased grants access and funding opportunities.
- Any legislation for technology funding, access and equitability, and technology replacement programs.

## Oppose:

- Legislation that would make local agencies more dependent on the State for financial stability and policy direction.
- Legislation that would impose State mandated costs for which there is no guarantee of local reimbursement or off setting benefits.
- Any change in revenue allocations that would negatively (current or future) affect local government, including the redistribution of sales tax, property tax, COPS grants, Proposition 172 funds, gas tax (HUTA), transient occupancy tax (TOT) and vehicle in- lieu fees (VLF).
- Legislation that undermines and preempts local authority over local taxes and fees.

# PUBLIC SAFETY

## Support:

- Federal, state, and local assistance for local police, fire, and homeland security initiatives, and any measures that will help contribute to local public safety.
- Efforts that strengthen local law enforcement's ability to prevent and fight crime.
- Legislation that minimizes alcohol-related criminal behavior and underage drinking.
- Equitable public safety reforms that reduces liability to cities, improves public safety in the community, and strengthens community relations with peace officers, while addressing concerns over excessive use of force and distrust in peace officers.
- Legislation and additional resources to strengthen community disaster preparedness, resiliency, and recovery in collaboration with the state and federal governments.
- Ongoing efforts to mitigate wildfire disasters through responsible brush and forestry management, including coordination between local and state governments and utility providers.
- Efforts to fund crisis response units such as the San Gabriel Valley Crisis Assistance Response and Engagement (CARE), sponsored by the San Gabriel Valley Council of Governments (SGVCOG).

## Oppose:

- Legislation that would impede local law enforcement from addressing crime problems and recovering costs resulting from a crime committed by the guilty party.
- Efforts to reprioritize public safety funding and programs without proper procedural or stakeholder engagement that would result in decreased public safety services and increased crime.

# ENERGY

## Support:

- Protect Community Choice Aggregation (CCA) local control and autonomy, especially with regard to finances, power procurement, reliability, and local customer programs.
- Legislation that keeps funding for public benefits programs in local communities.
- CCA efforts to purchase renewable energy at competitive rates and create benefits and savings for cities, small businesses, and residents.
- Equal treatment of bundled and unbundled customers by the California Public Utilities Commission (CPUC) and other state agencies.
- Efforts to expand consumer access to renewable energy, such as incentives and grants for solar, which would reduce reliance on non-renewable sources.

# WATER

## Support:

- Legislation that provides funding for Water Infrastructure, Security and Programs that promote water reuse and conservation.
- Legislation that extends the compliance period for Maximum Contaminant Levels (MCLs) in drinking water.
- Support practical, feasible, and affordable solutions to meet mandatory compliance with water quality and treatment standards, notwithstanding prior agreements that otherwise limit cities' ability to undertake such activities.

## Oppose:

- Efforts to mandate a state water public benefits charge unless funds remain within the local community.
- New regulations that do not allow appropriate time and resources to achieve compliance.
- Actions by Regional Water Quality Control Boards that impose mandates on cities that exceed state or federal regulations and/or are outside their jurisdictional authority to impose or enforce.



# ENVIRONMENT

## Support:

- Policy development, funding, research, and implementation strategies based on scientific data and human/ecological risk assessment for addressing urban water and storm water runoff.
- Policy development, “watershed based” solutions, funding and research for addressing urban runoff and beach closures, which identify the sources of bacterial, viral and other contaminants as well as human pathogens.
- Initiatives to advance the State’s goals for sales of all new passenger vehicles to be zero-emission by 2035 and additional measures to eliminate harmful emissions from the transportation sector and lawn care maintenance industry.
- Legislation for enhanced electrification infrastructure.

## Oppose:

- Legislation that imposes undue hardship on local agencies to implement environmental regulations.

# ARTS & CULTURE

## Support:

- Legislation that will help maintain and enhance the City's performance arts venues, and funding for arts development, and incorporate the commitment to diversity in City sponsored performances from Sundown Town Resolution No. 7750.

## Oppose:

- Any reductions and/or eliminations of arts and library programming or funding.

# COMMUNITY SERVICES/RECREATION

## Support:

- Legislation that will help provide residents with safe, accessible services and facilities.

## Oppose:

- Action that depletes services and funding sources created to enhance the community's varying needs.



# EMPLOYEE & LABOR RELATIONS

## Support:

- Reform measures that provide sustainable and secure public pensions and other post-retirement benefits to ensure responsive and affordable public services.
- Legislation that streamlines the Workers' Compensation system and makes it easier for employers, employees, and health care providers to navigate.

## Oppose:

- Any measure that imposes upon local government mandated employee benefits that are more properly decided at the local level.
- Efforts which reduce local control over public employee disputes and impose the regulations of an outside agency.
- Efforts to legislate changes in how the California Public Employee Pension System invests its assets if the proposed changes will result in a loss of funds.

# ELECTIONS

## Support:

- Legislation that provides small to mid-sized cities to have at-large elections instead of divisive districts, and public education efforts about redistricting laws, maps, and impacts.

# FILMING

## Support:

- Efforts that promote and retain film and television jobs in California.

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# City Council Agenda Report

ITEM NO. 6

**DATE:** February 21, 2024

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

**PREPARED BY:** Sheila Pautsch, Community Services Director

**SUBJECT:** **Consider the Appropriation of \$40,000 for the Annual Fourth of July Event, and Consider the Approval of a Contract with Pyro-Spectaculars, Inc. in the Amount of \$35,590 for the Fourth of July Fireworks Display**

### Recommendation

It is requested that the City Council consider:

1. Appropriation of \$40,000 from the General Fund fund balance to the Community Services Special Events Account No. 101-8030-8031-8264 to fund the annual Fourth of July event (Event); and
2. Approval of Award of contract to Pyro-Spectaculars, Inc. in the amount of \$35,590 for the Fourth of July Fireworks display.

### Background

City Staff is preparing for the annual Fourth of July event in the City. Staff is recommending an appropriation of \$40,000 for the annual event and approval of award of contract to Pyro-Spectaculars, Inc. for the Fourth of July fireworks display.

### Analysis

Over the past several years, Pyro-Spectaculars, Inc. (Pyro) has been the vendor of the fireworks show. Pyro has created a great display of fireworks along with music for participants to enjoy. For the acquisition of the fireworks display, the Community Services Department (Department) utilized the competitive bidding process through PlanetBids. Staff received a few responses to the proposal, only one of which is able to provide the fireworks display. As set forth in the chart, one vendor requires a minimum expenditure of \$50,000 and the other vendor is not accepting new clients.

Vendor	Cost	Notes
The Dancing Fire Entertainment	N/A	Minimum proposal starts at \$50,000
Zambelli Fireworks	N/A	Not accepting new clients
Pyro-Spectaculars, Inc	35,000	Plus \$590 permit fee

Accordingly, Staff recommends continuing to use Pyro. Pyro has proven over the years that they can produce extraordinary fireworks shows at a reasonable cost to the City.

This year, Pyro will showcase an extravagant show for the 40<sup>th</sup> anniversary of the fireworks display.

The proposal from Pyro includes a 20-minute custom-designed Sky Concert fireworks show in the amount of \$35,000. This is a full-service program that includes the necessary pre-production services, music production and choreography, the services of a licensed pyrotechnic operator, a specialized crew, an electronic firing system, and pyrotechnic safety equipment used for support and protection. An additional \$590 is required for the Fireworks Permit. Staff will work inter-departmentally to plan for public safety measures. The set-up of the fireworks display is done on the South Pasadena High School baseball field, and a quarter of the football field which is off-limits to the general public is used for the drop zone. All safety-related zones including the drop zone are approved by the Fire Department.

With respect to the requested appropriation, in 2023 the annual Fourth of July Event was funded by the General Fund in the amount of \$50,000. As staff began to plan for the that Event, the true costs of the Event became apparent, which delayed payments to FY 2023/24. After all expenses were paid, the remaining balance in the Special Events account is \$7,601. This will not be sufficient funds to cover expenses for this year's Event. Staff is requesting an appropriation of \$40,000 to cover the expenses for the 2024 Event.

<b>2023 Fourth of July/Festival of Balloons Event Expenses</b>	
<b>Item</b>	<b>Cost</b>
Fireworks Show	\$30,590
Lighting, sound, and supplies	\$6,130
SPUSD staff	\$3,504
Meridian Barricade for Parade	\$13,759
Public Works delineators and barricades	\$4,961
Parade expenses (Radios, sound, banners, hanging of flags, signage, decorations, etc.)	\$14,178
Band, sound, and stage	\$5,150
Health dept permit, food enclosures, hand wash station, porta-potties	\$2,414
Jumpers, deco, and supplies	\$2,088
Flags, and street banners	\$6,136
Misc. poster contest, printing,	\$1,240
Last payments from 2022 Fireworks show	\$4,352
Staff (Overtime)	\$22,200
<b>Total estimated cost for 2023</b>	<b>\$116,702</b>

In 2023, the revenue from ticket sales was \$17,066; with a total of 1,420 tickets sold. An Additional 80 tickets were reserved for poster contest winners and families, parade

Consider the Appropriation of Funds and Award of Contract to Pyro-Spectaculars, Inc.  
February 21, 2024  
Page 3 of 3

drivers, and city staff and families. Ticket sales were limited due to not having access to the field for viewing while the field was under construction. Ticket costs were \$11 pre-sale and \$13 at the door. Staff is looking to increase ticket sales to \$15 for the 2024 event to assist in cost recovery. If ticket sales reach 2,500 attendees, revenue would be estimated at \$37,500 which is one-fourth of the entire budget.

**Key Performance Indicators and Strategic Plan**

This item is part of the Community Services Department Key Performance Indicators identified in the Fiscal Year 2023-2024 Budget.

**Fiscal Impact**

This project will be paid for by the Community Services Department Special Events Account No. 101-8030-8031-8264. With the appropriation of \$40,000 to Account No.101-8030-8031-8264, funds will be available to provide the deposit on the contract as well as purchase needed services and supplies for this year's Event.

Attachments:

1. Agreement with Pyro-Spectaculars, Inc.
2. Production Invoice

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**ATTACHMENT 1**  
Agreement with Pyro-Spectaculars, Inc.



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2024 Pyrotechnic Fireworks Proposal

# PYRO SPECTACULARS

*by Souza*<sup>®</sup>



*City of South Pasadena*

July 4, 2024

December 7, 2023

City of South Pasadena  
Sheila Pautsch  
1414 Mission St.  
South Pasadena, CA 91030

**Subject:** Proposal for **Balloon Festival 40th Anniversary on July 4, 2024, PROGRAM "A"** for \$35,000.00.

**Pyrotechnics:**       Close Proximity       Display Fireworks       Firecracker  
**Theatrical Effects:**       Spark Machines       Flames       CO2 Cryo Jets  
                                  Confetti/Streamers       Lights       Foggers  
**Drones:**       Light Animations       Accents

Dear Sheila Pautsch,

Pyro Spectaculars, Inc. is delighted to present our proposal for the full-service custom-designed PROGRAM "A" for the production of your upcoming Balloon Festival 40th Anniversary. We are confident that our production capabilities and crew experience will result in the display of an unforgettable experience for your audience.

Enclosed you will find three important documents that outline our PROGRAM "A" proposal in detail:

1. **Product Synopsis - Proposal:** Provides the specifications of the devices and products to be used in your event.
2. **Production Agreement:** Presents the terms and conditions for the production of your event, including engagements, duties, and payment dates and amounts.
3. **Scope of Work:** Outlines the responsibilities and services to be provided by both Pyro Spectaculars, Inc. and City of South Pasadena that will be necessary for the execution of the production of your event, along with insurance limits and requirements.

To secure your program, return the fully executed Production Agreement, and initial payment to our office by the PRICE FIRM date, March 4, 2024. Please note that program availability, pricing, and show date may be subject to change if these are not timely received.

If you have any questions, or wish to discuss your program in detail, please do not hesitate to contact either myself or your dedicated Customer Service Representative, Luis Ruiz, at (909) 355-8120, extension 227.

Sincerely,

**Pyro Spectaculars, Inc.**

*Aaron Bargeon*

**Aaron Bargeon**, Show Producer



# Pyrotechnic Fireworks Proposal

## City of South Pasadena

### PROGRAM "A" – July 4, 2024

### \$35,000.00.

#### Main Body - Aerial Shells

<u>Description</u>	<u>Quantity</u>
◆ 2.5" Sky Concert Selections	300
◆ 3" Sky Concert Selections	300

**Total of Main Body - Aerial Shells 600**

#### Pyrotechnic Devices

<u>Description</u>	<u>Quantity</u>
◆ Sousa Diamond Line Custom Multishot Device	630 Shots
◆ Sousa Pro-formance Multishot Device	320 Shots
◆ Sousa Emerald Line Custom Multishot Device	420 Shots
◆ Sousa Sapphire Line Custom Multishot Device	500 Shots
◆ Sousa Silver Line Custom Multishot Device	526 Shots
◆ Sousa Pearl Line Custom Multishot Device	100 Shots

**Total of Pyrotechnic Devices 2,496**

#### Grand Finale

<u>Description</u>	<u>Quantity</u>
◆ 2.5" Sky Concert Bombardment Shells	198
◆ 3" Sky Concert Bombardment Shells	195

**Total of Grand Finale 393**

**Grand Total 3,489**

*Product descriptions are for specification of product quality, classification, and value. Final product selections will be based on availability, suitability, and overall artistic style.*





## PRODUCTION AGREEMENT

This agreement ("Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 202\_ by and between **Pyro Spectaculars, Inc.**, a California corporation, hereinafter referred to as ("PYRO"), and City of South Pasadena, hereinafter referred to as ("CLIENT"). PYRO and CLIENT are sometimes referred to as "Party" or collectively as "Parties" herein.

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

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

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

2. **Time and Place** - The Production shall take place on July 4, 2024, at approximately 9:00 PM, at South Pasadena Sr. High School baseball field, 1401 Fremont Ave., South Pasadena, CA, Site.

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

3.1 **Fee** - CLIENT agrees to pay PYRO a fee of \$35,000.00 USD (THIRTY-FIVE THOUSAND DOLLARS) ("Fee") for the Production. CLIENT shall pay to PYRO an initial payment ("Initial Payment") equal to 50 % of the Production Fee \$17,500.00 USD (SEVENTEEN THOUSAND FIVE HUNDRED DOLLARS) plus estimated permit and standby fees, and other regulatory costs approximated at \$590.00 OR an amount to be determined, for a total of \$18,090.00, upon the execution of this Agreement by both parties but no later than March 4, 2024. The Initial Payment is a partial payment toward the preproduction services and costs set forth in the Scope of Work ("Preproduction Services and Costs".) The balance of the Fee shall be paid no later than July 5, 2024. CLIENT authorizes PYRO to receive and verify credit and financial information concerning CLIENT from any agency, person or entity including but not limited to credit reporting agencies. The "PRICE FIRM" date, the date by which the executed Agreement must be delivered to Pyro, is set forth in paragraph 20.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**City of South Pasadena**  
**Program A**  
**July 4, 2024**  
Page 3 of 4

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

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

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

**PRICE FIRM through March 4, 2024**  
**EXECUTED AGREEMENT MUST BE DELIVERED TO PYRO BY THIS DATE.**  
See PRICE FIRM conditions, paragraph 20, above.

EXECUTED as of the date first written above:

PYRO SPECTACULARS, INC.

City of South Pasadena

By: 

By: \_\_\_\_\_

Its: President

Its: \_\_\_\_\_

Date: 12/8/2023

Print Name

Date: \_\_\_\_\_

SHOW PRODUCER: Aaron Bargeon

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

Pyro shall provide the following goods and services to CLIENT:

- One Pyro Spectaculars, Inc., Production on July 4, 2024, at approximately 9:00 PM at South Pasadena Sr. High School baseball field, 1401 Fremont Ave., South Pasadena, CA.
- All pyrotechnic equipment, trained pyrotechnicians, shipping, and pyrotechnic product.
- Preproduction Services and Costs for the Production, including advance acquisition of materials and products; design, engineering, programming, handling, staging, storage, and maintenance of products, props, and systems; preparation of drawings, diagrams, listings, schedules, inventory controls, choreography, and computer code; picking, packing, labeling, staging, and loading of equipment, materials, and systems; transportation, and logistics and crew scheduling and support; explosive storage magazines with legally mandated distances, surfaces, security, housekeeping, and access controls; and necessary and appropriate vehicles, including legally mandated insurance, including MCS90 explosives transportation coverage, parking, security, and maintenance.
- Application for specific pyrotechnic permits relating to the Production.
- Musical soundtrack for the Production supplied in agreed upon format.
- Insurance covering the preproduction and Production as set forth in the Agreement with the following limits:

<u>Insurance Requirements</u>	<u>Limits</u>	
<u>Commercial General Liability</u>	\$2,000,000.00	Combined Single Limit- Each Occurrence (Bodily Injury & Property Damage)
<u>Business Auto Liability- Owned, Non-Owned and Hired Autos</u>	\$5,000,000.00	Combined Single Limit- Each Occurrence (Bodily Injury & Property Damage)
<u>Workers’ Compensation</u>	Statutory	
<u>Employer Liability</u>	\$1,000,000	Per Occurrence

CLIENT shall provide to PYRO the following goods and services:

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



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**ATTACHMENT 2**  
Production Invoice

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# **PYRO-SPECTACULARS.** Invoice

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

DATE	INVOICE #
12/7/2023	400

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

<b>SHIP TO</b>

P.O. NO.	TERMS
	DUE 3/4/24

DESCRIPTION	AMOUNT
INITIAL PRODUCTION FEE FOR SPECIAL FIREWORKS DISPLAY PROGRAM "A" ON <b>July 4, 2024</b>	<b>\$17,500.00</b>
PERMIT FEE:	<b>\$590.00</b>
PAYMENT DUE: <b>March 4, 2024</b>	
FINAL PAYMENT DUE WILL BE INVOICED AT A LATER DATE	

**Total \$18,090.00**

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# City Council Agenda Report

ITEM NO. 7

**DATE:** February 21, 2024  
**FROM:** Arminé Chaparyan, City Manager *AC*  
**PREPARED BY:** John Downs, Finance Director  
**SUBJECT:** **Fiscal Year 2024-2025 Budget Calendar (revised)**

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## Recommendation

It is recommended that the City Council review and approve the revised Fiscal Year 2024-2025 Budget Calendar.

## Executive Summary

The Budget Calendar for Fiscal Year 2024-2025 has been developed with the input from the City Council and Finance Commission. It incorporates additional public outreach efforts.

## Background

The revised budget calendar included for fiscal year 2024-2025 includes meeting dates for the community, Finance Commission, and City Council. The City Council reviewed and provided feedback on edits they would like to see on the FY 2024-2025 budget calendar. The revised version provided tonight for consideration incorporates the requested changes, including the removal of internal processes and timelines, presentation of the year-end financials, 5 Year Forecast, the Midyear Budget report, and an additional public input community meeting. The Finance Commission also had an opportunity to review and discuss this calendar at their meeting on January 24<sup>th</sup>.

## Fiscal Impact

The objective of the calendar is to provide a time frame for the budget development process that includes dates and times for milestones as well as meetings, including public outreach.

## Key Performance Indicators and Strategic Plan

This item does not align with any KPI and/or strategic plan priority.

## Commission Review and Recommendation

This item was presented to the Finance Commission on January 24, 2024.

Attachment: Fiscal Year 2024-2025 Budget Calendar (revised)

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**ATTACHMENT 1**  
Fiscal Year 2024-2025 Budget Calendar (revised)



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# City of South Pasadena 2024-25 Budget Calendar (Revised)

Feb 7	Budget Survey Live for Community Input Presentation of Year-End Financials
Feb 21	Joint Special Meeting with City Council and Finance Commission: <i>Mid-year Budget Report &amp; 5 Year Forecast</i>
Mar 28	Budget Kickoff with Finance Commission
Apr 29-May 2	Individual Councilmember meetings with City Manager and Department Heads
May 7	Notice of Public Hearing published for Budget and CIP
May 9	Public Community Meeting 1
May 13	Public Community Meeting 2
May 15	Joint Special Meeting with Council - Preliminary Budget to Finance Commission, City Council and Community Input
May 29	Final Budget to Finance Commission and Community Input
Jun 5	Joint Special Meeting with City Council and Finance Commission: Public Hearing/Adoption of Budget, CIP, Fees, GANN

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# City Council Agenda Report

ITEM NO. 8

**DATE:** February 21, 2024  
**FROM:** Arminé Chaparyan, City Manager *AC*  
**PREPARED BY:** H. Ted Gerber, Director of Public Works  
**SUBJECT:** **Consideration of Approval of Payments to Landcare in the Total Amount of \$73,266**

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## Recommendation

It is recommended that the City Council consider:

1. The approval of payment to Landcare for past invoices in the amount of \$73,266; and
2. Appropriation of Fiscal Year (FY) 2022-2023 funds that were budgeted at the time the contract was in effect, to pay the invoices.

## Executive Summary

Public Works Department has a total of \$73,266 invoices from Landcare for Citywide Landscape Maintenance from June 2023. Landcare provided the invoices to the City late, due to the company's financial department restructuring. The City plans to settle these invoices as the final payment from the previous agreement.

## Background

Landcare has provided landscaping maintenance throughout South Pasadena at parks, medians facilities, and grounds through a Maintenance Agreement with the City since January 2018. The City recently awarded a new landscaping services contract to Parkwood, Inc. after a public solicitation process. This new contract began in July 2023.

## Analysis

In December 2023, Landcare submitted two outstanding Invoice Nos. 633879 and 640221, which cover Landscape Maintenance Services for May and June 2023, respectively, each with a \$36,633.00 value. Both invoices align with the terms of the valid contract at that time. The Public Works Department routinely budgets sufficient funds for landscape maintenance and therefore an additional funding appropriation is not required. However, because the invoices related to a past year payment, staff is seeking Council's approval of payments to these vendors.

**Fiscal Impact**

Invoices to be paid total \$73,266, for which adequate funding was available in FY 2022-2023, as there was a contract and sufficient budget in place, and invoices were expected to be paid prior to closing FY 2022-2023. Paying the invoices now requires appropriations of these amounts from the following funds:

- \$ 70,766 from General Fund 101 (Park Maintenance)
- \$ 2,500 from Park County Bond Fund 232 (Prop A Maintenance)

Given that this item is being taken into consideration after the presentation and discussion of the midyear budget report on the Special Meeting agenda, these fiscal impacts are not reflected in the midyear adjustments.

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

This item is not associated with a Key Performance Indicator.

**Attachments**

- 1) Landcare Invoices
- 2) 4<sup>th</sup> Amendment of Landcare Maintenance Agreement

**ATTACHMENT 1**  
**Landcare Invoices**

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# INVOICE

4134 Temple City Blvd  
 El Monte, CA 91770  
 Phone: 626-377-4845 Fax:  
 www.LandCare.com  
 Contractor License# 1053238

Date	Invoice No.
05/31/23	633879
Terms	Due Date
Net 45	07/15/23

Customer
Account Payable . Public Works 825 Mission St South Pasadena, CA 91030

Property
City of South Pasadena 825 Mission Street South Pasadena, CA 91030

Project Name	Customer PO	Amount Due
Landscape Management Agreement		\$36,633.00

*Please detach top portion and return with your payment.*

Description	Qty	Unit Price	Ext Price	Sales Tax	Line Total
#3394942 - Landscape Management Agreement May 2023			\$36,633.00	\$0.00	\$36,633.00

---

**Total Due      \$36,633.00**

**\*\* UPDATED \*\***

To ensure proper credit, please include the invoice number on the remittance and mail to:  
**LandCare USA LLC PO Box 669261 Dallas, TX 75266-9261**  
 If you have questions regarding this invoice, please contact the Branch Administrator at 626-377-4845.





# INVOICE

4134 Temple City Blvd  
 El Monte, CA 91770  
 Phone: 626-377-4845 Fax:  
 www.LandCare.com

Date	Invoice No.
6/30/2023	640221
Terms	Due Date
Net 45	7/15/2023

Customer
Accounts Payable Public Works 825 Mission St South Pasadena, CA 91030

Property
City of South Pasadena 825 Mission St South Pasadena, CA 91030

Project Name	Customer PO	Amount Due
Landscape Management Agreement		\$ 36,633.00

*Please detach top portion and return with your payment.*

Property	Opportunity #		Ext Price	Sales Tax	Line Total
Landscape Management Agreement June 2023	3394942		36633		36633
			<b>Total Due</b>	<b>\$</b>	<b>36,633.00</b>

To ensure proper credit, please include the invoice number on the remittance and mail to:  
**\*\*UPDATED\*\* LandCare P.O. Box 669261 Dallas, TX 75266-9261**  
 If you have questions regarding this invoice, please contact the Branch Administrator at 626-377-4845

**ATTACHMENT 2**  
4<sup>th</sup> Amendment of Landcare Maintenance Agreement

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LANDCARE INC

APRIL 2023

CONTRACT NUMBER 2023-169

FOURTH AMENDMENT FOR INTERIM LANDSCAPING SERVICES WITH LANDCARE

**CONTRACT APPROVAL COVERSHEET**

<b>Project Name:</b> Fourth Amendment PSA with LandCare		<b>Approval Authority</b>	
<b>Department:</b> Public Works Department		City Manager (< \$25,000) <input type="checkbox"/>	City Council (> \$25,000) <input checked="" type="checkbox"/>
<b>Date:</b> 4/18/2023		<b>City Council Approval Date:</b> 4/19/2023	
<b>Submitted By:</b> Mark Jimenez	<b>Ext:</b> (626)- 487- 6528	<b>Agenda Item #:</b> 15	
<b>Contract Approval Routing</b>			
	<b>Name</b>	<b>Approval (Initials)</b>	<b>Date</b>
Contracts Coordinator	Mark Jimenez	<i>MJ</i>	04/19/2023
Department Director	Ted Gerber	<i>HT</i>	04/19/2023
Finance Director	John Downs	<i>JD</i>	4/19/2023
City Manager	Arminé Chaparyan	<i>AC</i> ✓	4/19/22
City Attorney	Andrew Jared	<i>AJ</i>	4/19/23
<b>Purpose of Contract/Scope of Services</b>			
Fourth amendment to the bridge agreement with the current Landscaping Services contractor, Landcare, effective until June 30, 2023. This amendment has been put forth to allow staff to finalize a new contract for City Council approval. A total of \$618,250 has been allocated in the FY 2022-23 budget for landscaping services, including \$448,000 for Park Maintenance, \$131,250 for Median Strips, \$15,000 for Prop 'A' Maintenance, and \$24,000 for Water Distribution.			
<b>Document Checklist</b>			
<b>Insurance Requirements Met?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Additional/Special Insurance or Bond Required:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>FPPC filing required?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Financials</b>			
<b>Contract Amount:</b> \$37,357.96 Per Month		<b>Contract Term (or Expiration Date):</b> June 30, 2023	
<b>Accounts to Encumber:</b> Park Maintenance – Contract Services - 101-6010-6410-8180-000: \$448,000 Median Strips – Contract Services - 215-6010-6416-8180-000: \$131,250 Prop A Maintenance – Contract Services - 232-6010-6417-8180-000: \$15,000 Water Distribution – Contract Services - 500-6010-6710-8180-000: \$24,000			

## **FOURTH AMENDMENT TO MAINTENANCE AGREEMENT**

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

### **RECITALS**

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

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

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

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

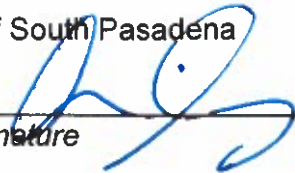
**WHEREAS**, the Payment for Services in the Agreement shall not exceed the Maximum Amount of the Agreement, as amended, unless the City has given specific advance approval in writing; and

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

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

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


1. That Section 3.5 "Termination Date" of the Agreement is amended to June 30, 2023.
2. That all other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

"City"  
City of South Pasadena  
By:   
Signature

Printed: Arminé Chaparyan

Title: City Manager

Date: 4/19/23

"Contractor"  
Landcare  
By:   
Signature

Printed: Nick Patterson

Title: Branch Manager

Date: 4/19/2023

**Attest:**

By:   
Mark Perez, Deputy City Clerk

Date: 4/20/23

**Approved as to form:**

By:   
Andrew L. Jared, City Attorney

Date: 4/19/23

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# City Council Agenda Report

ITEM NO. 9

**DATE:** February 21, 2024

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

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

**SUBJECT:** **Consideration of Approval of City Council Meeting Minutes for January 17, 2024**

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## **Recommendation**

It is recommended that the City Council consider the approval of the minutes for the Regular Meeting on January 17, 2024.

## **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. January 17, 2024, Regular City Council Meeting Minutes



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# **ATTACHMENT**

January 17, 2024, Regular City Council Meeting Minutes

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

**MINUTES**

**WEDNESDAY, JANUARY 17, 2024, AT 7:00 P.M.**

**CALL TO ORDER:**

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Zneimer on Wednesday, January 17, 2024, at 7:17 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

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

**ABSENT**

Councilmember	Janet Braun
---------------	-------------

Mark Perez, Deputy City Clerk, announced a quorum.

**CITY STAFF PRESENT:**

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

**PLEDGE OF ALLEGIANCE**

The Flag Salute was led by Councilmember Primuth.

**CLOSED SESSION ANNOUNCEMENTS**

**1. CLOSED SESSION ANNOUNCEMENTS**

**A. CONFERENCE WITH LABOR NEGOTIATORS:**

(Government Code Section 54957.6)

Conference with Labor Negotiators regarding labor negotiations with the following groups:

- South Pasadena Police Officers' Association
- South Pasadena Firefighters' Association
- South Pasadena Public Service Employee's Association
- South Pasadena Public Service Part Time Employees' Association
- Unrepresented Management Employees

City Negotiators: Arminé Chaparyan, City Manager; Tina Lopez, Human Resources and Risk Manager

**B. REAL PROPERTY NEGOTIATIONS**

(Government Code Section 54956.8)

1. Property Addresses:

- a. 216 Fairview Avenue, APN 5317-012-906
- b. 217 Fremont Avenue, APN 5317-012-901
- c. 225 Fremont Avenue, APN 5317-012-902
- d. 1131 Columbia Street, APN 5317-012-900
- e. 1707 Meridian Avenue, APN 5310-031-903
- f. 1008 Hope Street & 1002 Hope Street/726 Meridian Avneue, APN 5315-013-906
- g. 215 Fairview Avenue, APN 5317-007-903
- h. 302 Fairview Avenue, APN 5317-012-903
- i. 529 Prospect Avenue, APN 5317-036-904
- j. 530 Orange Grove Avenue, APN 5317-036-900
- k. 534 Orange Grove Avenue, APN 5317-036-903
- l. 535 Meridian Avenue, APN 5317-036-903
- m. 540 Prospect Avenue, APN 5317-035-901
- n. 901 Bonita Drive, APN 5310-020-903
- o. 885 Oneonta Drive, APN 5310-022-902; 5310-022-901; 5310-022-903
- p. 1037 & 1039 Grevalia Avenue, APN 5315-012-903
- q. 808 Valley View Road, APN 5310-020-901
- r. 822 Valley View Road, APN 5310-020-902

Agency Negotiator: Arminé Chaparyan, City Manager

Negotiating Party: State of California, Department of Transportation

Under Negotiation: Price and Terms of Payment

2. Property Address: 1503 and 1507 El Centro, APN 5315-003-903 and APN 5315-003-904

Agency Negotiator: Arminé Chaparyan, City Manager

Negotiating Party: Stephen Godwin and Sally Smythe

Under Negotiation: Price and Terms of Payment

- 3. Property Address: 913 Meridian Avenue, APN 5315-020-906  
 Agency Negotiator: Arminé Chaparyan, Housing Authority Executive Director  
 Negotiating Party: South Pasadena Preservation Foundation, Inc.  
 Under Negotiation: Price and Terms of Payment

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

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

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

**City Attorney Roxanne Diaz stated that no reportable action was taken during closed session.**

**PUBLIC COMMENT**

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

In Person Comments:

Casey Law spoke regarding climate change.

Zoom Comments:

Erica Rede spoke regarding the eviction and renovations ordinance.

Rachel spoke regarding the eviction ordinance and tenant protections.

Robert spoke regarding the Housing Element and Rent Control.

Josh Albrektson spoke regarding the Housing Element.

**PRESENTATION**

**3. STAFF INTRODUCTION**

Library:

Bre Taylor, Children’s Librarian  
Cathy Billings, Library Director, introduced the staff person.

Public Works:

Michael Vartanians, Principal Engineer  
Ted Gerber, Public Works Director, introduced the staff person.

**4. CERTIFICATE OF RECOGNITION FOR THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE FOR FOUR CONSECUTIVE YEARS OF AWARD-WINNING FLOAT ENTRIES IN THE ROSE PARADE**

Sheila Pautsch and Mayor Zneimer presented the certificate.

**5. CERTIFICATE OF RECOGNITION FOR THE SYLVERS (ROSE FLOAT)**

Sheila Pautsch and Mayor Zneimer presented the certificate.

**CHANGES TO THE AGENDA**

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

None.

**CONSENT CALENDAR**

Councilmember Primuth requested to pull Item No. 13 for separate discussion. Councilmember Cacciotti requested to pull Item No. 8 for separate discussion. A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item Nos. 7, 9, 10, 11, and 12 of the consent calendar as presented. The motion carried 4-0-1, by the following vote:

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

**7. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$351,935.78; GENERAL CITY WARRANTS IN THE AMOUNT OF \$606,818.62; ONLINE PAYMENTS IN THE AMOUNT OF \$142,721.34; VOIDS IN THE AMOUNT OF (\$4,741.66); PAYROLL IN THE AMOUNT OF \$2,814,793.36**

Recommendation

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

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

**8. CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR DECEMBER 20, 2023**

Recommendation

It is recommended that the City Council consider the approval of the minutes for the Regular Meeting on December 20, 2023.

**COUNCIL MOTION AND ACTION**

**Councilmember Cacciotti requested to pull item no. 8 for separate discussion. A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item No. 8 with the modification to page 8-6 to include Senator Portantino. The motion carried 4-0-1, by the following vote:**

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

**9. CONSIDERATION OF ADOPTION OF A RESOLUTION AMENDING RESOLUTION NO. 7827, APPROVING AN INCREASE TO PURCHASE ORDER NO. 24082 WITH DELL MARKETING, LP., FOR THE AMOUNT NOT-TO-EXCEED OF \$115,000 UTILIZING THE NASPO VALUEPOINT COOPERATIVE PURCHASING PROGRAM**

Recommendation

It is recommended that the City Council consider the adoption of a resolution amending Resolution No. 7827, approving an increase to Purchase Order No. 24082 with Dell Marketing, L.P. for the amount not to exceed \$115,000 authorizing the use of the National Association of State Procurement Officials (NASPO) ValuePoint Cooperative Purchasing Program for the purchase.

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

**Resolution No. 7837 was adopted.**

**10. FISCAL YEAR 2024-2025 BUDGET CALENDAR**

Recommendation

It is recommended that the City Council review and approve the Fiscal Year 2024-2025 Budget Calendar.

City Manager Arminé Chaparyan gave a presentation and responded to questions from the City Council.



**COUNCIL MOTION AND ACTION**

This item was originally approved in the consent motion. However, the City Council voted to reconsider the item via the following vote:

A motion was made by Mayor Zneimer and seconded by Councilmember Cacciotti to reconsider Item No. 10. The motion carried 4-0-1, by the following vote:

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

A motion was made by Councilmember Primuth and seconded by Councilmember Donovan to approve Item No. 10 as presented with a discussion of the budget calendar amendments to be brought back for discussion at the February 7 City Council Meeting. The motion carried 4-0-1, by the following vote:

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

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

Recommendation

It is recommended that the City Council adopt:

1. A Resolution superseding Resolution No. 7799, Authorizing Signatories on City Bank Accounts; and
2. A Resolution superseding Resolution No. 7800, Authorizing Signatories for the Investment of Monies in the Local Agency Investment Fund.

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

**Resolution Nos. 7838 and 7839 were adopted.**

**12. APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SOUTH PASADENA AND THE PART-TIME PUBLIC SERVICE EMPLOYEES' ASSOCIATION, SUPERSEDING RESOLUTION NO. 7625**

Recommendation

It is recommended that the City Council consider approving a resolution adopting a Memorandum of Understanding (MOU) between the City of South Pasadena (City) and the Part-Time Public Service Employees' Association (PT-PSEA) superseding Resolution No. 7625.

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

**Resolution No. 7840 was adopted.**

**13. CONSIDERATION OF APPOINTMENTS AND REAPPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES**

Recommendation

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

1. Leslie Albe Field to the Community Services Commission to a full-term ending December 31, 2026;
2. Stephen L. Plotkin to the Community Services Commission to a full-term ending December 31, 2026;
3. Mackenzie Z. Moore to the Community Services Commission to a full-term ending December 31, 2026;
4. Anthony W. Lai to the Community Services Commission to a full-term ending December 31, 2026;
5. Scott A. Severson to the Cultural Heritage Commission to a full-term ending December 31, 2026;
6. James H. Martin to the Design Review Board to a full-term ending December 31, 2026;
7. Y-Le Ho to the Finance Commission to a full-term ending December 31, 2026;
8. Stephanie Hernandez to the Finance Commission to a full-term ending December 31, 2026;
9. Minsun Meeker to the Library Board Trustees to a full-term ending December 31, 2026;
10. Emily Ng to the Natural Resources & Environmental Commission to a full-term ending December 31, 2026;
11. Liam R. de Villa Bourke to the Natural Resources & Environmental Commission to a partial term ending December 31, 2024;
12. Mark Steven Gallatin to the Planning Commission to a full-term ending December 31, 2026;
13. Sam S. Alison to the Planning Commission to a full-term ending December 31, 2026;
14. Jason Claypool to the Planning Commission to a full-term ending December 31, 2026;

- 15. Rina Krystal Velasco to the Public Art Commission to a full-term ending December 31, 2026;
- 16. Dean R. Ghaffari to the Public Art Commission to a full-term ending December 31, 2026;
- 17. Michael D. Seel to the Public Art Commission to a full-term ending December 31, 2026;
- 18. Dr. Charley Lu to the Public Safety Commission to a full-term ending December 31, 2026;
- 19. Marcos Rodriguez Holguin to the Public Safety Commission to a full-term ending December 31, 2026;

It is recommended by Mayor Zneimer that the City Council re-appoint the following to City Boards, Commissions, and Committees for a full-term ending December 31, 2026:

- 1. Conrado Lopez to the Cultural Heritage Commission
- 2. Eric Dunlap to the Mobility and Transportation Infrastructure Commission
- 3. Charles M. Trevino to the Public Works Commission
- 4. Samuel Hernandez to the Public Works Commission

**COUNCIL MOTION AND ACTION**

**Councilmember Primuth requested to pull item no. 13 for a separate discussion. A motion was made by Mayor Zneimer and seconded by Councilmember Cacciotti to approve Item No. 13 without recommendation No. 9. The motion failed 2-2-1, by the following vote:**

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

**Councilmember Primuth requested to pull item no. 13 for a separate discussion. A motion was made by Mayor Zneimer and seconded by Councilmember Cacciotti to approve Item No. 13 as presented. The motion failed 2-1-1-1, by the following vote:**

- AYES:** Cacciotti, Mayor Zneimer
- NOES:** Primuth
- ABSENT:** Bruan
- ABSTAINED:** Donovan

**Councilmember Primuth requested to pull item no. 13 for a separate discussion. A motion was made by Mayor Zneimer and seconded by**

**Councilmember Cacciotti to approve Item No. 13 without recommendation No. 9. The motion carried 4-0-1, by the following vote:**

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

The City Council directed staff to bring back the remaining appointment before the City Council at the February 7, 2024, meeting for consideration.

**PUBLIC HEARING**

**14. CONSIDER A RESOLUTION AMENDING THE GENERAL PLAN TO INCREASE DENSITIES IN THE MEDIUM INTENSITY AND HIGH INTENSITY LAND USE DESIGNATIONS AND AN ORDINANCE TO INCREASE THE DENSITY IN THE RESIDENTIAL MEDIUM (RM) AND RESIDENTIAL HIGH (RH) ZONES CONSISTENT WITH THE ADOPTED 6TH CYCLE HOUSING ELEMENT**

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 36 (ZONING) OF THE CITY CODE OF THE CITY OF SOUTH PASADENA RELATED TO INCREASING DENSITY IN THE RESIDENTIAL MEDIUM AND RESIDENTIAL HIGH ZONING DISTRICTS, IN COMPLIANCE WITH THE UPDATED GENERAL PLAN AND THE 2021-2029 (6TH CYCLE) HOUSING ELEMENT

Recommendation

It is recommended that the City Council open the public hearing, receive public testimony on the project, and consider the following actions:

1. Adopt a Resolution amending the General Plan to increase the density of the Residential Medium Intensity land use designation from 14 units per acre to 30 units per acre, and to increase the density of the Residential High Intensity land use designation from 24 units per acre to 45 units per acre.
2. Introduce the Ordinance for first reading and waive full reading of the Ordinance amending certain South Pasadena Municipal Code Sections to increase residential densities in the Residential Medium (RM) and Residential High (RH) zones consistent with the General Plan Amendment and the 2021-2029 (6th Cycle) Housing Element.

Ben Jarvis, Senior Planner gave a presentation and responded to questions from the City Council.

The Mayor opened the Public Hearing at 8:12 P.M.

In Person Comments:

Kate Sun spoke regarding the item.

Zoom Comments:

Yvonne LaRose spoke regarding the item.

Anne Bagasao spoke regarding the item.

Josh Albrektson spoke regarding the item.

The Mayor closed the Public Hearing at 8:22 P.M.

**COUNCIL MOTION AND ACTION**

**A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item No. 14 as presented. The motion carried 4-0-1, by the following vote:**

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

**Resolution No. 7841 was adopted.**

**ACTION/DISCUSSION**

**15. CONSIDERATION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 2.7 OF THE SOUTH PASADENA MUNICIPAL CODE TO ADJUST THE COMPENSATION OF CITY COUNCIL MEMBERS PURSUANT TO AND CONSISTENT WITH SENATE BILL 329**

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 2.7 OF THE SOUTH

PASADENA MUNICIPAL CODE TO ADJUST THE COMPENSATION OF CITY COUNCIL MEMBERS PURSUANT TO AND CONSISTENT WITH SENATE BILL 329

Recommendation

It is recommended that the City Council consider introduction of the Ordinance for first reading and waive full reading of the Ordinance amending Section 2. 7 of the South Pasadena Municipal Code to adjust City Council member compensation consistent with Senate Bill 329.

Sophia Conchas, Management Intern gave a presentation and responded to questions from the City Council.

In Person Comments:

None.

Zoom Comments:

None.

**COUNCIL MOTION AND ACTION**

**A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item No. 15 as presented. The motion carried 3-1-1, by the following vote:**

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

**PUBLIC COMMENT – CONTINUED**

**16. CONTINUED PUBLIC COMMENT - GENERAL**

None.

**COMMUNICATIONS**

**17. COUNCILMEMBERS COMMUNICATIONS**

Councilmember Primuth had no comments.

Mayor Pro Tem Donovan had no comments.

Mayor Zneimer had no comments.

Councilmember Cacciotti spoke regarding his attendance at Senator Portantino’s kickoff congressional race event. He highlighted his attendance at the Metro Foothill Goldline Joint Powers Authority meeting with Councilmember Ed Reese from the City of Claremont. He went on to highlight the progress of the Metro Goldline extension which is set to be completed next December. He attended a recent City Council meeting in the City of Walnut. He praised the Public Works staff for their work. He shared a picture of the city’s new Tesla Police Vehicles which were displayed in front of City Hall. He highlighted his attendance with Councilmember Braun at Senator Portantino’s office party in Glendale. Lastly, he noted a gas-powered leaf blower municipal code violation that he witnessed.

**18. CITY MANAGER COMMUNICATIONS**

None.

**ADJOURNMENT**

There being no further matters, Mayor Zneimer adjourned the meeting of the City Council at 9:05 P.M., to the next Regular City Council meeting scheduled on Wednesday, February 7, 2024.

Respectfully submitted:

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

Approved:

\_\_\_\_\_  
Evelyn G. Zneimer  
Mayor

Attest:

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

*Approved at City Council Meeting:*



# City Council Agenda Report

ITEM NO. 10

**DATE:** February 21, 2024

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

**PREPARED BY:** Paul Riddle, Fire Chief

**SUBJECT:** **Public Hearing to Receive Objections or Protests to the Vegetation Management Program Regarding the Abatement of Weeds, Brush, Rubbish and Refuse Upon or in Front of Specified Property in the City and Authorizing by Minute Order the Abatement of Hazardous Vegetation**

---

### **Recommendation**

It is recommended that the City Council, after holding a Public Hearing and receiving public testimony and hearing any objections or protests to the procedures for abating brush and native vegetation fire hazards identified in Resolution No. 7842 adopt by motion an order directing the abatement of hazardous vegetation.

### **Executive Summary**

Approximately one-quarter of the City of South Pasadena (City) is identified in the City's Municipal Code, Chapter 14, as a "high risk fire area." The high risk area is defined as those properties located South of Monterey Road, extending to the city boarder, and West of Meridian Avenue, extending to the city boarder. To help mitigate the fire hazard associated with this flammable vegetation, the City contracts with the County of Los Angeles Agricultural Commissioner/Weights and Measures' Office (Agricultural Commissioner or County) to provide vegetation management services. The City has participated in this program since 2011.

### **Background**

The vegetation management program offered through the County of Los Angeles is available to all 88 cities in the county. The City has participated in this program since 2011. The program is an efficient and effective method to mitigate the fire hazards associated with the annual growth of grass, brush, and native vegetation. Fire Department staff works closely with the County to respond to questions from homeowners relating to brush clearance and hazard abatement procedures.

On an annual basis, the Agricultural Commissioner provides brush clearance and vegetation management services within the City. The vegetation management program inspects unimproved and designated private properties within the City.



Deputy Director/Bureau Chief Raymond B. Smith of the Agricultural Commissioner's office sent notice to the owners of each of the affected properties on or before February 1, 2024, advising them of the need to maintain parcels free from hazardous vegetation. On February 7, 2024, the City Council adopted Resolution No.7842, which designated the County as the proper party to give notice to destroy seasonal and recurrent weed abatements which are a fire nuisance.

The County identified 87 properties in the City that required an inspection and or clearance of hazardous vegetation. Property owners had the option of clearing their properties and if not, the County would abate the hazardous vegetation and the cost would constitute a special assessment against their property.

### **Analysis**

On an annual basis, the County of Los Angeles Agricultural Commissioner/Weights and Measures provides brush clearance and vegetation management services within the City. The vegetation management program inspects unimproved and designated properties within the City. Property owners of the properties that are identified in the resolution are sent annual weed abatement notices advising them of the requirement to maintain their parcels in fire safe conditions. If the property owners elect not to abate brush and native vegetation fire hazards, the County of Los Angeles facilitates the hazard abatement and assesses fees to recover costs. The 2024 Los Angeles County Declaration list identified 87 properties in the City that require an inspection and or clearance of hazardous vegetation.

### **Key Performance Indicators and Strategic Plan**

This item is in line with the Fire Department's Key Performance Indicator to complete 100% of brush inspections annually, as identified in the Fiscal Year 2023-2024 Budget. In addition, this item addresses section 3(e) of the Adopted 2021-2026 Strategic Plan, which identifies controlling/mitigating hazardous vegetation in the City's high hazard brush area.

### **Fiscal Impact**

The City incurs no financial liability for the inspection or abatement of the brush and vegetation on the designated private properties. Property owners who elect not to abate vegetation fire hazards are assessed fees through the County of Los Angeles for inspection and abatement costs. Reference is hereby made to Resolution No. 7842 for further particulars.

### **Community Outreach**

On or before February 1, 2024, the County of Los Angeles Agricultural Commissioner's Office sent out annual weed abatement notices to property owners of the properties identified in Resolution No. 7842 advising them of the Public Hearing.

### **Commission Review and Recommendation**

This matter was not reviewed by the Public Safety Commission.

Public Hearing on Weed Abatement  
February 21, 2024  
Page 3 of 3

**Public Noticing**

A Public Hearing Notice was Published January 26, 2024 in the Pasadena Star News.

Attachments:

1. Resolution No. 7842
2. Abatement Order
3. 2024 Los Angeles County Declaration List "Exhibit A"

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**ATTACHMENT 1**  
**2024 Weed Abatement Resolution**

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**RESOLUTION NO. 7842**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA DECLARING THAT WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE AND DECLARING ITS INTENTION TO PROVIDE FOR THE ABATEMENT THEREOF**

**WHEREAS**, On March 17, 2021, the South Pasadena City Council approved a five-year contract with the Los Angeles County Agriculture Commissioner's Office to provide hazardous vegetation management services within the City of South Pasadena (City); and

**WHEREAS**, the City is located in the County of Los Angeles, and is subject to long periods of dry, hot, and windy climates, which increase the chance of a fire occurring and predispose the City to large destructive fires. These dry climatic conditions and winds contribute to the rapid spread of even small fires originating in moderate density housing or vegetation.

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

**SECTION 1.** That the weeds, brush, or rubbish growing or existing upon the streets, sidewalks, or private property in the City attain such large growth as to become, when dry, a fire menace to adjacent improved property, or which are otherwise noxious, dangerous, or a public nuisance.

**SECTION 2.** That the presence of dry grass, stubble, refuse, or other flammable materials are conditions that endanger the public safety by creating a fire hazard.

**SECTION 3.** That by reason of the foregoing fact, the weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material growing or existing upon the private property hereinafter described, and upon the streets and sidewalks in front of said property, constitute a seasonal and recurrent public nuisance and should be abated as such.

**SECTION 4.** That the private property, together with streets and sidewalks in front of same herein referred to, is more particularly described as follows, to wit: That certain property described in the attached list hereto as "Exhibit A," and by this reference made a part hereof as though set forth in full at this point.

**SECTION 5.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**NOTICE TO DESTROY WEEDS,  
REMOVE BRUSH, RUBBISH AND REFUSE**

Notice is hereby given that on February 7, 2024, the City Council of the City of South Pasadena passed or will pass a resolution declaring noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish refuse were growing or occurring upon or in front of said property on certain streets in said city or unincorporated area of the County of Los Angeles, and more particularly described in the resolution, and that they constitute a fire hazard or public nuisance which must be abated by the removal of said noxious or dangerous vegetation, rubbish and refuse, otherwise they may be removed and the nuisance abated by County authorities and the cost of removal assessed upon the land from or in front of which the noxious or dangerous vegetation, rubbish and refuse are removed, and such cost will constitute a special assessment against such lots or lands. Reference is hereby made to said resolution for further particulars. In addition, the Board of Supervisors authorized and directed the Agricultural Commissioner to recover its costs of details. All property owners having any objections to the proposed removal of noxious or dangerous vegetation, rubbish and refuse and the recovery of inspection costs, are hereby notified that they may attend a Public Hearing of the City Council of said city to be held at 1424 Mission Street, South Pasadena, CA 91030, in the Council Chamber on February 21, 2024, at 7:00 p.m., where their objections will be heard and given due consideration. If the property owner does not want to present objections to the proposed removal of the noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse, or the recovery of inspection costs, the owner need not appear at the above-mentioned hearings.

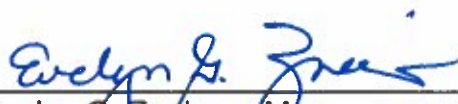
  
\_\_\_\_\_  
Mark Perez, Deputy City Clerk

**BE IT THEREFORE RESOLVED THAT** the Agricultural Commissioner is hereby authorized and directed to recover its costs of inspection of the properties hereinabove described in a manner consistent with prior action of the Board adopting a fee schedule for such inspections. The recovery of these costs is vital to the ongoing operation governing the identification and abatement of those properties that constitute a seasonal and recurrent public nuisance and endanger the public safety.

**BE IT FURTHER RESOLVED THAT** the 21<sup>st</sup> day of February, 2024, at the hour of 7:00 p.m. of said day, is the day and hour, and the meeting room of the City Council of the City of South Pasadena is fixed by this City Council as the place when and where any and all property owners having any objections to the aforesaid proposed removal of weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material may appear before the City Council and show cause why said weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material should not be removed in accordance with this resolution, and said objections will then and there be heard and given due consideration.

**BE IT RESOLVED THAT** the notices to destroy weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material hereinbefore referred to shall be mailed by said Agricultural Commissioner/Director of Weights and Measures at least ten days prior to February 21, 2024.

**PASSED, APPROVED AND ADOPTED ON** this 7<sup>th</sup> day of February, 2024.

  
\_\_\_\_\_  
Evelyn G. Zneimer, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Roxanne Diaz, City Attorney



I **HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7<sup>th</sup> day of February, 2024, by the following vote:

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

**NOES:** None.

**ABSENT:** Primuth

**ABSTAINED:** None.



---

Mark Perez, Deputy City Clerk

# EXHIBIT A

2023  
LOS ANGELES COUNTY  
DECLARATION LIST  
CITY OF SOUTH PASADENA  
KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/03/23

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 002 064	CAMINO DEL SOL	L S AND E ASSOCIATES	P O BOX 556537	LOS ANGELES CA	90055
5308 002 070	HANSCOM DR	LEVY,SAMUEL S	P O BOX 556537	LOS ANGELES CA	90255
5308 002 072	CAMINO DEL SOL	S AND E ASSOCIATES	P O BOX 556537	LOS ANGELES CA	90055
5308 020 027	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 021 001	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 022 002	HANSCOM DR	BROSMAN,NICOLE A	353 MONTEREY RD	SOUTH PASADENA CA	91030
5308 022 003	HANSCOM DR	KWONG DEVELOPMENT INC	1743 CAMINO LINDO	SOUTH PASADENA CA	91030
5308 022 004	HANSCOM DR	LIU,ANNIE AND PHI,HONG THAI	3360 FOOTHILL BLVD UNIT 405	PASADENA CA	91107
5308 022 005	HANSCOM DR	BOGDAN, SANDOR & NITZA	5825 KESTER AVE	SHERMAN OAKS CA	91411
5308 023 007	PETERSON AVE	JAMJOOM,TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	06807
5308 023 015	HANSCOM DR	YELDING SOLAN, JOHN P TR	227 GOUGH ST	SAN FRANCISCO CA	94102
5308 024 017	HANSCOM DR	IMBUS, CHARLES E TR	1074 GLEN OAKS BLVD	PASADENA CA	91105
5308 024 034	1903 HANSCOM DR	NARINYAN,ARMAN	1128 N HOWARD ST	GLENDALE CA	91207
5308 025 027	PETERSON AVE	CHU, WILLIAM	1825 HANSCOM R	SOUTH PASADENA CA	91030
5308 027 007	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 008	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 016	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 017	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 018	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 019	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 020	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 031 001	PETERSON AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108



2023  
 LOS ANGELES COUNTY  
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**CITY OF SOUTH PASADENA**  
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DATE: 01/03/23

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 031 039	PETERSON AVE	JAMJOOM,TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	06807
5308 031 040	PETERSON AVE	JAMJOOM,TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	06807
5308 031 041	PETERSON AVE	JAMJOOM,TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	06807
5308 031 042	PETERSON AVE	WANG, KEN	147 PALATINE DR	ALHAMBRA CA	91801
5308 031 052	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 053	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 054	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 055	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 032 006	PETERSON AVE	LEUNG, ERIC W AND NANCY X	4641 S HUNTINGTON DR	LOS ANGELES CA	90032
5308 032 009	PETERSON AVE	DUNAWAY, CAM T TR	710 FARVIEW AVE	SOUTH PASADENA CA	91030
5308 032 012	HANSCOM DR	YANG, ABRAHAM CST DN	12012 LOWER AZUSA RD	EL MONTE CA	91732
5308 032 044	PETERSON AVE	KWONG, EUNIA Y TR	1900 PETERSON AVE	SOUTH PASADENA CA	91030
5308 032 045	PETERSON AVE	KWONG, EUNIA Y TR	1900 PETERSON AVE	SOUTH PASADENA CA	91030
5308 034 004	HULBERT AVE	REDIRECT MARKETING GROUP INC	45 E UNION ST	PASADENA CA	91103
5310 021 009	BONITA AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5310 022 013	BONITA AVE	KAROGLU,VARUJAN	3398 HEATHER FIELD DR	HACIENDA HEIGHTS CA	91745
5310 026 010	ONEONTA DR	ZHUANA, YAN	298 W HIGHLAND AVE	SIERRA MADERE CA	91024
5310 026 011	ONEONTA DR	ZHUANA, JINRU	298 W HIGHLAND AVE	SIERRA MADERE CA	91024
5311 001 018	5 PASADENA AVE	99 PASADENA AVE LLC	538 MISSION ST	SOUTH PASADENA CA	91030
5311 007 019	KOLLE AVE	FRANCO,LUCIO AND OLIVIA	810 ROLLIN ST	SOUTH PASADENA CA	91030
5311 008 033	ST ALBANS AVE	KIM,JOSEPH W	420 S SAN PEDRO ST APT 208	LOS ANGELES CA	90013
5311 008 039	ST ALBANS AVE	RETINO, CLAIROSE B	20045 E SKYLINE DR	WALNUT CA	91789

LOS ANGELES COUNTY  
DECLARATION LIST  
**CITY OF SOUTH PASADENA**  
KEY OF F, CITY CODE 654 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5311 009 055	CAMINO DEL CIELO	WILLIAMSON,KATHLEEN D TR	PO BOX 686	SOUTH PASADENA CA	91031
5311 009 056	CAMINO DEL CIELO	WILMS,NANCY M AND ROBERT S	1457 OAKCREST AVE	SOUTH PASADENA CA	91030
5311 009 057	CAMINO DEL CIELO	AIT MANAGEMENT LLC	330 GODDARD	IRVINE CA	92618
5311 009 058	CAMINO DEL CIELO	KWOK,GEORGE AND	300 CAMINO DEL CIELO	SOUTH PASADENA CA	91030
5311 010 010	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 012	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 015	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 027	MONTEREY RD	CASEBEER,PAUL	259 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 028	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 029	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 030	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 014 042	INDIANA AVE	LI,DAVID S	1441 LAKE SHORE AVE	LOS ANGELES CA	90026
5311 014 043	INDIANA AVE	NEGRETE,TONY CO TR	1507 INDIANA AVE	SOUTH PASADENA CA	91030
5311 014 048	INDIANA AVE	QUARESMA, DIANE TR	260 W RUMBLE RD APT A	MODESTO CA	95350
5311 015 005	SAINT ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 006	ST ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 022	ST ALBANS AVE	ST ALBANT LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 015 023	ST ALBANS AVE	ST SLBANT LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 017 020	WARWICK AVE	CASSENAER, STUN	249 N EUCLID AVE UNIT 212	PASADENA CA	91101
5311 017 021	WARWICK AVE	CASSENAER, STUN	249 N EUCLID AVE UNIT 212	PASADENA CA	91101
5312 002 007	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 008	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101



LOS ANGELES COUNTY  
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PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5312 002 009	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 025	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 016 014	HARRIMAN AVE	JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 016 015	HARRIMAN AVE	JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 016 016	HARRIMAN AVE	JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 016 017	HARRIMAN AVE	JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 017 025	HILL DR	GAVINA, FRANCISCO	84 CLUB RD	PASADENA CA	91105
5312 017 042	HARRIMAN AVE	HUANG, KING M CO TR	PO BOX 4012	MENLO PARK CA	94026
5312 017 043	HARRIMAN AVE	HUANG,KING AND	PO BOX 4012	MENLO PARK CA	94026
5312 017 044	HARRIMAN AVE	HUANG,KING AND	PO BOX 4012	MENLO PARK CA	94026
5312 017 049	HARRIMAN AVE	HUANG, K M AND K E FAMILY LTD	PO BOX 4012	MENLO PARK CA	94026
5312 020 012	OAKHILL AVE	THAM,ERNEST Y AND JANET C AND	11724 CULVER BLVD #9	LOS ANGELES CA	90066
5312 020 022	OAKHILL AVE	THAM,ERNEST Y AND JANET C AND	11724 CULVER BLVD #9	LOS ANGELES CA	90066
5314 005 017	INDIANA TERR	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5314 005 021	619 INDIANA TERR	KIM, YONG J AND	716 VALLEY VIEW RD	SOUTH PASADENA CA	91030
5314 005 045	ALTA VISTA AVE	VALENSI,NICHOLAS AND	529 5TH AVE 4TH FL	NEW YORK NY	10017
5314 006 005	ALTA VISTA AVE	ZHANG, YI TR	PO BOX 101154	CHICAGO IL	60610
5314 007 017	ALTA VISTA AVE	GETMAN, DANA L AND	60 SUMMIT ST UNIT 3	BROOKLYN NY	11231
5314 008 014	INDIANA AVE	SETO,VANESSA AND	PO BOX 70519	PASADENA CA	91117
5314 018 010	BANK ST	LEE,TYLER AND	857 BANK ST	SOUTH PASADENA CA	91030
5314 026 050	ROLLIN ST	PAN, CHIU SUNG AND	1423 MAPLE ST	SOUTH PASADENA CA	91030

2023  
 LOS ANGELES COUNTY  
 DECLARATION LIST  
**CITY OF SOUTH PASADENA**  
 KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/03/23

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
				TOAL VACANT/IMPROVED RECORDS	0
				TOTAL UNIMPROVED RECORDS	87
				TOTAL RECORDS	87

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**ATTACHMENT 2**  
Abatement Order, Los Angeles County



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**ABATEMENT ORDER**

FEBRUARY 21, 2024

FOLLOWING THE PUBLIC HEARING HELD FEBRUARY 21, 2024, IN THE MATTER OF RESOLUTION TO ABATE NOXIOUS WEEDS, RUBBISH, AND REFUSE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, BY MOTION ADOPTED AN ORDER DIRECTING THE AGRICULTURAL COMMISSIONER OF WEIGHTS AND MEASURES TO ABATE THE NUISANCE BY HAVING THE WEEDS, RUBBISH, AND REFUSE REMOVED.

**CITY COUNCIL OF THE  
CITY OF SOUTH PASADENA**

BY:

\_\_\_\_\_  
Evelyn G. Zneimer, Mayor

**ATTEST:**

BY: \_\_\_\_\_  
Mark Perez, Deputy City Clerk

Date: \_\_\_\_\_

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**ATTACHMENT 3**

2023 Los Angeles County Declaration List “Exhibit A”

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**COUNTY OF LOS ANGELES**

**Department of  
Agricultural Commissioner/  
Weights and Measures**



**Kurt E. Floren**  
Agricultural Commissioner  
Director of Weights and Measures

12300 Lower Azusa Road  
Arcadia, CA 91006-5872  
<https://acwm.lacounty.gov>

**Maximiliano E. Regis**  
Chief Deputy

January 8, 2024

Mark Perez, Deputy City Clerk  
City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030

Dear Mr. Perez,

**REQUEST TO REVIEW DECLARATION LIST 2024**

Enclosed is a list of parcels in the City of South Pasadena which have been identified, by inspection, to contain or have the potential to contain weeds or brush sufficient to be considered a public nuisance. We are recommending that the City include them in its annual weed abatement process beginning with the City Council resolution adoption scheduled for February 7, 2024. Please review the list and submit any changes in writing as soon as possible for the Resolution and Final Declaration List be sent to your City for approval.

The same state law pursuant to which the City's weed abatement program is conducted can also be used to abate rubbish and refuse (illegal dumping, etc.) on private property in your City. If your City is interested in pursuing this, our Department may be able to help. For more information on this, please feel free to contact me at (626) 575-5487.

Very truly yours,

**ADRIAN ZAVALA**  
Deputy Director/Bureau Chief  
Weed Hazard and Integrated Pest Management Bureau

AZ:jr

Enc.

# EXHIBIT A

2023

DATE: 01/03/23

LOS ANGELES COUNTY  
 DECLARATION LIST  
**CITY OF SOUTH PASADENA**  
 KEY OF F, CITY CODE 654 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
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5308 002 070	HANSCOM DR	LEVY,SAMUEL S	P O BOX 556537	LOS ANGELES CA	90255
5308 002 072	CAMINO DEL SOL	S AND E ASSOCIATES	P O BOX 556537	LOS ANGELES CA	90055
5308 020 027	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 021 001	HANSCOM DR	WINTER,ERIC	P O BOX 3702	SOUTH PASADENA CA	91031
5308 022 002	HANSCOM DR	BROSMAN,NICOLE A	353 MONTEREY RD	SOUTH PASADENA CA	91030
5308 022 003	HANSCOM DR	KWONG DEVELOPMENT INC	1743 CAMINO LINDO	SOUTH PASADENA CA	91030
5308 022 004	HANSCOM DR	LIU,ANNIE AND PHI,HONG THAI	3360 FOOTHILL BLVD UNIT 405	PASADENA CA	91107
5308 022 005	HANSCOM DR	BOGDAN, SANDOR & NITZA	5825 KESTER AVE	SHERMAN OAKS CA	91411
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5308 023 015	HANSCOM DR	YELDING SOLAN, JOHN P TR	227 GOUGH ST	SAN FRANCISCO CA	94102
5308 024 017	HANSCOM DR	IMBUS, CHARLES E TR	1074 GLEN OAKS BLVD	PASADENA CA	91105
5308 024 034	1903 HANSCOM DR	NARINYAN,ARMAN	1128 N HOWARD ST	GLENDALE CA	91207
5308 025 027	PETERSON AVE	CHU, WILLIAM	1825 HANSCOM R	SOUTH PASADENA CA	91030
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5308 027 016	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 017	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 018	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 019	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 020	HARRIMAN AVE	HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 031 001	PETERSON AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108



2023  
 LOS ANGELES COUNTY  
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**CITY OF SOUTH PASADENA**  
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DATE: 01/03/23

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5308 031 040	PETERSON AVE	JAMJOOM,TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	06807
5308 031 041	PETERSON AVE	JAMJOOM,TALAL M	453 E PUTNAM AVE APT 1L	COS COB CT	06807
5308 031 042	PETERSON AVE	WANG, KEN	147 PALATINE DR	ALHAMBRA CA	91801
5308 031 052	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 053	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 054	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 055	PETERSON AVE	YAO, CAROLINE	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 032 006	PETERSON AVE	LEUNG, ERIC W AND NANCY X	4641 S HUNTINGTON DR	LOS ANGELES CA	90032
5308 032 009	PETERSON AVE	DUNAWAY, CAM T TR	710 FARVIEW AVE	SOUTH PASADENA CA	91030
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5308 032 044	PETERSON AVE	KWONG, EUNIA Y TR	1900 PETERSON AVE	SOUTH PASADENA CA	91030
5308 032 045	PETERSON AVE	KWONG, EUNIA Y TR	1900 PETERSON AVE	SOUTH PASADENA CA	91030
5308 034 004	HULBERT AVE	REDIRECT MARKETING GROUP INC	45 E UNION ST	PASADENA CA	91103
5310 021 009	BONITA AVE	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5310 022 013	BONITA AVE	KAROGLU,VARUJAN	3398 HEATHER FIELD DR	HACIENDA HEIGHTS CA	91745
5310 026 010	ONEONTA DR	ZHUANA, YAN	298 W HIGHLAND AVE	SIERRA MADERE CA	91024
5310 026 011	ONEONTA DR	ZHUANA, JINRU	298 W HIGHLAND AVE	SIERRA MADERE CA	91024
5311 001 018	5 PASADENA AVE	99 PASADENA AVE LLC	538 MISSION ST	SOUTH PASADENA CA	91030
5311 007 019	KOLLE AVE	FRANCO,LUCIO AND OLIVIA	810 ROLLIN ST	SOUTH PASADENA CA	91030
5311 008 033	ST ALBANS AVE	KIM,JOSEPH W	420 S SAN PEDRO ST APT 208	LOS ANGELES CA	90013
5311 008 039	ST ALBANS AVE	RETINO, CLAIROSE B	20045 E SKYLINE DR	WALNUT CA	91789



LOS ANGELES COUNTY  
DECLARATION LIST  
**CITY OF SOUTH PASADENA**  
KEY OF F, CITY CODE 654 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5311 009 055	CAMINO DEL CIELO	WILLIAMSON,KATHLEEN D TR	PO BOX 686	SOUTH PASADENA CA	91031
5311 009 056	CAMINO DEL CIELO	WILMS,NANCY M AND ROBERT S	1457 OAKCREST AVE	SOUTH PASADENA CA	91030
5311 009 057	CAMINO DEL CIELO	AIT MANAGEMENT LLC	330 GODDARD	IRVINE CA	92618
5311 009 058	CAMINO DEL CIELO	KWOK,GEORGE AND	300 CAMINO DEL CIELO	SOUTH PASADENA CA	91030
5311 010 010	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 012	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 015	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 027	MONTEREY RD	CASEBEER,PAUL	259 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 028	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 029	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 030	MONTEREY RD	MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 014 042	INDIANA AVE	LI,DAVID S	1441 LAKE SHORE AVE	LOS ANGELES CA	90026
5311 014 043	INDIANA AVE	NEGRETE,TONY CO TR	1507 INDIANA AVE	SOUTH PASADENA CA	91030
5311 014 048	INDIANA AVE	QUARESMA, DIANE TR	260 W RUMBLE RD APT A	MODESTO CA	95350
5311 015 005	SAINT ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 006	ST ALBANS AVE	HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 022	ST ALBANS AVE	ST ALBANT LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 015 023	ST ALBANS AVE	ST SLBANT LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 017 020	WARWICK AVE	CASSENAER, STUN	249 N EUCLID AVE UNIT 212	PASADENA CA	91101
5311 017 021	WARWICK AVE	CASSENAER, STUN	249 N EUCLID AVE UNIT 212	PASADENA CA	91101
5312 002 007	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 008	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101

2023

DATE: 01/03/23

LOS ANGELES COUNTY  
DECLARATION LIST  
**CITY OF SOUTH PASADENA**  
KEY OF F, CITY CODE 654 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5312 002 009	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 025	MONTEREY RD	SOUTH PASADENA VILLAS LLC	766 COLORADO BLVD STE 102	PASADENA CA	91101
5312 016 014	HARRIMAN AVE	JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 016 015	HARRIMAN AVE	JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 016 016	HARRIMAN AVE	JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 016 017	HARRIMAN AVE	JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 017 025	HILL DR	GAVINA, FRANCISCO	84 CLUB RD	PASADENA CA	91105
5312 017 042	HARRIMAN AVE	HUANG, KING M CO TR	PO BOX 4012	MENLO PARK CA	94026
5312 017 043	HARRIMAN AVE	HUANG,KING AND	PO BOX 4012	MENLO PARK CA	94026
5312 017 044	HARRIMAN AVE	HUANG,KING AND	PO BOX 4012	MENLO PARK CA	94026
5312 017 049	HARRIMAN AVE	HUANG, K M AND K E FAMILY LTD	PO BOX 4012	MENLO PARK CA	94026
5312 020 012	OAKHILL AVE	THAM,ERNEST Y AND JANET C AND	11724 CULVER BLVD #9	LOS ANGELES CA	90066
5312 020 022	OAKHILL AVE	THAM,ERNEST Y AND JANET C AND	11724 CULVER BLVD #9	LOS ANGELES CA	90066
5314 005 017	INDIANA TERR	TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5314 005 021	619 INDIANA TERR	KIM, YONG J AND	716 VALLEY VIEW RD	SOUTH PASADENA CA	91030
5314 005 045	ALTA VISTA AVE	VALENSI,NICHOLAS AND	529 5TH AVE 4TH FL	NEW YORK NY	10017
5314 006 005	ALTA VISTA AVE	ZHANG, YI TR	PO BOX 101154	CHICAGO IL	60610
5314 007 017	ALTA VISTA AVE	GETMAN, DANA L AND	60 SUMMIT ST UNIT 3	BROOKLYN NY	11231
5314 008 014	INDIANA AVE	SETO,VANESSA AND	PO BOX 70519	PASADENA CA	91117
5314 018 010	BANK ST	LEE,TYLER AND	857 BANK ST	SOUTH PASADENA CA	91030
5314 026 050	ROLLIN ST	PAN, CHIU SUNG AND	1423 MAPLE ST	SOUTH PASADENA CA	91030

2023  
 LOS ANGELES COUNTY  
 DECLARATION LIST  
**CITY OF SOUTH PASADENA**  
 KEY OF F, CITY CODE 654 (UNIMPROVED)

DATE: 01/03/23

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
				TOAL VACANT/IMPROVED RECORDS	0
				TOTAL UNIMPROVED RECORDS	87
				TOTAL RECORDS	87





# City Council Agenda Report

ITEM NO. 11

**DATE:** February 21, 2024  
**FROM:** Arminé Chaparyan, City Manager *AC*  
**PREPARED BY:** Luis Frausto, Management Services Director  
Tiara Solorzano, Management Assistant  
**SUBJECT:** Approval of City Council Meeting Minutes for October 19, 2022

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## **Recommendation**

It is recommended that the City Council approve the minutes for the October 19, 2022, Regular City Council Meeting.

## **Executive Summary**

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

## **Background**

The City Clerk's Division is responsible for producing meeting minutes for the City Council meetings. Meeting minutes are used as the official record of the actions taken by the City at the direction of the City Council.

## **Key Performance Indicators and Strategic Plan**

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

## **Fiscal Impact**

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

Attachment: October 19, 2022 Regular City Council Meeting Minutes

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# **ATTACHMENT**

October 19, 2022, Regular City Council Meeting Minutes

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

**MINUTES**  
**WEDNESDAY, OCTOBER 19, 2022, AT 7:00 P.M.**

**CALL TO ORDER:**

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Cacciotti on Wednesday, October 19, 2022, at 7:19 P.M. in the Amedee O. “Dick” Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

<b><u>PRESENT</u></b>	Mayor	Michael Cacciotti
	Mayor Pro Tem	Jon Primuth
	Councilmember	Jack Donovan
	Councilmember	Diana Mahmud
	Councilmember	Evelyn G. Zneimer

**ABSENT**                      None.

Interim City Clerk/Records Specialist Yolanda Chavez announced a quorum.

**CITY STAFF PRESENT:**

Arminé Chaparyan, City Manager; Andrew Jared, City Attorney; Tiara Solorzano, Administrative Secretary; Yolanda Chavez, Interim City Clerk/Records Specialist were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

**PLEDGE OF ALLEGIANCE**

The Flag Salute was led by Mayor Pro Tem Jon Primuth.

**CLOSED SESSION ANNOUNCEMENTS**

**1. CLOSED SESSION ANNOUNCEMENTS**

**A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**  
(Government Code Section 54956.9(d)(1))

1. Owen Cliff Snider v. City of South Pasadena, (UPC Case No. LA-CE-1180-M)
2. City of South Pasadena v. California Department of Transportation (LASC Case No. 21STCP01779)
3. Forbes v. City of South Pasadena (LASC Case No. 22STCV30042)



**B. REAL PROPERTY NEGOTIATIONS**

(Government Code Section 54956.8)

- 1. Property Address: 920 Lohman Lane  
Agency Negotiator: Arminé Chaparyan, City Manager  
Negotiating Party: John Letts, iTennis  
Under Negotiation: Price and Terms
- 2. Property Address: 704 and 712 Mound Avenue  
Agency Negotiator: Arminé Chaparyan, City Manager  
Negotiating Party: Scott Hancock  
Under Negotiation: Price and Terms

**C. CONFERENCE WITH LEGAL COUNSEL: POTENTIAL LITIGATION**

Government Code Section 54956.9(d)(2)

Number of Potential Cases: 1

In-Person Public Comment:

The below individuals spoke regarding Cal Trans properties:

- Kim Carlson
- Myra
- Mary Elizabeth
- Doug Hopkins
- Susan Easter
- Stephanie Buffington
- Julie Stern
- Mary
- Mark Gallatin

**City Attorney Andrew Jared recessed to closed session at 4:38 P.M.**

**City Attorney Jared reported that all items aside from Real Property Negotiations 920 Lohman Lane, were discussed with no reportable action taken. City Council will recess back into closed session at the conclusion of regular meeting.**

**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 sign up within the first 30 minutes of Public Comment period will be queued up to speak.

In-Person Public Comment:

Rosa Surety spoke on Peacock relocation.

Shlomo Nitzani spoke on Peafowl relocation and City communications.

Zoom Public Comments:

John Travales spoke on Cal Trans homes and previous comments made by Councilmember Donovan.

**PRESENTATIONS****3. PRESENTATION OF A PET ADOPTION BY THE PASADENA HUMANE SOCIETY**

Mayor Cacciotti requested to take this item prior to Public Comment for non-agenda items.

Kevin Madison from Pasadena Humane Society presented on Pet Adoption.

**4. PRESENTATION OF A PROCLAMATION DECLARING OCTOBER 19, 2022, AS "NATIONAL CHAMBER OF COMMERCE DAY"**

Mayor Cacciotti presented a proclamation to Laurie Wheeler and Jason Mack of the City of South Pasadena Chamber of Commerce.

**5. PRESENTATION OF AN ANNUAL UPDATE BY THE SOUTH PASADENA CHAMBER OF COMMERCE**

President and CEO of the Chamber of Commerce presented an annual update for the City of South Pasadena Chamber of Commerce.

**6. STAFF INTRODUCTION**Library:

Alexis Mendoza, Adult and Digital Services Librarian

Library Director Cathy Billings introduced new Library staff.

Public Works

Ariane Quizon, Civil Engineering Assistant

**7. STAFF RECOGNITION**Public Works

Mark Jimenez, Management Analyst

Reyna Salazar-Martin, Management Analyst

Public Works Director Ted Billings introduced and recognized staff.

Police Department

Lieutenant Shannon Robledo

Police Chief Brian Solinsky introduced and recognized staff.

**8. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO POLICE OFFICER MICHAEL SMITH FOR RECEIVING A LIFESAVING AWARD**

Police Chief Brian Solinsky presented a certificate of recognition.

**COMMUNICATIONS**

**9. COUNCILMEMBER COMMUNICATIONS**

Time allotted per Councilmember is three minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

Councilmember Zneimer spoke on different events and meetings attended.

Councilmember Donovan spoke on Community Services Commission meeting attended and upcoming events.

Councilmember Diana Mahmud spoke on Planning Commission meeting attended and other meetings attended.

Mayor Pro Tem Primuth spoke on commission and regional group meetings and City events attended.

Mayor Cacciotti spoke on City events attended, food banks, regional group meetings attended.

**10. CITY MANAGER COMMUNICATIONS**

Hired Dario Frommer from the Akin Group to assist with Cal Trans Properties.

Invited Fire Division Chief Eric Zanteson to provide presentation and information for Great Shakeout.

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

None.

**CONSENT CALENDAR**

A motion was made by Councilmember Mahmud, seconded by Councilmember Zneimer and approved by roll call vote to approve the Consent Calendar, as presented with additional documents for items no. 14, 17, and 18. The motion carried 5-0, by the following vote:

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

**12. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$733,684.17; GENERAL CITY WARRANTS IN THE AMOUNT OF \$616,089.15; VOIDS IN THE AMOUNT OF (\$67,384.45); ONLINE PAYMENTS IN THE AMOUNT OF \$105,336.83; TRANSFER IN THE AMOUNT OF \$181,124.91; PAYROLL IN THE AMOUNT OF \$1,317,652.73**

Recommendation

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

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

**13. MONTHLY INVESTMENT REPORT FOR AUGUST 2022**Recommendation

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

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

**14. APPROVAL OF SECOND QUARTER 2021-2026 STRATEGIC PLAN UPDATE**Recommendation

It is recommended that the City Council approve the second quarter 2021-2026 Strategic Plan update.

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

**15. ADOPTION OF A RESOLUTION APPROVING THE ANNUAL ADMINISTRATOR'S LIBRARY SPECIAL TAX REPORT AND AUTHORIZING THE COLLECTION OF THE TAX FOR FISCAL YEAR 2022-23**Recommendation

It is recommended that the City Council adopt a Resolution approving the annual Administrator's Library Special Tax Report and authorizing the collection of the Tax at the Fiscal Year 2022-23 rates by the County of Los Angeles.

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

**16. AUTHORIZATION TO ACCEPT GRANT AWARD IN THE AMOUNT OF \$55,000 FROM THE CALIFORNIA OFFICE OF TRAFFIC SAFETY FOR THE STRATEGIC TRAFFIC ENFORCEMENT PROGRAM**Recommendation

It is recommended that the City Council:

1. Authorize the City Manager or designee to 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;
2. Appropriate \$47,000 into 101-4010-4011-7050-000 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.**

**17. APPROVAL OF THE GUIDELINES FOR COMMUNITY SERVICES DEPARTMENT EVENTS, FACILITIES AND PROGRAMS MANAGEMENT**Recommendation

It is recommended that the City Council approve the Guidelines for Community Services Department Events, Facilities, and Programs Management.

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

18. **APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH ROBERT HALF INTERNATIONAL INC., FOR TEMPORARY STAFFING SERVICES IN AN AMOUNT NOT-TO-EXCEED \$100,000**

Recommendation

It is recommended that the City Council:

1. Approve a Professional Services Agreement with Robert Half International Inc., for temporary staffing services, in an amount not-to-exceed \$100,000 effective for the period of June 20, 2022, through June 30, 2023;
2. Appropriate \$100,000 to Professional Services – Permanent Account 101-2030-2034-8170-000 from General Fund Reserves; and
3. Authorize the City Manager to Execute a Professional Services Agreement with Robert Half, for temporary staffing services.

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

19. **AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH MV CHENG AND ASSOCIATES, INC., FOR TEMPORARY STAFFING SERVICES IN AN AMOUNT NOT-TO-EXCEED \$120,000**

Recommendation

It is recommended that the City Council authorize the City Manager to execute a Professional Services Agreement with MV Cheng and Associates, Inc., for temporary staffing services in an amount not-to-exceed \$115,200.

**Additional document corrected original not-to-exceed amount from \$120,000 to \$115,200.**

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

<b>ACTION / DISCUSSION</b>
----------------------------

20. **APPROVAL OF THE METROPOLITAN WATER DISTRICT STORMWATER FOR DIRECT USE PILOT PROGRAM AND PROJECT INSTALLATION AT HOPE STREET AND MOUND AVENUE PROJECT**

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to enter into an Agreement with Metropolitan Water District (MWD) and Upper San Gabriel Valley Municipal Water District to participate in the MWD Stormwater for Direct Use Pilot Program, including cost sharing the installation of stormwater capture and reuse equipment in and around the City Hall parking lots, to support related sustainability electrification improvements;
2. Authorize appropriation of \$500,000 for the City's 50% portion of project costs, including \$350,000 from the Water Efficiency Fund Account No. 503, and \$150,000 from the General Fund Designated Stormwater Reserve Account No. 101; and
3. Authorize the City Manager or designee to execute all necessary documents related to this program.

Public Works Director Ted Gerber gave presentation on the item.

Staff responded to questions and concerns from City Council.

Mayor Cacciotti requested Upper San Gabriel Valley Water District Board member Charles

Trevino to comment and provide his opinion on the topic. Board member Trevino supports the item.

Zoom Public Comment:

Mr. Ferguson spoke on support for the item.

Mayor Cacciotti supports Councilmember Zneimer's recommendation to have a cistern at Garfield Park.

**COUNCIL ACTION AND MOTION**

**After extensive discussion, a motion was made by Councilmember Mahmud, seconded by Mayor Pro Tem Primuth and approved by roll call vote to approve item no. 20, as presented by staff with amendment to modify the respective allocations to \$200,000 from Water Efficiency account and \$300,000 from the Designated Storm Water Reserve account. The motion carried 5-0, by the following vote:**

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

21. **REAUTHORIZE APPROPRIATION AND APPROVE OF A PROFESSIONAL SERVICES AGREEMENT WITH ALTA PLANNING + DESIGN, INC. FOR THE DEVELOPMENT OF THE 2022 AND 2023 SLOW STREETS PROGRAM, IN AN AMOUNT NOT-TO-EXCEED \$255,570**

Recommendation

It is recommended that the City Council:

1. Reauthorize appropriation of \$150,000 from the General Fund Undesignated Reserves into Fiscal Year 2022-2023 Public Works Administration Professional Services Account No. 101-6010-6011-8170-000, that was previously authorized by the City Council in the FY 2021-2022, and was not utilized. Authorize an additional \$105,570 for the Slow Streets Program from the General Fund Undesignated Reserves into FY 2022-2023 Public Works Administration Professional Services Account No. 101-6010-6011-8170-000, to accommodate expanded community outreach, additional traffic analysis modeling, as well as parklet design, use guidelines, and installation support;
2. Approve a Professional Services Agreement with Alta Planning + Design, Inc. for development of the 2022 and 2023 Slow Streets Program, including project initiation/administration, community outreach, design, monitoring, installation, project evaluation, and optional items to develop parklet designs, for a not-to-exceed amount of \$255,570, including \$232,336 for the proposed amount, and a \$23,234 (10%) contingency; and
3. Authorize the City Manager to execute related documents to this agreement.

Public Works Director Ted Gerber gave presentation on the item.

Councilmembers stated that they wanted to ensure the community was informed that the City Council and City are responding to the seriousness related to Slow Streets Program.

Staff responded to questions and concerns from the City Council.

Councilmember Mahmud expressed concerns about the scope of work.

**COUNCIL ACTION AND MOTION**

After extensive discussion, a motion was made by Councilmember Zneimer, seconded by Councilmember Mahmud and approved by roll call vote to approve item no. 21, as presented by staff with the understanding that the scope may be revised after Councilmember Mahmud and City Attorney Jared work with Director Gerber to review a possible modification to the scope of work to eliminate any conflicts. The motion carried 5-0, by the following vote:

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

**INFORMATION REPORTS****22. PRESENTATION OF MONTHLY CITYWIDE OPERATIONAL STATUS UPDATE**Recommendation

It is recommended that the City Council receive a summary from staff on a Monthly Citywide operational status update.

Management Analyst Mary Jerejian gave a presentation on the item.

Staff responded to questions and concerns from City Council regarding Finance.

**COUNCIL ACTION AND MOTION**

Councilmember Zneimer requested an estimated date for when the Council and Finance Commission will receive presentations from Western Asset Management and Morgan Stanley.

With no objection, the City Council received and filed the presentation.

**23. RECEIVE AND FILE MEMO ON PUBLIC HEARING NOTIFICATIONS FOR ORDINANCES**Recommendation

It is recommended that the City Council receive and file a memo on public hearing notification processes on ordinances.

**COUNCIL ACTION AND MOTION**

With no objection, the City Council received and filed item.

**ADJOURNMENT**

There being no further matters, Mayor Cacciotti recessed the meeting of the City Council at 10:27 P.M., back into closed session to discuss the one real property item remaining. The meeting was adjourned from Closed Session.

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Respectfully submitted:

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

APPROVED:

\_\_\_\_\_  
Evelyn G. Zneimer  
Mayor

ATTEST:

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

*Approved at City Council Meeting:*



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# City Council Agenda Report

ITEM NO. 12

**DATE:** February 21, 2024  
**FROM:** Arminé Chaparyan, City Manager *AC*  
**PREPARED BY:** Sheila Pautsch, Community Services Director  
**SUBJECT:** **Consideration and Action on a Special Event Fee for the Use of the Arroyo Seco Golf Course**

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### **Recommendation**

It is recommended that the City Council consider and adopt a special event fee for the use of the Arroyo Seco Golf Course (ASGC).

### **Executive Summary**

ASGC is a revenue-generating facility for the City of South Pasadena (City). It has been a tremendous financial success since 2011. The City provides support and partners with local organizations to provide a special venue for fundraising and other events. The City is considering a special event fee to offset some revenue lost while ASGC is closed for hosting these special events.

### **Background**

ASGC has hosted special events such as South Pasadena Educational Foundation (SPEF) Parti Gras and South Pasadena High School Homecoming, where fees have been minimal and limited to staff costs and insurance coverage; no revenue generating fees have been applied, as there is currently no private event rental fee in the City's Master Fee Schedule for such a use. Any special event requires payment for staff, deposit (if applicable), and insurance, following the City's Special Event and Co-Sponsorship processes.

### **Analysis**

A survey of local golf courses was completed to explore the various fees charged for private special events and closing operations for a day to accommodate events. In speaking with many operators, private special events are not hosted on the golf course, and rather, only in on-site banquet facilities.

Brookside Golf Course in Pasadena, however, hosts many events throughout the year on the golf course such as music festivals, and event parking from the Rose Bowl. The fee is determined by the cost of lost revenues from sales of green fees, miniature golf, driving range, food and beverage, and merchandise for a typical weekend during that time of the

## Special Event Fee for the Arroyo Seco Golf Course

February 21, 2024

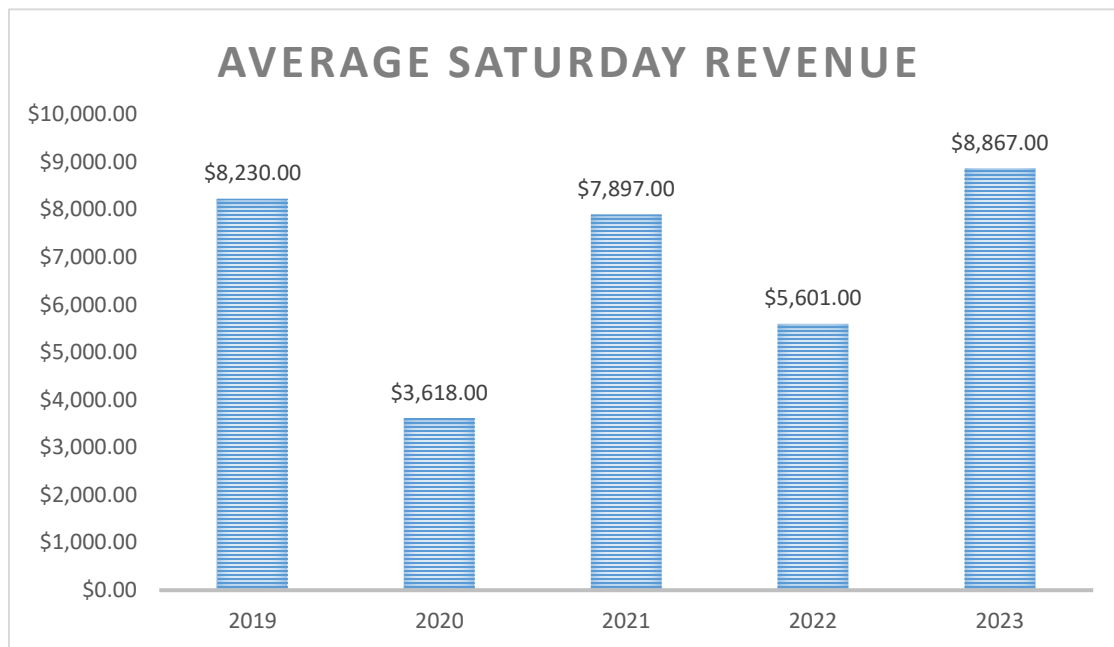
Page 2 of 3

year, and on a case-by-case basis. The facility also accounts for any lost revenue from maintenance expenses in preparing the course for the event and turning the course back to golf from the event, including any clean-up not completed by the event host. For example, \$10,000 in lost revenues plus \$3,000 in associated maintenance costs would amount to a total rental fee of \$13,000. If it is another type of event such as for-profit or filming, the cost typically doubles to \$26,000, and could be higher.

In reviewing the financials at the ASGC for the month of May from 2019 through 2023, when these special events typically take place, the potential loss of revenue on a Saturday includes green fees, driving range, miniature golf, rentals of clubs and carts, food and beverage, and merchandise is estimated at \$6,850.

Below is a table that shows revenue each Saturday in May for the past five years with the total monthly revenue, then averaged by the number of operating Saturdays. The third week of May 2019 was Parti Gras where the course, driving range, and restaurant were open until noon. The pandemic closed the entire facility in 2020 from March to the first week of May. Though the facility re-opened to golf, miniature golf, and the driving range, the restaurant remained closed. Parti Gras was not held in 2020 or 2021. In 2022, the driving range was closed for several months due to netting and pole replacement which shows a lower revenue.

Year	Week 1	Week 2	Week 3	Week 4	Week 5	Total	Average
<b>2019</b>	\$6,902	\$7,741	\$1,132*	\$8,917	NA	<b>\$24,692</b>	<b>\$8,230</b>
<b>2020</b>	COVID	\$3,191	\$3,209	\$3,837	\$4,235	<b>\$14,472</b>	<b>\$3,618</b>
<b>2021</b>	\$7,847	\$8,131	\$8,078	\$7,008	\$8,423	<b>\$39,487</b>	<b>\$7,897</b>
<b>2022</b>	\$5,306	\$6,077	Parti Gras	\$6,261	\$4,762	<b>\$22,406</b>	<b>\$5,601</b>
<b>2023</b>	\$8,601	\$7,102	Parti Gras	\$10,899	NA	<b>\$26,602</b>	<b>\$8,867</b>



## Special Event Fee for the Arroyo Seco Golf Course

February 21, 2024

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As shown in the chart, the average Saturday revenue for a full day is \$6,850, and a half day rate is \$3,425, which would be a revenue neutral fee level for the City Council's consideration. It should be noted that special events such as Parti Gras typically set-up the event beginning Friday at 3:00 PM, and break down and vacate the property by noon-1 PM on Sunday, which also impacts ASGC revenues. It is also recommended to consider a refundable deposit to ensure the facility is vacated at the agreed-upon time, as payment for any damage to the facility, or any other unforeseen incidents. Staff suggests that a refundable deposit of \$1,500 would be sufficient.

### **Alternatives**

City Council may also consider the following alternatives to this recommendation or any others they may discuss as a part of this report:

1. Continue to follow the current Special Event/Co-sponsorship program, where organizations pay for only staff costs, deposit if applicable, purchase required insurance, or provide their own.
2. Implement a special event fee of \$10,000 a day to cover all expenditures and lost revenue.
3. Consider a special event fee for non-profit organizations, such as 50% of the special event fee.

### **Fiscal Impact**

The fiscal impact to the ASGC is a loss of revenue averaging \$6,850 a day. With events such as Parti Gras, ASGC could lose twice that as they set up at 3:00 pm on Friday and typically vacate the facility by Sunday at noon.

### **Key Performance Indicators and Strategic Plan**

This item does not align with any KPI and/or strategic plan priority. At the December 20, 2023, City Council meeting, this item was motioned by Councilmember Cacciotti and seconded by Councilmember Braun to be brought back to a future meeting.

### **Commission Review and Recommendation**

This item was not reviewed by a commission.

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