



**CITY OF SOUTH PASADENA
CITY COUNCIL AND THE HOUSING AUTHORITY - BOARD OF DIRECTORS**

AGENDA

**SPECIAL CLOSED MEETING
WEDNESDAY, MAY 15, 2024, AT 5:00 PM**

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

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

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

Public participation may be made as follows:

- In-Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030 and the teleconference location.
- Live Broadcast via the City website -
http://www.spectrumstream.com/streaming/south_pasadena/live.cfm Via Zoom – Meeting ID:
• **226 442 7248**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov.
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: [https://us06web.zoom.us/j/2264427248?pwd=aEFuSGszQ2l5WjJkemoTms0RTIVUT09](https://us06web.zoom.us/j/2264427248?pwd=aEFuSGszQ2l5WjJkemoTms0RTIVUT09;); or
3. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

CALL TO ORDER:

Mayor

Evelyn G. Zneimer

ROLL CALL:

Mayor

Evelyn G. Zneimer

Mayor Pro Tem

Jack Donovan

Councilmember

Jon Primuth

Councilmember

Michael A. Cacciotti

Councilmember

Janet Braun

PUBLIC COMMENT

CLOSED SESSION AGENDA ITEMS

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code Section 54957)

Title: City Manager

B. REAL PROPERTY NEGOTIATIONS

(Government Code Section 54956.8)

1. Housing Authority Property Address: 308 San Pascual Avenue
Agency Negotiator: Arminé Chaparyan, Executive Director/City Manager
Negotiating Party: Anthony Vargas and Daisy Maldonado
Under Negotiation: Price and Terms of Payment
2. Property Address: 913 Meridian Avenue
Agency Negotiator: Arminé Chaparyan, City Manager
Negotiating Party: South Pasadena Preservation Foundation, Inc
Under Negotiation: Price and Terms of Payment
3. Property Address: 1055 Lohman Lane APN 5313-001-905
Agency Negotiator: Arminé Chaparyan, City Manager
Negotiating Party: Daniel Frank dba Kon-Tiki Taco
GolfLinks Consulting, Inc.
Under Negotiation: Price and Terms of Payment
4. 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 Avenue, 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 Grevelia Street, 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

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on May 15, 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.

May 9, 2024

/S/

Date

Mark Perez, Deputy City Clerk



**CITY OF SOUTH PASADENA
CITY COUNCIL**

AGENDA

**REGULAR MEETING
WEDNESDAY, MAY 15, 2024, AT 7:00 PM**

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

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

Public participation may be made as follows:

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

Meeting may be viewed at:

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

CALL TO ORDER:	Mayor	Evelyn G. Zneimer
ROLL CALL:	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 no later than 12:00 p.m., on the day of the City Council meeting. Correspondence received after this time will be posted 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.

RECOGNITION/INTRODUCTION

3. STAFF INTRODUCTION

Public Works:

Phillip Tran, Management Analyst

Brenda Guzman, Management Assistant

Finance:

Dr. Scott Miller, Finance Management Consultant

PRESENTATION

4. **A CERTIFICATE OF RECOGNITION FOR THE EDISON SCHOLARSHIP RECIPIENT, VICTORIA LEE, SPHS**
5. **A PROCLAMATION DECLARING MAY AS "ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH"**
6. **A PROCLAMATION DECLARING MAY 19 THROUGH MAY 25, 2024, AS "PUBLIC WORKS WEEK" IN THE CITY OF SOUTH PASADENA**
7. **A PROCLAMATION DECLARING MAY AS "NATIONAL BIKE MONTH"**

CHANGES TO THE AGENDA

8. **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.

9. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$241,425.78; GENERAL CITY WARRANTS IN THE AMOUNT OF \$546,639.56; TRANSFERS IN THE AMOUNT OF \$333,633.37; ONLINE PAYMENTS IN THE AMOUNT OF \$88,510.84; PAYROLL IN THE AMOUNT OF \$847,143.06**

Recommendation

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

10. **CONSIDERATION OF AN AWARD OF A CONTRACT AND PURCHASE ORDER TO MODEL 1 COMMERCIAL VEHICLES FOR THE PURCHASE OF TWO 2023 E-TRANSIT T-350 VANS FOR THE CITY'S DIAL-A-RIDE PROGRAM IN THE AMOUNT OF \$246,341.09 WITH PROPOSITION A LOCAL RETURN FUNDS AND UTILIZING THE CALACT/MORONGO BASIN TRANSIT AUTHORITY COOPERATIVE PURCHASING PROGRAM AND DECLARE A CURRENT DIAL-A-RIDE VEHICLE SURPLUS**

Recommendation

It is recommended that the City Council:

1. Appropriate \$246,341.09 from Proposition A Local Return Fund to the Community Services Proposition A Automotive Equipment Account No. 205-8030-8024-8540 to fund the procurement of two 2023 E-Transit T-350 Vans; and
2. Authorize the use of the CALACT/Morongo Basin Transit Authority (MBTA) Cooperative Purchasing Program for the procurement of two 2023 E-Transit T-350 Vans from Model 1 Commercial Vehicles, pursuant to Section 2.99-19(19) and the

City's Purchasing Policy; and

3. Award a Contract and associated purchase order a Model 1 Commercial Vehicle in the amount of \$246,341.09 for the purchase of two 2023 E-Transit T-350 Vans; and
4. Declare the 2012 CNG MV1 (Vehicle #78 -VIN # 523MF1B65CM101646) as surplus.

11. ADOPTION OF A RESOLUTION INITIATING THE PROCEEDINGS AND ORDERING OF THE PREPARATION OF THE ENGINEER'S REPORT FOR FISCAL YEAR 2024-2025 LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

Recommendation

It is recommended that the City Council:

1. Adopt the attached Resolution initiating the proceedings for the Fiscal Year (FY) 2024-2025 Lighting and Landscaping Maintenance District (LLMD); and
2. Authorize the preparation of the Engineer's Report for the annual levy and collection of assessments.

12. CONSIDER APPROVAL OF THE PROPOSED MEASURE M MULTI-YEAR SUBREGIONAL PROGRAM (MSP) FUNDING PLAN PROJECT LIST AND DIRECT STAFF TO SUBMIT THE LIST TO THE ARROYO VERDUGO COMMUNITIES JOINT POWER AUTHORITY

Recommendation

It is recommended that the City Council consider approval of the proposed Measure M Multi-Year Subregional Program (MSP) Funding Plan project list and direct staff to submit the list to the Arroyo Verdugo Communities Joint Power Authority.

13. RECEIVE AND FILE FISCAL YEAR 2024-2025 WATER AND SEWER CAPACITY CHARGES

Recommendation

It is recommended that the City Council receive and file information related to the annual adjustment of Water and Sewer Development Impact Fees, also referred to as Water and Sewer Capacity Charges, for Fiscal Year (FY) 2024-2025.

ACTION/DISCUSSION

14. CONSIDER THE FORMAL ESTABLISHMENT OF THE LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE FOR THE LIBRARY/COMMUNITY CENTER SITE PLAN PROJECT AND SELECT AND APPOINT THE MEMBERS TO THE COMMITTEE

Recommendation

It is recommended that the City Council consider:

1. Formally establishing a fourteen-member Brown Act Ad Hoc Committee, to be known as the Library/Community Center Comprehensive Site Plan Ad Hoc Committee, composed of two Councilmembers, one Library Board Trustee, one Community Services Commissioner, one Friends of the Library representative, one Senior Citizens' Foundation of South Pasadena representative, and eight at-large

members; and

2. Appointment of the following slate for the fourteen positions of the Library/Community Center Comprehensive Site Plan Ad Hoc Committee:

1. Evelyn G. Zneimer, Mayor, City of South Pasadena;
2. Janet Braun, Councilmember, City of South Pasadena;
3. Bianca Richards, representing the Library Board of Trustees;
4. Leslie Albe Field, representing the Community Services Commission;
5. Kristen Dubé, representing the Friends of the Library;
6. Alexandria Levitt, representing the Senior Citizens' Foundation;
7. Tom Afschar, as an at-large member;
8. Rich Elbaum, as an at-large member;
9. Tony Hou, as an at-large member;
10. Eugene Kim, as an at-large member;
11. Victoria Rocha, as an at-large member;
12. Dean Serwin, as an at-large member;
13. Julia Wang, as an at-large member; and
14. Jasmine Wong, as an at-large member.

15. CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR SEPTEMBER 21, 2022, DECEMBER 21, 2022, AND FEBRUARY 1, 2023

Recommendation

It is recommended that the City Council approve the minutes for the September 21, 2022, Regular City Council Meeting, the December 21, 2022, Special City Council Meeting, the December 21, 2022, Regular City Council Meeting, and the February 1, 2023, Regular City Council Meeting.

PUBLIC COMMENT - CONTINUED

16. CONTINUE 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

17. COUNCILMEMBER COMMUNICATIONS

The time allotted to speak per Councilmember is three minutes.

18. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

June 5, 2024	Regular City Council Meeting	7:00 P.M.
June 20, 2024	Commissioner Congress	6:00 P.M.
July 17, 2024	Regular City Council Meeting	7:00 P.M.
August 21, 2024	Regular City Council Meeting	7:00 P.M.
September 4, 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 at City Hall and online for public viewing on the City’s website: <https://www.southpasadenaca.gov/government/city-council-meetings/2024-council-meetings>

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

AGENDA NOTIFICATION SUBSCRIPTION

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

ACCOMMODATIONS

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

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on May 15, 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.

5/9/2024

/S/

Date

Mark Perez, Deputy City Clerk



City Council Agenda Report

ITEM NO. 5

DATE: May 15, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Luis Frausto, Acting Deputy City Manager
Mark Perez, Deputy City Clerk

SUBJECT: **A Proclamation Declaring May as "Asian American and Pacific Islander Heritage Month"**

Attachment:
[Attachment: No. 1 - Proclamation](#)

CITY OF SOUTH PASADENA PROCLAMATION



Declaring May as “Asian American and Pacific Islander Heritage Month” in the City of South Pasadena

- WHEREAS, Asian American and Pacific Islander (AAPI) Heritage in the United States has been celebrated since 1978 and was made into a month-long event in 1992; and
- WHEREAS, Asian American and Pacific Islander Heritage month seeks to honor and recognize the contributions of residents from Asia, India, and the Pacific Islands; and
- WHEREAS, today more than 20 million Asian American and Pacific Islanders live in the United States and through their action, make the United States of American a more vibrant, prosperous, and secure Nation; and
- WHEREAS, Asian American Pacific Islanders have distinguished themselves as leading researchers in science, medicine, and technology, as innovative farmers and ranchers, as distinguished lawyers, judges, and government leaders, as prominent contributors in the arts, literature, and sports; and
- WHEREAS, as we celebrate AAPI Heritage Month, we must remain vigilant to prevent anti-Asian hate crimes in our community and must be a welcoming and safe place for AAPI citizens. South Pasadena is a City where all have an opportunity to thrive; and
- WHEREAS, the members of the South Pasadena City Council recognize the month of May 2024 as “Asian American and Pacific Islander Heritage Month”

NOW, THEREFORE, BE IT RESOLVED I, Evelyn G. Zneimer, on behalf of the City Council of the City of South Pasadena, hereby declare May 2024, as “Asian American and Pacific Islander Heritage Month” in the City of South Pasadena.

 Mayor, Evelyn G. Zneimer

 5/4/24
 Date



City Council Agenda Report

ITEM NO. 6

DATE: May 15, 2024
FROM: Evelyn G. Zneimer, Mayor
PREPARED BY: Ted Gerber, Public Works Director
SUBJECT: **A Proclamation Declaring May 19 through May 25, 2024, as "Public Works Week" in the City of South Pasadena**

Attachment:

[Attachment No. 1 - Proclamation Declaring May 19 through 25, 2024 as Public Works Week in the City of South Pasadena.pdf](#)

CITY OF SOUTH PASADENA PROCLAMATION



Declaring May 19 through 25, 2024 as
"Public Works Week"
in the City of South Pasadena

- WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the people of South Pasadena; and
- WHEREAS, these infrastructures, facilities, and services could not be provided without the dedicated efforts of public works employees, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply & treatment, sewer, public buildings, parks, and other structures and facilities essential for our citizens; and
- WHEREAS, it is in the public interest for the citizens, civic leaders, and children in South Pasadena to gain knowledge and maintain ongoing interest and understanding of the importance of public works staff and public works programs in their respective communities; and
- WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, BE IT RESOLVED I, Evelyn G. Zneimer, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim the week of May 19th through the 25th, 2024 as Public Works Week and to join with representatives of the American Public Works Association to pay tribute to our public works staff to recognize the substantial contributions they make to protecting our national health, safety, and quality of life for all.

_____ 5/15/24
 Mayor, Evelyn G. Zneimer Date



City Council Agenda Report

ITEM NO. 7

DATE: May 15, 2024
FROM: Arminé Chaparyan, City Manager
PREPARED BY: Amber Tardif, Deputy City Clerk
SUBJECT: **A PROCLAMATION DECLARING MAY AS "NATIONAL BIKE MONTH"**

Attachment:
[Attachment No. 1 - Proclamation National Bike Month](#)

CITY OF SOUTH PASADENA PROCLAMATION



Declaring the Month of May 2024 as “National Bike Month” in the City of South Pasadena

WHEREAS, the bicycle is an economical, healthy, convenient, and environmentally sound form of transportation and an excellent tool for recreation and enjoyment of the City of South Pasadena’s scenic beauty; and

WHEREAS, throughout the month of May, the residents of the City of South Pasadena and its visitors will experience the joys of bicycling through educational programs, races, commuting events, charity events, or by simply getting out and going for a ride; and

WHEREAS, South Pasadena’s road and trail system attracts bicyclists each year, providing economic health, transportation, tourism, and scenic benefits; and

WHEREAS, May is National Bike Month, promoted by the League of American Bicyclists and celebrated in communities from coast to coast since 1956, a chance to showcase the many benefits of bicycling – and encourage more people of all ages and abilities to giving biking a try; and

WHEREAS, in celebrating Bike Month, it is encouraged to go for a ride - any ride, whether it’s a short trip for coffee or a miles long ride, for any way you choose to ride a bike is the right way to ride a bike; and

NOW, THEREFORE, BE IT RESOLVED, I, Evelyn G. Zneimer, Mayor, on behalf of the City Council of the City of South Pasadena, hereby declare the month of May 2024 as “National Bike Month” in the City of South Pasadena and encourage everyone to participate in this very worthwhile event.

Mayor, Evelyn G. Zneimer

5/15/2024
Date



City Council Agenda Report

ITEM NO. 9

DATE: May 15, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: John Downs, Finance Director

SUBJECT: **Approval of Prepaid Warrants in the Amount of \$241,425.78; General City Warrants in the Amount of \$546,639.56; Transfers in the Amount of \$333,633.37; Online Payments in the Amount of \$88,510.84; Payroll in the Amount of \$847,143.06**

Recommendation

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

Fiscal Impact

Prepaid Warrants:

Warrant # 318952-318956: \$34,687.82

ACH: \$206,737.96

Voids: \$0

General City Warrants

Warrant # 318957-319049: \$451,547.37

ACH: \$95,092.19

Voids: \$0

Payroll Period Ending 4/25/2024: \$1,820.73

Payroll Period Ending 4/26/2024: \$845,322.33

Wire Transfers Out – To (LAIF): \$0

Wire Transfers In – From (LAIF): \$0

Wire Transfers (RSA): \$0

Wire Transfers Out – To (Acct # 2413): \$0

Wire Transfers Out – To (Acct # 1936): \$333,633.37

Online Payments: \$88,510.84

RSA:

Prepaid Warrants: \$0

General City Warrants: \$0

Total: \$2,057,352.61

Key Performance Indicators and Strategic Plan

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.

Commission Review and Recommendation

This matter was not reviewed by a Commission

Attachment:

[Attachment No. 1 - Warrant_Summary.pdf](#)

[Attachment No. 2 - Prepaid_Warrant_List.pdf](#)

[Attachment No. 3 - General_City_Warrant_List.pdf](#)

[Attachment No. 4 - Online_Payments.pdf](#)

[Attachment No. 5 - Payroll.pdf](#)

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

Fund No.	Date	5/15/2024 Amounts	
		Prepaid	Written
101	39,345.49		224,540.28
103	-		9,688.16
104	-		-
106	-		-
105	137,300.04		-
107	-		-
205	4.10		869.29
206	-		5,334.16
207	-		-
208	-		-
210	405.26		5,176.90
211	-		-
213	-		-
214	-		-
215	(84.11)		20,561.76
217	-		-
218	-		-
220	-		22,800.00
223	-		-
226	-		-
228	-		-
230	2,073.35		9,626.61
232	198.36		1,918.81
233	-		-
236	-		-
237	-		-
238	-		-
239	-		28,622.20
241	-		-
242	-		-
245	-		-
248	-		-
249	-		-
255	-		-
260	-		-
270	-		5,060.24
272	-		-
274	44,600.00		-
275	-		-
276	-		-
277	-		-
295	-		18,563.67
310	-		-
400	-		160,698.71
500	3,348.72		12,278.29
503	-		4,997.67
505	-		-
506	-		-
510	-		-
550	-		-
700	14,234.57		15,902.81
Column Totals:	241,425.78		546,639.56

Fund No.	Amounts	
		Prepaid
227	-	-
RSA Report Totals:	-	-
City Report Totals:	788,065.34	

Payroll Period Ending: 04/25/2024	1,820.73
Payroll Period Ending: 04/26/2024	845,322.33
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	-
Wire Transfer Out - To Acct. # 1936	333,633.37
Online Payments	88,510.84
Voids - Prepaid	-
Voids - General Warrant	-
Grand Report Total:	2,057,352.61

Evelyn G. Zneimer, Mayor

John Downs, Finance Director

Accounts Payable

Check Detail

User: calvarez
 Printed: 05/07/2024 - 4:39PM



Check Number	Check Date	Amount
CSD3014 - Ca. State Disbursement Unit		
318952	04/25/2024	
Inv	PR 03.29.2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2024	PR Batch 32924.03.2024 Garnishment Case # FAMSS-1406906.	903.69
Inv PR 03.29.2024 Total		903.69
Inv	PR 04.12.2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	PR Batch 41224.04.2024 Garnishment Case - FAMSS-1406906.	903.69
Inv PR 04.12.2024 Total		903.69
318952 Total:		1,807.38
CSD3014 - Ca. State Disbursement Unit Total:		
		1,807.38
ENTERPRI - Enterprise FM Trust		
0	04/25/2024	
Inv	FBN5002928	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2024	Monthly Tesla Lease Payment - July 2023 to June 2024.	119,206.57
Inv FBN5002928 Total		119,206.57
0 Total:		119,206.57
ENTERPRI - Enterprise FM Trust Total:		
		119,206.57
PYROSPEC - Pyro Spectaculars, Inc.		
318954	04/25/2024	
Inv	400	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2023	Production fee for special fireworks display program A.	18,090.00
Inv 400 Total		18,090.00
318954 Total:		18,090.00

PYROSPEC - Pyro Spectaculars, Inc. Total:	18,090.00
--	-----------

SCFT0000 - Franchise Tax Board

318953 04/25/2024
 Inv PR 03.29.2024

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2024	PR Batch 32924.03.2024 Garnishment Case # 568717589	134.98

Inv PR 03.29.2024 Total	134.98
-------------------------	--------

Inv PR 04.12.2024

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	PR Batch 41224.04.2024 Garnishment Case # 568717589.	134.98

Inv PR 04.12.2024 Total	134.98
-------------------------	--------

318953 Total:	269.96
---------------	--------

SCFT0000 - Franchise Tax Board Total:	269.96
--	--------

SOU5230 - S.P.Firefighters L-3657

0 04/25/2024
 Inv April 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	PR Batch 41224.04.2024 Fire Assn. Insurance	177.42
04/11/2024	PR Batch 41224.04.2024 FFA Fire Rec Fees	90.00
04/11/2024	PR Batch 41224.04.2024 Firefighters 3657 - Union	2,175.00

Inv April 2024 Total	2,442.42
----------------------	----------

0 Total:	2,442.42
----------	----------

SOU5230 - S.P.Firefighters L-3657 Total:	2,442.42
---	----------

SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000

0 04/25/2024
 Inv April 2024

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	PR Batch 41224.04.2024 SPPOA - Union Dues	3,560.40
04/11/2024	PR Batch 41224.04.2024 SPPOA Insurance	2,245.95

Inv April 2024 Total	5,806.35
----------------------	----------

0 Total:	5,806.35
----------	----------

SOU5435 - S.P. Police Officers Association Total:	5,806.35
--	----------

Check Number	Check Date	Amount
SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000		
0	04/25/2024	
Inv	April 2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	PR Batch 41224.04.2024 SPPSEA - Union Dues	1,320.00
Inv April 2024 Total		1,320.00
0 Total:		1,320.00
SOU5451 - S.P. Public Service Employees Association Total:		1,320.00
SSDV2018 - Sandoval, Sheila		
0	04/25/2024	
Inv	PR 03.29.2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2024	PR Batch 32924.03.2024 - Garnishment	956.03
03/27/2024	PR Batch 32924.03.2024 - Garnishment	115.70
Inv PR 03.29.2024 Total		1,071.73
Inv	PR 04.12.2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	PR Batch 41224.04.2024 - Garnishment	400.70
04/11/2024	PR Batch 41224.04.2024 - Garnishment	956.03
Inv PR 04.12.2024 Total		1,356.73
0 Total:		2,428.46
SSDV2018 - Sandoval, Sheila Total:		2,428.46
Total:		151,371.14

Accounts Payable

Check Detail

User: calvarez
Printed: 05/07/2024 - 4:43PM



Check Number	Check Date		Amount
WLHD8020 - Westlake Hardware			
0	05/02/2024		
Inv	14303804		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/13/2023	Trash supplies		121.24
Inv 14303804 Total			121.24
Inv	14303830		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/24/2023	Building repair supplies		141.21
Inv 14303830 Total			141.21
Inv	14303857		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/03/2023	Key duplication		9.87
08/03/2023	Gloves		66.15
Inv 14303857 Total			76.02
Inv	14304037		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/28/2023	Hose, Cleaning supplies, shovels, and other supplies		114.16
Inv 14304037 Total			114.16
Inv	14304079		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/10/2023	Blades, bucket, trimmer		647.67
Inv 14304079 Total			647.67
Inv	14304080		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/10/2023	RETURN-trimmers		-88.20
Inv 14304080 Total			-88.20
Inv	14304097		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/12/2023	towels (paying remaining balance)		20.00

Check Number	Check Date	Amount
Inv 14304097 Total		20.00
Inv 14304101		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/13/2023	Clock & batteries for Youth House	41.43
Inv 14304101 Total		41.43
Inv 14304240		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/24/2023	Graffiti Removal supplies for city building	105.53
Inv 14304240 Total		105.53
Inv 14304258		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	Concrete Mix	345.13
Inv 14304258 Total		345.13
Inv 14304367		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2024	Key Copies	6.59
Inv 14304367 Total		6.59
Inv 14304369		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2024	spray paint for graffiti	4.40
Inv 14304369 Total		4.40
Inv 14304373		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/09/2024	paint and supplies	304.68
Inv 14304373 Total		304.68
Inv 14304375		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/09/2024	RETURN - Shop towel (CREDIT)	-18.73
Inv 14304375 Total		-18.73
Inv 14304381		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2024	Dog Park supplies	198.36
Inv 14304381 Total		198.36

Check Number	Check Date	Amount
Inv	14304382	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2024	hand tool, facility keys	428.81
Inv 14304382 Total		428.81
Inv	14304385	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/11/2024	paint for graffiti	33.38
Inv 14304385 Total		33.38
Inv	14304391	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/12/2024	lights for Library and Senior Center	104.68
Inv 14304391 Total		104.68
Inv	14304392	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/16/2024	Hoses and Nozzles	371.59
Inv 14304392 Total		371.59
Inv	14304396	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2024	Products for stock	398.95
Inv 14304396 Total		398.95
Inv	14304397	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2024	supplies for vehicle maintenance	268.60
Inv 14304397 Total		268.60
Inv	14304398	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2024	Small tools	10.79
Inv 14304398 Total		10.79
Inv	14304399	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/17/2024	supplies for repairs	20.64
Inv 14304399 Total		20.64
Inv	14304400	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2024	batteries and gloves	326.21

Check Number	Check Date	Amount
Inv 14304400 Total		326.21
Inv 14304405		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2024	Tarp for Facilities	154.34
Inv 14304405 Total		154.34
Inv 14304407		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2024	electrical supplies for Orange Grove Park	87.85
Inv 14304407 Total		87.85
Inv 14304409		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/20/2024	supplies for repairs	252.41
Inv 14304409 Total		252.41
Inv 14304410		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/21/2024	Storage boxes	39.65
Inv 14304410 Total		39.65
Inv 14304416		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2024	charger, wiper blades, tape	138.79
Inv 14304416 Total		138.79
Inv 14304418		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2024	ant spray & graffiti spray paint	166.97
01/23/2024	safety gloves	66.13
Inv 14304418 Total		233.10
Inv 14304420		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2024	key code entry& supplies	413.40
Inv 14304420 Total		413.40
Inv 14304421		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2024	spray paint	22.04
Inv 14304421 Total		22.04

Check Number	Check Date	Amount
Inv 14304431		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2024	trash can & hose	77.15
Inv 14304431 Total		77.15
Inv 14304435		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/29/2024	key and Door repair supplies	171.92
Inv 14304435 Total		171.92
Inv 14304439		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/30/2024	buckets and receptacles	128.83
Inv 14304439 Total		128.83
Inv 14304441		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	inventory and supplies for roof patching	198.73
Inv 14304441 Total		198.73
Inv 14304443		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	supplies for concrete crack at Wilson Reservoir	78.88
Inv 14304443 Total		78.88
Inv 14304444		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2024	drill supplies & cleaning supplies	191.56
Inv 14304444 Total		191.56
Inv 14304449		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2024	Storage shed for Wilson Reservoir	771.74
Inv 14304449 Total		771.74
Inv 14304456		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/05/2024	Water Production supplies	118.67
Inv 14304456 Total		118.67
Inv 14304464		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2024	Electrical supplies for Library and Senior Center	140.12

Check Number	Check Date	Amount
Inv 14304464 Total		140.12
Inv 14304466		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2024	Roof storm prep supplies	171.88
Inv 14304466 Total		171.88
Inv 14304468		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2024	Water Production supplies	95.90
Inv 14304468 Total		95.90
Inv 14304474		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/12/2024	Street signs	323.12
Inv 14304474 Total		323.12
Inv 14304475		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/12/2024	hose and concrete supplies	124.20
Inv 14304475 Total		124.20
Inv 14304480		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/12/2024	shop stock for Garfield Park	92.51
Inv 14304480 Total		92.51
Inv 14304481		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/13/2024	Stock for truck, new hire	239.72
Inv 14304481 Total		239.72
Inv 14304485		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/13/2024	Mission/Meridian Garage fire extinguishers	330.69
Inv 14304485 Total		330.69
Inv 14304486		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/13/2024	Dog Park bench supplies	34.16
Inv 14304486 Total		34.16

Check Number	Check Date	Amount
Inv	14304490	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2024	Arroyo Park repair supplies	183.31
Inv 14304490 Total		183.31
Inv	14304496	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2024	Paint supplies for CH	181.55
Inv 14304496 Total		181.55
Inv	14304497	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2024	sewer small tools	239.14
02/15/2024	sewer stock supplies	162.03
Inv 14304497 Total		401.17
Inv	14304499	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2024	Light for PW Yard	174.46
Inv 14304499 Total		174.46
Inv	14304502	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/20/2024	switches for PW Yard	196.16
Inv 14304502 Total		196.16
Inv	14304503	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/20/2024	hand gloves	59.51
Inv 14304503 Total		59.51
Inv	14304504	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/21/2024	Tampers for Street Div.	220.46
Inv 14304504 Total		220.46
Inv	14304511	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2024	AC platform for FD	326.31
Inv 14304511 Total		326.31
Inv	14304517	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount	
	02/26/2024	Supplies for Water Production	69.42
	Inv 14304517 Total		69.42
	Inv 14304519		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/27/2024	Bulbs for Arroyo Score board	213.82
	Inv 14304519 Total		213.82
	Inv 14304521		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/27/2024	Hand Tools for new staff	325.13
	Inv 14304521 Total		325.13
	Inv 14304522		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/27/2024	Bulbs for Senior Center	110.24
	Inv 14304522 Total		110.24
	Inv 14304524		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	02/27/2024	Electric Blower for Water Distribution Yard	362.72
	Inv 14304524 Total		362.72
	Inv 14304539		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	03/06/2024	Battery Pack and Vaccum for new hire	306.50
	Inv 14304539 Total		306.50
	Inv 14304544		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	03/06/2024	Sidwalk slab install equipment	430.48
	Inv 14304544 Total		430.48
	Inv 14304545		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	03/07/2024	Arroyo Park stock supplies	149.08
	Inv 14304545 Total		149.08
	Inv 14304547		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	03/07/2024	CM conference room supplies	106.85
	Inv 14304547 Total		106.85

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

Inv 14304549

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/07/2024	Nature Park supplies for clean up	249.02

Inv 14304549 Total 249.02

0 Total: 12,680.69

WLHD8020 - Westlake Hardware Total: 12,680.69

Total: 12,680.69

Accounts Payable

Check Detail

User: calvarez
 Printed: 05/08/2024 - 9:51AM



Check Number	Check Date	Amount
CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000		
0	05/08/2024	
Inv	April 2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	PR Batch 41224.04.2024 PART TIME ASSN. DUES / FEE	160.00
Inv April 2024 Total		160.00
0 Total:		160.00
CEAP7000 - S.P. Public Service Employees Association-PT Total:		
		160.00
ENTERPRI - Enterprise FM Trust		
0	05/08/2024	
Inv	FBN5027842	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2024	Monthly Tesla Lease Payment - May 2024.	18,093.47
Inv FBN5027842 Total		18,093.47
0 Total:		18,093.47
ENTERPRI - Enterprise FM Trust Total:		
		18,093.47
ERCARRYO - Arroyo, Eric Jason		
318955	05/08/2024	
Inv	3264	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/04/2023	Background Investigation for applicant Litterini	2,250.00
Inv 3264 Total		2,250.00
Inv	3268	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2023	Background Investigation for applicant Torres	1,500.00
Inv 3268 Total		1,500.00
Inv	3270	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
12/08/2023	Background Investigation for applicant Brock.	2,250.00
Inv 3270 Total		2,250.00
Inv 3305		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2024	Background Investigation For Police Officer Applicant Catap	1,500.00
Inv 3305 Total		1,500.00
Inv 3316		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2024	Background Investigation for Parking Control Officer Applicant	1,000.00
Inv 3316 Total		1,000.00
Inv 3341		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2024	Background Investigation for Police Officer Applicant Jones	1,500.00
Inv 3341 Total		1,500.00
Inv 3352		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Background Investigation for Deputy Chief Applicant Ladenheim	1,500.00
Inv 3352 Total		1,500.00
Inv 3357		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Background Investigation for Police Officer Applicant Lillienfel	1,500.00
Inv 3357 Total		1,500.00
Inv 3363		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Background Investigation for Records Clerk Applicant Alvarez	1,500.00
Inv 3363 Total		1,500.00
318955 Total:		14,500.00
ERCARRYO - Arroyo, Eric Jason Total:		14,500.00
FLCGRP - Flock Group, Inc.		
0	05/08/2024	
Inv INV-33394		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2024	Purchase & installation of 14 additional ALPR cameras.	44,600.00

Check Number	Check Date	Amount
Inv INV-33394	Total	44,600.00
0 Total:		44,600.00
FLCGRP - Flock Group, Inc. Total:		44,600.00
SOGA6501 - SoCalGAS		
318956	05/08/2024	
Inv	3/1/24-4/7/24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/16/2024	CNG for City Vehicles (PW and Transit)3/1/2024-4/7/2024	4.09
04/16/2024	CNG for City Vehicles (PW and Transit)3/1/2024-4/7/2024	4.10
04/16/2024	CNG for City Vehicles (PW and Transit)3/1/2024-4/7/2024	4.09
04/16/2024	CNG for City Vehicles (PW and Transit)3/1/2024-4/7/2024	4.10
04/16/2024	CNG for City Vehicles (PW and Transit)3/1/2024-4/7/2024	4.10
Inv 3/1/24-4/7/24	Total	20.48
318956 Total:		20.48
SOGA6501 - SoCalGAS Total:		20.48
Total:		77,373.95

Accounts Payable

Check Detail

User: calvarez
 Printed: 05/08/2024 - 2:29PM



Check Number	Check Date		Amount
ACCOEG - ACCO Engineered Systems, Inc.			
318957	05/15/2024		
Inv	20447866		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/29/2023	Service at Wilson Reservoir HVAC Unit repairs		2,214.51
Inv 20447866 Total			2,214.51
Inv	20475635		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/31/2023	Service at FD HVAC Unit Service/repairs		4,413.28
Inv 20475635 Total			4,413.28
Inv	20476629		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/02/2023	Service at PD HVAC Unit		3,860.00
Inv 20476629 Total			3,860.00
Inv	20485891		
<u>Line Item Date</u>	<u>Line Item Description</u>		
11/30/2023	Service at FD HVAC Unit Service/repairs		3,194.71
Inv 20485891 Total			3,194.71
318957 Total:			13,682.50
ACCOEG - ACCO Engineered Systems, Inc. Total:			13,682.50
ALH0179 - Alhambra Car Wash			
318958	05/15/2024		
Inv	March 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/08/2024	PD Car Washes - March 2024		322.00
Inv March 2024 Total			322.00
318958 Total:			322.00

Check Number	Check Date	Amount
ALH0179 - Alhambra Car Wash Total:		322.00
ACMT2920 - All City Management Services, Inc.		
318959	05/15/2024	
Inv 922889		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2024	School crossing guard services March 31, 2024 - April 13, 2024	6,271.86
Inv 922889 Total		6,271.86
318959 Total:		6,271.86
ACMT2920 - All City Management Services, Inc. Total:		6,271.86
AMAZONCP - Amazon Capital Services, Inc.		
0	05/15/2024	
Inv 13Y6-7GXG-NT3R		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2024	Desktop speaker bar for Police Dept.	33.61
Inv 13Y6-7GXG-NT3R Total		33.61
Inv 16YN-W4JN-Q9WH		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	Senior Center amazon credit	-5.42
Inv 16YN-W4JN-Q9WH Total		-5.42
Inv 19MG-3JL1-PTP1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	Senior Center amazon credit	-0.60
Inv 19MG-3JL1-PTP1 Total		-0.60
Inv 1J9V-JYH9-MTVP		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2024	Books for Library collection	375.97
Inv 1J9V-JYH9-MTVP Total		375.97
Inv 1RCK-D96F-PVJR		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2024	Election Supplies	109.21
04/22/2024	Election Supplies	30.85
04/22/2024	Election Supplies	22.27
04/22/2024	Office Supplies	538.64
Inv 1RCK-D96F-PVJR Total		700.97

Check Number	Check Date	Amount
Inv	1WQT-HPK6-Q6GW	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	Senior Center amazon credit	-11.27
Inv	1WQT-HPK6-Q6GW Total	-11.27
Inv	1YPV-RF7Q-PXR4	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	Senior Center amazon credit	-5.44
Inv	1YPV-RF7Q-PXR4 Total	-5.44
0 Total:		1,087.82
AMAZONCP - Amazon Capital Services, Inc. Total:		1,087.82
AME0229 - Ameritas		
0	05/15/2024	
Inv	April 2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	EE Vision Plan Premiums - April 2024	3,158.84
Inv	April 2024 Total	3,158.84
0 Total:		3,158.84
AME0229 - Ameritas Total:		3,158.84
ANTLAGRP - Annealta Group		
318960	05/15/2024	
Inv	3158	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Street Improvement Project 23 Through March 31,24 Task Order 002	7,388.75
Inv	3158 Total	7,388.75
Inv	3159	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Street Improvement Project 23 Through March 31,24 Task Order 001	1,418.75
Inv	3159 Total	1,418.75
318960 Total:		8,807.50
ANTLAGRP - Annealta Group Total:		8,807.50
RatPactI - ASM Industrial Corp.		

Check Number	Check Date		Amount
318961	05/15/2024		
Inv	18853		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2024	Monthly Pest Control for City Facilities - 3/28/2024		65.00
Inv 18853 Total			65.00
Inv	18854		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2024	Monthly Pest Control for City Facilities - 3/28/2024		125.00
Inv 18854 Total			125.00
Inv	18856		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2024	Monthly Pest Control for City Facilities - 3/28/2024		150.00
Inv 18856 Total			150.00
Inv	18857		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2024	Monthly Pest Control for City Facilities -3/28/2024		65.00
Inv 18857 Total			65.00
Inv	18858		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2024	Monthly Pest Control for City Facilities -3/28/2024		125.00
Inv 18858 Total			125.00
Inv	18859		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2024	Monthly Rodent Control 3/28/2024		535.00
Inv 18859 Total			535.00
Inv	18860		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/28/2024	Monthly Rodent Control 3/28/2024		735.00
Inv 18860 Total			735.00
318961 Total:			1,800.00
RatPactI - ASM Industrial Corp. Total:			1,800.00
AT&T5011 - AT&T			
318962	05/15/2024		

Check Number	Check Date		Amount
Inv	33184107563432		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/07/2024	AN 331 841-0756 343 2 Services for 4/7/24 - 5/6/24		31.62
Inv 33184107563432 Total			31.62
Inv	33184108023436		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/07/2024	AN 331 841-0802 343 6 Services for 4/7/24 - 5/6/24		31.97
Inv 33184108023436 Total			31.97
Inv	62644164973570		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/13/2024	AN 626 441-6497 357 0 Serv 4/13/24 - 5/12/24		1,656.12
Inv 62644164973570 Total			1,656.12
318962 Total:			1,719.71
318963	05/15/2024		
Inv	000021593001		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/20/2024	BAN 9391081369 Serv for 3/20/24 - 4/19/24		90.18
Inv 000021593001 Total			90.18
Inv	0019852760		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/27/2024	BAN 9391036943 Serv for 3/27/24 - 4/26/24		1,384.51
Inv 0019852760 Total			1,384.51
318963 Total:			1,474.69
ATCN9011 - AT&T Total:			3,194.40
CIN4011 - AT&T Mobility			
318964	05/15/2024		
Inv	287288006612		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2024	AN 287288006612 Citywide phones for 3/3/24 - 4/2/24		3,284.21
Inv 287288006612 Total			3,284.21
Inv	287312118886		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2024	AN 287312118886 Citywide phones for 3/3/24 - 4/2/24		2,493.34

Check Number	Check Date	Amount
Inv 287312118886	Total	2,493.34
318964 Total:		5,777.55
CIN4011 - AT&T Mobility Total:		5,777.55
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo		
0	05/15/2024	
Inv	711521	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Personnel Matters - March 2024	327.60
Inv 711521	Total	327.60
0 Total:		327.60
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo Total:		327.60
BAK0369 - Baker & Taylor Books		
0	05/15/2024	
Inv	2038158578	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2024	Books FY2023-24	1,198.26
Inv 2038158578	Total	1,198.26
Inv	2038161819	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2024	Books FY2023-24	609.92
Inv 2038161819	Total	609.92
Inv	2038169787	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/26/2024	Books FY2023-24	1,283.96
Inv 2038169787	Total	1,283.96
Inv	2038180212	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2024	Books FY2023-24	118.34
Inv 2038180212	Total	118.34
0 Total:		3,210.48
BAK0369 - Baker & Taylor Books Total:		3,210.48

BAK0366 - Baker & Taylor Entertainment

0	05/15/2024	
Inv	H68529360	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2024	DVDs/CDs - FY 2023-24	69.25
Inv H68529360 Total		69.25
Inv	H68616670	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2024	DVDs/CDs - FY 2023-24	63.50
Inv H68616670 Total		63.50
Inv	H68628570	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2024	DVDs/CDs - FY 2023-24	50.94
Inv H68628570 Total		50.94
0 Total:		183.69

BAK0366 - Baker & Taylor Entertainment Total: 183.69

BRDE6710 - Bardales Jr., Luis

318965	05/15/2024	
Inv	4/18/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2024	AWWA Training Reimbursement	265.00
Inv 4/18/2024 Total		265.00
318965 Total:		265.00

BRDE6710 - Bardales Jr., Luis Total: 265.00

BARALPW - Barrera, Alejandro

318966	05/15/2024	
Inv	04/12/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2024	Tree division call out 04/12/2024	24.12
Inv 04/12/2024 Total		24.12
Inv	04/13/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2024	Facilities division call out 04/13/2024	24.12

Check Number	Check Date	Amount
Inv 04/13/2024 Total		24.12
318966 Total:		48.24
BARALPW - Barrera, Alejandro Total:		48.24
BERM6410 - Bee Removers		
318967	05/15/2024	
Inv 602109		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2024	Humane Bee Service - 601 El Centro	175.00
Inv 602109 Total		175.00
Inv 602124		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2024	Humane Bee Service-Call Out No bees found	85.00
Inv 602124 Total		85.00
Inv 602138		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2024	Humane Bee Service	165.00
Inv 602138 Total		165.00
Inv 602163		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	Humane Bee Service at Dog Park	85.00
Inv 602163 Total		85.00
Inv 602170		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2024	Humane Bee Service @ 701 El Centro	175.00
Inv 602170 Total		175.00
Inv 602189		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2024	Humane Bee Service at Garfield Park Community Services Storage	395.00
Inv 602189 Total		395.00
318967 Total:		1,080.00
BERM6410 - Bee Removers Total:		1,080.00
LEBE8032 - Betts, Lemar		

Check Number	Check Date		Amount
318968	05/15/2024		
Inv	INVSKATEAPRIL24		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/23/2024	Contract Class Instructor Payment April 2024		951.30
Inv	INVSKATEAPRIL24 Total		951.30
Inv	INVSKATESPRIG24		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/23/2024	Contract Class Instructor Payment April 2024		595.00
Inv	INVSKATESPRIG24 Total		595.00
318968 Total:			1,546.30
LEBE8032 - Betts, Lemar Total:			1,546.30
DABN8267 - Bohan, Diana 101-8030-8021-8267-000			
0	05/15/2024		
Inv	AprilMoYoga		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2024	Senior Yoga Monthly-Contract Instructor		259.20
Inv	AprilMoYoga Total		259.20
Inv	AprilWalkIn		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2024	Senior Yoga Walk In-Contract Instructor		308.00
Inv	AprilWalkIn Total		308.00
0 Total:			567.20
DABN8267 - Bohan, Diana Total:			567.20
CHBR6010 - Brantley, Charles			
318969	05/15/2024		
Inv	DW-0424-03		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2025	Residential Rebate for Water Efficient Dishwasher Replacement		500.00
Inv	DW-0424-03 Total		500.00
318969 Total:			500.00
CHBR6010 - Brantley, Charles Total:			500.00

PMAB8021 - Budka, Pamela Avry

318970	05/15/2024	
Inv	ChairYogaMoApr	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2024	April Chair Yoga monthly-Contract Instructor	89.60
Inv ChairYogaMoApr Total		89.60
Inv	ChairYogaWIApr	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2024	April Chair Yoga walk in-Contract Instructor	284.00
Inv ChairYogaWIApr Total		284.00
Inv	MeditationMoApr	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2024	April meditation monthly-Contract Instructor	12.80
Inv MeditationMoApr Total		12.80
Inv	MeditationWIApr	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2024	April meditation walk in-Contract Instructor	108.00
Inv MeditationWIApr Total		108.00
318970 Total:		494.40

PMAB8021 - Budka, Pamela Avry Total: 494.40

DEP5072 - CA Dept of Transportation

318971	05/15/2024	
Inv	SL240663	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2024	Signals & Street Lighting Billing-January 2024 - March 2024	1,308.29
Inv SL240663 Total		1,308.29
318971 Total:		1,308.29

DEP5072 - CA Dept of Transportation Total: 1,308.29

CAL5236 - CA Linen Services

318972	05/15/2024	
Inv	2262566	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	Linen Cleaning Services - FY 2023-24	120.06
Inv 2262566 Total		120.06

Check Number	Check Date	Amount
Inv 2265246		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2024	Linen Cleaning Services - FY 2023-24	128.70
Inv 2265246 Total		128.70
318972 Total:		248.76
CAL5236 - CA Linen Services Total:		248.76
CAMERPL - California Metro Patrol & EMS, Inc.		
318973	05/15/2024	
Inv 6417		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2024	Security Guard Concierge Services at City Hall for 3/25 - 4/5/24	3,288.80
Inv 6417 Total		3,288.80
Inv 6725		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2024	Security Guard Concierge Services at City Hall for 4/8 - 4/19/24	3,280.80
Inv 6725 Total		3,280.80
318973 Total:		6,569.60
CAMERPL - California Metro Patrol & EMS, Inc. Total:		6,569.60
CAN0607 - Cantu Graphics Inc.		
318974	05/15/2024	
Inv 22271		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2024	Sustainability Fair 40'x4' Street Banner	1,593.11
Inv 22271 Total		1,593.11
Inv 22296		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2024	Sustainability Fair 8'x2' Greeting Banner	246.41
Inv 22296 Total		246.41
Inv 22329		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/29/2024	Business Cards for Richard Nilo	55.07
Inv 22329 Total		55.07

Check Number	Check Date		Amount
Inv	22330		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2024	Poster for DAR office		76.07
Inv 22330 Total			76.07
318974 Total:			1,970.66
CAN0607 - Cantu Graphics Inc. Total:			1,970.66
TIM4011 - Charter Communications			
0	05/15/2024		
Inv	0070193040124		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2024	AN 8448 30 008 0070193 660 Stoney Dr. Serv 4/1 - 4/30/24		83.95
Inv 0070193040124 Total			83.95
Inv	0224964040824		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/08/2024	AN 8448 30 008 0224964 1414 Mission St. Serv 4/8 - 5/7/24		59.33
Inv 0224964040824 Total			59.33
Inv	0355990040224		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2024	AN 8448 30 008 0355990 416 Garfield Ave. Serv 4/2 - 5/1/24		433.62
Inv 0355990040224 Total			433.62
Inv	0357905040524		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/05/2024	AN 8448 30 008 0357905 815 Mission St. Serv 4/5 - 5/4/24		130.56
Inv 0357905040524 Total			130.56
0 Total:			707.46
TIM4011 - Charter Communications Total:			707.46
CHE6010 - Chem Pro Laboratory, Inc.			
318975	05/15/2024		
Inv	IN142734		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2024	Cooling Tower Maintenance		160.55
Inv IN142734 Total			160.55

Check Number	Check Date	Amount
Inv	IN145483	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Cooling Tower Maintenance	160.65
Inv	IN145483 Total	160.65
318975 Total:		321.20
CHE6010 - Chem Pro Laboratory, Inc. Total:		321.20
CINTA3 - Cintas Corporation		
318976	05/15/2024	
Inv	4183046332	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/12/2024	Public Works Uniform Cleaning Services-Yard & Garfield 2/12/2024	57.42
02/12/2024	Public Works Uniform Cleaning Services-Yard & Garfield 2/12/2024	65.42
02/12/2024	Public Works Uniform Cleaning Services-Yard & Garfield 2/12/2024	34.15
02/12/2024	Public Works Uniform Cleaning Services-Yard & Garfield 2/12/2024	108.13
02/12/2024	Public Works Uniform Cleaning Services-Yard & Garfield 2/12/2024	46.56
02/12/2024	Public Works Uniform Cleaning Services-Yard & Garfield 2/12/2024	35.68
Inv	4183046332 Total	347.36
Inv	4185203465	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/04/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/4/2024	165.79
03/04/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/4/2024	32.47
03/04/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/4/2024	45.61
03/04/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/4/2024	84.23
03/04/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/4/2024	45.82
03/04/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/4/2024	38.00
Inv	4185203465 Total	411.92
Inv	4185917154	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/11/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/11/2024	38.23
03/11/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/11/2024	34.75
03/11/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/11/2024	32.47
03/11/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/11/2024	139.78
03/11/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/11/2024	64.61
03/11/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/11/2024	22.36
Inv	4185917154 Total	332.20
Inv	4187399897	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/25/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/25/2024	64.61
03/25/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/25/2024	98.25
03/25/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/25/2024	34.75
03/25/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/25/2024	38.23
03/25/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/25/2024	205.56

Check Number	Check Date	Amount
03/25/2024	Public Works Uniform Cleaning Services-Yard & Garfield 3/25/2024	152.08
Inv 4187399897	Total	593.48
Inv 4188112861		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Public Works Uniform Cleaning Services-Yard and Garfield 4/1/24	39.54
04/01/2024	Public Works Uniform Cleaning Services-Yard and Garfield 4/1/24	55.83
04/01/2024	Public Works Uniform Cleaning Services-Yard and Garfield 4/1/24	33.78
04/01/2024	Public Works Uniform Cleaning Services-Yard and Garfield 4/1/24	36.07
04/01/2024	Public Works Uniform Cleaning Services-Yard and Garfield 4/1/24	65.93
04/01/2024	Public Works Uniform Cleaning Services-Yard and Garfield 4/1/24	123.09
Inv 4188112861	Total	354.24
Inv 4188800154		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2024	Public Works Uniform Cleaning Services-Yard & Garfield 4/8/2024	33.78
04/08/2024	Public Works Uniform Cleaning Services-Yard & Garfield 4/8/2024	135.03
04/08/2024	Public Works Uniform Cleaning Services-Yard & Garfield 4/8/2024	39.54
04/08/2024	Public Works Uniform Cleaning Services-Yard & Garfield 4/8/2024	36.07
04/08/2024	Public Works Uniform Cleaning Services-Yard & Garfield 4/8/2024	43.89
04/08/2024	Public Works Uniform Cleaning Services-Yard & Garfield 4/8/2024	65.93
Inv 4188800154	Total	354.24
Inv 4189195338		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Sanitary Scheduled Cleaning for Public Park Restrooms 4/10/24	463.00
Inv 4189195338	Total	463.00
Inv 4189917613		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2024	Sanitary Scheduled Cleaning for Public Park Restrooms 4/17/2024	463.00
Inv 4189917613	Total	463.00
Inv 4190260474		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2024	Public Works Uniform Cleaning Services-Yard and Garfield 4/22/24	39.54
04/22/2024	Public Works Uniform Cleaning Services-Yard and Garfield 4/22/24	43.89
04/22/2024	Public Works Uniform Cleaning Services-Yard and Garfield 4/22/24	39.54
04/22/2024	Public Works Uniform Cleaning Services-Yard and Garfield 4/22/24	135.03
04/22/2024	Public Works Uniform Cleaning Services-Yard and Garfield 4/22/24	33.78
04/22/2024	Public Works Uniform Cleaning Services-Yard and Garfield 4/22/24	76.03
Inv 4190260474	Total	367.81
318976	Total:	3,687.25
318977	05/15/2024	

Inv 5207547232

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	Public Works First Aid - April 2024	60.53
04/18/2024	Public Works First Aid - April 2024	60.54
04/18/2024	Public Works First Aid -April 2024	60.53
04/18/2024	Public Works First Aid -April 2024	60.54
04/23/2024	Public Works First Aid - April 2024	60.54
04/18/2024	Public Works First Aid -April 2024	60.54
04/18/2024	Public Works First Aid - April 2024	60.54

Inv 5207547232 Total 423.76

Inv 5207547245

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2024	First Aid Cabinet Monthly Services for SC	112.98

Inv 5207547245 Total 112.98

Inv 9265667597

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2024	AED Defibrillator Medical Equipment	143.88

Inv 9265667597 Total 143.88

Inv 9265812331

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	Public Works Eye Wash Station Maintenance-April 2024	441.00

Inv 9265812331 Total 441.00

318977 Total: 1,121.62

CINTAS - Cintas Corporation Total: 4,808.87

CINFIRE - Cintast Corporation No. 2

318978 05/15/2024

Inv 0F19682554

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/21/2024	March 2024 Fire Extinguisher Inspections	5,380.35

Inv 0F19682554 Total 5,380.35

318978 Total: 5,380.35

CINFIRE - Cintast Corporation No. 2 Total: 5,380.35

JMCB6710 - Cipres Bravo, Jose Manuel

318979 05/15/2024

Check Number	Check Date		Amount
Inv	3/24/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/24/2024	Water Division Call Out 3/24/24		26.00
Inv 3/24/2024 Total			26.00
318979 Total:			26.00
JMCB6710 - Cipres Bravo, Jose Manuel Total:			26.00
CTYELCSP - City Electric Supply Company			
318980	05/15/2024		
Inv	PDA/024596		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/11/2024	Re-Issue Invoice from voided check # 318763		259.09
Inv PDA/024596 Total			259.09
Inv	PDA/024657		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/13/2024	Transformers for electrical repairs		59.54
Inv PDA/024657 Total			59.54
Inv	PDA/024850		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2024	Safety Glasses and Electrical Supplies		16.54
04/02/2024	Safety Glasses and Electrical Supplies		235.88
Inv PDA/024850 Total			252.42
318980 Total:			571.05
CTYELCSP - City Electric Supply Company Total:			571.05
SPMN3010 - City of South Pasadena			
318981	05/15/2024		
Inv	14044-0417.2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/18/2024	Utility Bill Statement for: Dog Park		428.26
Inv 14044-0417.2024 Total			428.26
Inv	19126-0410.2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/18/2024	Utility Bill Statement for: Park Department		462.93
Inv 19126-0410.2024 Total			462.93

Check Number	Check Date	Amount
Inv	19386-0417.2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2024	Utility Bill Statement for Arroyo Park (Stoney Drive)	504.96
Inv 19386-0417.2024 Total		504.96
Inv	19387-0417.2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2024	Utility Bill Statement for Arroyo Park (San Pasqual)	522.66
Inv 19387-0417.2024 Total		522.66
318981 Total:		1,918.81
SPMN3010 - City of South Pasadena Total:		1,918.81
DSP0755 - D & S Printing		
318982	05/15/2024	
Inv	4004	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2024	Name Badge - Deputy City Clerk	38.53
Inv 4004 Total		38.53
Inv	4008	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2024	Police Department Printing Services - Parking Permits	821.36
Inv 4008 Total		821.36
318982 Total:		859.89
DSP0755 - D & S Printing Total:		859.89
TDMOLD - Danciart, Theodore E.		
318983	05/15/2024	
Inv	1501	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2024	Mold test & report for 308 San Pascual Ave.	750.00
Inv 1501 Total		750.00
318983 Total:		750.00
TDMOLD - Danciart, Theodore E. Total:		750.00
LODE6010 - Delgado, Lothar		

Check Number	Check Date		Amount
318984	05/15/2024		
Inv	DW-0424-02		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/11/2024	Residential Rebate for Water Efficient Dishwasher		500.00
Inv DW-0424-02 Total			500.00
318984 Total:			500.00
LODE6010 - Delgado, Lothar Total:			500.00
DEL0771 - Delta Dental of California			
318985	05/15/2024		
Inv	BE006043404		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2024	Employee Dental Premiums - May 2024		11,663.77
Inv BE006043404 Total			11,663.77
318985 Total:			11,663.77
DEL0771 - Delta Dental of California Total:			11,663.77
MEDI8030 - Diaz, Melissa			
318986	05/15/2024		
Inv	68333862		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2024	Refund of credit issued from recreation class.		21.25
Inv 68333862 Total			21.25
Inv	68333863		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2024	Refund of credit issued from recreation class.		21.25
Inv 68333863 Total			21.25
318986 Total:			42.50
MEDI8030 - Diaz, Melissa Total:			42.50
PMLDONG - Dong, Pamela C.			
0	05/15/2024		
Inv	AprMarWalkin		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2024	Senior Tai Chi walk In- Contract Instructor		116.00
Inv AprMarWalkin Total			116.00

Inv AprQiGongMo

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	Senior Tai Chi monthly- Contract Instructor	20.00

Inv AprQiGongMo Total	20.00
-----------------------	-------

0 Total:	136.00
----------	--------

PMLDONG - Dong, Pamela C. Total:	136.00
---	--------

DNBROSL - Donovan Bros. Golf LLC

318987 05/15/2024

Inv 2022-2023

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2024	Management Incentive Fee for Arroyo Seco Golf Course.	18,563.67

Inv 2022-2023 Total	18,563.67
---------------------	-----------

318987 Total:	18,563.67
---------------	-----------

DNBROSL - Donovan Bros. Golf LLC Total:	18,563.67
--	-----------

DUB0187 - DuBois, Andrew

318988 05/15/2024

Inv 04/07-12/24

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2024	UAS Operator's Course Training Reimbursement Sgt. Dubois	1,012.92

Inv 04/07-12/24 Total	1,012.92
-----------------------	----------

318988 Total:	1,012.92
---------------	----------

DUB0187 - DuBois, Andrew Total:	1,012.92
--	----------

WILLDNBE - Dunable, William F.

318989 05/15/2024

Inv 0424001

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/10/2024	Lidar repairs	450.00

Inv 0424001 Total	450.00
-------------------	--------

318989 Total:	450.00
---------------	--------

WILLDNBE - Dunable, William F. Total:	450.00
--	--------

AUTOCSPC - Echeveria, Jose

318990 05/15/2024

Inv 10909

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2024	Vehicle Maintenance Unit #320	2,102.69

Inv 10909 Total 2,102.69

318990 Total: 2,102.69

AUTOCSPC - Echeveria, Jose Total:

2,102.69

EDGHITI - Engineering Consulting Services, Inc.

318991 05/15/2024

Inv 9

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	PW Proj Mngmt Assistance Contract No. 2023-176 3/01/24 -3/31/24	390.00

Inv 9 Total 390.00

318991 Total: 390.00

EDGHITI - Engineering Consulting Services, Inc. Total:

390.00

FED1109 - FedEx

318992 05/15/2024

Inv 8-468-24484

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2024	Postage	9.20

Inv 8-468-24484 Total 9.20

318992 Total: 9.20

FED1109 - FedEx Total:

9.20

FITSS410 - Fitness Superstore, Inc.

318993 05/15/2024

Inv 36866

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2024	Gym Equipment for Police Department - Dual Leg Extension & Curl	4,047.32

Inv 36866 Total 4,047.32

318993 Total: 4,047.32

Check Number	Check Date		Amount
FITSS410 - Fitness Superstore, Inc. Total:			4,047.32
FLMRCPW - Flores, Marcos			
318994	05/15/2024		
Inv	04/09/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2024	Streets division call out 04/09/2024		14.74
Inv 04/09/2024 Total			14.74
Inv	3/30/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/30/2024	Streets division call out 03/30/2024		14.74
Inv 3/30/2024 Total			14.74
318994 Total:			29.48
FLMRCPW - Flores, Marcos Total:			29.48
FOO7777 - Foothill Lock & Key			
318995	05/15/2024		
Inv	14064		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2024	Locksmith Services		2,161.20
Inv 14064 Total			2,161.20
Inv	14067		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2024	Locksmith Services		2,372.01
Inv 14067 Total			2,372.01
Inv	67599-121		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/01/2024	Locksmith Services		2,556.94
Inv 67599-121 Total			2,556.94
Inv	68143		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/08/2024	Locksmith Services		1,868.39
Inv 68143 Total			1,868.39
Inv	68145		
<u>Line Item Date</u>	<u>Line Item Description</u>		
02/08/2024	Locksmith Services		375.00

Check Number	Check Date	Amount
Inv 68145 Total		375.00
Inv 6852		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2023	Locksmith Services	1,950.12
Inv 6852 Total		1,950.12
318995 Total:		11,283.66
FOO7777 - Foothill Lock & Key Total:		11,283.66
JUFU5011 - Furtado, Justin		
318996	05/15/2024	
Inv May 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2024	Advanced Disability Pension Payment - May 2024	4,307.50
Inv May 2024 Total		4,307.50
318996 Total:		4,307.50
JUFU5011 - Furtado, Justin Total:		4,307.50
GAL7788 - Gale, Donna M.		
318997	05/15/2024	
Inv MASCHEF_APRIL24		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	Contract Class Instructor Payment Master Chef April 2024	810.00
Inv MASCHEF_APRIL24 Total		810.00
318997 Total:		810.00
GAL7788 - Gale, Donna M. Total:		810.00
GALL5011 - Galls, LLC		
318998	05/15/2024	
Inv 027597031		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2024	EMS Personal Protective Equipment	672.53
Inv 027597031 Total		672.53
318998 Total:		672.53

Check Number	Check Date		Amount
GALL5011 - Galls, LLC Total:			672.53
GAR5011 - Garvey Equipment Co			
318999	05/15/2024		
Inv	159372		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/04/2024	Equipment Maintenance for Parks/Street Trees		583.37
Inv 159372 Total			583.37
318999 Total:			583.37
GAR5011 - Garvey Equipment Co Total:			583.37
GRE4011 - Gramajo, Ederson			
319000	05/15/2024		
Inv	04/01/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2024	Tactical Leadership Training Reimbursement for Officer Gramajo		61.01
Inv 04/01/2024 Total			61.01
319000 Total:			61.01
GRE4011 - Gramajo, Ederson Total:			61.01
LIGR6010 - Griego, Liliana			
319001	05/15/2024		
Inv	DI0424-01		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/22/2024	Residential Rebate for drip irrigation in the amount of \$300.		300.00
Inv DI0424-01 Total			300.00
Inv	DT0424-01		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/22/2024	Residential Rebate for drought tolerant plants (\$1200).		1,200.00
Inv DT0424-01 Total			1,200.00
Inv	NT0424-01		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/22/2024	Residential Rebate for 4 Native Trees in the amount of \$400.		400.00
Inv NT0424-01 Total			400.00
319001 Total:			1,900.00

Check Number	Check Date	Amount
LIGR6010 - Griego, Liliaa Total:		1,900.00
HAR9203 - Hardy & Harper, Inc.		
319002	05/15/2024	
Inv	50211	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Street Improvement Project No. NO.2019-05-Progress Payment #2	150,308.71
Inv 50211 Total		150,308.71
319002 Total:		150,308.71
HAR9203 - Hardy & Harper, Inc. Total:		150,308.71
CRHY8067 - Hartney, Corey P.		
0	05/15/2024	
Inv	INVAPRIL24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	Contract Class Instructor Payment Basketball April 2024.	234.00
Inv INVAPRIL24 Total		234.00
0 Total:		234.00
CRHY8067 - Hartney, Corey P. Total:		234.00
RIHZ6601 - Hernandez, Ricardo		
319003	05/15/2024	
Inv	04/16/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/16/2024	Facilities division call out 04/16/2024	11.12
Inv 04/16/2024 Total		11.12
319003 Total:		11.12
RIHZ6601 - Hernandez, Ricardo Total:		11.12
ADHA6116 - Herrera, Adam		
319004	05/15/2024	
Inv	03/30/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2024	Facilities division call out 3/30/24	38.06
Inv 03/30/2024 Total		38.06

Check Number	Check Date	Amount
319004 Total:		38.06
ADHA6116 - Herrera, Adam Total:		38.06
HRSCHPIP - Hirsche Pipe & Supply		
319005	05/15/2024	
Inv	9451961	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2024	Filters for Drinking Water	374.18
Inv 9451961 Total		374.18
Inv	9452950	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/28/2024	Replace Vandalized Soap Dispenser	267.03
Inv 9452950 Total		267.03
319005 Total:		641.21
HRSCHPIP - Hirsche Pipe & Supply Total:		641.21
HIW6710 - Hi-Way Safety Inc		
319006	05/15/2024	
Inv	155174	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2024	Street Signs and posts for Citywide use	8,568.46
Inv 155174 Total		8,568.46
319006 Total:		8,568.46
HIW6710 - Hi-Way Safety Inc Total:		8,568.46
HOM1515 - Home Depot Credit Services		
319007	05/15/2024	
Inv	34035	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/08/2023	Fire - Maintenance Supplies	212.64
Inv 34035 Total		212.64
Inv	5522171	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/03/2023	Fire - Maintenance Supplies	203.30
Inv 5522171 Total		203.30

Check Number	Check Date	Amount
319007 Total:		415.94
HOM1515 - Home Depot Credit Services Total:		415.94
ICPS8060 - ICMA		
319008	05/15/2024	
Inv 1112663		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	ICMA Membership Renewal 24-25- DM	1,200.00
Inv 1112663 Total		1,200.00
319008 Total:		1,200.00
ICPS8060 - ICMA Total:		1,200.00
ITCR2501 - Intercare Holdings Insurance Services		
0	05/15/2024	
Inv 76-011237		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Indemnity Annual Per Claim Fees - March 2024	5,332.66
Inv 76-011237 Total		5,332.66
0 Total:		5,332.66
ITCR2501 - Intercare Holdings Insurance Services Total:		5,332.66
JSAR4011 - Jack's Auto Repair		
319009	05/15/2024	
Inv 19024		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	Routine 45 Day Inspection of Dial-A-Ride Vehicles	66.00
Inv 19024 Total		66.00
Inv 19036		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	Routine 45 Day Inspection of Dial-A-Ride Vehicles	66.00
Inv 19036 Total		66.00
319009 Total:		132.00
JSAR4011 - Jack's Auto Repair Total:		132.00

JHMS8020 - JHM Supply

0	05/15/2024	
Inv	350645/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	Irrigation Supplies	428.28
Inv 350645/1 Total		428.28
Inv	350650/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2024	Irrigation Supplies	292.41
Inv 350650/1 Total		292.41
Inv	351085/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2024	Irrigation Supplies	84.61
Inv 351085/1 Total		84.61
Inv	351353/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2024	Irrigation Supplies	64.25
Inv 351353/1 Total		64.25
Inv	351697/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	Irrigation Supplies	233.01
Inv 351697/1 Total		233.01
Inv	352075/1	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2024	Irrigation for Library Park Irrigation Leak	392.05
Inv 352075/1 Total		392.05
0 Total:		1,494.61

JHMS8020 - JHM Supply Total: 1,494.61

JHA307 - John L. Hunter and Associates, Inc.

319010	05/15/2024	
Inv	SP1DG12307	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/06/2023	DGR Study and NPDES MS4 Consulting: 7/1/2023 - 7/31/2023	123.75
Inv SP1DG12307 Total		123.75

Check Number	Check Date	Amount
Inv	SP1DG12308	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/18/2023	DGR Study and NPDES MS4 Consulting: 8/1/2023 - 8/31/2023	285.00
Inv SP1DG12308 Total		285.00
Inv	SP1DG12309	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/08/2023	DGR Study and NPDES MS4 Consulting: 9/1/2023 - 9/30/2023	7,703.50
Inv SP1DG12309 Total		7,703.50
Inv	SP1DG12310	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/22/2023	DGR Study and NPDES MS4 Consulting: 10/1/2023 - 10/31/2023	10,828.32
Inv SP1DG12310 Total		10,828.32
Inv	SP1DG12312	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2024	DGR Study and NPDES MS4 Consulting: 12/1/2023-12/31/2023	1,522.50
Inv SP1DG12312 Total		1,522.50
Inv	SP1MS412302	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	NPDES Program Services Services: 2/1/2023 - 2/28/2023	1,536.25
Inv SP1MS412302 Total		1,536.25
Inv	SP1MS412303	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2023	NPDES Program Services: 3/1/2023 - 3/31/2023	1,051.50
Inv SP1MS412303 Total		1,051.50
Inv	SP1MS412304	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2023	NPDES Program Services: 4/1/2023 - 4/30/202	1,098.75
Inv SP1MS412304 Total		1,098.75
Inv	SP1MS412305	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2023	NPDES Program Services: 5/1/2023 - 5/31/2023	1,346.38
Inv SP1MS412305 Total		1,346.38
Inv	SP1MS412306	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
07/19/2023	NPDES Program Services: 6/1/2023 - 6/30/2023	1,965.00
Inv SP1MS412306	Total	1,965.00
Inv	SP1MS412307	
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/06/2023	NPDES Program Services : 7/1/2023 - 7/31/2023	493.75
Inv SP1MS412307	Total	493.75
Inv	SP1MS412308	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/18/2023	NPDES Program Services: 8/1/2023 - 8/31/2023	522.50
Inv SP1MS412308	Total	522.50
319010 Total:		28,477.20
JHA307 - John L. Hunter and Associates, Inc. Total:		28,477.20
KBBE9203 - Kabbara Engineering		
319011	05/15/2024	
Inv	1812	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2024	Design of Meridian Ave. (ADA) compliant curb ramps.	832.50
Inv 1812	Total	832.50
319011 Total:		832.50
KBBE9203 - Kabbara Engineering Total:		832.50
ALKA6010 - Kawai, Allison		
319012	05/15/2024	
Inv	DW-0424-01	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	Residential Rebate for Water Efficient Dishwasher Replacement	498.00
Inv DW-0424-01	Total	498.00
319012 Total:		498.00
ALKA6010 - Kawai, Allison Total:		498.00
MAC1529 - Macdonald, Douglas A.		
0	05/15/2024	

Check Number	Check Date	Amount
Inv	SCD(APRIL24)	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	Contract Class Instructor Payment Scottish Country April 2024	360.75
Inv SCD(APRIL24) Total		360.75
0 Total:		360.75
MAC1529 - Macdonald, Douglas A. Total:		360.75
MAT5563 - Matt Chlor, Inc.		
0	05/15/2024	
Inv	29837	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	Wilson Reservoir Water Treatment Chemicals	485.76
Inv 29837 Total		485.76
0 Total:		485.76
MAT5563 - Matt Chlor, Inc. Total:		485.76
MVCH3011 - MV Cheng & Associates Inc.		
319013	05/15/2024	
Inv	04/30/2024 A	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	Temporary Staffing Services - Senior Accountant	3,046.40
04/30/2024	Temporary Staffing Services - Senior Accountant	537.60
04/30/2024	Temporary Staffing Services - Senior Accountant	896.00
Inv 04/30/2024 A Total		4,480.00
Inv	04/30/2024 F	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	Temporary Staffing Services - Deputy Finance Director	13,372.20
04/30/2024	Temporary Staffing Services - Deputy Finance Director	2,359.80
04/30/2024	Temporary Staffing Services - Deputy Finance Director	3,933.00
Inv 04/30/2024 F Total		19,665.00
Inv	3/31/2024E	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	Project Management Assistance-Consulting March2024 by Amer Jakher	145.00
Inv 3/31/2024E Total		145.00
319013 Total:		24,290.00

Check Number	Check Date		Amount
MVCH3011 - MV Cheng & Associates Inc. Total:			24,290.00
NHALLC - NHA Advisors, LLC			
319014	05/15/2024		
Inv	01163		
<u>Line Item Date</u>	<u>Line Item Description</u>		
01/03/2024	Five Year Financial Forecast		6,106.25
Inv 01163 Total			6,106.25
Inv	01270		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/14/2024	Five Year Financial Forecast		4,237.50
Inv 01270 Total			4,237.50
319014 Total:			10,343.75
NHALLC - NHA Advisors, LLC Total:			10,343.75
PEG4590 - NUFIC			
319015	05/15/2024		
Inv	April 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/26/2024	Premiums for EE AD&D Optional Supplement Coverage - April 2024		865.70
04/26/2024	Premiums for EE AD&D Basic Coverage - April 2024		214.50
Inv April 2024 Total			1,080.20
319015 Total:			1,080.20
PEG4590 - NUFIC Total:			1,080.20
IICC8025 - Occupational Health Centers of California			
319016	05/15/2024		
Inv	17288865		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/16/2024	Transit Division - Required Department of Transportation New Hire		53.00
Inv 17288865 Total			53.00
319016 Total:			53.00
IICC8025 - Occupational Health Centers of California Total:			53.00
OVD8011 - OverDrive Inc.			
0	05/15/2024		

Check Number	Check Date	Amount
Inv 01148CO24109565		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2024	eBooks / eAudiobooks for FY2023-24	350.49
Inv 01148CO24109565 Total		350.49
0 Total:		350.49
OVDR8011 - OverDrive Inc. Total:		350.49
PALEOWST - PaleoWest, LLC		
319017	05/15/2024	
Inv ATMSI-0001218		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2024	Scope of service: Preparing Historic Resources Assessment (HRA)	5,580.00
Inv ATMSI-0001218 Total		5,580.00
319017 Total:		5,580.00
PALEOWST - PaleoWest, LLC Total:		5,580.00
PRCFCA - Parks Coffee California		
319018	05/15/2024	
Inv 80038088		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2024	Coffee Supplies & Monthly Servicing - FY23/24	203.99
Inv 80038088 Total		203.99
319018 Total:		203.99
PRCFCA - Parks Coffee California Total:		203.99
PHOE4610 - Phoenix Group Information Systems		
319019	05/15/2024	
Inv 032024184		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/16/2024	Parking citation web-based software	4,405.29
Inv 032024184 Total		4,405.29
319019 Total:		4,405.29
PHOE4610 - Phoenix Group Information Systems Total:		4,405.29

Check Number	Check Date		Amount
PLCARIE - Plescia, Carrie			
0	05/15/2024		
Inv	LATDANCEAPR24		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/23/2024	Contract Class Instructor Payment Latin Dance Workout April 2024		234.00
Inv LATDANCEAPR24 Total			234.00
0 Total:			234.00
PLCARIE - Plescia, Carrie Total:			234.00
PLSRTGS - Police Strategies LLC			
319020	05/15/2024		
Inv	2024-07		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/17/2024	Consultant RIPA dashboard presentation		1,096.90
Inv 2024-07 Total			1,096.90
319020 Total:			1,096.90
PLSRTGS - Police Strategies LLC Total:			1,096.90
POS5265 - Post Alarm Systems			
0	05/15/2024		
Inv	1682524		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/22/2024	Alarm Services for War Memorial Bldg.		59.76
04/22/2024	Alarm Services for War Memorial Bldg.		59.76
Inv 1682524 Total			119.52
0 Total:			119.52
POS5265 - Post Alarm Systems Total:			119.52
MCPSTI - Pusateri, Michele			
0	05/15/2024		
Inv	PBAII-April24		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/23/2024	Contract Class Instructor Payment Pickle Ball April 2024		1,865.50
Inv PBAII-April24 Total			1,865.50
0 Total:			1,865.50

Check Number	Check Date	Amount
MCPSTI - Pusateri, Michele Total:		1,865.50
OLJURD80 - Radbill, Olivia Juliet		
319021	05/15/2024	
Inv	1195745	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2024	Grant-funded meeting attendance	410.00
Inv 1195745 Total		410.00
319021 Total:		410.00
OLJURD80 - Radbill, Olivia Juliet Total:		410.00
RFCI8180 - Raftelis Financial Consultants, Inc.		
319022	05/15/2024	
Inv	30760	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2023	Police Department Assessment.	5,000.00
Inv 30760 Total		5,000.00
319022 Total:		5,000.00
RFCI8180 - Raftelis Financial Consultants, Inc. Total:		5,000.00
RYRYNA - Reyna, Ryan		
319023	05/15/2024	
Inv	6050-001-36	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/08/2024	Uniform and Equipment Purchase	37.29
Inv 6050-001-36 Total		37.29
319023 Total:		37.29
RYRYNA - Reyna, Ryan Total:		37.29
RWGN8160 - Richards, Watson & Gershon		
319024	05/15/2024	
Inv	247201	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Legal Invoices February 2024	23,204.10
Inv 247201 Total		23,204.10

Check Number	Check Date	Amount
Inv 247202		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Legal Invoices February 2024	6,048.00
Inv 247202 Total		6,048.00
Inv 247203		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Legal Invoices February 2024	11,603.27
Inv 247203 Total		11,603.27
Inv 247204		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Legal Invoices February 2024	490.00
Inv 247204 Total		490.00
Inv 247205		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Legal Invoices February 2024	171.50
Inv 247205 Total		171.50
Inv 247206		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Legal Invoices February 2024	4,495.00
Inv 247206 Total		4,495.00
319024 Total:		46,011.87
RWGN8160 - Richards, Watson & Gershon Total:		46,011.87
ACTM3010 - Robert Half International, Inc.		
0	05/15/2024	
Inv 0222703C		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	Professional Services - Temporary Staffing - March 2024	5,334.16
Inv 0222703C Total		5,334.16
0 Total:		5,334.16
ACTM3010 - Robert Half International, Inc. Total:		5,334.16
SSSS8267 - Round Star West, LLC		
0	05/15/2024	

Check Number	Check Date	Amount
Inv	S.S.S-April24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	Contract Class Instructor Payment Super Soccer Stars April 2024	1,622.40
Inv S.S.S-April24 Total		1,622.40
0 Total:		1,622.40
SSSS8267 - Round Star West, LLC Total:		1,622.40
BENR8021 - Rushing, Ben		
319025	05/15/2024	
Inv	6122024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2024	Father's Day Luncheon entertainer	150.00
Inv 6122024 Total		150.00
Inv	732024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2024	Fourth of July Luncheon entertainer	150.00
Inv 732024 Total		150.00
319025 Total:		300.00
BENR8021 - Rushing, Ben Total:		300.00
MELSNCHZ - Sanchez, Melissa		
319026	05/15/2024	
Inv	96	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2024	In- House Field trip for week 1 of summer Camp Med.	500.00
Inv 96 Total		500.00
319026 Total:		500.00
MELSNCHZ - Sanchez, Melissa Total:		500.00
LASDAY - Sanday, Lana		
319027	05/15/2024	
Inv	68298481	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/24/2024	Refund of refundable deposit for the reservation of EP/GPYH.	294.00
Inv 68298481 Total		294.00

Check Number	Check Date	Amount
319027 Total:		294.00
LASDAY - Sanday, Lana Total:		294.00
SAXE2013 - Saxe-Clifford PH.D, Susan		
319028	05/15/2024	
Inv	24-0422-2	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2024	Psychological Evaluation for Police Clerk Applicant Alvarez	450.00
Inv 24-0422-2 Total		450.00
319028 Total:		450.00
SAXE2013 - Saxe-Clifford PH.D, Susan Total:		450.00
SCAT6710 - Scott's Automotive		
319029	05/15/2024	
Inv	18595	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2024	Unit 12-Water Division Vehicle-Air Break system	350.00
Inv 18595 Total		350.00
319029 Total:		350.00
SCAT6710 - Scott's Automotive Total:		350.00
SERVGSIB - SERVPRO of Glendora/San Dimas/Irwindale/Baldwin Pk		
319030	05/15/2024	
Inv	51175874	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/12/2024	Urgent Fire Station water and mold damage prevention-Feb storm	1,168.59
Inv 51175874 Total		1,168.59
319030 Total:		1,168.59
SERVGSIB - SERVPRO of Glendora/San Dimas/Irwindale/Baldwin Pk Total:		1,168.59
SMWL2990 - Shute, Mihaly & Weinberger LLP		
319031	05/15/2024	
Inv	285675	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/26/2024	Legal Assistance Regarding Moffat Street	48.00

Check Number	Check Date	Amount
Inv 285675 Total		48.00
		<hr/>
319031 Total:		48.00
		<hr/>
SMWL2990 - Shute, Mihaly & Weinberger LLP Total:		48.00
THES8267 - Siegel, Theodore		
319032	05/15/2024	
Inv	5132024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2024	Presentation and screening for May 2024-Shall We Dance	150.00
Inv 5132024 Total		150.00
		<hr/>
319032 Total:		150.00
		<hr/>
THES8267 - Siegel, Theodore Total:		150.00
SCMM6116 - SoCal Mobile Maintenance		
319033	05/15/2024	
Inv	21392	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2024	Public Works Operation Vehicle CNG Tank Inspections	1,000.00
03/13/2024	Public Works Operation Vehicle CNG Tank Inspections	972.76
03/13/2024	Public Works Operation Vehicle CNG Tank Inspections	125.00
Inv 21392 Total		2,097.76
Inv	21393	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/13/2024	Public Works Operation Vehicle CNG Tank Inspections	525.00
03/13/2024	Public Works Operation Vehicle CNG Tank Inspections	400.00
03/13/2024	Public Works Operation Vehicle CNG Tank Inspections	600.00
03/13/2024	Public Works Operation Vehicle CNG Tank Inspections	572.76
Inv 21393 Total		2,097.76
		<hr/>
319033 Total:		4,195.52
		<hr/>
SCMM6116 - SoCal Mobile Maintenance Total:		4,195.52
CHA3010 - SPCC Corporation		
0	05/15/2024	
Inv	9175	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	Business Improvement Tax Allocation 4 OF 4	22,800.00

Check Number	Check Date	Amount
Inv 9175 Total		22,800.00
0 Total:		22,800.00
CHA3010 - SPCC Corporation Total:		22,800.00
SPEC5011 - Spectrum Gas Products		
319034	05/15/2024	
Inv 00615036		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/11/2024	Fire - Oxygen Supplies	63.00
Inv 00615036 Total		63.00
Inv 00615625		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2024	Fire - Oxygen Supplies	111.00
Inv 00615625 Total		111.00
319034 Total:		174.00
SPEC5011 - Spectrum Gas Products Total:		174.00
STA5219 - Staples Business Advantage		
0	05/15/2024	
Inv 3554645241		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/23/2023	CREDIT MEMO	-625.98
Inv 3554645241 Total		-625.98
Inv 3559717247		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2024	Computer Supplies	734.27
Inv 3559717247 Total		734.27
Inv 3561485780		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	DAR supplies	242.54
Inv 3561485780 Total		242.54
Inv 3561485781		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	Senior Center supplies	155.02
Inv 3561485781 Total		155.02

Check Number	Check Date	Amount
Inv 3562239590		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2024	Office Supplies for Department	130.30
Inv 3562239590 Total		130.30
Inv 3562239591		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2024	Office Supplies for Department	113.24
Inv 3562239591 Total		113.24
Inv 3562239594		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	Senior Center office supplies	303.82
Inv 3562239594 Total		303.82
Inv 6000593277		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/20/2024	Clorox Disinfecting Wipes	149.14
Inv 6000593277 Total		149.14
Inv 6000593279		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	DAR supplies	86.68
Inv 6000593279 Total		86.68
Inv 6000862564		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2024	Storage boxes	75.61
Inv 6000862564 Total		75.61
Inv 6000862566		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/30/2024	Bubble roll, painter's tape, lightnign cable, utility cart, key	171.88
Inv 6000862566 Total		171.88
Inv 6001034914		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/02/2024	Clorox Disinfecting Wipes replacement	49.71
Inv 6001034914 Total		49.71
Inv 6001034915		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount	
	04/02/2024	Clorox Disinfecting Wipes CREDIT	-49.71
	Inv 6001034915	Total	-49.71
	Inv 6001127658		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/10/2024	Office Supplies for Department	49.05
	Inv 6001127658	Total	49.05
	Inv 6001135308		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/11/2024	Fire - Office Supplies	181.46
	Inv 6001135308	Total	181.46
	Inv 6001135309		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/11/2024	Public Works Department- Streets/Sewer Earplugs	68.11
	Inv 6001135309	Total	68.11
	Inv 6001135312		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/11/2024	Public Works Department- Streets/Sewer Office Supplies	51.19
	Inv 6001135312	Total	51.19
	Inv 6001135314		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/11/2024	Public Works Office supplies for Water Divison	173.16
	Inv 6001135314	Total	173.16
	Inv 6001135315		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/11/2024	Public Works Department- Office Supplies	81.60
	Inv 6001135315	Total	81.60
	Inv 6001135316		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/11/2024	Public Works Department- Office Supplies	135.73
	Inv 6001135316	Total	135.73
	Inv 6001135317		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/11/2024	Public Works Department Break Room (Yard)	21.06
	04/11/2024	Public Works Department Break Room (Yard)	21.06
	04/11/2024	Public Works Department Break Room (Yard)	21.06
	04/11/2024	Public Works Department Break Room (Yard)	21.04

Check Number	Check Date	Amount	
	04/11/2024	Public Works Department Break Room (Yard)	21.06
	Inv 6001135317 Total		105.28
	Inv 6001135319		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/11/2024	Public Works Department Break Room (Yard)	117.15
	04/11/2024	Public Works Department Break Room (Yard)	117.14
	04/11/2024	Public Works Department Break Room (Yard)	117.15
	04/11/2024	Public Works Department Break Room (Yard)	117.15
	04/11/2024	Public Works Department Break Room (Yard)	117.15
	Inv 6001135319 Total		585.74
	Inv 6001145322		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/12/2024	charger, plastic clips, label maker	91.25
	Inv 6001145322 Total		91.25
	Inv 6001145324		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/12/2024	color paper, headset, tape	62.19
	Inv 6001145324 Total		62.19
	Inv 6001154531		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/13/2024	Office Supplies - New Hire Supervisor Office	535.03
	Inv 6001154531 Total		535.03
	Inv 6001243023		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/17/2024	Office Supplies for Department	38.58
	Inv 6001243023 Total		38.58
	Inv 6001243024		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/17/2024	PD Office Supplies	56.54
	Inv 6001243024 Total		56.54
	Inv 6001243026		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	04/17/2024	Public Works Department- Streets/Sewer Safety Vest	13.55
	Inv 6001243026 Total		13.55
	Inv 6001243027		
	<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
04/17/2024	Community Development - General Supplies	57.00
Inv 6001243027	Total	57.00
Inv 6001243029		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2024	Office Supplies for Department	124.12
Inv 6001243029	Total	124.12
Inv 6001243030		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2024	Fire - Office Supplies	70.01
Inv 6001243030	Total	70.01
Inv 6001243031		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2024	Office Supplies - New Hire Supervisor Office	62.40
Inv 6001243031	Total	62.40
Inv 6001243032		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2024	Office Supplies	131.61
Inv 6001243032	Total	131.61
Inv 6001243033		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2024	Office Supplies	22.09
Inv 6001243033	Total	22.09
Inv 6001243034		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2024	Office Supplies	185.01
Inv 6001243034	Total	185.01
Inv 6001255797		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2024	Fire - Office Supplies	39.92
Inv 6001255797	Total	39.92
Inv 6001255798		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	Senior Center supplies	130.96
04/30/2024	DAR supplies	225.56
Inv 6001255798	Total	356.52

Inv 6001287757

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2024	Office Supplies	39.59

Inv 6001287757 Total 39.59

Inv 6001287758

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/17/2024	Community Development - General Supplies	3.29

Inv 6001287758 Total 3.29

Inv 6001287759

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2024	PD Office Supplies	67.34

Inv 6001287759 Total 67.34

Inv 6001287762

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2024	PD Office Supplies	664.54

Inv 6001287762 Total 664.54

Inv 6001287765

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2024	Computer Equipment	146.85

Inv 6001287765 Total 146.85

Inv 6001390528

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	PD Office Supplies	204.12

Inv 6001390528 Total 204.12

Inv 6001390530

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	Office Supplies for Department	50.69

Inv 6001390530 Total 50.69

Inv 6001390533

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	Fire - Office Supplies	22.04

Inv 6001390533 Total 22.04

Inv 6001390535

<u>Line Item Date</u>	<u>Line Item Description</u>	
-----------------------	------------------------------	--

Check Number	Check Date	Amount
04/30/2024	DAR supplies	53.44
Inv 6001390535	Total	53.44
Inv 6001390537		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/23/2024	PD Office Supplies	952.86
Inv 6001390537	Total	952.86
0 Total:		7,018.42
STA5219 - Staples Business Advantage Total:		7,018.42
STKLINFO - Sterling Infosystems Inc.		
319035	05/15/2024	
Inv 9784557		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2024	Pre-Employment Background Check Services - March 2024	513.40
Inv 9784557	Total	513.40
319035 Total:		513.40
STKLINFO - Sterling Infosystems Inc. Total:		513.40
SCRR4010 - Superior Court of California, County of LA		
319036	05/15/2024	
Inv March 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2024	Citations processed for the month of March 2024	5,876.50
Inv March 2024	Total	5,876.50
319036 Total:		5,876.50
SCRR4010 - Superior Court of California, County of LA Total:		5,876.50
SWCAINC - SWCA, Incorporated		
319037	05/15/2024	
Inv 190316		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/19/2024	HRE (156 Peterson Ave)	2,203.50
Inv 190316	Total	2,203.50

Check Number	Check Date		Amount
Inv	192189		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/22/2024	HRE (156 Peterson Ave)		376.00
Inv 192189 Total			376.00
319037 Total:			2,579.50
SWCAINC - SWCA, Incorporated Total:			2,579.50
COBR7131 - The Advantage Group			
0	05/15/2024		
Inv	170354		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/05/2024	Retiree HRA Administration Fee - April 2024		294.00
Inv 170354 Total			294.00
Inv	May 2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/23/2024	Retiree HRA Reimbursement - May 2024		18,595.45
Inv May 2024 Total			18,595.45
0 Total:			18,889.45
COBR7131 - The Advantage Group Total:			18,889.45
TOM4455 - Tom's Men's Wear & Uniform's, Inc.			
319038	05/15/2024		
Inv	373		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/12/2024	Uniform for PCO Ashley Flores		44.10
Inv 373 Total			44.10
319038 Total:			44.10
TOM4455 - Tom's Men's Wear & Uniform's, Inc. Total:			44.10
TTLRADVG - Totally Rad Video Games LLC			
319039	05/15/2024		
Inv	424		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2024	In- House field trip for Summer Camp Med		840.00
Inv 424 Total			840.00

Check Number	Check Date	Amount
319039 Total:		840.00
TTLRADVG - Totally Rad Video Games LLC Total:		840.00
UPP7789 - Upper San Gabriel Valley MWD		
319040	05/15/2024	
Inv	2 / 03-24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2024	Water purchased from MWD- March 2024	93.33
Inv 2 / 03-24 Total		93.33
Inv	2024Q2	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2024	Water Capacity Charge 2nd Quarter 2024 for MWD	3,640.00
Inv 2024Q2 Total		3,640.00
Inv	SoPas-4.9.24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/09/2024	Co-funding for MWD water conservation rebates for April 2024	1,599.67
Inv SoPas-4.9.24 Total		1,599.67
319040 Total:		5,333.00
UPP7789 - Upper San Gabriel Valley MWD Total:		5,333.00
MZVZT - Van Zandt, Maizon		
319041	05/15/2024	
Inv	03/29/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/29/2024	Streets division call out 3/29/2024	4.42
Inv 03/29/2024 Total		4.42
Inv	04/05/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2024	Streets division call out 04/05/2024	4.42
Inv 04/05/2024 Total		4.42
Inv	04/06/2024	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/06/2024	Streets division call out 04/06/2024	4.42
Inv 04/06/2024 Total		4.42

Check Number	Check Date		Amount
Inv	04/09/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/09/2024	Streets division call out 04/09/2024		4.42
Inv 04/09/2024 Total			4.42
319041 Total:			17.68
MZVZT - Van Zandt, Maizon Total:			17.68
VAR1111 - Vargas, Ruben			
319042	05/15/2024		
Inv	03/30/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/30/2024	Parks division call out 03/30/2024		27.74
Inv 03/30/2024 Total			27.74
Inv	03/31/2024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2024	Parks division call out 03/31/2024		27.74
Inv 03/31/2024 Total			27.74
319042 Total:			55.48
VAR1111 - Vargas, Ruben Total:			55.48
VERW6711 - Verizon Wireless			
319043	05/15/2024		
Inv	9960533700		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2024	AN 542443342-00001 Serv 3/2/24 - 4/1/24		52.33
Inv 9960533700 Total			52.33
Inv	9960551643		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2024	AN 642443919-00001 Serv 3/2/24 - 4/1/24		184.59
Inv 9960551643 Total			184.59
319043 Total:			236.92
VERW6711 - Verizon Wireless Total:			236.92
VEWI8020 - Vision Electric Wholesale, Inc.			

Check Number	Check Date		Amount
0	05/15/2024		
Inv	1006969		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/12/2024	Pan Head Ancor Kits		186.63
Inv 1006969 Total			186.63
			<hr/>
0 Total:			186.63
			<hr/>
VEWI8020 - Vision Electric Wholesale, Inc. Total:			186.63
BRNVITT - Vitt, Brendan			
319044	05/15/2024		
Inv	406		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/24/2024	Refund for 1808 Hanscom Drive Planning Services		6,732.55
Inv 406 Total			6,732.55
			<hr/>
319044 Total:			6,732.55
			<hr/>
BRNVITT - Vitt, Brendan Total:			6,732.55
WES4152 - West Coast Arborists, Inc.			
0	05/15/2024		
Inv	212865		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2024	Citywide Urban Forestry Services: 3/16/24 - 3/31/24		600.00
03/31/2024	Citywide Urban Forestry Services 3/16/24 - 3/31/24		4,885.00
Inv 212865 Total			5,485.00
Inv	212931		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2024	Citywide Urban Forestry Services-Pruning and Removal3/16 - 3/31		1,125.00
03/31/2024	Citywide Urban Forestry Services-Pruning and Removal3/16 - 3/31		9,060.00
Inv 212931 Total			10,185.00
Inv	213467		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/15/2024	Citywide Urban Forestry Services-Removal 4/1/24 - 4/15/24		360.00
Inv 213467 Total			360.00
Inv	213468		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/15/2024	Citywide Urban Forestry Services-Removal 4/1/24 - 4/15/24		1,485.00

Check Number	Check Date	Amount
Inv 213468 Total		1,485.00
Inv 213469		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2024	Citywide Urban Forestry Services-Removal 4/1/24 - 4/15/24	810.00
Inv 213469 Total		810.00
0 Total:		18,325.00
WES4152 - West Coast Arborists, Inc. Total:		18,325.00
WTWI8032 - WhenToWork Inc.		
319045	05/15/2024	
Inv 879015956012PRO		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2024	12 Months of online Scheduling Software.	825.00
Inv 879015956012PRO Total		825.00
319045 Total:		825.00
WTWI8032 - WhenToWork Inc. Total:		825.00
WIL2010 - Willdan Engineering		
319046	05/15/2024	
Inv 006-24481		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/18/2024	Re-Issue stale dated check # 316843.	1,800.00
Inv 006-24481 Total		1,800.00
319046 Total:		1,800.00
WIL2010 - Willdan Engineering Total:		1,800.00
HTHWILMS - Williams, Heather		
319047	05/15/2024	
Inv 1462		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2024	Employee Resiliency & Wellness Training	1,000.00
Inv 1462 Total		1,000.00
319047 Total:		1,000.00

HTHWILMS - Williams, Heather Total: 1,000.00

PUFG8267 - Wong, Pauline Sam

0 05/15/2024

Inv AdultWalkinApr

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2024	Adult Line Dance April-Contract Class Instructor	100.75

Inv AdultWalkinApr Total 100.75

Inv SeniorWalkinApr

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2024	Senior Line Dance April-Contract Class Instructor	88.00

Inv SeniorWalkinApr Total 88.00

0 Total: 188.75

PUFG8267 - Wong, Pauline Sam Total: 188.75

XRXF5010 - Xerox Financial Services

319048 05/15/2024

Inv 5598299

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2024	City Facilities Copiers Serv 3/22/24 - 4/21/24	1,443.76

Inv 5598299 Total 1,443.76

319048 Total: 1,443.76

XRXF5010 - Xerox Financial Services Total: 1,443.76

CONYEE - Yee, Connie

0 05/15/2024

Inv FFApril

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	Senior Functional Fitness-Contract Instructor	588.00

Inv FFApril Total 588.00

Inv FFMoApr

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2024	Senior Functional Fitness-Contract Instructor	36.00

Inv FFMoApr Total 36.00

Inv HIITApril

<u>Line Item Date</u>	<u>Line Item Description</u>	
-----------------------	------------------------------	--

Check Number	Check Date	Amount
04/30/2024	HIIT class-Contract Instructor	247.00
	Inv HIITApril Total	247.00
0 Total:		871.00
CONYEE - Yee, Connie Total:		871.00
PTZM4011 - Zamora, Patrick		
319049	05/15/2024	
Inv	04/12-13/24	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2024	K9 Program Management Training Reimbursement K9 Zamora	31.03
	Inv 04/12-13/24 Total	31.03
319049 Total:		31.03
PTZM4011 - Zamora, Patrick Total:		31.03
Total:		546,639.56

City of
SOUTH PASADENA

Online Payment Log			
Date	Vendor	Amount	Description
4/18/2024	Pitney Bowes	\$2,000.00	Postage Meter Pre-Paid Funds (2/22/24-04/18/24).
4/25/2024	UMPQUA Bank	\$19,106.45	Online Payment for March 2024 Citywide Credit Card Expenses.
5/6/2024	So Cal Edison	\$66,321.30	Online Payment for City Electric Account # 11581.
5/6/2024	So Cal Gas	\$1,083.09	Online Payment for Natural Gas Accounts (03/14/24-04/12/24).

Total:**\$88,510.84**

City of
SOUTH PASADENA

March 2024 Credit Card Expense Summary		
Date	Description	Amount
03.01.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$12.92
03.01.2024	Clean Energy - CNG Fuel	\$30.82
03.01.2024	El Patron Crafted Tacos - Staff Dinner at Conference	\$71.56
03.01.2024	Bill's Pizza - Staff Dinner at Conference	\$70.19
03.01.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$10.88
03.01.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$17.00
03.03.2024	Chevron - Fuel for Motor Officers	\$24.95
03.03.2024	Chevron - Fuel for Motor Officers	\$21.35
03.03.2024	Clean Energy - CNG Fuel - Van 79	\$61.14
03.03.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$17.34
03.03.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.84
03.03.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$13.60
03.03.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$16.32
03.03.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$3.68
03.04.2024	Gales Restaurant - City Manager Working Lunch	\$70.63
03.04.2024	Netflix - Senior Movies	\$15.49
03.04.2024	Hotel Zoso - CPRS Conference Stay	\$126.15
03.04.2024	Hotel Zoso - CPRS Conference Stay	\$126.15
03.04.2024	Hotel Zoso - CPRS Conference Stay	\$126.15
03.04.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$5.50
03.04.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$11.44
03.04.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$12.58
03.05.2024	Costco - Office Supplies	\$88.19
03.05.2024	Superior Court LA - Legal Research Fee	\$4.75
03.05.2024	Superior Court LA - Legal Research Fee	\$4.75
03.05.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.82
03.05.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$11.22
03.06.2024	Chevron - Fuel for Motor Officers	\$19.88
03.06.2024	Chevron - Fuel for Motor Officers	\$22.56
03.06.2024	Bravco - Valve Stem Repair Kit for Leaking Valve	\$105.85
03.06.2024	Constant Contact - Subscription	\$232.00
03.06.2024	Westlake Ace - Dial A Ride - department expense	\$19.82
03.06.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$20.74
03.06.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$10.88
03.06.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$23.80
03.06.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$6.44
03.07.2024	Clean Energy - CNG Fuel	\$108.27
03.07.2024	Medieval Times - Deposit for camp med field trip	\$398.50
03.07.2024	Ono Hawaiian BBQ - City Council Meeting Dinner 3/6/24	\$136.95
03.07.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$9.46
03.07.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$6.60
03.07.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$11.96
03.08.2024	The Habit - City Council Meeting Dinner 3/6/24	\$36.98
03.08.2024	Mike & Annes - Rater Lunch for Deputy Finance Director	\$113.92
03.08.2024	LinkedIn - Job Ad for Human Resources Analyst	\$559.11
03.08.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$9.86
03.08.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$9.86
03.08.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.16

03.08.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$11.90
03.08.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$20.24
03.08.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$3.22
03.10.2024	Zoom - Zoom for Community Development	\$17.19
03.10.2024	Costco - Batteries for fire station	\$20.94
03.10.2024	Costco - Camp Med Snacks	\$207.58
03.10.2024	99 Cents Only Store - Camp Med Supplies	\$30.87
03.10.2024	Sam's Club - Nutrition Program Supplies	\$100.89
03.10.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$12.58
03.10.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$11.90
03.10.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$16.56
03.10.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$12.42
03.10.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$14.28
03.10.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$9.52
03.10.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$5.78
03.10.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$9.02
03.10.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$23.92
03.10.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$6.44
03.11.2024	AutoZone - Automobile grease for fire apparatus	\$10.39
03.11.2024	AutoZone - Engine oil for fire apparatus	\$63.05
03.11.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.84
03.11.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$3.74
03.12.2024	Tesla - Mobile Connector for Tesla	\$275.63
03.12.2024	SHRM - Membership Renewal	\$264.00
03.12.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$12.54
03.12.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$9.25
03.12.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.16
03.12.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$24.38
03.12.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.28
03.12.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$13.94
03.13.2024	League of CA Cities - Countywide CM Meeting	\$75.00
03.13.2024	League of CA Cities - Countywide CM Meeting	\$75.00
03.13.2024	Chevron - Fuel for Motor Officers	\$23.56
03.13.2024	Int'l Code Council - (Community Improvement) Bldg./Safety Membership	\$204.00
03.13.2024	Clean Energy - CNG Fuel	\$16.64
03.13.2024	LinkedIn - Job Ad for Human Resources Analyst	\$328.75
03.13.2024	Sam's Club - Back Drop for Special Events	\$337.17
03.13.2024	Sam's Club - St Patrick's Day Senior Cupcakes	\$63.92
03.13.2024	Smart and Final - Senior Special Event Supplies	\$60.52
03.13.2024	Alin Party Supply - Table Cloths for St Patrick Lunch	\$27.55
03.13.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$3.06
03.13.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$13.26
03.14.2024	National Emblem - Police Department Uniform Patches	\$574.03
03.14.2024	National Emblem - Police Department Uniform Patches	\$574.03
03.14.2024	Street Tree Seminar, Inc. - Alex and Ruben	\$50.00
03.14.2024	La Monarca - Coffee for refreshments for outreach	\$146.05
03.14.2024	Clean Energy - CNG Fuel - Van 78	\$61.27
03.14.2024	My Commerce - Excel Productivity Software	\$69.00
03.14.2024	Bagel Exchange - Working Lunch Meeting	\$34.87
03.14.2024	Vesta Fitness Inc - Fitness Equipment	\$459.46
03.14.2024	Sprouts Market - Senior Lunch Centerpieces	\$44.10
03.14.2024	Smart and Final - Senior Special Event Supplies	\$84.85
03.14.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$1.32
03.14.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$5.28
03.14.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$11.66

03.14.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$14.62
03.14.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$5.98
03.15.2024	Chevron - Fuel for Motor Officers	\$25.74
03.15.2024	Reliable Tire Service - Field service to replace damaged tire.	\$567.68
03.15.2024	Pavilions - refreshments for outreach	\$37.11
03.15.2024	Harbor Freight - Dial A Ride - department expense	\$15.79
03.15.2024	Clean Energy - CNG Fuel - Van 78	\$25.11
03.15.2024	Rite Aid - Giveaways for Bingo	\$110.00
03.15.2024	Parchment - Transcript for Recruitment	\$4.40
03.15.2024	Hotel Zoso - CPRS Conference Stay - Reimbursement	-\$850.15
03.15.2024	Hotel Zoso - CPRS Conference Stay - Reimbursement	-\$850.15
03.15.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.84
03.15.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$10.20
03.15.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.16
03.15.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$14.26
03.15.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$6.44
03.17.2024	Krispy Kreme - refreshments for outreach	\$63.97
03.17.2024	Costco - Office Supplies	\$110.24
03.17.2024	Westlake ACE - Key Duplication	\$83.55
03.17.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.58
03.17.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.84
03.17.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$4.14
03.17.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$14.96
03.17.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$10.78
03.17.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$14.62
03.18.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$4.76
03.18.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$12.58
03.18.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$6.90
03.18.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$20.40
03.18.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$10.58
03.19.2024	Chevron - Fuel for Motor Officers	\$27.94
03.19.2024	PSI Water Technology - Service call for equipment at Wilson Reservoir	\$1,004.25
03.19.2024	GROC - forks	\$5.08
03.19.2024	La Monarca - Coffee for refreshments for outreach	\$135.00
03.19.2024	Gus's BBQ - Lunch for panel	\$144.37
03.19.2024	Gotprint.com - Library Sticker Printing	\$325.42
03.19.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$6.08
03.19.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.68
03.19.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$15.40
03.19.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$11.61
03.19.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$4.73
03.19.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$9.03
03.20.2024	Chevron - Fuel for Motor Officers	\$19.10
03.20.2024	Pavilions - Desert plates for refreshments	\$6.59
03.20.2024	Thorson GMC Truck Buick- Service for Fire staff vehicle	\$222.33
03.20.2024	Pavilion's - Snacks and Drinks for Interview Panel	\$59.04
03.20.2024	The Fun Company - Event Ride Deposit	\$1,407.00
03.20.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$9.28
03.20.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$0.96
03.20.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.64
03.20.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$5.28
03.20.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$6.02
03.20.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$11.61
03.21.2024	Matt Chlor - Supplies for Wilson Reservoir	\$1,035.76
03.21.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$10.56

03.21.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.68
03.21.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$22.79
03.21.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$13.33
03.21.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$3.44
03.21.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$16.34
03.22.2024	Chevron - Fuel for Motor Officers	\$21.38
03.22.2024	Chevron - Fuel for Motor Officers	\$28.35
03.22.2024	So Cal Mobile Base - Water Division Fuel	\$53.40
03.22.2024	So Cal Mobile Base - Water Division Fuel	\$60.61
03.22.2024	So Cal Mobile Base - Water Division Fuel	\$69.69
03.22.2024	Pavilions - Supplies for plant and sip	\$17.04
03.22.2024	Clean Energy - CNG Fuel	\$82.79
03.22.2024	Mammas Brick Oven - City Council Mtg. Dinner 3/20/24	\$121.01
03.22.2024	The Habit - City Council Meeting Dinner 3/20/24	\$49.30
03.22.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.96
03.22.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.68
03.22.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$10.56
03.22.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$11.84
03.22.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$22.79
03.22.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$10.32
03.22.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.31
03.22.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$3.01
03.24.2024	Sam Club - Supplies for egg hunt for senior center	\$50.48
03.24.2024	Clean Energy - CNG Fuel	\$45.90
03.24.2024	Etsy.com - Volunteer Enamel Pins	\$71.66
03.24.2024	Etsy.com - Volunteer Enamel Pins	\$22.22
03.24.2024	Etsy.com - Volunteer Enamel Pins	\$55.57
03.24.2024	Etsy.com - Volunteer Enamel Pins	\$39.69
03.24.2024	Etsy.com - Volunteer Enamel Pins	\$24.05
03.24.2024	Etsy.com - Volunteer Enamel Pins	\$76.34
03.24.2024	Etsy.com - Volunteer Enamel Pins	\$47.63
03.24.2024	Amazon - Volunteer Enamel Pins	\$24.81
03.24.2024	EB The 2024 Serving - Seminar Registration for Trustee Pearson	\$92.55
03.24.2024	The UPS Store - Shipping Newspapers to be digitized	\$195.18
03.24.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$9.92
03.24.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.96
03.24.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$15.36
03.24.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$14.62
03.24.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.60
03.24.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.64
03.24.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.64
03.24.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$5.98
03.24.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.00
03.24.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$13.33
03.24.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$3.87
03.24.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.74
03.25.2024	Hobby Lobby - Camp Med Supplies	\$43.80
03.25.2024	Amazon - Volunteer Enamel Pins	\$61.15
03.25.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$13.76
03.25.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.36
03.25.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$12.80
03.25.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$14.40
03.25.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$12.54
03.26.2024	Chevron - Fuel for Motor Officers	\$18.75
03.26.2024	Gotprint.com - Printing Account Bookmarks	\$161.75

03.26.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.48
03.26.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$16.64
03.26.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$16.96
03.26.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.74
03.26.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.31
03.27.2024	Chevron - Fuel for Motor Officers	\$18.38
03.27.2024	Costco - Water bottles for senior center excursion	\$11.98
03.27.2024	Stay Golden PB - Photo booth for Spring Extravaganza	\$405.00
03.27.2024	Smart & Final - Supplies for Safety Training	\$39.22
03.27.2024	MT Washington Cleaners - Drycleaning Tablecloths	\$44.00
03.27.2024	Michaels - Volunteer Event Supplies	\$47.58
03.27.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$5.44
03.27.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.96
03.27.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$18.56
03.27.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$9.46
03.27.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$5.59
03.28.2024	Chevron - Fuel for Motor Officers	\$27.56
03.28.2024	Eco Products - Volunteer Event Supplies	\$113.48
03.28.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.04
03.28.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$3.52
03.28.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$6.08
03.28.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$14.19
03.28.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$11.61
03.28.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.74
03.28.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$9.89
03.29.2024	Zoom - CM Office Renewal	\$161.14
03.29.2024	Zoom - Dispute	\$161.14
03.29.2024	Amazon - Coffee pods for office	\$54.95
03.29.2024	Pitney Bowes - Supplies	\$46.85
03.29.2024	AMPM Door Inc - Repair and maintenance of fire department apparatus door	\$963.41
03.29.2024	Sam Club - Coffee and treat supplies for senior center	\$89.74
03.29.2024	Clean Energy - CNG Fuel	\$104.16
03.29.2024	Amazon - Backdrop for special events	\$79.37
03.29.2024	Heirloom Bakery - Volunteer Event Refreshments	\$184.60
03.29.2024	Party City - Volunteer Event Supplies	\$48.78
03.29.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$6.60
03.29.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.96
03.29.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$11.20
03.29.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$4.73
03.29.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$13.50
03.31.2024	Pitney Bowes - Lease	\$4.96
03.31.2024	Pitney Bowes - Lease	\$0.17
03.31.2024	Pitney Bowes - Lease	\$119.37
03.31.2024	Pitney Bowes - Lease	\$461.56
03.31.2024	Pitney Bowes - Lease	\$48.91
03.31.2024	Pitney Bowes - Lease	\$1.54
03.31.2024	Pitney Bowes - Lease	\$264.38
03.31.2024	Pitney Bowes - Lease	\$67.21
03.31.2024	Clean Energy - CNG Fuel	\$36.47
03.31.2024	Hobby Lobby - Spring decorations for senior center	\$158.72
03.31.2024	JCTEES.COM - Uniform T Shirts	\$1,540.87
03.31.2024	Westlake ACE - Maps for War Memorial	\$110.21
03.31.2024	Amazon - Craft Supplies	\$32.99
03.31.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.36
03.31.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$4.80

03.31.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$4.48
03.31.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.31
03.31.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$10.75
03.31.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$8.96
03.31.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$5.72
03.31.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$10.78
03.31.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$21.44
03.31.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$20.14
03.31.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$7.74
03.31.2024	Tesla Inc Supercharge - PD Electric Vehicle Charging	\$9.90
Total:		\$19,106.45



Payroll

Payroll Summary Report

Payroll Date: 4/25/2024 Off-Cycle

Checks	\$	-
Direct Deposits	\$	1,579.04
IRS Payments	\$	195.19
EDD - State of CA	\$	46.50
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
Subtotal:	\$	1,820.73

Payroll Date: 4/26/2024 Regular

Checks	\$	3,963.23
Direct Deposits	\$	531,442.17
IRS Payments	\$	100,091.86
EDD - State of CA	\$	29,592.21
PERS Pension	\$	151,535.74
Deferred Comp	\$	28,697.12
PERS Health	\$	-
Subtotal:	\$	845,322.33
Grand Total:	\$	847,143.06



City Council Agenda Report

ITEM NO. 10

DATE: May 15, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Sheila Pautsch, Community Services Director
Gabriel Tallon, Management Analyst

SUBJECT: **Consideration of an Award of a Contract and Purchase Order to Model 1 Commercial Vehicles for the Purchase of Two 2023 E-Transit T-350 Vans for the City's Dial-A-Ride Program in the Amount of \$246,341.09 with Proposition A Local Return Funds and Utilizing the CALACT/Morongo Basin Transit Authority Cooperative Purchasing Program and Declare a Current Dial-A-Ride Vehicle Surplus**

Recommendation

It is recommended that the City Council:

1. Appropriate \$246,341.09 from Proposition A Local Return Fund to the Community Services Proposition A Automotive Equipment Account No. 205-8030-8024-8540 to fund the procurement of two 2023 E-Transit T-350 Vans; and
2. Authorize the use of the CALACT/Morongo Basin Transit Authority (MBTA) Cooperative Purchasing Program for the procurement of two 2023 E-Transit T-350 Vans from Model 1 Commercial Vehicles, pursuant to Section 2.99-19(19) and the City's Purchasing Policy; and
3. Award a Contract and associated purchase order a Model 1 Commercial Vehicle in the amount of \$246,341.09 for the purchase of two 2023 E-Transit T-350 Vans; and
4. Declare the 2012 CNG MV1 (Vehicle #78 -VIN # 523MF1B65CM101646) as surplus.

Executive Summary

Staff is requesting approval for the purchase of two vehicles for the Community Services Department's Transit Division for the Dial A Ride Program, and surplus one of the vehicles as it has exceeded its useful life benchmark.

Background

In an effort to reduce costs, improve efficiencies, and ensure the City advances the goals and objectives in the 2020 Climate Action Plan (CAP) and City's Strategic Plan, the Community Services Department is proposing to purchase two Plug-in electric vehicles (PEV's) from Model 1 Commercial Vehicles to replace the remaining Compressed Natural Gas (CNG) vehicles. It is well established that PEV's substantially reduce energy and maintenance costs of fleet operations while simultaneously eliminating Greenhouse Gas Emissions (GHG). Transitioning to an all-PEV fleet now will significantly advance the City towards the primary goal of achieving GHG emissions targets by 2030.

The Division receives annual funding support through the Los Angeles County Metropolitan Transportation Authority (Metro) Proposition A Local Return Program. Monies from Proposition A will be allocated for the purchase of the two new 2023 electric eight (8) passenger vans. Since 2013, the Division has consistently updated its fleet. Overall, staff has successfully removed all gasoline-fueled buses. The fleet is currently comprised of two CNG fuel three (3) passenger vehicles and two plug-in electric (PEV) fourteen (14) and sixteen (16) passenger vans.

Analysis

The Dial-A-Ride Program offers low-cost rides to seniors and disabled residents. Currently, the Division owns and maintains four vehicles in its fleet. There are two buses and two vans used for everyday transportation of seniors to and from medical appointments, and other excursions within the jurisdiction of the City. Special monthly trips are also scheduled to various museums, commercial centers and gardens such as the Huntington Library, Descanso Gardens, Walmart, and the Santa Anita Mall. Moreover, the buses are used to transport seniors to luncheons at the War Memorial Building and other special events and trips provided in collaboration with the Senior Services Division.

In addition to supporting the City's Climate Action Plan, the purchase of PEV vans will provide stability in quality of service, as well as decrease the cost of maintenance expended by the Division on an annual basis. Although upfront capital costs are higher for electric battery buses, the total cost of ownership is expected to be lower than a Diesel or CNG bus due to high efficiencies, lower fuel cost, and reduced maintenance.

In terms of procurement, South Pasadena Municipal Code's Section 2.99-29(19) and the City's Purchasing Policy permit the City to engage in cooperative procurement. This allows the City to adopt another public agency's competitive bidding process for its acquisitions. In addition, cooperative purchasing provides participating entities and vendors increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings.

In this case, the City is utilizing the California Association for Coordinated Transportation (CALACT) / Morongo Basin Transit Authority (MBTA) Vehicle Purchasing Cooperative. This was created as a cooperative purchasing program that brings together state purchasing officials to solicit and award competitive bids collectively. The CALACT/MBTA Vehicle Purchasing Cooperative offers public sector agencies numerous benefits through cooperative purchasing. Leveraging cooperative master purchasing agreements enables cities to capitalize on the combined buying strength of several entities, achieving superior pricing and contract terms. This efficient system minimizes administrative burdens, guarantees uniform quality and standards, and speeds up procurement. This ensures cities can quickly access vital goods and services with fiscal prudence. Often referred to as "piggy-back agreements", these arrangements allow one agency to benefit from the pricing of another agency's competitively bid contract.

Accordingly, the City intends to adopt the pricing and terms specified in the CALACT/MBTA Vehicle Purchasing Cooperative. Through it, the City will purchase these vehicles from the vendor Model 1 Commercial Vehicles.

Current Vehicle Fleet

Dial-A-Ride fleet currently has two larger electric buses that hold fourteen and sixteen passengers. The first is a 2021 Phoenix PEV that was purchased in 2021 and was delivered on January 30, 2023. The second is a 2017 Phoenix PEV that was purchased in 2016. The remaining two vehicles in the fleet are a 2012 and 2014 VPG (Vehicle Production Group) MV1. The MV1 is a Compressed Natural Gas Vehicle. Based on what is listed on the Department of Transportation's website, the MV1s have exceeded their useful life bench marker of five years. Staff is recommending retaining the 2014 MV1 as a backup vehicle. Staff is also recommending that the City Council declare the 2012 MV1 vehicle as surplus.

Make/Model & Year	Van #	Passenger	Type	Mileage	Surplus
2012 VPG MV1	78	3 + 1WC	CNG	79,133	Yes
2014 VPG MV1	79	3 + 1WC	CNG	64,569	No
2017 Phoenix Plug-in Vehicle	80	16	Electric	38,235	No
2021 Phoenix Plug-in Vehicle	81	14	Electric	11,875	No

Alternatives (if applicable)

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

1. Maintain the status quo and not purchase buses; or
2. Look at purchasing smaller vehicles; or
3. Purchase two larger-sized vans.

Fiscal Impact

The fiscal impact for FY 23/24 would require the appropriation of \$246,341.09 from Proposition A to Account No. 205-8030-8024-8540, for the purchase of two eight-passenger ADA-compliant PEVs.

Key Performance Indicators and Strategic Plan

This item is in line with the Community Services Department Key Performance Indicators for pursuing the electrification of the city fleet as identified in the Fiscal Year 2023-2024 Budget, or under Environmental/Climate Action as Adopted in the 2021-2026 Strategic Plan.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Attachment:

[Attachment No. 1 - CALACT_Z-1_E-TRANSIT_VAN_QUOTE_FIXED_CURBSIDE_LIFT-SOUTH_PASADENA_Qty_2.pdf](#)

[Attachment No. 2 - 04_SP_Purchasing_and_SPMC.pdf](#)



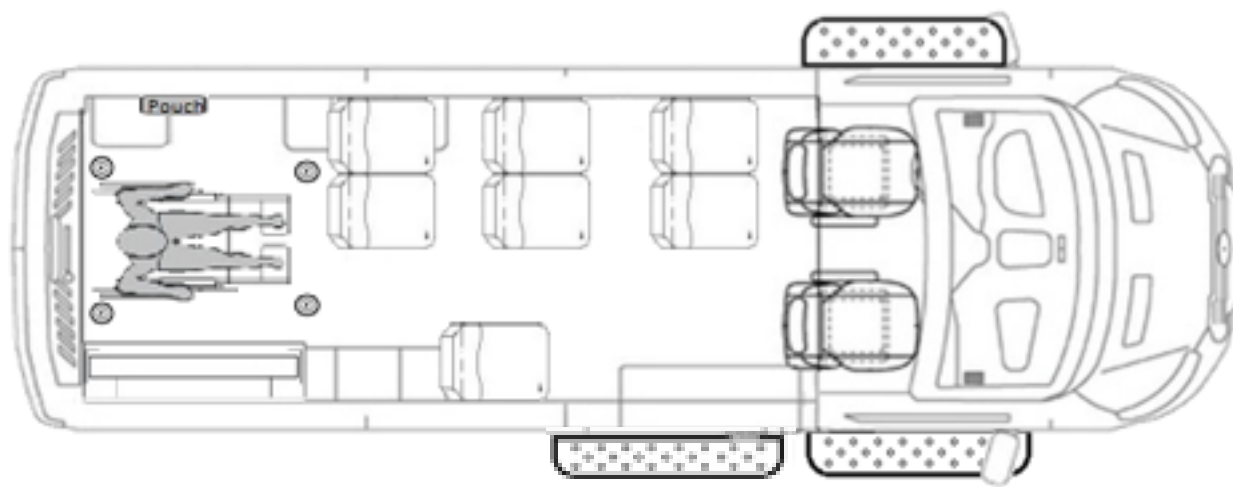
CalACT MBTA RFP #20-01 - Class Z - Quote Sheet <small>(Rev 2023)</small>				
Vehicle Type:	Class Z1 - Z-1 E-Transit 8 Passenger 1 W/C		Date:	2/27/2024
Contact:	Gabriel Tallon		Type of Lift:	<input checked="" type="checkbox"/> Braun <input checked="" type="checkbox"/> Side <input type="checkbox"/> Rear
Agency:	City of South Pasadena		Seat Material Level:	Level 4
Address:	1102 Oxley St		Seat Color:	Gray or Customer Choice
City, State, Zip:	South Pasadenam CA 91030		Floor Color :	Grey Altro Floor
Phone:	626-406-7394		Delivery:	30-45 Days (Depending on Options)
E-Mail:	gtallon@southpasadenaca.gov		Salesperson:	Mike Farr
NOTE:	PER THE PURCHASING COOPERATIVE, PRICING SUBJECT TO CHANGE DUE TO PPI (PRODUCER PRICE INDEX) ESCALATION AND/OR MANUFACTURER PRICE INCREASES. PLEASE CONTACT YOUR SALES REPRESENTATIVE TO CONFIRM QUOTED PRICING IS STILL VALID PRIOR TO ISSUANCE OF PURCHASE ORDER.			
Quantity:	Description	Price	Ext. Price	ADA
1	Class Z1 - Z-1 E-Transit (Basic) 109" Hiroof EL W3X 148" WB 6+copilot, driver and WC	\$99,092.00	\$99,092.00	\$9,800.00
Published Options				
1	27 - Delivery Zone 1	800.00	800.00	
1	77 - Front passenger seat delete+ add equipment tower	1,800.00	1,800.00	1,800.00
1	84 - WC Lift installed behind curbside rear axle	9,500.00	9,500.00	9,500.00
Non-Published Options				
1	Add 3pt Seat	\$747.00	747.00	
NOTE:				
PER THE PURCHASING COOPERATIVE, PRICING SUBJECT TO CHANGE DUE TO PPI (PRODUCER PRICE INDEX) ESCALATION AND/OR MANUFACTURER PRICE INCREASES. PLEASE CONTACT YOUR SALES REPRESENTATIVE TO CONFIRM QUOTED PRICING IS STILL VALID PRIOR TO ISSUANCE OF PURCHASE ORDER.		Class V - Base Price	\$99,092.00	
		Published Options	\$12,100.00	
		UnPublished Options	\$747.00	
		Total	\$111,939.00	\$21,100.00
		Doc Prep Fee	\$85.00	
The Non-Taxable Amount is the ADA Equipment in the Base and Added as Options		Non-Taxable	\$21,100.00	
The Taxable Amount Includes the Mobility Rebate of \$1,000.00 For Ford Chassis		Taxable Amount	\$91,924.00	
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">South Pasadena*</div> <div style="margin: 0 5px;">▼</div> <div style="margin-left: 10px;">1528</div> </div>		Tax Total	\$9,422.21	10.250%
		Sub-Total	\$121,446.21	
		CalACT Fee	\$1,679.09	
		DMV E-File Fee:	\$33.00	
		DMV Fee	\$0.00	<i>(Estimated)</i>
		Tire Fee	\$12.25	
		Total	\$123,170.55	
		Number of Units	2	
		Final Total	\$246,341.09	
Purchasing of vehicles requires a CALACT membership, letter of assignment, and payment of procurement fee. If you have any questions, please contact CALACT direct at 916-920-8018				

MobilityTRANS



Ford Factory Ordered Transit Chassis

Description		Color	Chassis	Engine
2023 E-Transit T-350 Van High Roof 148EL Sliding Door 9,500# GVWR		Oxford White	W3X-E	Electric Motor
1	Wheelchair On 148"-EL Wheel Base - High Roof Cargo Van <input type="checkbox"/>	<input type="checkbox"/>		
1	AMF Bruns Smartfloor System			
8	Single GO-ES On Fixed Legs (Use Seat Option Below If Needed)	# Of Street Side Belts	# CRS Option	
1	Retractable Shoulder Harness With Height Adjustment (Each)	Add Ret. Lap Belts <input checked="" type="checkbox"/>	Removeable <input type="checkbox"/>	
1	Tiedown Storage Pouch Mounted On Sidewall (Holds 1 Set Of Tiedowns)			
4	Tiedown Web Loop (1 Loop)			
1	Stainless Steel Assist Pole At Right Entry	Options:		
1	Stainless Steel Assist Pole At Left Entry	Options:		
1	Insulate Headliner			
1	Insulate Walls			
1	Insulate Doors			
1	Driver Door 8" Stainless Steel Board			
1	Co-Pilot Door 8" Stainless Steel Board			
1	Sliding Door 8" Stainless Steel Board			
1	Safety Kit Includes: 5lb Fire Extinguisher, First Aid Kit, Triangle Reflectors			
1	Bodily Fluid Clean Up Kit			
1	Belt Cutter			
1	E-Transit Twin Air Tie-In Heat/Cool Floor Mount - 28K BTU Heat/31K BTU Cool			
1	Qstraint torso belt			



Warranty	Miles	Years
Body Structure	150,000	5
Chassis	36,000	3
Drive Motor	100,000	8
Transmission	N/A	N/A
Air conditioner	Air conditioner	36000
Lift/Ramp	Unlimited	5
EV Battery	100,000	8
EV Conversion/Installation	N/A - Ford OEM	N/A - Ford OEM
Battery Degradation Warranty	100,000	8
Propulsion Control System	100,000	8
Axles	60,000	5



**MODEL1
COMMERCIAL
VEHICLES**

Bus Sales: **888.633.8380** Service: **888.374.8915** Parts: **888.993.5040**

Ford E-Transit Gamechanger

SPECIFICATIONS

Base Vehicle

Ford Transit 350 Chassis

High Roof, Extra Long Body, Sliding Door

Length 263.4", Extra Long Body

Exterior Height 109.6", High Roof

Interior Height 65.2"

Width 81.3", without mirrors

Wheelbase 178"

Wheels 16" Wheels & Tires, Single Rear Wheels

GVWR 9,500 lbs.

Motor & Battery

Ford OEM Electric Motor, Rear Wheel Drive

198 kW Equivalent to ~266HP / 317TQ Peak Power

68 kWh Battery Pack, Underfloor

Charging

Ford Mobile Charger (Level 1) 120/240V Cable (Included)

Ford Pro™ AC Charging Station (Level 2) (Optional)

Charge 0-100% L2 240V: ~8 Hours (48A) ~12 Hours (30A)

Connectivity

Ford Pro™ E-Telematics & Telematics Essentials

Passenger Capacity

7 Passenger w/ co-pilot or Up to 2 Wheelchair Positions

ADA Equipment

Power Wheelchair Lift, Tie Down Points & Safety System

100% ELECTRIC ADA VAN



it makes sense to do so. In any event, using departments should keep records of prospective bidders who contact the City to specifically request being included on a bidder's list for future business opportunities. The department should review and update the bidder's list annually.

Note: Given the City's participation in CUPCCAA, the Public Works Department is *required* to establish and maintain lists of qualified contractors, identified by category of work, and provide notice to them of bidding opportunities for construction projects.

Recordkeeping

Using departments must retain bid documents in accordance with the City's records retention schedule.

Competitive Bidding Solution (E-Procurement)

As part of the City's efforts to continually evaluate processes and procedures for efficiency improvements, Finance Department staff will partner with the City Clerk and other staff members to assess e-procurement solutions to determine whether such a system should be procured for administering competitive bidding processes. Any such system shall adhere to the purchasing requirements specified in this document.

F. Purchasing Related Programs, Procedures and Requirements

This section of the manual includes information on purchasing-related programs and procedures.

Purchase Requisition and Purchase Order Required

Unless procured by City-issued purchasing card, all purchases of goods and services greater than \$2,500 require the submittal of a properly completed purchase requisition form and approval of a purchase order by the Purchasing Agent. Purchasing agent shall develop workflow processes.

Use of Blanket Purchase Orders

Blanket purchase orders are term contracts (usually for one year) for goods and/or services that can be purchased as needed throughout the year, as opposed to purchase orders that are used for one-time purchases. Blanket purchase orders are typically used for operational supplies such as hand tools, equipment, parts for equipment, etc., but can also be evaluated for other supplies that are required by using departments.

Local Vendor Purchasing Preference

Purchases from South Pasadena vendors are strongly encouraged where competitive prices and quality are apparent. When general funds are used for a purchase, local (in-city) vendors will be given a five percent preference of the quoted price. The cost of doing business in the City of South Pasadena is acknowledged to be considerably higher compared to the cost of doing business outside of the city. As further rationale for local preference is that one percent of the sales tax on most acquisitions returns to the City General Fund as revenue, effectively reducing the procurement cost.

Cooperative Procurements ("Piggybacking")

The use of cooperative purchasing programs is encouraged as a way to obtain goods and/or services by aggregating volume, securing value pricing and reducing administrative overhead. Cooperative purchasing methods generally include the use of another public entity's (local or state) competitive bidding process to establish a contract with that agency's awardee (also known as "piggybacking").

Additionally, there are numerous regional and national purchasing cooperatives that offer cost free memberships to access databases of available goods and/or services. Examples of state contracts and purchasing cooperatives include:

- [California Multiple Award Schedules \(CMAS\)](#) of the Department of General Services (DGS),
- [OMNIA Partners, Public Sector](#) (formerly U.S. Communities),
- [Sourcewell](#) (formerly National Joint Partners Alliance),
- [NASPO ValuePoint](#) (formerly WSCA-NASPO, or the Western States Contracting Alliance-National Association of State Procurement Officials), and
- [nppgov](#) (national cooperative based in Seattle, WA)

Non-competitive Procurements

Non-competitive procurements represent purchases made without competitive bidding where it may otherwise be required. Examples of such procurements are provided below.

- Sole source. A sole source procurement represents a purchase that can only be obtained from a single source.
- Single source. A single source procurement represents a purchase that can be obtained from more than one source, but a decision is made to source the purchase based on compelling factors such as price/value, degree of specialization or technical expertise, or product standardization.
- Cooperative procurements. Cooperative purchases leverage competitive bidding conducted by another agency, as specified above.

The City Manager or designee may authorize the purchase of goods and services up to \$30,000 without competitive bidding if it is in the best interest of the City. The purchasing department must provide a written description explaining why competitive bidding is not in the City's best interest. Sourced purchases of goods and services greater than \$30,000 must be approved by the City Council.

When submitting a purchase requisition for a sourced purchase, using departments must provide a written justification that explains why the procurement cannot be competitively bid.

Procuring Goods or Services During Emergencies

Emergency events that pose threats to life or property may require immediate purchases without complying with competitive bidding or other policy requirements. Requirements for making purchases in emergency situations are contained in [Articles XI \(Purchasing\) and XIII \(Awarding Public Works Contracts\)](#) (<https://www.codepublishing.com/CA/SouthPasadena/#!/SouthPasadena02.html>). Emergency contracts may be subject to Public Contract Code Section 1102 and 22050.

Note: During declared disasters where the City may seek reimbursement from the Federal Emergency Management Agency (FEMA), many purchases must be procured using competitive bidding methods as established by the granting agency.

Environmentally Preferable Purchasing

In seeking to encourage the preservation and improvement of the environment, the City is establishing an Environmentally Preferable Purchasing Policy (EPP). The overall objective of the EPP is to help ensure that City purchases:

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

(17) Equipment Leasing Agreements.

(a) As used in this section:

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

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

(18) Maintenance Agreements.

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

(b) Maintenance agreements shall be signed or terminated before agreement expiration by the purchasing agent with prior approval of the department head responsible for the equipment.

(19) Noncompetitive Procurements. Nothing contained in this section shall prohibit procurement made by sole source, single source, or cooperative procurement methods as addressed through and in accordance with the purchasing policy, where competitive bidding may otherwise be required.

(20) Library Books and Periodicals. The city librarian may purchase library books, periodicals, audiovisual, CD-ROM, and electronic format materials in accordance with the budget approved by the city council.

(21) Nothing contained in this section shall prohibit the city from purchasing supplies, services or equipment, without complying with the herein bidding procedure, from a supplier who offers the same or better price, terms and/or conditions as the supplier previously offered as the lowest responsible bidder under competitive procurement conducted by another city or public agency; provided, that the competitive procurement process of the other agency meets



City Council Agenda Report

ITEM NO. 11

DATE: May 15, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Ted Gerber, Director of Public Works

SUBJECT: **Adoption of a Resolution Initiating the Proceedings and Ordering of the Preparation of the Engineer's Report for Fiscal Year 2024-2025 Lighting and Landscaping Maintenance District**

Recommendation

It is recommended that the City Council:

1. Adopt the attached Resolution initiating the proceedings for the Fiscal Year (FY) 2024-2025 Lighting and Landscaping Maintenance District (LLMD); and
2. Authorize the preparation of the Engineer's Report for the annual levy and collection of assessments.

Executive Summary

The LLMD assessment provides annual funds for the maintenance and operation of traffic signals, streetlights, median landscaping, street tree trimming, and tree removals and replacements. Each year, the City Council establishes assessments to cover these costs.

This adoption of a Resolution is the first of three to initiate the Engineer's Report. Subsequent Resolutions in Spring/Summer 2024 will declare the City's intention to provide for an annual levy and collection of assessments, and then confirm the collection of that levy and collection of assessments through a public hearing.

Background

The first step in the LLMD process requires City Council authorization to prepare an Engineer's Report, which contains the engineering study and details of the assessments and methodologies which are needed to submit the assessments to the County Assessor's Office. The maintenance costs are distributed equitably, assessing properties in accordance with special benefits received. Revenues generated by the proposed assessment district will substantially cover the maintenance cost within the LLMD service area, which coincides with the City of South Pasadena (City) boundaries. The City Council has previously approved the methodology for the assessments, and staff will continue with the same methodology this year.

Analysis

The Resolution (Attachment 1) calls for the preparation of an Engineer's Report showing the total maintenance costs, the parcels to be assessed, the assessment methodology, and the specific assessment for each affected parcel in the LLMD. For more than two decades, the Engineer's Report has been prepared adhering to the procedures established in the 1972 Landscaping and Lighting Act. As in previous years, the City must follow the same procedures, such as preparing an Engineer's Report and conducting a Public Hearing to

proceed with levying the assessments.

As a result of Proposition 218 (Prop 218), the City cannot increase the proposed assessments without going through a public ballot process. The City Council has supported the staff's recommendation to rely on an exemption of Prop 218 (passed in 1997), which allows the renewal of the LLMD assessments, provided the rates are not changed. If the assessment rates are changed, then the balloting requirements under Prop 218 must be fulfilled.

In January 2017, a ballot to increase assessments was performed. However, the weighted vote of the "No" ballots was 60.9%, therefore, the ballot measure failed as the simple majority requirement was not met. As a result, assessment rates the stayed the same as those previously in effect. In FY 2024-2025, there will be no change or increase in assessments under the currently proposed LLMD.

On April 24, 2024, City Council held a Special Joint Meeting with the Finance Commission as a study session to review the details of LLMD revenues and expenditures. Based on the discussion in that meeting, staff will proceed with the annual LLMD assessment process, and utilize the General Fund to pay for existing related programs that are not covered by current LLMD assessment revenue, as was the approach in past years. In addition, the City will not seek the introduction of a ballot measure to increase LLMD revenue at this time.

Next Steps

The Engineer's Report and Resolution of Intention will be presented for consideration at an upcoming City Council Meeting. A Public Hearing will be conducted to adopt a Resolution confirming the annual levy and collection of assessments for the LLMD for FY 2024-2025. In August 2024, the City's consultant will submit the proposed assessments to the Los Angeles County (County) Assessor's Office.

Fiscal Impact

The LLMD establishes the funding mechanism to provide approximately \$900,000 in revenues to exclusively cover the maintenance costs within the LLMD boundaries. For FY 2024-25, the LLMD estimated costs are \$1,467,200, and the General Fund will fund the difference. For FY 2024-25, the LLMD update will evaluate these costs related to the existing assessment as part of the Engineering Report. The revenue is collected through the County Assessor's Office as part of the property tax rolls. Consulting professional services will be utilized to prepare the Engineer's Report reflecting individual parcel assessments, including recordation with the County. A sufficient budget of \$10,000 has been appropriated from the LLMD Fund into Account Number 215-6010-6201-8170-000 to pay for the consultant fee.

Key Performance Indicators and Strategic Plan

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

Commission Review and Recommendation

This item was not reviewed by a City Commission.

Public Notification

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

Attachment:

[Attachment No. 1 -Draft Resolution initiating the proceedings for the Fiscal Year \(FY\) 2024-25 Lighting and Landscaping Maintenance District \(LLMD\).doc](#)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, INITIATING PROCEEDINGS FOR THE FISCAL YEAR 2024-25 LEVY AND COLLECTION OF ASSESSMENTS FOR CERTAIN LIGHTING AND LANDSCAPE MAINTENANCE IN AN EXISTING DISTRICT AND ORDERING THE PREPARATION OF A REPORT PURSUANT TO THE PROVISIONS OF DIVISION 15, PART 2, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA

WHEREAS, the City Council of the City of South Pasadena, California, has previously formed a street lighting and landscaping maintenance district pursuant to the terms and provisions of the "Landscaping and Lighting Act of 1972," Division 15, part 2 Streets and Highways Code of the State of California, in what is known and designated as City of South Pasadena Lighting and Landscaping Maintenance District (District); and

WHEREAS, at this time, this City Council desires to conduct proceedings to provide for the annual levy of assessments for the next ensuing Fiscal Year (FY) 2024-25, to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

WHEREAS, the provisions of said Streets and Highways Code of the State of California Division 15, Part 2, Chapter 3 requires a written report (commencing with Section 22620).

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

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

SECTION 2. That the public interest and convenience requires, and it is the intention of the City Council, to initiate proceedings for the annual levy and collection of special assessments for the continual maintenance of certain improvements, all to serve and benefit said District as said area is shown and delineated on a map as previously approved in prior annual levy's by this City Council and on file in the Office of the City Clerk, open to public inspection, and herein so referenced and made a part hereof.

SECTION 3. Staff is hereby authorized and ordered to have prepared and file with the City Council an engineers report relating to the FY 2024-25 levy of annual assessment for said District in accordance with the provisions of Streets and

Resolution No. 7813

Highways Code of the State of California Division 15, Part 2, Chapter 3 (commencing with Section 22620).

SECTION 4. That this resolution shall take effect immediately upon its adoption.

SECTION 5. For any and all information relating to the proceedings, project procedure, any documentation and/or information of a procedural or technical nature, your attention is directed to the below listed person at the local agency or department so designated.

H. Ted Gerber, Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

SECTION 6. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 15th day of May, 2024.

Evelyn G. Zneimer, Mayor

ATTEST:

APPROVED AS TO FORM:

Amber Tarif, Deputy City Clerk

Roxanne Diaz, City Attorney



City Council Agenda Report

ITEM NO. 12

DATE: May 15, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Ted Gerber, Director of Public Works
David Peña, Transportation Program Manager

SUBJECT: **Consider Approval of the Proposed Measure M Multi-Year Subregional Program (MSP) Funding Plan Project List and Direct Staff to Submit the List to the Arroyo Verdugo Communities Joint Power Authority**

Recommendation

It is recommended that the City Council consider approval of the proposed Measure M Multi-Year Subregional Program (MSP) Funding Plan project list and direct staff to submit the list to the Arroyo Verdugo Communities Joint Power Authority.

Executive Summary

This item is related to the submission of proposed projects to program regional transportation funding allocated to the City of South Pasadena in future fiscal year's 2025-2026 and 2026-2027.

Background

On November 8, 2016, LA County voters approved Measure M, which is a 1/2 cent sales tax measure to provide funding for transportation improvements across Los Angeles County. The Los Angeles County Metropolitan Transportation Authority (LACMTA or Metro) adopted Measure M guidelines to establish a process by which subregional funds under Measure M are programmed by the subregions' respective governing entities. As a result, the San Gabriel Valley Council of Governments (SGVCOG) was tasked with programming and administering the Measure M MSP funds through the development of five-year subregional fund programming plans in the San Gabriel Valley. On October 4, 2017, the Arroyo Verdugo Streeting Committee, comprised of the Cities of Burbank, Glendale, La Canada Flintridge, Pasadena, South Pasadena, and a section of unincorporated LA County near Montrose, established the Arroyo Verdugo Communities Joint Power Authority (AVCJPA) to address regional transportation planning, and facilitate the distribution of Measure M funds in the subregion.

The City of South Pasadena currently has a balance of \$937,150 of unprogrammed funds from the Metro Measure M Multi-Year Subregional Program funding. In this current Cycle 4, the City received an additional \$1,421,558 for Modal Connectivity, Complete Streets, Subregional Equity Program, and Transit Projects which totals up to \$2,358,708 available. Part of being a member of the AVCJPA, requires all six (6) Cities and unincorporated areas to collectively submit their projects as an MSP plan, or programming request, in June 2024, with

an expected Metro Board approval in August 2024. The submittal will be prepared by a consultant, Cambridge Systematics, on behalf of the AVCJPA.

In 2022, the Mobility and Transportation Infrastructure Commission (MTIC) and the City Council considered programming MSP funds from Cycles 1 and 2 of the program, which was approximately \$1,210,000 and \$513,000, respectively – a total of \$1,722,624. Four of the five projects submitted were accepted by Metro at a total value of \$1,322,624 leaving \$400,000 unprogrammed from Cycle 2. This fifth project, the proposed Garfield Avenue and Monterey Road Traffic Signal and Bicycle Lane Improvements on Garfield Avenue, had been previously approved by Council at the March 2, 2022 Council Meeting, contingent upon several considerations. These included agreement and cost sharing with City of San Marino; consideration for synchronization with the existing traffic signal at Garfield Avenue and Mission Street; potentially programming an off-peak flashing yellow signal phase; and implementation of bike lanes on Garfield with community outreach. The project was approved for \$400,000 dollars and submitted to the AVCJPA, but it never became part of program due to the limited pre-analysis.

Analysis

Staff recommend including two projects on this cycle's submission to the AVCJPA and Metro:

1. Program \$500,000 for the Garfield Avenue and Monterey Road traffic signal, bicycle lane improvements on Garfield Avenue in accordance with the adopted Bicycle Master Plan, and related community outreach;
2. Program \$900,000 for the Mission Street from Pasadena Avenue to Arroyo Drive intersection street improvements with multi-modal and safety improvements for all modes with bike lane connectivity, Americans with Disabilities Act (ADA) compliant ramps, expanded sidewalks along Mission Street, curb improvements, right turn only lane on certain approaches, narrowing of traffic lanes, pedestrian access and safety improvements, and restriping.

The traffic signal project at Monterey and Garfield funding was never programmed, as such staff recommends allocating \$500,000 for the traffic signal project at Monterey and Garfield and a bike lane on Garfield Avenue. The Bicycle Master Plan of 2011 identifies a Class III lane north of Mission and Garfield and a Class II bike lane south of Mission to Oak Street, and then a Class II from Oak Street to Huntington Drive. Staff are initiating a warrant analysis as a precursor requirement that helps inform whether a traffic signal is warranted. Additionally, staff initiated preliminary discussions with City of San Marino to discuss the cost-sharing for the traffic signal and other improvements along this corridor. Similar to City of South Pasadena, City of San Marino would have to confer with their Public Safety Commission and Council, and as well as their residents, if the project were to move forward.

In the last ten years, the existing intersection specifically along Mission Street between Arroyo Drive and Pasadena Avenue experienced eight (8) traffic collisions that resulted in property damage. Six (6) of those collisions listed "improper turning" as the primary collision factor and two (2) of them were driving under the influence (DUIs) which listed the collision as the primary code of violation. Arroyo Drive and Mission Street experienced four (4) traffic collisions with three (3) injuries for each of those accidents – one being a severe injury. On Pasadena Avenue and Mission, there was one (1) injury which listed the primary code of violation as a pedestrian having the right-of-way. The intersection is challenging for all users due to the curve and grade change to various degrees.

The estimated costs for both projects, which are not currently allocated in the City's capital improvement budget, are between \$900,000 to \$1.3 million dollars, depending on the type of material used for the improvements, i.e. asphalt or concrete.

In total, these two projects would result in a cost of \$1,400,000 assuming asphalt is selected for project at Mission Street which would leave \$958,708 for future MSP programming.

Alternatives (if applicable)

As this item is related to committing future FY 26-27 funding to a proposed project, the Council may take any action it deems appropriate, including modifying the project, opting for a different project, or taking no action which would defer the funds for a later time. If taking no action, City staff expect the next opportunity to program the funds will be in FY 25-26.

Fiscal Impact

Approximately \$2.3 million is available to the City of South Pasadena for transportation projects through the AVCJPA Measure M MSP Program. The program funding has been allocated on a per capita basis through the AVCJPA to the City. This funding can be applied to traffic studies, environment assessments, design, and construction costs of the proposed projects. Approving this item would program funding in future fiscal year's 2025-2026 and 2026-2027 of the City's capital improvement program, where approved by Metro.

Key Performance Indicators and Strategic Plan

This item aligns with Strategic Plan priority "Transportation and Mobility Projects" Programming these two projects with the AVCJPA and as part of the capital improvement program, constructs mobility improvements for all users.

Commission Review and Recommendation

During the April 2024 meeting, the Mobility and Transportation Infrastructure Commission (MTIC) recommended that the City Council move forward with programming \$500,000 for the traffic signal at Garfield Avenue and Monterey Road, including bicycle lane improvements along Garfield Avenue in accordance with the adopted Bike Master Plan, subject to determination of bike lane feasibility and a traffic signal warrant. MTIC also recommended to program \$900,000 for the Mission Street from Pasadena Avenue to Aroyo Drive intersection street improvements as recommended by staff.



City Council Agenda Report

ITEM NO. 13

DATE: May 15, 2024

FROM: Arminé Chaparyan, City Manager

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

SUBJECT: **Receive and File Fiscal Year 2024-2025 Water and Sewer Capacity Charges**

Recommendation

It is recommended that the City Council receive and file information related to the annual adjustment of Water and Sewer Development Impact Fees, also referred to as Water and Sewer Capacity Charges, for Fiscal Year (FY) 2024-2025.

Executive Summary

The expansion or improvements of water and sewer facilities requires the imposition of a development impact fee, which was established in 2015. The fee only impacts development, not customers with existing service, which is limited to about a dozen accounts per year. Beginning July 1, 2016, and on each July 1 thereafter, the rate of the fee increases without further action by the City in accordance with a formula established in the South Pasadena Municipal Code (SPMC). This item provides City Council and the public information on the FY 2024-2025 rates.

Background

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

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

Where the “Council Approved Rate” is the rate most recently establish by resolution or ordinance of the city council, the “ENR Index for April of Current Year” is the Construction Cost Index published in the Engineering News-Record (ENR) for the month of April of the year when the calculation is made. The “ENR Index for April of Council Approval Year” is the Construction Cost Index published for April of the year in which the City Council approved the rate, which in this case was 2015.

Analysis

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

The baseline rates that were established in the 'Council Approval Year' FY 2015-2016 are associated with an April 2015 ENR Index of 9992. The ENR Index from April 2024 is 13532. The ratio of 13532 (April 2024) to 9992 (April 2015) is 1.35428 (135.4%), which is the number used to increase the FY 2015-2016 established rates to the new FY 2024-2025 rates. Tables 1 and 2 in Attachment 1 demonstrate this analysis for water and sewer capacity charges, respectively.

Fiscal Impact

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

Key Performance Indicators and Strategic Plan

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

Commission Review and Recommendation

This item was not reviewed by a commission.

Public Notification

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

Attachment:

[Attachment No. 1 - Calculation of FY 2024-2025 Sewer Capacity - Impact Fee Rates \(Tables\).docx](#)

[Attachment No. 2 - January 7, 2015 Ordinance 2280 Adding South Pasadena Municipal Code Chapter 16B Related to Water and Sewer Impact Fees.pdf](#)

[Attachment No. 3 - February 4, 2015 Resolution 7390 Establishing Water and Sewer Capacity Charges.pdf](#)

Table 1: Calculation of FY 2024-2025 Water Capacity / Impact Fee Rates						
Water Capacity / Impact Fee Rates Adopted in FY 2015-2016 (Baseline Year)				New Water Capacity / Impact Fee Rates Calculated for FY 2024-2025		
Water Meter Size	Water Meter Capacity (gpm)	Water Capacity Charge (from 2015 Resolution 7390)	ENR Index for April of FY 2015- 2016 (Council Approval Year)	ENR Index for April of FY 2024- 2025 (New Year)	Ratio (New Year / Council Approval Year)	Water Capacity Charge Effective 7/1/2023
3/4"	20	\$ 7,916	9992	13532	1.354283	\$ 10,721
1"	50	\$ 19,789				\$ 26,800
1 1/2"	100	\$ 39,578				\$ 53,600
2"	160	\$ 63,325				\$ 85,760
3"	320	\$ 126,649				\$ 171,519

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

Table 2: Calculation of FY 2024-2025 Sewer Capacity / Impact Fee Rates					
Sewer Capacity / Impact Fee Rates Adopted in FY 2015-2016 (Baseline Year)			New Sewer Capacity / Impact Fee Rates Calculated for FY 2024-2025		
Sewer Connection Size	Sewer Capacity Charge (from 2015 Resolution 7390)	ENR Index for April of FY 2015- 2016 (Council Approval Year)	ENR Index for April of FY 2024- 2025 (New Year)	Ratio (New Year / Council Approval Year)	Water Capacity Charge Effective 7/1/2023
1 Equivalent Dwelling Unit (EDU)	\$ 2,094	9992	13532	1.354283	\$ 2,836

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

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

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

SECTION 1. The City Council finds and declares that:

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

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

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

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

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

CHAPTER 16B
WATER AND SEWER IMPACT FEE

16B.1 Purpose

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

16B.2 Definitions

As used in this chapter:

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

16B.3 Water and Sewer Impact Fee Imposed

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

16B.4 Timing of Payment

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

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

16B.5 Calculation of Fee

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

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

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

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

16B.6 Appeals

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

16B.7 Exemptions

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

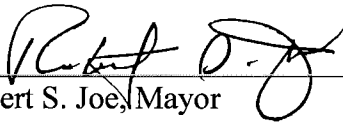
- (a) Alterations which do not increase the floor area of a structure;
- (b) Additions to single-family residential dwellings which does not constitute habitable space as defined by the Uniform Building Code; or
- (c) Single-family residential dwellings upsizing their meter without a change of use;
-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

16B.8 Fund accounting

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

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


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



Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:



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



Teresa L. Highsmith, City Attorney

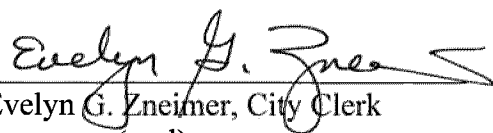
I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7th day of January, 2015, by the following vote:

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

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)

RESOLUTION NO. 7390**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
ESTABLISHING WATER AND SEWER
CAPACITY CHARGES**

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

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

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

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

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

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

WATER CHARGES

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

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

SEWER CHARGES

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

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

SECTION 3. Effective Date

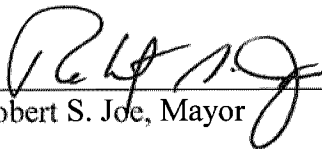
The Water and Sewer Capacity Charges adopted herein shall be effective as of April 5, 2015.

SECTION 4. Adjustments

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

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

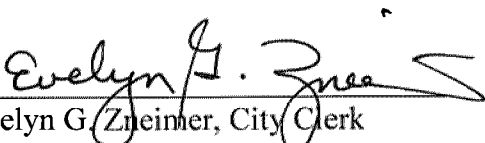
PASSED, APPROVED, AND ADOPTED this 4th day of February, 2015.



 Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:



 Evelyn G. Zneimer, City Clerk
 (seal)



 Teresa L. Highsmith, City Attorney

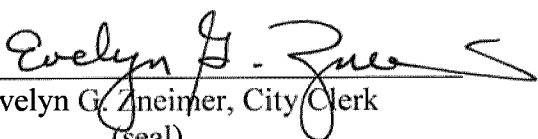
I HEREBY CERTIFY the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California at a regular meeting held on the 4th day of February, 2015, by the following vote:

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

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)



City Council Agenda Report

ITEM NO. 14

DATE: May 15, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Cathy Billings, Library Director
Lucy Hakobian, Deputy Director, Community Services

SUBJECT: **CONSIDER THE FORMAL ESTABLISHMENT OF THE LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE FOR THE LIBRARY/COMMUNITY CENTER SITE PLAN PROJECT AND SELECT AND APPOINT THE MEMBERS TO THE COMMITTEE**

Recommendation

It is recommended that the City Council consider:

1. Formally establishing a fourteen-member Brown Act Ad Hoc Committee, to be known as the Library/Community Center Comprehensive Site Plan Ad Hoc Committee, composed of two Councilmembers, one Library Board Trustee, one Community Services Commissioner, one Friends of the Library representative, one Senior Citizens' Foundation of South Pasadena representative, and eight at-large members; and
2. Appointment of the following slate for the fourteen positions of the Library/Community Center Comprehensive Site Plan Ad Hoc Committee:
 1. Evelyn G. Zneimer, Mayor, City of South Pasadena;
 2. Janet Braun, Councilmember, City of South Pasadena;
 3. Bianca Richards, representing the Library Board of Trustees;
 4. Leslie Albe Field, representing the Community Services Commission;
 5. Kristen Dubé, representing the Friends of the Library;
 6. Alexandria Levitt, representing the Senior Citizens' Foundation;
 7. Tom Afschar, as an at-large member;
 8. Rich Elbaum, as an at-large member;
 9. Tony Hou, as an at-large member;
 10. Eugene Kim, as an at-large member;
 11. Victoria Rocha, as an at-large member;
 12. Dean Serwin, as an at-large member;
 13. Julia Wang, as an at-large member; and
 14. Jasmine Wong, as an at-large member.

Executive Summary

The City Council approved \$150,000 in the Fiscal Year 2023-2024 Budget to fund the first phase of a comprehensive site planning project for the Library Park site that is home to the Library, Library Community Room, and Senior Center. On December 20, 2023, the City

Council discussed an agenda item that sought direction on the creation of an ad hoc committee to assist with the development of the Library/Community Center Comprehensive Site Plan (Site Plan). Two Councilmembers (Mayor Zneimer and Council Member Braun) were tasked to work with staff to refine the composition of the proposed ad hoc committee and to develop a slate of members for the City Council's consideration at a future meeting. The composition and membership being recommended by Mayor Zneimer and Council Member Braun and staff takes into account the feedback and recommendations provided by Councilmembers at the December meeting.

Background

The existing Library and Senior Center facilities were built in 1982. Starting as early as 1999, it was recognized that the library facility was not able to meet the space and functional needs of the community. Over the years committees created by the City Council were tasked with assessing library and community services needs and identifying improvements that should be made to the facilities. These included the Community Facilities Task Force (active 1999-2004) and the Community Center Ad Hoc Committee (active 2013-2024). Both were successful in assessing needs, gathering community input, and making recommendations, but the recommendations were not acted on.

In June 2022 the Library embarked on the process of developing a new five-year strategic plan. The community outreach conducted as part of the development of the 2023-2027 Library Strategic Plan (Strategic Plan) provided extensive feedback from the public about the shortcomings of the existing library facility. Many of these needs had already been documented by the Community Facilities Task Force two decades before. Adopted May 3, 2023, by the City Council, the Strategic Plan included two facility-related goals: 1) address short-term and long-term critical and safety-related improvements, and 2) ensure the City has a viable and modern library facility that meets the long-term needs of the community. Based on the totality of information collected from the work of previous committees, public input from the Strategic Plan, and multiple professional facility assessments, there was consensus that the idea of a new facility for the Library Park site should be explored. City Council allocated \$150,000 in the Fiscal Year 2023-2024 Budget for the purpose of developing a Site Plan that would address the community's need for a contemporary and forward-looking facility for library and community services. The allocation of these funds launched the Library/Community Center Comprehensive Site Plan Project (Project). The following summarizes the Project activity that has taken place to date.

August 23, 2023: After the adoption of the Fiscal Year 2023-2024 budget, the Project kicked off with an interdepartmental staff meeting where team members and next steps were identified, including formation of an ad hoc committee and drafting and issuing a Request for Qualifications (RFQ) to start the competitive bidding process to select a planning/design consultant to lead the Project.

December 20, 2023: At a regular meeting of the City Council, staff recommended Council consider establishing an ad hoc committee to work closely with staff and consultants for the duration of the Project and proposed a suggestion for the composition of the ad hoc committee. After discussion and input from Councilmembers, Mayor Evelyn G. Zneimer and Councilmember Janet Braun volunteered to be part of this new ad hoc (hereinafter referenced as "two Councilmembers") and were asked to work with staff to develop a recommendation for the final composition and membership of an ad hoc committee for Council's consideration at a future meeting.

December 22, 2023: The City issued a RFQ soliciting proposals from qualified consultants to assist in the initial phase of the development, visioning, and planning for a Comprehensive Site Plan. The deadline for submissions was January 25, 2024, later extended to February 1, 2024. Thirteen proposals were received by the deadline.

January 10, 2024: The two Councilmembers met with staff to discuss the composition of the proposed ad hoc committee. It was agreed that it should include members representing City Council (2), Library Board of Trustees (1), Community Services Commission (1), Friends of the Library (1), Senior Citizens' Foundation of South Pasadena (1), and five at-large members to be recruited through an open call for applications.

February 8, 2024: A call for applications from individuals interested in serving as at-large members of the proposed ad hoc committee was released. Applications were due February 28, 2024. Fifty-seven applications were received.

March 2024: The Library Board of Trustees, Community Services Commission, Friends of the South Pasadena Public Library, and the Senior Citizen's Foundation of South Pasadena identified the individuals that they recommend represent them on the proposed ad hoc committee.

April 23, 2024: The two Councilmembers met with staff to review the at-large member applications. Fifteen applicants were selected for interviews.

May 6 & 9, 2024: The two Councilmembers and staff interviewed at-large position applicants. Based on the caliber and strengths of the applicants, it was decided that the number of at-large members should be eight, instead of five. The recommendation for composition and membership of the proposed ad hoc committee is finalized for the City Council's consideration.

May 15, 2024: At a regular meeting the City Council is presented with a recommendation that they consider establishing the 14-member Library/Community Center Comprehensive Site Plan Ad Hoc Committee (referred to as "Site Plan Ad Hoc Committee") and appoint the slate of members as recommended by the two Councilmembers and staff.

Analysis

The development of a new library and community center for South Pasadena is a transformational undertaking that will engage the entire community. Establishing a committee made up of people representing a wide range of demographics and interests to help guide the Project will be key to success. In December staff presented a suggested composition for the proposed committee to the City Council for their consideration. Staff suggested the committee be composed of at-large members from the community as well as representatives from City Council, the Library Board of Trustees, the Community Services Commission, and the non-profit Friends of the South Pasadena Public Library and Senior Citizens' Foundation of South Pasadena. Councilmembers discussed this suggestion and provided comments and input that are incorporated into the proposal before the Council tonight. In particular, Councilmembers expressed that 1) there needed to be a balance between at-large members and members representing official bodies, with the at-large members making up the majority, 2) at-large members should represent South Pasadena's diverse demographics and bring fresh perspectives to the Project, and 3) continuity and communication would be important for the

successful participation of the Library Board of Trustees and Community Services Commission.

The Site Plan Ad Hoc Committee is to be involved in all aspects of the Project, so its creation is critical to moving the Project forward. After a thorough process of onboarding members, the Site Plan Ad Hoc Committee's first order of business would be to participate in the review of the site planning consultant proposals so that a recommendation for an award of contract can be presented to the City Council. Once the Site Plan Ad Hoc Committee's work is completed, the committee will be dissolved as it has a limited purpose.

The onboarding process will ensure Site Plan Ad Hoc Committee members have the information they need to meaningfully participate. It will cover/include/provide:

The purpose of the Site Plan Ad Hoc Committee.

- Project overview and historical context.
- Logistics: meeting schedule, term of service, communication tools, etc.
- An overview of what the site planning process entails, including timeline, milestones, etc. (provided by a consultant with extensive experience).
- Roles and responsibilities of Site Plan Ad Hoc Committee members, staff, consultants.
- Access to background information and relevant reports/studies.
- Brown Act introduction/training.

The members of the Site Plan Ad Hoc Committee will play a vital role in this monumental project, from inception to completion, by contributing their insights and expertise. The Site Plan Ad Hoc Committee, being subject to the Brown Act, will ensure transparency and pave the way for the robust public participation that will result in a Comprehensive Site Plan for a library and community center that can meet the diverse needs of South Pasadena residents for decades to come.

Alternatives (if applicable)

The City Council could give direction to revisit the recommended composition of the proposed Site Plan Ad Hoc Committee and/or the slate of candidates presented. Alternatively, the City Council could choose not to establish the Site Plan Ad Hoc Committee, to move the Project forward in a different way, or to pause the Project.

Fiscal Impact

The \$150,000 allocated by Council to this Project in Fiscal Year 2023-2024 has not been spent. Pending the formal establishment of the Site Plan Ad Hoc Committee, a site planning consultant will be selected from the 13 eligible proposals received in response to the Request for Qualifications. The \$150,000 not spent in the current Fiscal Year would need to be allocated in Fiscal Year 2024-2025 to pay for these consulting services and any minimal Project-related administrative expenses (e.g., printing, supplies for community outreach events). To fully realize a new facility for South Pasadena's library and community services, funding for future Project phases, such as design and construction, would be required.

Key Performance Indicators and Strategic Plan

The Library/Community Center Comprehensive Site Plan Project is included in the Infrastructure section of the City's Strategic Plan as task no. 5.

Commission Review and Recommendation

The Library Board of Trustees has received multiple updates on the Site Planning Project and the proposed Site Plan Ad Hoc Committee. On March 14, 2024, the Trustees voted unanimously to recommend the appointment of Trustee Bianca Richards to the Site Plan Ad Hoc Committee. On March 11, 2024, the Community Services Commission received a report on the Project from Community Services Director Sheila Pautsch, and Commissioner Leslie Albe Field was selected to represent the Commission on the Site Plan Ad Hoc Committee.



City Council Agenda Report

ITEM NO. 15

DATE: May 15, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Luis Frausto, Acting Deputy City Manager
Mark Perez, Deputy City Clerk

SUBJECT: **Consideration of Approval of City Council Meeting Minutes for September 21, 2022, December 21, 2022, and February 1, 2023**

Recommendation

It is recommended that the City Council approve the minutes for the September 21, 2022, Regular City Council Meeting, the December 21, 2022, Special City Council Meeting, the December 21, 2022, Regular City Council Meeting, and the February 1, 2023, Regular City Council Meeting.

Executive Summary

Attached for the City Council's consideration and approval are meeting minutes for various dates as listed on the agenda and hereby included as attachments to this staff report. Staff was tasked with completing the backlog of minutes, which accrued over the recent years. The backlog of minutes is now complete.

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.

Fiscal Impact

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

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.

Attachment:

[Attachment No. 1 - September 21, 2022, Regular City Council Minutes.docx](#)

[Attachment No. 2 - December 21, 2022, Special City Council Minutes.docx](#)

[Attachment No. 3 - December 21, 2022, Regular City Council Minutes.docx](#)

[Attachment No. 4 - February 1, 2023, Regular City Council Minutes.docx](#)



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

MINUTES

WEDNESDAY, SEPTEMBER 21, 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, September 21, 2022, at 7:09 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Mayor	Michael Cacciotti
Mayor Pro Tem	Jon Primuth
Councilmember	Jack Donovan
Councilmember	Diana Mahmud (via zoom)
Councilmember	Evelyn G. Zneimer

ABSENT

None.

Yolanda Chavez, Records Specialist, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Andrew Jared, City Attorney; Yolanda Chavez, 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 Pledge of Allegiance was led by Councilmember Mahmud

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

A. REAL PROPERTY NEGOTIATIONS

(Government Code Section 54956.8)

- 1. Property Address: 660 Stoney Drive
Agency Negotiator: Arminé Chaparyan, City Manager
Negotiating Party: Arthur Becerra, South Pasadena Batting Cages
Under Negotiation: Price and Terms
- 2. Property Address: 920 Lohman Lane
Agency Negotiator: Arminé Chaparyan, City Manager
Negotiating Party: John Letts, iTennis
Under Negotiation: Price and Terms

B. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

- 1. City of South Pasadena v. California Department of Transportation (LASC Case No. 21STCP01779)

City Attorney Jared reported that the item A-1 was discussed and will be on an Open Session Agenda in the future. City Attorney Jared reported that the item A-2 was not discussed and will be returning to Closed Session in the future to discuss price and terms. City Attorney Jared reported that no reportable action was taken in closed session on item B. The City Council recessed into closed session at 5:05 P.M. All City Councilmembers were present. The City Council recessed closed session at 7:04 P.M.

PUBLIC COMMENT

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

Zoom Public Comments:

Anne Bagasao spoke regarding City Manager Chaparyan for her leadership and the staff.

Yvonne LaRose spoke regarding the Caltrans housing.

In-Person Public Comments:

Kim Carlson spoke regarding City Manager Chaparyan and SB 381.

Sean Teer spoke regarding City Manager Chaparyan and the Caltrans homes.

PRESENTATIONS

3. PET ADOPTION: PASADENA HUMANE SOCIETY

Kevin from Pasadena Humane Society introduced Monty and announced the upcoming adoption fair and a Wiggle Waggle Walk.

4. STAFF RECOGNITION

Management Services Department

Acting Management Services Director Belinda Varela introduced Chief City Clerk Desiree Jimenez, CMC.

Community Services Department

Community Services Deputy Director Lucy Hakobian introduced Management Assistant Melinda Tracey, Management Aide Melissa Diaz, and Management Aide Jennifer Guidos.

Community Services Director Sheila Pautsch introduced Management Analyst Israel Suarez and Community Services Supervisor Melissa Snyder.

5. MECHANT MINUTE -- Preppi

Business Owners: Lauren Tafuri and Ryan Kuhlman

South Pasadena Chamber of Commerce President and CEO Laurie Wheeler gave a presentation on the company Preppi.

COMMUNICATIONS

6. COUNCILMEMBERS COMMUNICATIONS

Councilmember Zneimer spoke regarding her attendance at the Asian and Pacific Islander Coalition Summit in Monterey Park and the 911 Remembrance Ceremony held at City Hall at 6:15am. On September 14, 2022, attended the AQMD event and the Public Works Commission meeting where Public Works Director Ted Gerber presented the City Hall Fleet Electrification Infrastructure Project in composing Clean Power Alliance power ready program.

On September 17, 2022, Dodgers Trivia Night was held by the South Pasadena Women's Club for fundraising. Attended the Mobility Transportation Infrastructure Commission for the discussion regarding the Bicycle Master Plan.

Mayor Pro Tem Primuth spoke regarding his attendance at the neighborhood meeting with the City Manager and the Police Chief regarding safety concerns. He checked on the Caltrans properties for property security. Attended the September 12, 2022, Public Safety Commission meeting and discussed the city's emergency preparedness plans with an emphasis on shootings. He attended the Mobility Transportation Infrastructure Commission meeting where they discussed the Bicycle Master Plan.

Councilmember Donovan spoke regarding his time at the Glen Oaks Golf Course in Glendora and how they remodeled their facility.

Councilmember Mahmud spoke regarding her attendance at the Clean Power Alliance meeting where she received a debrief on the weather emergency through the heat wave. The Planning Commission approved the Fairway Court project and added a few more conditions. The Library Board of Trustees discussed health and safety issues. They reviewed the results of a summer

outcome survey. There was a high degree of satisfaction with the services offered by the library. The library is participating in One Book One City and the book is *The Queens of Animation* by Nathalia Holt. A virtual book discussion will be held on October 26, 2022.

Mayor Cacciotti spoke regarding his one-hour phone call with the California Air Resources Board refining their rules on the 30 million dollars on commercial and local gardeners in the area and they should be complete by November 7, 2022. He met with the Glen Oaks Golf Course in Glendora to view their facility. He attended the 911 Remembrance Ceremony. He attended the staff barbeque with Mayor Pro Tem Primuth and Councilmember Zneimer.

7. CITY MANAGER COMMUNICATIONS

City Manager Chaparyan invited the community to the South Pasadena Open House at City Hall on October 2, 2022 from 10:00am to 2:00pm.

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

City Manager Chaparyan pulled Item No. 11, which will be brought back to Council as a discussion in a future meeting.

CONSENT CALENDAR

The City Manager requested that Item No. 13 be pulled from the Consent Calendar and be relocated as an Action/Discussion Item. Councilmember Mahmud would like to pull Item No. 12 for discussion. Councilmember Zneimer requested to pull Item No. 9 for separate discussion. A motion was made by Councilmember Donovan and seconded by Councilmember Mahmud to approve Consent Calendar Item Nos. 10, 14, and 15. The motion carried 5-0, by the following vote:

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

9. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$19,748.42; GENERAL CITY WARRANTS IN THE AMOUNT OF \$442,212.29; ONLINE PAYMENTS IN THE AMOUNT OF \$611,055.05; PAYROLL IN THE AMOUNT OF \$911,411.31

Recommendation

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

Finance Director Ken Louie responded to questions and concerns from the City Council.

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

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

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

10. MONTHLY INVESTMENT REPORT FOR JULY 2022

Recommendation

It is recommended thservices.ity Council receive and file the Monthly Investment Report for July 2022.

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

11. ADOPTION OF RESOLUTION APPROVING A NEW PUBLIC WORKS JOB DESCRIPTION, CLASSIFICATON AND SALARY SCHEDULE CREATION OF FACILITIES AND PARKS SUPERVISOR; AND APPROVAL OF A SECOND SENIOR MAINTENANCE WORKER

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A NEW JOB DESCRIPTION AND SALARY RANGE FOR THE FACILITIES AND PARKS SUPERVISOR

Recommendation

It is recommended that the City Council:

1. Approve the reclassification of the Facilities Supervisor and Parks Supervisor to one Facilities Supervisor position; and
2. Approve the addition of a second Senior Maintenance Worker from the cost savings of consolidating the Facilities and Parks Supervisor positions.

This item was pulled from the agenda to a future meeting date.

12. AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT WITH WEST COAST ARBORISTS, INC. IN THE AMOUNT OF \$705,500 FOR URBAN FORESTRY SERVICES

Recommendation

It is recommended that the City Council:

1. Award a contract to West Coast Arborists, Inc. to provide urban forestry services to the City for an annual amount of \$705,500 for urban forestry services for:
 - a. Fiscal Years 2022-2023, 2023-2024, and 2024-2025 or
 - b. Fiscal Year 2022-2023, with an option to renew the agreement in years 2023-2024 and 2024-2025;
2. Appropriate an additional \$155,000 from the General Fund to Park Maintenance Contract Services Account No. 101-6010-6410-8170-000 to sufficiently fund services for the City's urban forest, as well as as-needed services for events or special requests; and
3. Authorize the City Manager to enter into a maintenance agreement with West Coast Arborists, Inc. and execute any related documents.

Item was moved to Action/Discussion as Item Number 18.

13. AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT WITH BASE HILL, INC. FOR THE MONTHLY AMOUNT OF \$16,885 FOR JANITORIAL SERVICES

Recommendation

It is recommended that the City Council:

1. Award a contract to Base Hill, Inc. to provide janitorial services to City facilities, and authorize the City Manager to enter into a maintenance agreement with Base Hill, Inc. for a monthly amount of \$16,885, and periodic work at proposed hourly rates as needed for janitorial services for:
 - a. Fiscal Years 2022-2023, 2023-2024, and 2024-2025, or
 - b. Fiscal Years 2022-2023, with an option to renew the agreement in years 2023-2024 and 2024-2025; and
2. Appropriate an additional \$15,400 from the General Fund to Facilities Maintenance Contract Services Account No. 101-6010-6601-8180-000 to sufficiently fund monthly janitorial services for the City's facilities, as well as as-needed services for events or special requests.

Item was moved to Action/Discussion as Item Number 19.

14. AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT WITH CIVICPLUS IN THE AMOUNT OF \$29,709.50 FOR COMMUNITY SERVICES DEPARTMENT MANAGEMENT SOFTWARE

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to execute the attached agreement with CivicPlus in the amount of \$29,709.50 for Community Services Department Management Software; and
2. Transfer \$50,000 to State and Local Fiscal Recovery Funds from Account No. 101-3010- 3041-8020 (Finance - Special Department Expense). to Account No. 101-8030-8031-8180 (Community Services - Contract Services) to fully fund the agreement.

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

15. AGREEMENT WITH NEOGOV FOR SUBSCRIPTION SERVICES TO ENHANCE HIRING AND EMPLOYEE MANAGEMENT EFFICIENCIES

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to Execute an Agreement with NEOGOV, for subscription services to enhance the recruitment, onboarding, and employee efficiency, in the amount of \$51,222.29, for the period of October 3, 2022, through June 30, 2024; and
2. Transfer \$51,229.29 in State and Local Fiscal Recovery Funds from Account No. 101-3010- 3041-8020 (Finance- Special Department Expense) to Account No, 101-3010 to fully fund the agreement, with funds for the second year of subscription services rolling over to Fiscal Year 2023-2024.

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

ACTION/DISCUSSION

16. CLEAN POWER ALLIANCE POWER READY PROGRAM

Recommendation

It is recommended that the City Council authorize the City Manager to enter into a Memorandum of Understanding with the Clean Power Alliance to participate in the Clean Power Alliance Power Ready Program, which facilitates installation of solar panels at the Hope/Mound City parking lot and battery backup systems at City Hall to support building electrification.

Public Works Director Ted Gerber responded to questions and concerns from City Council.

In Person Public Comment:

Casey Law commented spoke regarding the item.

John spoke regarding the item.

Bill Kelly spoke regarding the item.

Linda Mcpermott spoke regarding the item.

Christopher Ferguson spoke regarding the item.

A motion was made by Councilmember Mahmud, seconded by Councilmember Zneimer and approved by roll call vote to approve this item, as presented. The motion carried 5-0, by the following vote:

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

17. POLICE DEPARTMENT FLEET ELECTRIC VEHICLE LEASE AND SOUTHERN CALIFORNIA EDISON (SCE) CHARGE READY PROGRAM

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to enter into a Participation Agreement with Southern California Edison (SCE) to participate in the SCE Charge Ready Program, which facilitates installation of Level 2 electric vehicle chargers at City Hall parking lots (police department, fire department, and employee parking lots) to support Public Safety fleet electrification, and a 10-year commitment by the city to provide and maintain the chargers;
2. Authorize the City Manager to enter into a Master Lease Equity Agreement between the City of South Pasadena and Enterprise Fleet Management Inc.;
3. Authorize appropriation of \$304,124 for the leasing of ten (10) new Tesla Model Y and ten (10) Tesla Model 3 vehicles from Enterprise Fleet Management Inc., authorize appropriation of \$383,752 for a one-time down payment for twenty (20) vehicles from

Enterprise Fleet Management Inc., and a 15% project contingency, and authorize \$31,124 for the vehicle lease account deficit payment, for a total of \$719,000;

4. Provide direction to City staff on developing plans to install one or more Level 3 electric vehicle chargers in the City Hall Police Department parking lot to support Public Safety fleet electrification; and
5. Authorize the City Manager to execute related documents on behalf of the city.

Public Works Director Ted Gerber and Police Sergeant Tony Abdala responded to questions and concerns from City Council.

In Person Public Comments:

Walter Cervantez spoke regarding the item.

Bill Kelly spoke regarding the item.

John Cervantez spoke regarding the item.

David Maline spoke regarding the item.

Alan Ehrlich spoke regarding the item.

Frank Cardenas spoke regarding the item.

Diego Tomas Zavala spoke regarding the item.

Jose Zavala spoke regarding the item.

Welsey Reutimann spoke regarding the item.

Zoom Public Comments:

Anne Bagasao spoke regarding the item.

Omari Ferguson spoke regarding the item.

Joe Lyou spoke regarding the item. in support of the item.

Fernando Gaytan spoke regarding the item.

Darrell Clarke spoke regarding the item.

Victor Griego spoke regarding the item.

A motion was made by Mayor Pro Tem Primuth, seconded by Councilmember Donovan to approve the staff recommendation number 1. The motion carried 5-0, by the following vote:

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

A motion was made by Mayor Pro Tem Primuth, seconded by Mayor Cacciotti to approve the staff recommendation numbers 2, 3, 4, and 5 with direction on number 4 to proceed with developing plans to install one or more Level 3 electric chargers. The motion carried 4-1, by the following vote:

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

The City Council took a health break at 11:45 P.M.

The Mayor reconvened the Regular City Council meeting at 11:51 P.M.

18. AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT WITH WEST COAST ARBORISTS, INC. IN THE AMOUNT OF \$705,500 FOR URBAN FORESTRY SERVICES

Recommendation

It is recommended that the City Council:

1. Award a contract to West Coast Arborists, Inc. to provide urban forestry services to the City for an annual amount of \$566,600 for urban forestry services for:
 - a. Fiscal Years 2022-2023, 2023-2024, and 2024-2025 or
 - b. Fiscal Year 2022-2023, with an option to renew the agreement in years 2023-2024 and 2024-2025;
2. Appropriate an additional \$155,000 from the General Fund to Park Maintenance Contract Services Account No. 101-6010-6410-8170-000 to sufficiently fund services for the City's urban forest, as well as as-needed services for events or special requests; and
3. Authorize the City Manager to enter into a maintenance agreement with West Coast Arborists, Inc. and execute any related documents.

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

Zoom Public Comments:

Omari Ferguson spoke regarding the item.

A motion was made by Councilmember Mahmud, seconded by Councilmember Zneimer and approved by roll call vote to approve this item, as modified by the additional documents. In regard to recommendation number 1, the City Council has selected option a. The motion carried 5-0, by the following vote:

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

19. AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT WITH BASE HILL, INC. FOR THE MONTHLY AMOUNT OF \$16,885 FOR JANITORIAL SERVICES

Recommendation

It is recommended that the City Council:

1. Award a contract to Base Hill, Inc. to provide janitorial services to City facilities, and authorize the City Manager to enter into a maintenance agreement with Base Hill, Inc. for a monthly amount of \$16,885, and periodic work at proposed hourly rates as needed for janitorial services for:
 - a. Fiscal Years 2022-2023, 2023-2024, and 2024-2025, or
 - b. Fiscal Years 2022-2023, with an option to renew the agreement in years 2023-2024 and 2024-2025; and
2. Appropriate an additional \$15,400 from the General Fund to Facilities Maintenance Contract Services Account No. 101-6010-6601-8180-000 to sufficiently fund monthly janitorial services for the City’s facilities, as well as as-needed services for events or special requests; and
3. Authorize the City Manager to enter into a maintenance agreement with West Coast Arborists, Inc. and execute any related documents.

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

A motion was made by Councilmember Zneimer, seconded by Mayor Pro Tem Primuth and approved by roll call vote to approve this item, as presented. In regard to recommendation number 1, the City Council has selected option a. The motion carried 5-0, by the following vote:

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

INFORMATIONAL REPORTS

20. CITYWIDE OPERATIONAL STATUS UPDATE

Recommendation

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

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

PUBLIC COMMENT – CONTINUED

21. CONTINUED PUBLIC COMMENT – GENERAL

In Person Public Comments:

Josh Betta commented on the city's finances.

Zoom Public Comments:

Omari Ferguson asked for clarification on the RFP committee. City Manager Chaparyan responded that the committee will be different from the Public Safety Committee.

ADJOURNMENT

There being no further matters, Mayor Cacciotti adjourned the meeting of the City Council at 12:56 A.M. in Honor of Clara Richards to the next Special City Council meeting scheduled on Wednesday, October 5, 2022.

Respectfully submitted:

Amber Tardif
Deputy City Clerk

APPROVED:

Evelyn G. Zneimer
Mayor

ATTEST:

Amber Tardif
Deputy City Clerk



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

MINUTES

WEDNESDAY, DECEMBER 21, 2022, AT 6:00 P.M.

CALL TO ORDER:

The Special Meeting of the South Pasadena City Council was called to order by Mayor Cacciotti on Wednesday, December 21, 2022, at 6:05 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

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

ABSENT

None.

Desiree Jimenez, Chief City Clerk, announced a quorum.

CITY STAFF PRESENT:

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

PUBLIC COMMENT

1. PUBLIC COMMENT

In Person Public Comment:

Bianca Richards spoke regarding Item No. 2.

Sam Burgess spoke regarding Item No. 2.

Alan Ehrlich spoke regarding Item No. 2.

Sally Kilby spoke regarding Item No. 6.

Bianca Richards spoke regarding Item No. 6.

In Person Public Comment:

Alexander Aquino spoke regarding Item No. 2.

Josh Albrektson spoke regarding Item No. 2.

Ella Hushagen spoke regarding Item No. 2.

COMMISSION APPOINTMENTS

2. AUTHORIZATION OF UNSCHEDULED VACANCY APPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES

Recommendation

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

1. Elizabeth Anne Bagasao to the Community Services Commission to a partial term ending December 31, 2023;
2. Edward Pearson to the Library Board Trustees to a partial term ending December 31, 2024;
3. Deloris Piazza to the Public Art Commission to a partial term ending December 31, 2025; and
4. Armando Thomas Munoz to the Public Safety Commission to a partial term ending December 31, 2023.

Desiree Jimenez, Chief City Clerk gave a presentation and responded to questions from the City Council.

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Zneimer, seconded by Councilmember Donovan and approved by roll call vote to table Item No. 2 to the next City Council meeting, January 18, 2023. The motion carried 4-1, by the following vote:

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

RECOGNITION / INTRODUCTION

3. PRESENTATION OF THE 2022 EMPLOYEE RECOGNITION AND SERVICE AWARDS

Domenica Megerdichian, Deputy City Manager gave a presentation and responded to questions from the City Council.

4. STAFF INTRODUCTION

Public Works Department:
Maizon Van Zandt, Maintenance Worker I

Catrina Peguero, Operations Manager introduced the employee to the City Council.

PRESENTATIONS

5. PRESENTATION TO OUTGOING MAYOR MICHAEL A. CACCIOTTI

Mayor Pro Tem Primuth and City Manager Arminé Chaparyan presented a plaque in recognition of Mayor Cacciotti’s service as Mayor.

Mayor Cacciotti gave a brief outgoing speech.

6. FAREWELL AND PRESENTATION TO OUTGOING COUNCILMEMBER DIANA MAHMUD

The City Council recognized outgoing Councilmember Diana Mahmud for her service.

Councilmember Mahmud gave an outgoing speech.

7. FAREWELL AND PRESENTATION TO OUTGOING CITY TREASURER GARY E. PIA

The City Council recognized outgoing City Treasurer Gary E. Pia for his service.

DECLARATION OF ELECTION RESULTS

8. ADOPTION OF A RESOLUTION DECLARING THE RESULTS OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 8, 2022

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, RECITING THE FACT OF THE CITY OF SOUTH PASADENA GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 8, 2022, DECLARING THE RESULTS AND SUCH OTHER MATTERS AS PROVIDED BY LAW

Recommendation

It is recommended that the City Council adopt a Resolution reciting the fact of the General Municipal Election held in the City of South Pasadena on November 8, 2022, declaring the results, and other matters as provided by law.

Desiree Jimenez, Chief City Clerk gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION:

A motion was made by Mayor Pro Tem Primuth and seconded by Councilmember Zneimer to approve Item No. 8 as presented. The motion carried 5-0, by the following vote:

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

Resolution No. 7797 was adopted.

ADMINISTRATION OF OATH OF OFFICE

9. ADMINISTRATION OF OATH OF OFFICE AND PRESENTATION OF CERTIFICATE OF ELECTION TO MICHAEL A. CACCIOTTI, ELECTED AS CITY COUNCILMEMBER, COUNCIL DISTRICT 4

Los Angeles County Superior Court Judge Christopher J. Frisco administered the Oath of Office to Michael A. Cacciotti, re-elected as a City Councilmember for a four-year term. Chief City Clerk Desiree Jimenez presented Cacciotti with a Certificate of Election.

10. ADMINISTRATION OF OATH OF OFFICE AND PRESENTATION OF CERTIFICATE OF ELECTION TO JANET BRAUN, ELECTED AS CITY COUNCILMEMBER, COUNCIL DISTRICT 5

Chief City Clerk Desiree Jimenez administered the Oath of Office to Janet Braun, elected as a City Councilmember for a four-year term and presented her with a

Certificate of Election.

11. ADMINISTRATION OF OATH OF OFFICE AND PRESENTATION OF CERTIFICATE OF ELECTION TO ZHEN TAO, ELECTED AS CITY TREASURER

Chief City Clerk Desiree Jimenez administered the Oath of Office to Zhen Tao, elected as a City Treasurer for a four-year term and presented her with a Certificate of Election.

ELECTION OF OFFICERS

12. ELECTION OF MAYOR AND MAYOR PRO TEM FOR THE 2022-2023 TERM

Chief City Clerk Jimenez announced the election of the Mayor and requested nominations.

COUNCIL MOTION AND ACTION:

Councilmember Zneimer nominated Mayor Pro Tem Primuth as Mayor for the 2022-2023 term.

Mayor Pro Tem Primuth accepted the nomination.

Mayor Cacciotti declared the nomination period closed.

Councilmember Zneimer motioned to elect Mayor Pro Tem Primuth as Mayor for the 2022-2023 term. The motion carried 3-0, by the following vote:

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

Mayor Primuth announced the election of Mayor Pro Tem and requested nominations.

Councilmember Braun nominated Councilmember Zneimer as Mayor Pro Tem for the 2022-2023 term.

Councilmember Zneimer accepted the nomination.

Councilmember Donovan nominated himself as Mayor Pro Tem for the 2022-2023 term.

Mayor Primuth declared the nomination period closed.

Councilmember Braun motioned to elect Councilmember Zneimer as Mayor Pro Tem for the 2022-2023 term. The motion carried 3-1, by the following vote:

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

ADJOURNMENT

There being no further matters, Mayor Primuth adjourned the meeting of the City Council at 7:38 P.M., to the next Regular City Council meeting scheduled for later that evening following a brief recess.

Respectfully submitted:

Mark Perez
Deputy City Clerk

Approved:

Evelyn G. Zneimer
Mayor

Attest:

Mark Perez
Deputy City Clerk

Approved at City Council Meeting:



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

MINUTES

WEDNESDAY, DECEMBER 21, 2022, AT 7:00 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Primuth on Wednesday, December 21, 2022, at 7:00 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

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

ABSENT

None.

Desiree Jimenez, Chief City Clerk, announced a quorum.

CITY STAFF PRESENT:

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

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Mayor Pro Tem Evelyn G. Zneimer

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

December 7, 2022, Closed Session:

A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

4. City of South Pasadena v. California Department of Transportation (LASC Case No. 21STCP01779)

City Attorney Jared reported that no action was taken in closed session. All Councilmembers were present.

The City Council recessed closed session at 12:15 A.M.

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

Zoom Public Comments:

Clarence Au-Young spoke regarding the small aircraft flying around South Pasadena.

Dr. Tom Williams spoke regarding SR 710 and the housing associated with it.

In-Person Public Comments:

Yvonne LaRose spoke regarding plant maintenance and seniors.

Sam Burgess spoke regarding the 626 property and Caltrans lawsuit.

Steven Appleton spoke regarding rental housing in South Pasadena.

PRESENTATIONS**3. DEPARTMENT HIGHLIGHT VIDEO: COMMUNITY DEVELOPMENT DEPARTMENT**

The Community Development Department highlight video was presented to the City Council.

COMMUNICATIONS

4. COUNCILMEMBERS COMMUNICATIONS

Councilmember Donovan spoke regarding a recent community meeting he attended related to the Caltrans properties. He spoke regarding the recent meetings with the Little League and gopher abatement.

Mayor Pro Tem Zneimer had no comments.

Councilmember Braun spoke regarding her recent meeting with the City Manager and Deputy City Manager. She highlighted their discussion on staff report preparation and revisions that could be made. She thanked the City Manager and Community Development Department on rebuilding the department.

Councilmember Cacciotti spoke regarding a demonstration at Garfield Park for the Gas-Powered Leaf Blower Ban. He highlighted his cleanup of the nature park with Scout Master F.J. Pratt. He met with the South Pasadena Preservation Foundation and Deputy Community Development Director Alison Becker to discuss a new monument and landscaping maintenance being done at the El Adobe Flores.

5. CITY MANAGER COMMUNICATIONS

City Manager Chaparyan presented the 2022 Year in Review document to the City Council and public.

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

None.

CONSENT CALENDAR

City Manager Chaparyan requested to pull Item No. 12 for separate discussion. Mayor Pro Tem Zneimer requested to pull Item No. 7, 9, and 14 for separate discussion. A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to approve Consent Calendar Items 8, 10, 11, and 13, as presented. The motion carried 5-0, by the following vote:

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

7. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$11,100.00; GENERAL CITY WARRANTS IN THE AMOUNT OF \$520,076.79; VOIDS IN THE

AMOUNT OF (\$8,250.00); ONLINE PAYMENTS IN THE AMOUNT OF \$114,007.74; PAYROLL IN THE AMOUNT OF \$1,789,927.53

Recommendation

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

COUNCIL ACTION AND MOTION

This item was pulled for separate discussion by Mayor Pro Tem Zneimer. A motion was made by Mayor Pro Tem Zneimer, seconded by Councilmember Cacciotti and approved by roll call vote to approve Item No. 7, as presented. The motion carried 5-0, by the following vote:

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

NOES: None.

ABSENT: None.

ABSTAINED: None.

8. MONTHLY INVESTMENT REPORT FOR OCTOBER 2022

Recommendation

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

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

9. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH CHAWKINS COMMUNICATIONS, INC. TO PROVIDE ELECTRIFICATION PROJECT AND STAKEHOLDER COORDINATION SERVICES FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$53,625

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to enter into a Professional Services Agreement with Chawkins Communications, Inc. to assist the City in coordinating multiple projects and stakeholders related to electrification in the amount of \$53,625, including \$48,750 for the proposed work, and \$4,875 (10%) as a contingency; and
2. Authorize the City Manager to execute all related documents on behalf of the City.

Public Works Director Ted Gerber responded to questions and concerns from City Council.

COUNCIL ACTION AND MOTION

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

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

10. APPROVAL OF A SECOND AMENDMENT TO THE ARROYO SECO RACQUET CLUB LEASE AGREEMENT WITH I-TENNIS, INC.

Recommendation

It is recommended that the City Council approve a second amendment to the Arroyo Seco Racquet Club Lease Agreement with I-Tennis, Inc.

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

11. ACCEPTANCE OF TWO DONATIONS TO THE LIBRARY FROM THE FRIENDS OF THE SOUTH PASADENA PUBLIC LIBRARY, INC. AND SOUTH PASADENA BEAUTIFUL, TOTALING \$7,506.26

Recommendation

It is recommended that the City Council accept two donations to the Library, totaling \$7,506.26, to be used for the purpose of replacing the patio furniture on the Oxley Street side of the Library:

1. \$5,506.26 from the Friends of the South Pasadena Public Library, Inc.
2. \$2,000.00 from South Pasadena Beautiful.

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

12. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH CAROLLO ENGINEERS, INC. TO DEVELOP SEWER CONSENT JUDGMENT RELATED REPORTS TO BE SUBMITTED TO THE LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to enter into a Professional Services Agreement with Carollo Engineers, Inc. to assist the City in submitting required reports to the Los Angeles Regional Water Quality Control Board Enforcement Unit to comply with an existing Consent Judgment. The Professional Services Agreement is in the amount of Sixty-Six Thousand Dollars (\$66,000), including \$59,968 for the proposed work, and \$6,032 (approximately 10%) as a contingency;
2. Authorize an appropriation of \$66,000 from the Sewer Reserves Fund 210 to Public Works Sewer Maintenance Professional Services Expenditure Account No. 210-6010-6501-8170- 000 for this work; and
3. Authorize the City Manager to execute all related documents on behalf of the City.

Public Works Director Ted Gerber responded to questions and concerns from City Council.

COUNCIL ACTION AND MOTION

This item was pulled for separate discussion by City Manager Chaparyan. A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to approve Item No. 12, as presented. The motion carried 5-0, by the following vote:

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

13. 2022 URBAN COMMUNITY DROUGHT RELIEF GRANT PROGRAM RESOLUTION

Recommendation

It is recommended that the City Council:

1. Adopt a resolution authoring the grant application, acceptance, and execution for the City of South Pasadena Drought Resiliency Projects;
2. Authorize the City Manager, or her designee to prepare and file an application for funding with the Department of Water Resources 2022 Urban Community Drought Relief Grant Program;
3. Execute the funding agreement with the Department of Water Resources and any amendments thereto, and submit any required documents, invoices, and reports required to obtain grant funding.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION FOR THE CITY OF SOUTH PASADENA DROUGHT RESILIENCY PROJECTS

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

Resolution No. 7798 was adopted.

14. AUTHORIZE A THIRD CONTRACT AMENDMENT FOR INTERIM LANDSCAPING SERVICES WITH LANDCARE THROUGH MARCH 31, 2023 FOR A MONTHLY MAXIMUM AMOUNT OF \$37,357.96

Recommendation

It is recommended that the City Council authorize the City Manager to execute a contract amendment for interim landscaping services with LandCare, for a total monthly amount not to exceed \$37,357.96.

COUNCIL ACTION AND MOTION

This item was pulled for separate discussion by Mayor Pro Tem Zneimer. A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to approve Item No. 14, as presented. The motion carried 5-0, by the following vote:

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

ACTION/DISCUSSION

15. PRESENTATION OF A CITYWIDE OPERATIONAL STATUS

Recommendation

It is recommended that the City Council receive a monthly Citywide operational status update.

Interim Finance Director Maida Alcantara provided a presentation on the Citywide Operational status.

PUBLIC COMMENT - CONTINUED

16. CONTINUED PUBLIC COMMENT - GENERAL

None.

CLOSED SESSION AGENDA ITEMS

A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

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

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

Government Code Section 54956.9(d)(4)

Number of Potential Cases: 1

City Attorney Jared requested to add an item to the Closed Session Agenda under Government Code Section 54954.2(b).

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote add the following item to the Closed Session Agenda:

CONFERENCE WITH LEGAL COUNSEL: POTENTIAL LITIGATION (CITY INITIATING)

Government Code Section 54956.9(d)(4)

Number of Potential Cases: 1

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

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

NOES: None.

ABSENT: None.

ABSTAINED: None.

Mayor Primuth stated that he would not be participating in the discussion related to Item A-4 and Item B due to a conflict of interest.

In Person Public Comment:

Roberto Flores spoke regarding the Caltrans item.

Susan Easter spoke regarding the Caltrans item.

ADJOURNMENT

There being no further matters, Mayor Primuth adjourned the meeting of the City Council at 10:44 P.M. and recessed into closed session.

Respectfully submitted:

Mark Perez
Deputy City Clerk

APPROVED:

Evelyn G. Zneimer
Mayor

ATTEST:

Mark Perez
Deputy City Clerk

Approved at City Council Meeting:

DRAFT



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

MINUTES

WEDNESDAY, FEBRUARY 1, 2023, AT 7:00 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Primuth on Wednesday, February 1, 2023, at 8:07 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

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

ABSENT

None.

Desiree Jimenez, Chief City Clerk, announced a quorum.

CITY STAFF PRESENT:

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

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Councilmember Michael A. Cacciotti.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

- 1. *Travelers Ins. v. So. Pasadena* (LASC Case No. 22STCV22759)
- 2. *Fahren James and Victoria Patterson v. City of South Pasadena* (CDCA Case No. 2:21-cv-08256-DSF-KK)
- 3. *City of South Pasadena, et al. vs California Department of Transportation, et al.* (LASC Case No. 21STCP01779)

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

Government Code Section 54956.9(d)(2)

Number of Potential Cases: 3

No report from the City Attorney on this item. City Council to reconvene into the Closed Session at the conclusion of meeting.

PUBLIC COMMENT

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

Zoom Public Comments:

Anthony Li spoke regarding curb ramps throughout the City.

PRESENTATION

3. PRESENTATION OF A CERTIFICATE OF APPRECIATION FOR CLARA RICHARDS FOR DEDICATED SERVICE TO THE SOUTH PASADENA COMMUNITY

Mayor Primuth displayed a video and presented a certificate to Bianca Richards, daughter of Clara Richards.

4. PRESENTATION OF A PROCLAMATION DECLARING FEBRUARY 2023 AS “BLACK HISTORY MONTH” IN THE CITY OF SOUTH PASADENA

Chief City Clerk Desiree Jimenez read the proclamation.

RECOGNITION / INTRODUCTION

5. STAFF INTRODUCTION

Fire Department:

Devon Anderson, Firefighter/Paramedic

Paul Riddle, Fire Chief, introduced the employee.

CHANGES TO AGENDA

6. REORDERING OF, ADDITIONS, OR DELETIONS TO AGENDA

Item No. 3 was taken before Item No. 2.

Mayor opened the Special City Council meeting at 8:23 P.M. to hear Item No. 2.

REVIEW COMMENTS RECEIVED FROM CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD) ON THE 4TH DRAFT HOUSING ELEMENT AND PROVIDE DIRECTION ON 5TH DRAFT

Recommendation

It is recommended that the City Council:

1. Receive a staff presentation on HCD comments regarding the 4th Draft Housing Element; and
2. Provide direction as necessary on the 5th Draft.

Angelica Frausto-Lupo, Community Development Director introduced Grant Henniger and responded to City Council inquiries.

Grant Henniger, Consultant from Mobius Planning, gave the presentation.

In Person Public Comment:

Paul Anderson spoke on his support for the City Council’s vision for the Housing Element.

Sam Burgess spoke on parking requirements in relation to future redevelopments in the Downtown Specific Plan area.

Zoom Public Comment:

Alan Ehrlich spoke on the housing density in the City and addressed housing discrimination.

Josh Albrektson spoke on suitable sites for redevelopment, made suggestions on streamlining permit approvals process, and spoke on Caltrans homes.

Bill Kelly spoke on the item and made recommendations for future steps.

Victor Tang spoke on his upcoming development and the general plan.

Matt Glesne spoke on current landowners and affordable housing.

Omari Ferguson spoke on housing density in the City.

After extensive discussion, the City Council gave direction to staff pertaining to the Housing Element Draft 5.

The Special City Council meeting concluded at 10:35 P.M. and Mayor called for a 10-minute health break.

CONSENT CALENDAR

Item Nos. 7, 8, 10 had public comment. A motion was made by Mayor Pro Tem Zneimer and seconded by Councilmember Cacciotti to approve Item Nos. 7 - 11 of the consent calendar as presented by staff with the additional documents. The motion carried 5-0, by the following vote:

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

7. APPROVAL OF GENERAL CITY WARRANTS IN THE AMOUNT OF \$493,051.19; ONLINE PAYMENTS IN THE AMOUNT OF \$35,682.88; PAYROLL IN THE AMOUNT OF \$827,695.04

Recommendation

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

Zoom Public Comments:

Alan Ehrlich made comments on the item.

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

8. REVIEW AND APPROVAL OF THE 2023 LEGISLATIVE PLATFORM

Recommendation

It is recommended that the City Council review and approve the 2023 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 2023 Legislative Session.

In Person Public Comment:

Tucker Nelson spoke on the item.

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

9. ADOPTION OF A RESOLUTION AUTHORIZING THE COUNTY OF LOS ANGELES AGRICULTURE COMMISSIONER TO INSPECT AND ABATE WEEDS, BRUSH AND NATIVE VEGETATION DECLARED TO BE AN EXISTING OR POTENTIAL FIRE HAZARD, AND SCHEDULE A PUBLIC HEARING TO BE HELD ON FEBRUARY 15, 2023 TO HEAR OBJECTIONS OR PROTESTS TO THE VEGETATION MANAGEMENT PROGRAM

RESOLUTION

AN 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

Recommendation

It is recommended that the City Council:

1. Adopt the resolution authorizing the County of Los Angeles Agriculture Commissioner to inspect and abate weeds, brush and native vegetation declared to be an existing or potential fire hazard; and
2. Schedule a Public Hearing to be held on February 15, 2023 to hear objections or protests to the vegetation management program.

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

Resolution No. 7801 was approved.

10. APPROVAL OF MAYOR’S LIST OF CITY COUNCIL LIAISON AND REGIONAL GROUP APPOINTMENTS AND ADOPTION OF A RESOLUTION APPOINTING DELEGATES, REPRESENTATIVES, AND ALTERNATES TO VARIOUS AGENCIES AND ORGANIZATIONS

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPOINTING DELEGATES, REPRESENTATIVES, AND ALTERNATES

AS OFFICIAL REPRESENTATIVES OF THE CITY OF
SOUTH PASADENA

Recommendation

It is recommended that the City Council:

1. Approve the Mayor's list of City Council Liaison and Regional Group Appointments to various commissions, boards, and committees; and
2. Adopt a Resolution appointing delegates, representatives, and alternates as official representatives of the City of South Pasadena.

Zoom Public Comment:

Alan Ehrlich spoke on the item.

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

Resolution No. 7802 was approved.

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

ORDINANCE

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

PURSUANT TO SECTIONS 15061(b)(3) AND 15378 OF CHAPTER 3 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

Recommendation

It is recommended that the City Council:

1. Read by title only and waive further reading for the second reading of an Ordinance adopting by reference and amending the South Pasadena Municipal Code Chapter 36;
2. Find that adoption of the proposed Ordinance is exempt from the provisions of the California Environmental Quality Act because such action is covered under Sections 15061(b)(3) and 15378 of Title 14 of the California Code of Regulations;
3. Adopt the Ordinance on Second Reading.

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

Ordinance No. 2372 was approved.

ACTION/DISCUSSION

12. APPROVAL OF A FACILITY LEASE AGREEMENT WITH SOUTH PASADENA BATTING CAGES, LLC FOR THE OPERATION OF THE BATTING CAGE FACILITY AND ADOPT THE FINDING OF EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Recommendation

It is recommended that the City Council:

1. Adopt finding of exemption from the California Environmental Quality Act pursuant to Guidelines Section 15301 Existing Facilities; and
2. Approve a Facility Lease Agreement between South Pasadena Batting Cages, LLC, and the City of South Pasadena for the Lease and Operations of the South Pasadena Batting Cages.

Sheila Pautsch, Community Services Director, displayed the PowerPoint presentation and responded to City Council inquiries.

COUNCIL MOTION AND ACTION

Mayor Primuth has requested that rules and regulations of the batting cages be posted.

A motion was made by Councilmember Cacciotti and seconded by Mayor Pro Tem Zneimer to approve Item No. 12 as presented with direction from City

Council for the contract to include the rent term be edited to include an annual increase based on CPI and to be effective February 1. The motion carried 5-0, by the following vote:

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

PUBLIC COMMENT – CONTINUED

13. CONTINUED PUBLIC COMMENT - GENERAL

None.

COMMUNICATIONS

14. COUNCILMEMBERS COMMUNICATIONS

Mayor Pro Tem Zneimer - no comments.

Mayor Primuth - no comments.

Councilmember Donovan provided an update on Community Caltrans Housing meeting.

Councilmember Cacciotti gave a presentation on recent Community Highlights: Nature Park and Garfield Park gathering. Councilmember Cacciotti highlighted the upcoming Electric Leaf Blower Demonstration taking place at Garfield Park on February 8, from 8:00 a.m. – 1:00 p.m.

Councilmember Braun thanked the public for their comments on the meeting.

15. CITY MANAGER COMMUNICATIONS

None.

Prior to adjournment, City Attorney Jared requested the City Council add a potential litigation matter to the Closed Session agenda pursuant to Government Code Section 54954.2b(2). The requested item came up after the posting of the agenda and needing immediate action.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Cacciotti and seconded by Mayor Pro Tem Zneimer to approve the addition of closed session item requested by City Attorney Jared. The motion carried 5-0, by the following vote:

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

ADJOURNMENT

There being no further matters, Mayor Primuth adjourned the meeting of the City Council at 11:16 P.M., in memory of Mary Ann Parada, and the City Council reconvened into closed session.

Respectfully submitted:

 Mark Perez
 Deputy City Clerk

APPROVED

 Jon Primuth
 Mayor

Attest:

 Mark Perez
 Deputy City Clerk

Approved at City Council Meeting: