



**CITY COUNCIL CLOSED SESSION
REGULAR MEETING AGENDA**

**South Pasadena City Council
City Manager's Conference Room, Second Floor
1414 Mission Street, South Pasadena, CA 91030
Wednesday, October 7, 2015, at 6:30 p.m.**

City Council

Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem

Councilmembers

Michael A. Cacciotti; Marina Khubesrian, M.D.; Richard D. Schneider, M.D.

Sergio Gonzalez, City Manager

Evelyn G. Zneimer, City Clerk

Teresa L. Highsmith, City Attorney

*The public may comment on Closed Session items prior to the City Council recessing to Closed Session.
In order to address the City Council on Closed Session items, please complete a Public Comment Card.
Time allotted per speaker: 3 minutes. The City Council will convene in Open Session at 7:30 p.m.*

Closed Session Agenda	Description
1. Roll Call	Mayor Joe, Councilmembers Cacciotti, Khubesrian, Mahmud, Schneider
2. Public Comments	Public comments on Closed Session items only
3. Initiation of Litigation	Pursuant to Government Code Section 54956.9 (d)(4) CONFERENCE WITH LEGAL COUNSEL—INITIATION OF LITIGATION Number of Cases: 1
4. Conference with Real Property Negotiators	Pursuant to Government Code Section 54956.8 Properties: 1107 Grevelia Street (68499-01-01); 821 Bonita Drive (41597-01-01); 728 Bonita Drive (68222-01-01); 804 Valley View Road (62582-01-01); and 2006 Berkshire Avenue (64544-01-01) Agency Negotiators: City Manager Sergio Gonzalez; City Attorney Teresa L. Highsmith Negotiating Party: California Department of Transportation (Caltrans) Under Negotiation: Price and Terms of Payment

5. Conference with Real Property Negotiators	Pursuant to Government Code Section 54956.8 Property: 845 El Centro Street, South Pasadena, CA 91030 (APN: 5315-019-048) Agency Negotiators: City Manager Sergio Gonzalez; and City Attorney Teresa L. Highsmith Negotiating Party: CCCC Growth Fund, LLC Under Negotiation: Price and Terms of Payment
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Accommodations



Meeting facilities are accessible to persons with disabilities. If you need special assistance to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Hearing assistive devices are available in the Council Chambers. Notification at least 72 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).

For those submitting letters or other documents relating to items on the agenda: materials received after 4:00 p.m. on the day prior to the Council meeting may not be reviewed by the City Council.

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of the City Hall at 1414 Mission Street, South Pasadena, CA 91030, as required by law.

10/11/2015
Date

Desiree Jimenez
Desiree Jimenez, Deputy City Clerk



**JOINT CITY COUNCIL /
REDEVELOPMENT SUCCESSOR AGENCY
REGULAR MEETING AGENDA**

**Amedee O. "Dick" Richards, Jr., Council Chambers,
1424 Mission Street, South Pasadena, CA 91030
Wednesday, October 7, 2015, at 7:30 p.m.**

City Council

Robert S. Joe, Mayor / Agency Chair
Diana Mahmud, Mayor Pro Tem / Agency Vice Chair

Councilmembers / Agency Members

Michael A. Cacciotti; Marina Khubesrian, M.D.; Richard D. Schneider, M.D.

Sergio Gonzalez, City Manager / Agency Executive Director

Evelyn G. Zneimer, City Clerk / Agency Secretary

Teresa L. Highsmith, City Attorney / Agency Counsel

*In order to address the City Council, please complete a Public Comment Card.
Time allotted per speaker: 3 minutes.
No agenda item may be taken after 11:00 p.m.*

Presentations and Announcements

Roll Call, Invocation* (Councilmember Khubesrian)

Pledge of Allegiance Boy Scout Troop 7

**In permitting a nonsectarian invocation, the City does not intend to proselytize, advance, or disparage any faith or belief. Neither the City nor the City Council endorses any particular belief or form of invocation.*

1. Closed Session Announcements — a Closed Session Agenda has been posted separately
2. Presentation of the Capitol Update by Chris Holden, Assemblymember, 41st District
3. Presentation of a Certificate of Appreciation to Dorothy M. Cohen, Former Mayor, City of South Pasadena, and Co-Founder, Friends of the Library Bookstore, for a donation of a plaque to accompany the "Astride-Aside" sculpture in the City of South Pasadena
4. Councilmembers' Comments
5. City Manager Communications
6. Reordering of and Additions to the Agenda

7. Public Comments and Suggestions

Time reserved for those in the audience who wish to address the City Council. The audience should be aware that the Council may not discuss details or vote on non-agenda items. Your concerns may be referred to staff or placed on a future agenda. Please note: Public input will also be taken during all agenda items. In order to address the Council, please complete a Public Comment Card. Time allotted per speaker: 3 minutes

Opportunity to Comment on Consent Calendar

In order to address the Council, please complete a Public Comment Card. Time allotted per speaker: 3 minutes. 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 an audience member 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.

Consent Calendar

8. Approval of the Minutes of the Regular City Council Meeting of September 16, 2015
9. Approval of Prepaid Warrants in the Amount of \$2,880,736.54, General City Warrants in the Amount of \$1,096,054.18, Payroll in the Amount of \$452,653.53
10. Approval of the Community Services Department Policies and Procedures Manual
11. Renewal of Pasadena Humane Society Contract for Animal Control Services for Fiscal Years 2015-16 Through 2019-20
12. Adoption of a Resolution Approving the Transfer of Residual Grant Funds with the Los Angeles County Regional Parks and Open Space District from the Playground Renovation Projects to the South Pasadena Dog Park Project and Approval of a Youth Employment Plan
13. Award of Contracts for Engineering Design Services for Fiscal Year (FY) 2015-16 Street Improvement Projects

Action/Discussion

-  14. Adoption of a Resolution Declaring the Existence of an Emergency, Waive Competitive Bidding Requirements, and Award Necessary Contracts to Expedite Repairs to the South Pasadena Public Library and Senior Center
15. Authorization to Participate as a Host City in the 2016 Amgen Tour of California
16. Discussion and Policy Direction on Residential Rent Increases
17. Approval of Appointments to the San Pascual Stables Lease Subcommittee

Reports

18. Receive and File the Year End Financial Report for the Arroyo Seco Golf Course

Adjournment

**FUTURE CITY COUNCIL MEETINGS
(OPEN SESSION)**

Wednesday, October 21, 2015	Regular City Council Meeting	Council Chambers	7:30 p.m.
Wednesday, November 4, 2015	Regular City Council Meeting	Council Chambers	7:30 p.m.
Wednesday, November 18, 2015	Regular City Council Meeting	Council Chambers	7:30 p.m.

**PUBLIC ACCESS TO CITY COUNCIL MEETING AGENDA PACKETS, DOCUMENTS DISTRIBUTED BEFORE A MEETING,
AND BROADCASTING OF CITY COUNCIL MEETINGS**

Prior to meetings, agenda packets are available at the following locations:

- South Pasadena Public Library, 1100 Oxley Street;
- City Clerk's Division, 1414 Mission Street; and on the
- web at: www.southpasadenaca.gov/citycouncilmeetings

Individuals can be placed on an email notification list to receive forthcoming agendas by calling the City Clerk's Division at (626) 403-7230. Any disclosable public records related to an open session item appearing on a regular meeting agenda and distributed by the City of South Pasadena to all or a majority of the legislative body fewer than 72 hours prior to that meeting are available for public inspection at the City Clerk's Division, located at City Hall, 2nd floor, 1414 Mission Street prior to the meeting. During the meeting, these documents will be included as part of the "Counter Copy" of the agenda packet kept in the Amedee O. "Dick" Richards, Jr., Council Chambers at 1424 Mission Street, South Pasadena, CA 91030. Documents distributed during the meeting will be available following the meeting at the City Clerk's Division. For those submitting letters or other documents relating to items on the agenda: materials received after 4:00 p.m. on the day prior to the Council meeting may not be reviewed by the City Council.

Regular meetings are broadcast live on Time-Warner Cable Channel 19 and AT&T Channel 99 and are replayed for at least 24 hours following the meeting. Meetings are also streamed live via the Internet from the City website at www.southpasadenaca.gov. Six months of archived meetings, indexed by agenda item, are also available. A DVD of regularly scheduled meetings is available for checkout at the South Pasadena Public Library. DVD and audio CD copies of meetings can be purchased from the City Clerk's Division.

Accommodations



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10/11/2015

Date


Desiree Jimenez, Deputy City Clerk

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THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION



Dorothy M. Cohen

Former Mayor, City of South Pasadena,
and Co-Founder, Friends of the Library Bookstore

In appreciation for the generous donation of a solid bronze plaque to accompany the "Astride-Aside" sculpture, a historic monument that builds upon the foundation of the past and symbolizes a strong sense of community

Dated this 7th day of October, 2015

Robert S. Joe, Mayor

Evelyn G. Zneimer, City Clerk



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**MINUTES OF THE REGULAR MEETING OF THE
JOINT CITY COUNCIL/REDEVELOPMENT SUCCESSOR AGENCY
OF THE CITY OF SOUTH PASADENA CONVENED
THIS 16TH DAY OF SEPTEMBER 2015, AT 7:30 P.M.
AMEDEE O. "DICK" RICHARDS, JR., COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

ROLL CALL

Mayor Joe convened the Regular Meeting of the South Pasadena Joint City Council/ Redevelopment Successor Agency (Agency) at 7:36 p.m.

Interim Chief Deputy City Clerk/Agency Secretary Kilby called the roll. Present were City Councilmembers/Agency Members Cacciotti, Khubesrian, and Schneider; Mayor Pro Tem/Agency Vice Chair Mahmud; and Mayor/Agency Chair Joe.

Absent: None.

Other Officials and Staff present: City Manager/Agency Executive Director Gonzalez; City Attorney/Agency Counsel Highsmith; City Clerk Zneimer; City Treasurer Pia; Police Chief Miller; Deputy Fire Chief Riddle; Public Works Director Toor; Facilities Maintenance Supervisor Brard; Director of Library, Arts, and Culture Fjeldsted; Community Services Director Pautsch; Planning and Building Director Watkins; Senior Planner Mayer; Finance Director Batt; Assistant to the City Manager Demirjian; Principal Management Analyst Lin; Management Analyst Zneimer; and Interim Chief Deputy City Clerk/Agency Secretary Kilby.

INVOCATION

Councilmember Schneider offered the invocation.

PLEDGE OF ALLEGIANCE

Councilmember Schneider led the Pledge of Allegiance.

Mayor Joe noted that Item No. 18, Public Hearing, appeal, 2131 Hanscom Drive, will be continued to the October 21, 2015, City Council Meeting at the request of the applicant.

1. CLOSED SESSION ANNOUNCEMENTS

Mayor Joe called the Closed Session of the Regular Meeting of the City Council of September 16, 2015, to order at 6:30 p.m., and all Councilmembers were present with the exception of Councilmember Cacciotti.

The meeting convened into Closed Session to discuss the following items as listed on the Closed Session Regular Meeting Agenda:

3. Conference with Legal Counsel – Initiation of Litigation
Pursuant to Government Code Section 54956.9 (d)(4)
Closed Session Report: City Attorney Highsmith reported that direction was provided to the City Attorney, but no action was taken.

4. Conference with Real Property Negotiators
Pursuant to Government Code Section 54956.8
Properties: 845 El Centro St., South Pasadena, CA 91030
(APN: 5315-019-048)
Agency Negotiators: City Manager Sergio Gonzalez; City Attorney Teresa L. Highsmith
Negotiating Party: CCCC Growth Fund, LLC
Under Negotiation: Price and Terms of Payment
Closed Session Report: City Attorney Highsmith reported that direction was provided to the City of South Pasadena's (City) Agency negotiators.

Mayor Joe requested switching the order of Item No. 2 and Item No. 3, both of which were presentations. By consensus of the City Council, Item No. 3 was taken next, followed by Item No. 2.

3. PRESENTATION OF A PROCLAMATION DECLARING OCTOBER 7, 2015 AS "WALK OR BIKE TO SCHOOL DAY" IN THE CITY OF SOUTH PASADENA

Mayor Joe presented a Proclamation declaring October 7, 2015, as "Walk or Bike to School Day" to Christiane Gervais, Assistant Superintendent of Instructional Services, South Pasadena Unified School District, and to the following Youth Commissioners: Talia Parker, Chair, Katherine Conte, and Will Hoadley-Brill. In conjunction with "Walk or Bike to School Day," Chair Parker distributed pedometers to the City Council.

Councilmember Cacciotti asked Police Chief Miller if South Pasadena Police Department (SPPD) personnel could participate in this worthwhile event; Police Chief Miller agreed.

2. PRESENTATION OF A FINANCIAL REPORT ON GLOBAL DEVELOPMENTS AND THE CITY'S CURRENT INVESTMENTS

Mayor Joe introduced City Treasurer Pia, who reported on the City's finances from 2011 along with global developments and their impact on current investments, accompanied by PowerPoint slides. He introduced Bryan Zak, Client Service Executive, Western Asset Management Co., who made a presentation on the City's investments and responded to questions.

4. COUNCILMEMBERS' COMMENTS

Councilmember Khubesrian reported on a meeting of the Arroyo Verdugo Subregion Steering Committee (Steering Committee) and the Steering Committee's agreement to pursue establishing a Joint Powers Authority or Council of Governments with the Member cities.

Councilmember Schneider: 1) Displayed a PowerPoint slide to announce the South Pasadena Police and Fire Departments Open House, which is being held September 20, 2015; 2) Reported on the Public Works Commission Meeting; and 3) Requested that the City Manager prepare a report for the City Council on a recent sewer spill, to include the cause and how the clean-up cost will be covered.

Councilmember Cacciotti: 1) Announced that the SPPD will accept leftover medications on September 26, 2015; 2) Requested that a report be prepared for the City Council by October 1, 2015, on progress being made for the City's landscape vendor to switch to all-electric landscape equipment by January 2016; and 3) Displayed PowerPoint slides on the Foothill Gold Line Station Dedication Ceremony for the City of Azusa, Azusa Pacific University, and Citrus College being held September 19, 2015; testing of the Gold Line tracks; bike lockers at the Monrovia Station parking garage; and a meeting of the City representatives with California Department of Transportation (Caltrans) representatives on the sale of vacant Caltrans properties.

Mayor Pro Tem Mahmud displayed a PowerPoint slide on a Water Wise Landscape Workshop being held September 20, 2015. She displayed water buckets being provided to residents. She reported on the following: 1) State Route 710 (SR-710) Stakeholders Advisory Committee Meeting; 2) A Library Board of Trustees Meeting; 3) Measure L on the upcoming November 3, 2015, Election Ballot and the importance of voter turnout; 4) The closure of the South Pasadena Public Library (Library) on November 25, 2015, for Information Technology upgrades; 5) A meeting of the Parks and Recreation Commission; and 6) Parking availability at the Mission-Meridian Village Garage.

Mayor Joe displayed PowerPoint slides on the following: 1) The September 20, 2015 Cruz'n for Roses Hot Rod and Classic Car Show; and 2) The October 3, 2015 Moon Festival.

5. CITY MANAGER COMMUNICATIONS

City Manager Gonzalez thanked Interim Chief Deputy City Clerk Kilby, who has been serving on a temporary basis until a new Chief Deputy City Clerk is hired. He announced that the Library is closed for the second day due to flooding from recent rains. He introduced Francisco Martinez, Local Public Affairs Region Manager (Region Manager), Southern California Edison (SCE), who addressed concerns that the City Council has received about the reliability of electric service provided by SCE. Region Manager Martinez said the frequent blackouts are the result of aging infrastructure designed for fewer residents. He said up to seven different circuits will be upgraded in 2016. In regard to a service outage being scheduled during a recent heat wave, he said that the outage was postponed. He responded to questions.

Councilmember Khubesrian requested that an item be added to a future City Council Meeting agenda to review reliability data on electrical outages in the City. Councilmember Schneider suggested that SCE adopt a policy that no voluntary outages be scheduled during heat waves, seconded by Mayor Pro Tem Mahmud. Local Public Affairs Region Manager Martinez explained SCE's voluntary blackout notification procedures. Councilmember Cacciotti requested that SCE work with City staff to provide four to six weeks' notice for voluntary blackouts. In response to Mayor Joe's question, Region Manager Martinez said he would be working with City staff to remedy the number of electrical blackouts in the Altos de Monterey section of the City.

6. REORDERING OF AND ADDITIONS TO THE AGENDA

Mayor Joe requested that Item No. 22, Authorization to Participate as a Host City in the 2016 Amgen Tour of California, be heard as the first Action Item. City Manager Gonzalez noted a guest was in the audience to present on that item. Without opposition and with City Council concurrence, Item No. 22 was moved to the first Action Item.

7. PUBLIC COMMENTS

Mayor Joe opened the Public Comments section.

Gerald Phillips, Field Representative, Office of Assemblymember Chris Holden, 41st Assembly District, announced Assemblymember Holden's Regional Transportation Hearing, to be held October 15, 2015.

Anthony (Tony) Abdalla, Sr., South Pasadena Resident, expressed concern regarding SCE's failure to notify residents on a recent cancelation of a planned voluntary outage during a heat wave. He questioned why the outage had been scheduled during a heat wave when it was not an emergency.

Shlomo Nitzani, South Pasadena Resident, requested that: 1) The City Council do something about neighborhood peacocks as they are a nuisance and have damaged his vehicle; 2) The

City Council move Public Comment to the beginning of the City Council Meeting Agenda so that residents do not have to wait to speak; and 3) The City Council schedule time (10-15 minutes) on the agenda for residents to discuss items of importance to the public.

Councilmember Cacciotti requested that the concern expressed about peacocks be referred to the Animal Commission.

There being no additional speakers, Mayor Joe closed the Public Comments section.

CONSENT CALENDAR

Items removed from the Consent Calendar for separate consideration: Item No. 16 (Mahmud and Loren Adams, member of the public).

MOTION: M/S Khubesrian/Cacciotti to approve Consent Calendar Item Nos. 8, 9, 10, 11, 12, 13, 14, 15, and 17. By roll call vote, the motion passed unanimously. Absent: None.

The Consent Calendar consisted of the following items:

- 8. APPROVAL OF THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF AUGUST 19, 2015, AND REGULAR CITY COUNCIL MEETING OF SEPTEMBER 2, 2015**
- 9. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$723,422.22, GENERAL CITY WARRANTS IN THE AMOUNT OF \$155,318.66, PAYROLL IN THE AMOUNT OF \$431,439.53** – Included Prepaid Warrants #189971-190013 in the amount of \$723,422.22, General City Warrants #190014-190117 in the amount of \$155,318.66, and Payroll 09-11-15 in the amount of \$426,284.15, totaling \$1,310,180.41; and seated as the Successor Agency to the Community Redevelopment Agency, approve Redevelopment Successor Agency warrants for \$5,155.38 (included in above total).
- 10. MONTHLY INVESTMENT REPORTS FOR JULY 2015**
- 11. MEMORANDUM OF UNDERSTANDING FOR DEVELOPMENT OF A LOAD REDUCTION STRATEGY FOR THE LOS ANGELES RIVER BACTERIA TOTAL MAXIMUM DAILY LOAD (RIO HONDO RIVER SEGMENT)**
- 12. NOTICE OF COMPLETION FOR SOUTH PASADENA LIBRARY EXTERIOR PAINTING PROJECT AND AUTHORIZATION TO RELEASE RETENTION PAYMENT**
- 13. NOTICE OF COMPLETION FOR EDDIE HOUSE ELECTRICAL WIRING PROJECT AND AUTHORIZATION TO RELEASE RETENTION PAYMENT**

14. AWARD OF CONTRACT TO GREAT MATCH CONSULTING FOR SUPPLEMENTAL STAFFING ON AN AS-NEEDED BASIS

15. AWARD OF CONTRACT TO JOHN L. HUNTER AND ASSOCIATES, INC. FOR FISCAL YEAR 2015-16 ENVIRONMENTAL COMPLIANCE AND NPDES SERVICES

17. AWARD OF CONTRACT TO KOA CORPORATION FOR INSPECTION AND CONSTRUCTION MANAGEMENT SERVICES FOR THE ARROYO SECO GOLF COURSE SANITARY SEWER LIFT STATION PROJECT

ITEMS PULLED FROM THE CONSENT CALENDAR FOR SEPARATE CONSIDERATION

16. ADOPTION OF A RESOLUTION APPROVING FINAL TRACT MAP NO. 71554 FOR 820 MISSION STREET

Mayor Pro Tem Mahmud requested Item No. 16 be pulled because she is aware of a dispute between a resident and the property developer for 820 Mission Street. She asked the City Attorney to provide a legal opinion as to whether the approval of the Final Tract Map could be used by either party in the lawsuit. City Attorney Highsmith said the tentative map has been approved by the Planning Commission with a number of Conditions of Approval. The City Council's authority is limited to action on the Final Tract Map subject to those conditions. This is a civil matter, and either party may point to the approval of the Final Tract Map. The fact that there is a dispute between two property owners about where the appropriate survey line is will not be grounds for the City to act or not act on this. Mayor Pro Tem Mahmud said that if she votes to approve the Final Tract Map, she requested that the developer agree to not use the City Council approval in support of legal arguments. Councilmembers asked additional questions. In regard to a large water shutoff valve located adjacent to a resident's property, Councilmember Schneider asked why it was situated in this highly visible location and what could be done to improve the appearance of the equipment. Public Works Director Toor stated that this action authorizes the staff to let the developer record the Final Tract Map. All the improvements are Conditions of Approval and are all bonded. All plans have been approved and the Public Works Department will ensure that the developer follows the approved plans.

Mayor Joe opened the Public Comments section.

Loren Adams, who represents the 820 Mission Street development, said the location of the water shutoff valve on Magnolia Street was determined by civil design. He said a landscaping plan has been developed to hide the equipment. On the driveway, he said only low landscaping can be added. Fire-related equipment cannot be hidden, so a stone monument feature will be installed. He said plans have been submitted to the Planning and Building Department.

Regarding legal procedure and arguments in the civil case, he said the developer will not need to rely on the approval of the Final Tract Map for purposes of its argument. He said the property line dispute will be resolved. However, he said the lawyers will decide what they will argue and that he did not believe that approval of the Final Tract Map was that sensitive of an issue.

There being no additional speakers, Mayor Joe closed the Public Comments section.

MOTION: M/S Khubesrian/Cacciotti to adopt a resolution approving Tract Map No. 71554 for 820 Mission Street, and authorize the recordation of the Final Tract Map with the Los Angeles County Registrar-Recorder/County Clerk, **RESOLUTION NO. 7424**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING FINAL TRACT MAP NO. 71554 FOR 820 MISSION STREET. By roll call vote, the motion passed unanimously. Absent: None.

PUBLIC HEARING

18. APPEAL OF A DECISION OF THE PLANNING COMMISSION TO IMPOSE A CONDITION OF APPROVAL THAT REQUIRES A DEPUTY INSPECTOR FOR THE CONSTRUCTION OF A NEW SINGLE FAMILY HOME ON A HILLSIDE LOT LOCATED AT 2131 HANSCOM DRIVE

Mayor Joe said that this item would be continued, as announced at the beginning of the meeting. Councilmember Schneider made a motion to continue the Public Hearing to the October 21, 2015, City Council Regular Meeting, seconded by Councilmember Cacciotti. No objections were voiced.

Mayor Joe opened the Public Hearing and noted that if members of the public provide comment at tonight's City Council Meeting, they cannot provide public comment when the item is heard at the October 21, 2015, Public Hearing. No members of the public came forward; the Public Hearing remained open so as to be continued to the Regular City Council Meeting of October 21, 2015.

ACTION/DISCUSSION

22. AUTHORIZATION TO PARTICIPATE AS A HOST CITY IN THE 2016 AMGEN TOUR OF CALIFORNIA

Management Analyst Zneimer introduced Eric Smith, Course Director, Amgen Tour California, who made a presentation about the City becoming a "Host City" for the May 2016 Amgen Tour of California (Event), accompanied by PowerPoint slides. Course Director Smith, Sheri Morales, Vice President, AEG Sports, and Police Chief Miller responded to questions.

Mayor Joe opened the Public Comments section.

Laurie Wheeler, President/CEO, South Pasadena Chamber of Commerce (Chamber), indicated support for holding the Event in South Pasadena. However, the Chamber needs more information before it endorses the Event. Dialogue must take place with business owners and others who will be impacted.

There being no additional speakers, Mayor Joe closed the Public Comments section.

City Councilmembers expressed concern about the costs of the Event to the City and the impact on businesses and residents.

MOTION: M/S Cacciotti/Schneider to direct staff to prepare a proposed budget detailing the costs for the City to become a “Host City” for the May 2016 Amgen Tour of California, in conjunction with the Amgen Tour representatives, the Chamber of Commerce, and the South Pasadena Unified School District, and to present this to the City Council at the October 7, 2015 Regular City Council Meeting. By roll call vote, the motion passed unanimously. Absent: None.

19. ADOPTION OF A RESOLUTION REQUESTING CALTRANS TO ASSUME THE ROLE OF LEAD AGENCY FOR THE STATE ROUTE 110 INTERCHANGE PROJECT

Principal Management Analyst Lin presented the staff report; she and Public Works Director Toor responded to City Councilmembers’ questions.

Mayor Joe opened the Public Comments section.

There being no speakers, Mayor Joe closed the Public Comments section.

Mayor Pro Tem Mahmud suggested verbiage that could be added to the proposed resolution to clarify that transferring the City’s Rogan Funds to Caltrans would be predicated on Caltrans’ assuming the role as lead agency on the State Route 110 (SR-110) Interchange Project.

MOTION: M/S Mahmud/Khubesrian to adopt a resolution requesting the California Department of Transportation (Caltrans) assume the role of lead agency for the SR-110 Interchange Project at Fair Oaks Avenue, **RESOLUTION NO. 7426**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REQUESTING THAT CALTRANS ASSUME THE ROLE OF LEAD AGENCY FOR THE STATE ROUTE 110 INTERCHANGE PROJECT, with the amended language proposed by Mayor Pro Tem Mahmud to add to Section 3 of the resolution as follows: SECTION 3. The South Pasadena City Council does hereby authorize the City to act as the “Fiduciary Agent” for the SR-110 Interchange Project and, subsequent to Caltrans’ assumption of lead agency for the SR-110 Interchange Project, shall be responsible for signing over the remaining \$9.3 million in Rogan Funds to Caltrans to complete the design and construction of the SR-110

Interchange Project [addition underlined]. By roll call vote, the motion passed unanimously. Absent: None.

20. PROVIDE DIRECTION ON FOUR RESOLUTIONS BEING CONSIDERED AT THE LEAGUE OF CALIFORNIA CITIES' ANNUAL BUSINESS MEETING ON OCTOBER 2, 2015, IN SAN JOSE, CALIFORNIA

Assistant to the City Manager Demirjian presented the staff report; she and City Manager Gonzalez responded to City Councilmembers' questions.

Mayor Joe opened the Public Comments section.

There being no speakers, Mayor Joe closed the Public Comments section.

MOTION: M/S Mahmud/Cacciotti to direct Councilmember Khubesrian, the City's League of California Cities' Conference delegate, or City Manager Gonzalez, the alternate delegate, to vote in favor of the four League of California Cities resolutions to be voted on at the Annual Business Meeting on October 2, 2015, in San Jose, California: 1) League Bylaws Amendment; 2) Overconcentration of Alcohol and Drug Treatment Facilities; 3) Residential Rentals, Support for SB 593 (McGuire); and 4) Compensation for Prolonged Electrical Power Outages. An amendment proposed by Mayor Pro Tem Mahmud and approved by the seconder of the motion directed the delegate to find opportunities at the Conference to "shop" the City's proposal to require SCE to adopt a policy of canceling planned routine maintenance outages in the event of heat waves. By roll call vote, the motion passed unanimously. Absent: None.

21. ADOPTION OF A RESOLUTION APPROVING A WATER PASS-THROUGH CHARGE FOR WHOLESALE WATER

Public Works Director Toor presented the staff report and responded to City Councilmembers' questions.

Mayor Joe opened the Public Comments section.

There being no speakers, Mayor Joe closed the Public Comments section.

MOTION: M/S Mahmud/Cacciotti to adopt a resolution approving a water pass-through charge, **RESOLUTION NO. 7427**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING A WATER PASS-THROUGH CHARGE FOR WHOLESALE WATER PURCHASES. By roll call vote, the motion passed unanimously. Absent: None.

Mayor Joe asked Public Works Director Toor to work with Global Water, the City's water-billing vendor, to ensure that water customers are sufficiently notified about the pass-through charge and that they are informed of the reasons for the charge.

**23. REQUEST FOR APPROVAL OF A CO-SPONSORSHIP AND FEE WAIVER OF
“ABILITIES JOB FAIR” HOSTED BY THE INSTITUTE FOR THE REDESIGN
OF LEARNING**

Community Services Director Pautsch presented the staff report on the request by the Institute for the Redesign of Learning for fee waivers for the use of the War Memorial Building and the hanging of a street banner for an “Abilities Job Fair” for special needs individuals on October 8, 2015. She said that this will be a yearly event attracting 500 people; and that parking is the primary concern. She responded to City Councilmembers’ questions.

Mayor Joe opened the Public Comments section.

There being no speakers, Mayor Joe closed the Public Comments section.

City Councilmembers expressed concern about the number of events being co-sponsored by the City and the potential drain on City resources. Community Services Director Pautsch said that a report is being prepared of all such events, and that the City Council can review the list each year to determine which events to co-sponsor.

MOTION: M/S Mahmud/Khubesrian to approve the proposed co-sponsorship and fee waiver of the “Abilities Job Fair,” organized by the Institute for the Redesign of Learning, to be held on October 8, 2015. By roll call vote, the motion passed unanimously. Absent: None.

ADJOURNMENT

Mayor Joe adjourned the Joint City Council/Redevelopment Successor Agency Meeting at 10:40 p.m.

Evelyn G. Zneimer
City Clerk

Robert S. Joe
Mayor

Minutes approved by the South Pasadena City Council on October 7, 2015.

City of South Pasadena/ Redevelopment Successor Agency/ Public Financing Authority Agenda Report

*Robert S. Joe, Mayor/Agency Chair/Authority Chair
Diana Mahmud, Mayor Pro Tem/Agency Vice Chair/Authority Vice Chair
Michael A. Cacciotti, Council/Agency/Authority Member
Marina Khubesrian, M.D., Council/Agency/Authority Member
Richard D. Schneider, M.D., Council/Agency/Authority Member*

*Evelyn G. Zneimer, City Clerk/Agency/Authority Secretary
Gary E. Pia, City Treasurer*

COUNCIL AGENDA: October 7, 2015

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager 

FROM: David Batt, Finance Director 

SUBJECT: **Approval of Prepaid Warrants in the Amount of \$2,880,736.54,
General City Warrants in the Amount of \$1,096,054.18 and Payroll
in the Amount of \$452,653.53**

Recommendation

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

Fiscal Impact

Prepaid Warrants:		
Warrant # 190118 – 190222		\$ 2,880,379.79
General City Warrants:		
Warrant # 190223 – 190356		\$ 1,096,054.18
Payroll 09-25-15		\$ 446,925.73
RSA:		
Prepaid Warrants		\$ 356.75
Payroll 09-25-15		\$ 5,727.80
Total		\$ 4,429,444.25

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

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

Approval of Warrants
October 7, 2015
Page 2 of 2

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 09-25-15
5. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

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

Fund No.	Date 10.07.15 Amounts		
	Prepaid	Written	Payroll
General Fund 101	231,988.48	164,698.92	251,160.39
Insurance Fund 103			
Facilities & Equip.Cap. Fund 105		3,370.38	
Local Transit Return "A" 205	3,277.48		5,064.77
Local Transit Return "C" 207	5,343.05	817.00	4,996.85
Sewer Fund 210	957.87	3,902.68	16,060.14
CTCTraffic Improvement 211			
Street Lighting Fund 215	56,829.77	21,485.57	9,849.83
Public,Education & Govt Fund 217			
Clean Air Act Fund 218			
Business Improvement Tax 220			
Gold Line Mitigation Fund 223			
Mission Meridian Public Garage 226	2,274.81		
Housing Authority Fund 228			
State Gas Tax 230	25,155.64	964.86	13,046.84
County Park Bond Fund 232			
Measure R 233			
MSRC Grant Fund 238			
Bike & Pedestrian Paths 245			
Capital Growth Fund 255			
CDBG 260			
Asset Forfeiture 270			
Police Grants - State 272	911.54		
Police Subventions-CLEEP 273			
Homeland Security Grant 274			
Park Impact Fees 275			
HSIP Grant 277		7,353.00	
Public Library Fund Grant 280			
Arroyo Seco Golf Course 295			
Sewer Capital Projects Fund 310		25,313.88	164.45
Water Fund 500	310,442.55	868,147.89	60,457.51
Public Financing Authority 550	2,004,427.72		
Payroll Clearing Fund 700	238,770.88		86,124.95
Employee Special Event Fund 900			
Redev.Oblig.Retirement Fund 927			
Column Totals	2,880,379.79	1,096,054.18	446,925.73
City Report Totals		4,423,359.70	

Recap by fund

Fund No.	Amounts		
	Prepaid	Written	Payroll
RSA 227	356.75	-	5,727.80
Column Totals	356.75	-	5,727.80

RSA Report Totals

Amounts		
Prepaid	Written	Payroll
2,880,736.54	1,096,054.18	452,653.53
Grand Report Total	4,429,444.25	

Robert S. Joe, Mayor


David Batt, Finance Director

**ATTACHMENT 2
Prepaid Warrant List**

Voided Checks

186872	\$105.00
188405	\$48.00
188911	\$100.00
189743	\$92,676.77
189748	\$468.82
189749	\$770.68
189976	\$17.00
190060	\$7,483.83
190145	\$16,525.50
190179	\$366.46

**Spoiled Check
190162**

Accounts Payable

Check Detail

User: mfestejo
 Printed: 09/29/2015 - 11:23 AM



Check Number	Check Date		Amount
ATGC8530 - Acorn Technology Corp. Line Item Account			
190199	09/24/2015		
Inv	17443		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	IT Monthly Svcs 7/15	101-3010-3032-8170-000	600.74
Inv 17443 Total			600.74
Inv	17443-1225		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	IT Monthly Svcs 7/15	101-3010-3032-8170-000	15,610.00
Inv 17443-1225 Total			15,610.00
Inv	17443-1225 PD		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	PD -IT Monthly Svcs 7/15	101-4010-4011-8170-000	4,415.00
Inv 17443-1225 PD Total			4,415.00
Inv	17443-1226		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	IT Monthly Svcs 7/15	101-3010-3032-8170-000	582.50
Inv 17443-1226 Total			582.50
Inv	17443-1227		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	PD -IT Monthly Svcs 7/15	101-4010-4011-8170-000	30.00
Inv 17443-1227 Total			30.00
Inv	17443-1228		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	IT Monthly Svcs 7/15	101-3010-3032-8170-000	1,502.50
Inv 17443-1228 Total			1,502.50
Inv	17443-1229		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	IT Monthly Svcs 7/15	101-3010-3032-8170-000	1,650.00
Inv 17443-1229 Total			1,650.00

Check Number	Check Date		Amount
Inv	17443-1230		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	IT Monthly Svcs 7/15	101-3010-3032-8170-000	170.00
Inv	17443-1230 Total		170.00
Inv	17443-1231		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	IT Monthly Svcs 7/15	101-3010-3032-8170-000	2,715.00
Inv	17443-1231 Total		2,715.00
Inv	17443-1232		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	IT Monthly Svcs 7/15	101-3010-3032-8170-000	90.00
Inv	17443-1232 Total		90.00
Inv	17443-1233		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	IT Monthly Svcs 7/15	101-3010-3032-8170-000	480.00
Inv	17443-1233 Total		480.00
Inv	17443-1234		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	PD -IT Monthly Svcs 7/15	101-4010-4011-8170-000	1,200.00
Inv	17443-1234 Total		1,200.00
190199 Total:			29,045.74
ATGC8530 - Acorn Technology Corp. Total:			29,045.74
LDAG5270 - Aguirre, Lourdes Line Item Account			
190163	09/17/2015		
Inv	R62791		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2015	Refund WMB Deposit 8/29/15	101-0000-0000-2920-000	500.00
Inv	R62791 Total		500.00
190163 Total:			500.00
AG5270 - Aguirre, Lourdes Total:			500.00
ALAN8011 - American Library Association Line Item Account			
190118	09/10/2015		

Check Number	Check Date		Amount
Inv	1073609192		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/13/2015	Training-Webinar	101-8010-8011-8200-000	28.00
Inv 1073609192 Total			28.00
190118 Total:			28.00
ALAN8011 - American Library Association Total:			28.00
AME0229 - Ameritas Line Item Account			
190184	09/24/2015		
Inv	P/R/E 9/20/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Vision Ins. Oct-15	700-0000-0000-2268-000	3,161.32
Inv P/R/E 9/20/15 Total			3,161.32
190184 Total:			3,161.32
AME0229 - Ameritas Total:			3,161.32
PAC6201 - Ameron Pole Products Line Item Account			
190200	09/24/2015		
Inv	102429		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	Light Poles-FloresDeOro, OrangeGrove, IndianaAve.	215-6010-6201-8020-000	16,525.50
Inv 102429 Total			16,525.50
Inv	146903		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2015	Light Poles-Shipping Fees	215-6010-6201-8020-000	2,285.00
Inv 146903 Total			2,285.00
190200 Total:			18,810.50
PAC6201 - Ameron Pole Products Total:			18,810.50
ARTI6601 - Artic Mechanical Inc. Line Item Account			
190119	09/10/2015		
Inv	140721-673		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/20/2015	A/C Maint.	101-6010-6601-8120-000	240.00
Inv 140721-673 Total			240.00

Check Number	Check Date		Amount
Inv	140721-674		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/27/2015	A/C Maint.	101-6010-6601-8120-000	240.00
Inv	140721-674 Total		240.00
Inv	140721-679		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2015	A/C Maint.	101-6010-6601-8120-000	240.00
Inv	140721-679 Total		240.00
190119 Total:			720.00
ARTI6601 - Artic Mechanical Inc. Total:			720.00
ATCN9011 - AT & T Line Item Account			
190120	09/10/2015		
Inv	000006907856		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	1352 024 7/13-8/12/15	101-3010-3032-8150-000	92.71
Inv	000006907856 Total		92.71
Inv	000006907859		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	9048 875 7/13-8/12/15	101-3010-3032-8150-000	36.21
Inv	000006907859 Total		36.21
Inv	000006907860		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2015	4358 152 7/11-8/10/15	500-6010-6710-8150-000	90.14
Inv	000006907860 Total		90.14
Inv	000006912182		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	0905 346 7/13-8/12/15	101-3010-3032-8150-000	108.73
Inv	000006912182 Total		108.73
Inv	000006912183		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2015	2124 371 7/11-8/10/15	500-6010-6710-8150-000	-12.09
Inv	000006912183 Total		-12.09

Check Number	Check Date		Amount
Inv	000006912184		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	2452 103 7/13-8/12/15	101-3010-3032-8150-000	18.77
Inv 000006912184 Total			18.77
Inv	000006912185		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2015	3711 371 7/11-8/10/15	500-6010-6710-8150-000	-0.14
Inv 000006912185 Total			-0.14
Inv	000006912186		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	4047 783 7/13-8/12/15	101-3010-3032-8150-000	51.00
Inv 000006912186 Total			51.00
Inv	000006912187		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	4956 974 7/13-8/12/15	101-3010-3032-8150-000	371.01
Inv 000006912187 Total			371.01
Inv	000006912188		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	9100 538 7/13-8/12/15	101-3010-3032-8150-000	51.28
Inv 000006912188 Total			51.28
Inv	000006912595		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	2870 423 7/13-8/12/15	101-3010-3032-8150-000	31.36
Inv 000006912595 Total			31.36
Inv	000006912596		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	2856 294 7/13-8/12/15	101-3010-3032-8150-000	31.36
Inv 000006912596 Total			31.36
Inv	000006912597		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	2095 213 7/13-8/12/15	101-3010-3032-8150-000	52.66
Inv 000006912597 Total			52.66
Inv	000006912603		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	2841 274 7/13-8/12/15	101-3010-3032-8150-000	31.36

Check Number	Check Date		Amount
Inv 000006912603	Total		31.36
Inv 000006912650			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	3075 470 7/13-8/12/15	101-3010-3032-8150-000	35.72
Inv 000006912650	Total		35.72
Inv 000006922161			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	6412 115 7/13-8/12/15	101-3010-3032-8150-000	754.99
Inv 000006922161	Total		754.99
Inv 000006929285			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	2407 991 7/13-8/12/15	101-3010-3032-8150-000	66.86
Inv 000006929285	Total		66.86
Inv 000006929286			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2015	6163 371 7/11-8/10/15	500-6010-6710-8150-000	-2.72
Inv 000006929286	Total		-2.72
190120	Total:		1,809.21
ATCN9011 - AT & T	Total:		1,809.21
AT&T5011 - AT&T	Line Item Account		
190121	09/10/2015		
Inv 065 081-5011			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	8/13-9/12/15	101-3010-3032-8150-000	147.64
Inv 065 081-5011	Total		147.64
Inv 248 134-6100			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	8/1-31/15 & 9/1-30/15	101-3010-3032-8150-000	9.39
Inv 248 134-6100	Total		9.39
Inv 626 405-0051			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	8/11-9/10/15	101-3010-3032-8150-000	340.01
Inv 626 405-0051	Total		340.01

Check Number	Check Date		Amount
Inv	626 441-6497		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	8/13-9/12/15	101-3010-3032-8150-000	153.88
Inv	626 441-6497 Total		153.88
Inv	626 577-6657		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	8/13-9/12/15	101-3010-3032-8150-000	52.51
Inv	626 577-6657 Total		52.51
190121 Total:			703.43
AT&T5011 - AT&T Total:			703.43
CIN4011 - AT&T --Cingular Wireless Line Item Account			
190122	09/10/2015		
Inv	829350178X0716		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2015	PD Cell Phones 6/9-7/8/15	101-3010-3032-8150-000	460.55
Inv	829350178X0716 Total		460.5
Inv	992893782X0716		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2015	PD Ipad's 6/9-7/8/15	101-3010-3032-8150-000	207.50
Inv	992893782X0716 Total		207.50
190122 Total:			668.05
190201	09/24/2015		
Inv	287014917916X09		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	City Ipad's 8/9-9/8/15	500-6010-6710-8150-000	52.67
09/08/2015	City Ipad's 8/9-9/8/15	101-3010-3032-8150-000	622.50
Inv	287014917916X09 Total		675.17
Inv	287258938988X08		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2015	PW Cell Phones 7/20-8/19/15	101-3010-3032-8150-000	559.30
08/19/2015	PW Cell Phones 7/20-8/19/15	500-6010-6711-8020-000	124.94
08/19/2015	PW Cell Phones 7/20-8/19/15	500-6010-6710-8020-000	118.96
Inv	287258938988X08 Total		803.20

Check Number	Check Date		Amount
0201	Total:		1,478.37
CIN4011	- AT&T --Cingular Wireless Total:		2,146.42
ATH0292	- Athens Disposal Company Line Item Account		
190123	09/10/2015		
Inv	August 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2015	Yard Waste Fees 8/15	500-0000-0000-5525-000	14,810.61
09/10/2015	Low Income Fees 8/15	101-0000-0000-4210-001	1,481.39
Inv August 2015	Total		16,292.00
Inv	Sept. 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2015	Estimate Recycling Fees 9/15	500-0000-0000-5360-000	140.06
09/10/2015	Estimate Rubbish Fees 9/15	500-0000-0000-5360-000	274,639.63
Inv Sept. 2015	Total		274,779.69
190123	Total:		291,071.69
H0292	- Athens Disposal Company Total:		291,071.69
BRDE6710	- Bardales Jr., Luis Line Item Account		
190124	09/10/2015		
Inv	2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2015	Grade T2 Water Treatment Exam Fees	500-6010-6710-8200-000	45.00
Inv 2015	Total		45.00
Inv	2015*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2015	Grade T2 Water Treatment Cert. Fees	500-6010-6710-8200-000	60.00
Inv 2015*	Total		60.00
190124	Total:		105.00
BRDE6710	- Bardales Jr., Luis Total:		105.00
TEKN8267	- Bowen, Timothy D. Line Item Account		
190164	09/17/2015		
Inv	August 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2015	Lego/Robotics Instructor Classes	101-8030-8032-8267-000	3,277.50

Check Number	Check Date		Amount
		Inv August 2015 Total	3,277.50
		190164 Total:	3,277.50
		TEKN8267 - Bowen, Timothy D. Total:	3,277.50
		BSNS8030 - BSN Sports Inc. Line Item Account	
		190125 09/10/2015	
		Inv 96883313	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		04/22/2015 Pennant Streamers 101-8030-8032-8264-000	62.07
		Inv 96883313 Total	62.07
		190125 Total:	62.07
		BSNS8030 - BSN Sports Inc. Total:	62.07
		CSD3010 - Ca. State Disbursement Unit Line Item Account	
		190185 09/24/2015	
		Inv P/R/E 9/20/15	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		09/22/2015 Garnishment 700-0000-0000-2264-000	400.5
		Inv P/R/E 9/20/15 Total	400.50
		190185 Total:	400.50
		CSD3010 - Ca. State Disbursement Unit Total:	400.50
		STA5680 - CAL PERS 457 PLAN Line Item Account	
		190186 09/24/2015	
		Inv P/R/E 9/20/15	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		09/22/2015 Deferred Comp 700-0000-0000-2260-000	4,224.95
		Inv P/R/E 9/20/15 Total	4,224.95
		Inv P/R/E 9/20/15A	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		09/22/2015 Loan Pmt 700-0000-0000-2260-000	43.25
		Inv P/R/E 9/20/15A Total	43.25
		190186 Total:	4,268.20

Check Number	Check Date		Amount
A5680 - CAL PERS 457 PLAN Total:			4,268.20
CAB4011 - Caltronics Business Systems Line Item Account			
190126	09/10/2015		
Inv	1832051		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2015	PD Copier Overages 5/6-8/5/15	101-4010-4011-8110-000	2,666.82
Inv 1832051 Total			2,666.82
190126 Total:			2,666.82
CAB4011 - Caltronics Business Systems Total:			2,666.82
CHA1111 - Chan, Anthony Line Item Account			
190187	09/24/2015		
Inv	P/R/E 9/20/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/15/15	101-0000-0000-2910-200	560.00
Inv P/R/E 9/20/15 Total			560.00
Inv	P/R/E 9/20/15 A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/16/15	101-0000-0000-2910-200	560.00
Inv P/R/E 9/20/15 A Total			560.00
Inv	P/R/E 9/20/15 B		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/18/15	101-0000-0000-2910-200	560.00
Inv P/R/E 9/20/15 B Total			560.00
Inv	P/R/E 9/20/15 C		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/19/15	101-0000-0000-2910-200	560.00
Inv P/R/E 9/20/15 C Total			560.00
190187 Total:			2,240.00
CHA1111 - Chan, Anthony Total:			2,240.00
CHAR4010 - Charlie's Trio Restaurant Line Item Account			
0202	09/24/2015		
Inv	1133		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
09/22/2015	SPPD Open House Food 9/20/15	101-4010-4011-8020-000	773.69
Inv 1133 Total			773.69
190202 Total:			773.69
CHAR4010 - Charlie's Trio Restaurant Total:			773.69
SOU5402 - City of South Pasadena PD Petty Cash Line Item Account			
190127	09/10/2015		
Inv	9/9/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2015	Reimb. Petty Cash	101-4010-4011-8020-000	45.80
09/09/2015	Reimb. Petty Cash	101-4010-4011-8010-000	2.38
09/09/2015	Reimb. Petty Cash	101-4010-4011-8090-000	19.82
Inv 9/9/15 Total			68.00
190127 Total:			68.00
190203	09/24/2015		
Inv	9/23/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2015	Reimb. Petty Cash	101-4010-4011-8100-000	27.7
09/23/2015	Reimb. Petty Cash	101-4010-4011-8020-000	71.65
Inv 9/23/15 Total			98.89
190203 Total:			98.89
SOU5402 - City of South Pasadena PD Petty Cash Total:			166.89
PCYD6010 - City of South Pasadena-Yard Line Item Account			
190204	09/24/2015		
Inv	9/24/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/24/2015	Reimb. Petty Cash	210-6010-6501-8020-000	23.80
09/24/2015	Reimb. Petty Cash	101-6010-6601-8020-000	16.92
09/24/2015	Reimb. Petty Cash	500-6010-6710-8020-000	17.90
09/24/2015	Reimb. Petty Cash	230-6010-6116-8020-000	41.15
09/24/2015	Reimb. Petty Cash	500-6010-6711-8070-000	13.00
09/24/2015	Reimb. Petty Cash	500-6010-6710-8070-000	61.76
Inv 9/24/15 Total			174.53
190204 Total:			174.53
PCYD6010 - City of South Pasadena-Yard Total:			174.53

Check Number	Check Date	Amount
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.IWP2010 - Colantuono,Highsmith & Whatley,PC Line Item Account

190165	09/17/2015		
Inv	29440		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Legal Svcs-Transportation 8/15	101-2010-2501-8160-000	3,102.00
Inv 29440 Total			3,102.00
Inv	29441		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Legal Svcs-Labor & Employment 8/15	101-2010-2501-8160-000	1,057.50
Inv 29441 Total			1,057.50
Inv	29442		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Legal Svcs-Misc. Litigation 8/15	101-2010-2501-8160-000	3,561.00
Inv 29442 Total			3,561.00
Inv	29443		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Legal Svcs-Suc. Agency 8/15	227-7200-7210-8160-000	23.50
Inv 29443 Total			23.50
Inv	29444		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Legal Svcs-General 8/15	101-2010-2501-8160-000	9,562.40
Inv 29444 Total			9,562.40
190165 Total:			17,306.40

CHWP2010 - Colantuono,Highsmith & Whatley,PC Total:

17,306.40

COM2011 - COM Consultants Line Item Account

190128	09/10/2015		
Inv	1503CSP		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/01/2015	Telephone Consult. Svcs 3/15	101-3010-3041-8170-000	917.95
Inv 1503CSP Total			917.95
Inv	1504CSP		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2015	Telephone Consult. Svcs 4/15	101-3010-3041-8170-000	926.25
Inv 1504CSP Total			926.25

Check Number	Check Date		Amount
Inv	1505CSP		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/01/2015	Telephone Consult. Svcs 5/15	101-3010-3041-8170-000	1,353.75
Inv 1505CSP Total			1,353.75
Inv	1506CSP		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2015	Telephone Consult. Svcs 6/15	101-3010-3041-8170-000	1,168.21
Inv 1506CSP Total			1,168.21
190128 Total:			4,366.16
COM2011 - COM Consultants Total:			4,366.16
COM6601 - Community Controls Line Item Account			
190205	09/24/2015		
Inv	AAAO282975		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2015	Civic Center Gate-Access Repair Maint.	101-6010-6601-8020-000	186.81
05/15/2015	Civic Center Gate-Access Repair Maint.	101-6010-6601-8120-000	186.81
Inv AAAO282975 Total			373.62
190205 Total:			373.62
COM6601 - Community Controls Total:			373.62
CON9152 - Control Automation Design Inc Line Item Account			
190129	09/10/2015		
Inv	15-020		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2015	Westside Rsvr Emergency Repair	500-6010-6711-8170-000	4,250.04
Inv 15-020 Total			4,250.04
190129 Total:			4,250.04
CON9152 - Control Automation Design Inc Total:			4,250.04
CRE1111 - Creek, Michael Line Item Account			
190188	09/24/2015		
Inv	P/R/E 9/20/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/18/15	101-0000-0000-2910-200	1,120.00

Check Number	Check Date		Amount
		Inv P/R/E 9/20/15 Total	1,120.00
		Inv P/R/E 9/20/15 A	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		09/22/2015 Movie Detail 9/19/15 101-0000-0000-2910-200	1,050.00
		Inv P/R/E 9/20/15 A Total	1,050.00
190188 Total:			2,170.00
CRE1111 - Creek, Michael Total:			2,170.00
DEL0771 - Delta Dental Line Item Account			
		190189 09/24/2015	
		Inv P/R/E 9/20/15	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		09/22/2015 Dental Ins. Oct-15 700-0000-0000-2267-000	10,758.80
		Inv P/R/E 9/20/15 Total	10,758.80
190189 Total:			10,758.80
DEL0771 - Delta Dental Total:			10,758.80
DEL3011 - DeLuxe for Business Line Item Account			
		190130 09/10/2015	
		Inv 2034805985	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		09/02/2015 AP Checks 101-3010-3011-8050-000	757.68
		Inv 2034805985 Total	757.68
190130 Total:			757.68
DEL3011 - DeLuxe for Business Total:			757.68
DIG0800 - Digital Telecommunications Corp Line Item Account			
		190131 09/10/2015	
		Inv 21999	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		08/26/2015 Relocate 4 Phone Ext to New Locations 101-3010-3032-8150-000	345.00
		Inv 21999 Total	345.00
		Inv 22008	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	

Check Number	Check Date		Amount
08/26/2015	Relocate 4 Phone Ext to New Locations	101-3010-3032-8150-000	251.16
Inv 22008 Total			251.16
Inv 22018			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	Relocate 4 Phone Ext to New Locations	101-3010-3032-8150-000	324.42
Inv 22018 Total			324.42
190131 Total:			920.58
DIG0800 - Digital Telecommunications Corp Total:			920.58
CAL0616 - E. D. D. Line Item Account			
190190	09/24/2015		
Inv P/R/E 9/20/15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	State w/h Tax	700-0000-0000-2220-000	23,120.22
Inv P/R/E 9/20/15 Total			23,120.22
190190 Total:			23,120.22
CAL0616 - E. D. D. Total:			23,120.22
ECC9000 - E.C.Construction Line Item Account			
190206	09/24/2015		
Inv 16064			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2015	Citywide City Prop.Seal Coat Parking Lots	230-6010-6116-8180-000	22,900.00
Inv 16064 Total			22,900.00
190206 Total:			22,900.00
ECC9000 - E.C.Construction Total:			22,900.00
EURO6710 - Eurofins Eaton Analytical Line Item Account			
190166	09/17/2015		
Inv L0213715			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/28/2015	Water Quality Testing	500-6010-6711-8070-000	85.00
Inv L0213715 Total			85.00
190166 Total:			85.00

Check Number	Check Date		Amount
EURO6710 - Eurofins Eaton Analytical Total:			85.00
JMPX5011 - Fixsen, Jeremy Line Item Account			
190132	09/10/2015		
Inv	5/16/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2015	Reimb. Paramedic License Fee	101-5010-5011-8200-000	125.00
Inv 5/16/15 Total			125.00
190132 Total:			125.00
JMPX5011 - Fixsen, Jeremy Total:			125.00
COBR7131 - Flex Advantage Line Item Account			
190207	09/24/2015		
Inv	88988		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2015	Administration Cost	101-3010-3041-7131-000	102.00
Inv 88988 Total			102.00
Inv	P/R/E 9/20/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2015	Retiree Health Reimbursement 10/15	101-3010-3041-7131-000	741.77
Inv P/R/E 9/20/15 Total			741.77
190207 Total:			843.77
COBR7131 - Flex Advantage Total:			843.77
PYFE4460 - Flores, Pollyanna Line Item Account			
190208	09/24/2015		
Inv	39410		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2015	Refund Annual Permit	101-0000-0000-4460-000	100.00
Inv 39410 Total			100.00
190208 Total:			100.00
PYFE4460 - Flores, Pollyanna Total:			100.00
GTGW8520 - Game Time Line Item Account			
190167	09/17/2015		

Check Number	Check Date		Amount
Inv	PJI-0018691		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2015	Orange Grove Park NRS Bleachers	101-9000-9270-9270-000	7,483.82
Inv PJI-0018691 Total			7,483.82
190167 Total:			7,483.82
GTGW8520 - Game Time Total:			7,483.82
FRGA4011 - Garcia, Francisco Line Item Account			
190168	09/17/2015		
Inv	280		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2015	FD Safety Fair Taco Catering 9/20/15	101-5010-5011-8020-000	1,000.00
Inv 280 Total			1,000.00
190168 Total:			1,000.00
FRGA4011 - Garcia, Francisco Total:			1,000.00
AGRN4011 - Giron, Aaron Line Item Account			
190191	09/24/2015		
Inv	P/R/E 9/20/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/17/15	101-0000-0000-2910-200	630.00
Inv P/R/E 9/20/15 Total			630.00
Inv	P/R/E 9/20/15 A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/19/15	101-0000-0000-2910-200	700.00
Inv P/R/E 9/20/15 A Total			700.00
190191 Total:			1,330.00
AGRN4011 - Giron, Aaron Total:			1,330.00
GPDD4010 - Glendale Police Dept. Line Item Account			
190133	09/10/2015		
Inv	14-1121		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/24/2014	DNA Processing -Evidence Swab DR140605	101-4010-4011-8180-000	550.00
Inv 14-1121 Total			550.00

Check Number	Check Date		Amount
190133 Total:			550.00
GPDD4010 - Glendale Police Dept. Total:			550.00
GETL8032 - Grace Entertainment LLC Line Item Account			
190134	09/10/2015		
Inv	10/23/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	Halloween Spooktacular Event Deposit	101-8030-8032-8264-000	135.00
Inv 10/23/15 Total			135.00
190134 Total:			135.00
190169	09/17/2015		
Inv	12/12/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2015	2015 Breakfast with Santa Deposit for Santa Clause	101-8030-8032-8264-000	200.00
Inv 12/12/15 Total			200.00
190169 Total:			200.00
GETL8032 - Grace Entertainment LLC Total:			335.00
GRE1270 - Greg's Automotive Services Line Item Account			
190209	09/24/2015		
Inv	11224		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2015	Unit# 209 Oil Change & Maint.	101-6010-6410-8100-000	55.10
Inv 11224 Total			55.10
Inv	11229		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	Unit# 209 Turn Signal Switch	101-6010-6410-8100-000	207.63
Inv 11229 Total			207.63
190209 Total:			262.73
GRE1270 - Greg's Automotive Services Total:			262.73
YBS8180 - Haynes Building Services LLC Line Item Account			
190135	09/10/2015		

Check Number	Check Date		Amount
Inv 7991			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/08/2015	Citywide Janitorial Svcs 6/15	101-6010-6601-8180-000	9,416.47
Inv 7991 Total			9,416.47
190135 Total:			9,416.47
HYBS8180 - Haynes Building Services LLC Total:			9,416.47
HDSW0107 - HD Suppy Waterworks, Ltd. Line Item Account			
190136	09/10/2015		
Inv C925713			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/08/2014	CLOWF-250 Fire Hydrants Repair Parts	500-0000-0000-1400-000	1,019.37
Inv C925713 Total			1,019.37
190136 Total:			1,019.37
HDSW0107 - HD Suppy Waterworks, Ltd. Total:			1,019.37
HOM1515 - Home Depot Credit Services Line Item Account			
190210	09/24/2015		
Inv 2022811			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2015	Citywide Supplies	101-5010-5011-8120-000	263.90
Inv 2022811 Total			263.90
Inv 3051973			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/30/2015	Citywide Supplies	101-6010-6601-8120-000	54.39
07/30/2015	Citywide Supplies	101-6010-6601-8020-000	54.38
Inv 3051973 Total			108.77
Inv 4051934			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/29/2015	Citywide Supplies	101-9000-9229-9229-000	105.37
Inv 4051934 Total			105.37
Inv 4225289			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2015	Citywide Supplies	230-6010-6116-8020-000	397.90
Inv 4225289 Total			397.90

Check Number	Check Date		Amount
Inv 5011149			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2015	Citywide Supplies	101-6010-6601-8120-000	151.28
Inv 5011149 Total			151.28
Inv 5132399			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2015	Citywide Supplies	101-6010-6410-8020-000	34.29
Inv 5132399 Total			34.29
Inv 6100054			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2015	Citywide Supplies	101-5010-5011-8020-000	72.21
Inv 6100054 Total			72.21
Inv 7010106			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2015	Citywide Supplies	101-6010-6601-8020-000	124.96
Inv 7010106 Total			124.96
Inv 7021330			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/05/2015	Citywide Supplies	230-6010-6116-8020-000	167.85
Inv 7021330 Total			167.85
Inv 7186616			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2015	Citywide Supplies CREDIT	101-6010-6410-8020-000	-62.10
Inv 7186616 Total			-62.10
Inv 7560012			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2015	Citywide Supplies	215-6010-6310-8130-000	176.82
Inv 7560012 Total			176.82
Inv 8052060			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/04/2015	Citywide Supplies	101-6010-6601-8020-000	114.70
08/04/2015	Citywide Supplies	101-6010-6601-8020-000	114.70
08/04/2015	Citywide Supplies	215-6010-6201-8020-000	114.69
Inv 8052060 Total			344.09

Check Number	Check Date		Amount
Inv	8110435		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2015	Citywide Supplies	101-6010-6410-8020-000	62.10
Inv 8110435 Total			62.10
Inv	8874375		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2015	Citywide Supplies	101-6010-6601-8130-000	357.52
Inv 8874375 Total			357.52
190210 Total:			2,304.96
HOM1515 - Home Depot Credit Services Total:			2,304.96
MTSU5260 - Hsu, Min-Tsu Line Item Account			
190170	09/17/2015		
Inv	R05814		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/09/2015	Refund Lost & Paid Library Material	101-0000-0000-5260-003	17.00
Inv R05814 Total			17.00
190170 Total:			17.00
MTSU5260 - Hsu, Min-Tsu Total:			17.00
ICM1610 - ICMA Line Item Account			
190192	09/24/2015		
Inv	P/R/E 9/20/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Deferred Comp	700-0000-0000-2260-000	3,932.75
Inv P/R/E 9/20/15 Total			3,932.75
190192 Total:			3,932.75
ICM1610 - ICMA Total:			3,932.75
RBJE1022 - Joe, Robert S. Line Item Account			
190137	09/10/2015		
Inv	8/12/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2015	Reimb. Special Olympics Morocco Lunch	101-1010-1011-8090-000	68.8
Inv 8/12/15 Total			68.82

Check Number	Check Date		Amount
190137 Total:			68.82
RBJE1022 - Joe, Robert S. Total:			68.82
MKHB1022 - Khubesrian, M.D., Marina Line Item Account			
190138	09/10/2015		
Inv	8/10/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2015	Reimb. Mileage Conference Monterey CA	101-1010-1011-8090-000	370.68
Inv 8/10/15 Total			370.68
190138 Total:			370.68
190171	09/17/2015		
Inv	6/24/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2015	Reimb. League of Cities Conference Meal	101-1010-1011-8090-000	40.63
Inv 6/24/15 Total			40.63
190171 Total:			40.63
MKHB1022 - Khubesrian, M.D., Marina Total:			411.31
KIL8856 - Kilby, Sally Line Item Account			
190211	09/24/2015		
Inv	9/18/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2015	Reimb. Staff Various Supplies	101-1020-1022-8020-000	16.33
09/18/2015	Reimb. Staff Various Supplies	101-1020-1021-8000-000	21.79
09/18/2015	Reimb. Staff Various Supplies	101-1020-1022-8010-000	7.15
Inv 9/18/15 Total			45.27
190211 Total:			45.27
KIL8856 - Kilby, Sally Total:			45.27
KIW9562 - Kiwanis Club of So. Pasadena Line Item Account			
190212	09/24/2015		
Inv	201409		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Membership Dues	101-2010-2011-8060-000	233.00
Inv 201409 Total			233.00

Check Number	Check Date		Amount
Inv 201431			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2015	Membership Meals	101-2010-2011-8060-000	216.00
Inv 201431 Total			216.00
190212 Total:			449.00
KIW9562 - Kiwanis Club of So. Pasadena Total:			449.00
LADA8021 - L.A.C. District Attorney's Line Item Account			
190139	09/10/2015		
Inv 15-1029			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/02/2015	PD Legal Svcs 4/15	101-4010-4011-8180-000	53.25
Inv 15-1029 Total			53.25
190139 Total:			53.25
LADA8021 - L.A.C. District Attorney's Total:			53.25
LAWO2010 - Law Offices of Jones & Mayer Line Item Account			
190140	09/10/2015		
Inv 74036			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Legal Svcs-1827 Bushnell 8/15	101-2010-2501-8160-000	55.50
Inv 74036 Total			55.50
Inv 74037			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Legal Svcs-619 Camino Verde 8/15	101-2010-2501-8160-000	163.88
Inv 74037 Total			163.88
Inv 74038			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Legal Svcs-General Litigation 8/15	101-2010-2501-8160-000	333.00
Inv 74038 Total			333.00
Inv 74039			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Legal Svcs-Riner Scivally 8/15	101-2010-2501-8160-000	55.50
Inv 74039 Total			55.50

Check Number	Check Date		Amount
0140 Total:			607.88
LAWO2010 - Law Offices of Jones & Mayer Total:			607.88
LCW7456 - Liebert Cassidy Whitmore Line Item Account			
190213	09/24/2015		
Inv	1408949		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Legal Svcs- Personnel Matters 8/15	101-2010-2013-8160-000	3,688.50
Inv 1408949 Total			3,688.50
Inv	1408950		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Legal Svcs- Personnel Matters 8/15	101-2010-2013-8160-000	8,681.10
Inv 1408950 Total			8,681.10
Inv	1408951		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Legal Svcs- Personnel Matters 8/15	101-2010-2013-8160-000	260.00
Inv 1408951 Total			260.00
Inv	1408952		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Legal Svcs- Personnel Matters 8/15	101-2010-2013-8160-000	1,434.60
Inv 1408952 Total			1,434.60
Inv	1408953		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Legal Svcs- Personnel Matters 8/15	101-2010-2013-8160-000	3,039.50
Inv 1408953 Total			3,039.50
190213 Total:			17,103.70
LCW7456 - Liebert Cassidy Whitmore Total:			17,103.70
MRLZ5270 - Lopez, Marlo Line Item Account			
190172	09/17/2015		
Inv	R62793		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2015	Refund Partial Arroyo Park -No Electricity	101-0000-0000-5270-005	27.50
Inv R62793 Total			27.50

Check Number	Check Date		Amount
190172	Total:		27.50
MRLZ5270	- Lopez, Marlo	Total:	27.50
LUN1111	- Lunnon, Joseph	Line Item Account	
190193	09/24/2015		
Inv	P/R/E 9/20/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/15/15	101-0000-0000-2910-200	840.00
Inv P/R/E 9/20/15	Total		840.00
Inv	P/R/E 9/20/15 A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/16/15	101-0000-0000-2910-200	560.00
Inv P/R/E 9/20/15 A	Total		560.00
Inv	P/R/E 9/20/15 B		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/17/15	101-0000-0000-2910-200	700.00
Inv P/R/E 9/20/15 B	Total		700.00
Inv	P/R/E 9/20/15 C		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/19/15	101-0000-0000-2910-200	560.00
Inv P/R/E 9/20/15 C	Total		560.00
190193	Total:		2,660.00
LUN1111	- Lunnon, Joseph	Total:	2,660.00
DIMD1010	- Mahmud, Diana	Line Item Account	
190141	09/10/2015		
Inv	8/31/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Reimb. Mileage to Mobility 21 Conf. Anah	101-1010-1011-8090-000	34.44
Inv 8/31/15	Total		34.44
190141	Total:		34.44
DIMD1010	- Mahmud, Diana	Total:	34.44
AVIC4010	- Manukian, Avick	Line Item Account	

Check Number	Check Date		Amount
190173	09/17/2015		
Inv	9/21-25/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	Reimb. PD Training Expenses	101-4010-4011-8210-000	640.00
Inv 9/21-25/15 Total			640.00
190173 Total:			640.00
AVIC4010 - Manukian, Avick Total:			640.00
MMJA4011 - Mejia, Michael Line Item Account			
190194	09/24/2015		
Inv	P/R/E 9/20/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/15/15	101-0000-0000-2910-200	560.00
Inv P/R/E 9/20/15 Total			560.00
Inv	P/R/E 9/20/15 A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/16/15	101-0000-0000-2910-200	1,050.00
Inv P/R/E 9/20/15 A Total			1,050.00
Inv	P/R/E 9/20/15 B		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/17/15	101-0000-0000-2910-200	700.00
Inv P/R/E 9/20/15 B Total			700.00
Inv	P/R/E 9/20/15 C		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Movie Detail 9/20/15	101-0000-0000-2910-200	560.00
Inv P/R/E 9/20/15 C Total			560.00
190194 Total:			2,870.00
MMJA4011 - Mejia, Michael Total:			2,870.00
BRMR8267 - Miller, Brian Line Item Account			
190142	09/10/2015		
Inv	Sum 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Instructor Soccer Classes	101-8030-8032-8267-000	2,137.50
Inv Sum 2015 Total			2,137.50

Check Number	Check Date		Amount
190142 Total:			2,137.50
BRMR8267 - Miller, Brian Total:			2,137.50
MMV9126 - Mission-Meridian Village Line Item Account			
190143	09/10/2015		
Inv	88888-7		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	Property Owners Assn Dues-Hospital 9/15	226-2010-2029-8060-000	857.56
Inv 88888-7 Total			857.56
Inv	88888-8		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	Property Owners Assn Dues-Parking 9/15	207-2010-2260-8061-000	1,700.00
09/08/2015	Property Owners Assn Dues-Parking 9/15	226-2010-2029-8060-000	41.08
Inv 88888-8 Total			1,741.08
Inv	88888-9		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	Property Owners Assn Dues-Utility 9/15	226-2010-2029-8060-000	1,376.17
Inv 88888-9 Total			1,376.17
190143 Total:			3,974.81
MMV9126 - Mission-Meridian Village Total:			3,974.81
ERMY4894 - Monty, Erin Line Item Account			
190144	09/10/2015		
Inv	R62435		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2015	Refund Youth House Deposit 8/22/15	101-0000-0000-4894-000	222.50
Inv R62435 Total			222.50
190144 Total:			222.50
ERMY4894 - Monty, Erin Total:			222.50
OSHS6101 - Orchard Business/SYNCB Line Item Account			
190214	09/24/2015		
Inv	020847		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2015	Citywide Supplies	500-6010-6711-8020-000	17.48
Inv 020847 Total			17.48

Check Number	Check Date		Amount
Inv 021291			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2015	Citywide Supplies	101-6010-6601-8020-000	102.44
08/11/2015	Citywide Supplies	101-6010-6601-8120-000	102.43
Inv 021291 Total			204.87
Inv 021492			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2015	Citywide Supplies	101-6010-6601-8020-000	55.15
Inv 021492 Total			55.15
Inv 024366			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2015	Citywide Supplies	101-8010-8011-8020-000	79.28
Inv 024366 Total			79.28
Inv 024560			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2015	Citywide Supplies	101-6010-6601-8020-000	143.87
Inv 024560 Total			143.87
Inv 025003			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	Citywide Supplies	101-6010-6410-8020-000	116.88
Inv 025003 Total			116.88
Inv 030185			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Citywide Supplies	101-6010-6601-8020-000	44.88
Inv 030185 Total			44.88
Inv 037419			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2015	Citywide Supplies	101-8010-8011-8020-000	30.91
Inv 037419 Total			30.91
Inv 038978			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2015	Citywide Supplies	101-6010-6011-8020-000	106.13
Inv 038978 Total			106.13

Check Number	Check Date		Amount
Inv 042985			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2015	Citywide Supplies	101-6010-6601-8020-000	54.27
Inv 042985 Total			54.27
Inv 150100			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	Citywide Supplies	101-6010-6410-8020-000	93.27
Inv 150100 Total			93.27
Inv 153903			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/04/2015	Citywide Supplies	215-6010-6201-8020-000	12.39
Inv 153903 Total			12.39
Inv 154499			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2015	Citywide Supplies	101-6010-6410-8020-000	78.64
Inv 154499 Total			78.64
Inv 155617			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2015	Citywide Supplies	101-6010-6601-8020-000	5.68
Inv 155617 Total			5.68
Inv 157253			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2015	Citywide Supplies	101-6010-6601-8020-000	91.79
Inv 157253 Total			91.79
Inv 158880			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2015	Citywide Supplies	101-6010-6601-8120-000	72.47
08/25/2015	Citywide Supplies	101-6010-6601-8020-000	72.48
Inv 158880 Total			144.95
Inv 159112			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2015	Citywide Supplies	500-6010-6711-8020-000	20.70
Inv 159112 Total			20.70
Inv 159117			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/26/2015	Citywide Supplies	101-4010-4011-8520-000	34.10
Inv 159117 Total			34.10
Inv 159257			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2015	Citywide Supplies	215-6010-6201-8020-000	20.95
Inv 159257 Total			20.95
Inv 159586			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2015	Citywide Supplies	101-4010-4011-8520-000	89.08
Inv 159586 Total			89.08
190214 Total:			1,445.27
OSHS6101 - Orchard Business/SYNCB Total:			1,445.27
PLSI6201 - Pacific Lighting Sales Inc. Line Item Account			
190145	09/10/2015		
Inv 145677			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	6 Street Light Poles	215-6010-6201-8020-000	16,525.50
Inv 145677 Total			16,525.50
190145 Total:			16,525.50
PLSI6201 - Pacific Lighting Sales Inc. Total:			16,525.50
PER4290 - Pers Health Insurance Line Item Account			
190195	09/24/2015		
Inv P/R/E 9/20/15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Health Ins. Oct-15	230-6010-6116-7131-000	1,398.74
09/22/2015	Health Ins. Oct-15	205-2010-2210-7131-000	802.64
09/22/2015	Health Ins. Oct-15	210-6010-6501-7131-000	934.07
09/22/2015	Health Ins. Oct-15	700-0000-0000-2262-000	104,657.87
09/22/2015	Health Ins. Oct-15	215-6010-6310-7131-000	1,276.72
09/22/2015	Health Ins. Oct-15	500-6010-6711-7131-000	2,267.11
09/22/2015	Health Ins. Oct-15	227-7200-7210-7131-000	333.25
09/22/2015	Health Ins. Oct-15	101-3010-3041-7131-000	37,015.26
09/22/2015	Health Ins. Oct-15	207-2010-2260-7131-000	643.05
09/22/2015	Health Ins. Oct-15	500-6010-6710-7131-000	2,267.10
Inv P/R/E 9/20/15 Total			151,595.81

Check Number	Check Date		Amount
190195 Total:			151,595.81
PER4290 - Pers Health Insurance Total:			151,595.81
PER4770 - Pers Retirement Line Item Account			
190196	09/24/2015		
Inv	P/R/E 9/20/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Retirement Svc Period 9/7-9/20/15	700-0000-0000-2240-000	85,974.30
Inv P/R/E 9/20/15 Total			85,974.30
190196 Total:			85,974.30
PER4770 - Pers Retirement Total:			85,974.30
PPBA7608 - Platinum Plus Busn. Card Line Item Account			
190215	09/24/2015		
Inv	0641		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2015	Council -TAP Card Reload- LA Transit	101-1010-1011-8090-000	25.00
Inv 0641 Total			25.00
Inv	0641 A		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	CM Lunch w/MPT & Council Member-ARO	101-1010-1011-8090-000	76.31
Inv 0641 A Total			76.31
Inv	0641 B		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2015	Staff TAP Card Reoload-LA Transit	101-2010-2011-8090-000	20.00
Inv 0641 B Total			20.00
190215 Total:			121.31
PPBA7608 - Platinum Plus Busn. Card Total:			121.31
PSMT3012 - Postmaster Line Item Account			
190216	09/24/2015		
Inv	Fall 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Water Conservation UUT Flyers Mailings Permit #42	500-3010-3012-8032-000	1,500.00
Inv Fall 2015 Total			1,500.00

Check Number	Check Date		Amount
190216 Total:			1,500.00
PSMT3012 - Postmaster Total:			1,500.00
PQLI6010 - PQL Line Item Account			
190174	09/17/2015		
Inv	374844		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/09/2015	LED RetroFit Lights	215-6010-6201-8020-000	441.17
Inv 374844 Total			441.17
Inv	379247		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2015	LED RetroFit Lights	215-6010-6201-8020-000	528.70
Inv 379247 Total			528.70
190174 Total:			969.87
LI6010 - PQL Total:			969.87
SAN4961 - S.G.V. Council of Gov'ts Line Item Account			
190146	09/10/2015		
Inv	1074		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2015	FY 2015-2016 Dues/Fees	207-2010-2260-8060-000	3,000.00
07/01/2015	FY 2015-2016 Dues/Fees	101-3010-3041-8060-000	8,774.00
07/01/2015	FY 2015-2016 Dues/Fees	205-2010-2210-8060-000	1,550.00
Inv 1074 Total			13,324.00
190146 Total:			13,324.00
SAN4961 - S.G.V. Council of Gov'ts Total:			13,324.00
SOU5250 - S.P.Review Line Item Account			
190217	09/24/2015		
Inv	4087		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2015	Public Notice-Rooftop Solar Energy Systems Ordinance	101-1020-1021-8040-000	256.00
Inv 4087 Total			256.00
Inv	4088		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
09/10/2015	Public Notice-Curb Marking White Loading Zones Ordinance	101-1020-1021-8040-000	112.00
Inv 4088 Total			112.00
Inv 4089			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2015	Public Notice-Fire Code Ordinance	101-1020-1021-8040-000	332.00
Inv 4089 Total			332.00
190217 Total:			700.00
SOU5250 - S.P.Review Total:			700.00
SRPS4010 - Sacramento Regional Public Safety Training Center Line Item Account			
190175	09/17/2015		
Inv 9/21-25/15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	PD Training-Det. Manukian	101-4010-4011-8210-000	118.00
Inv 9/21-25/15 Total			118.00
190175 Total:			118.00
SRPS4010 - Sacramento Regional Public Safety Training Center Total:			118.00
GSSS4610 - Salinas, Gisela Line Item Account			
190218	09/24/2015		
Inv B134086			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2015	Refund Citation	101-0000-0000-4610-000	52.00
Inv B134086 Total			52.00
190218 Total:			52.00
GSSS4610 - Salinas, Gisela Total:			52.00
SGVMC111 - San Gabriel Valley Medical Center Line Item Account			
190147	09/10/2015		
Inv 30670306			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2015	PD Booking Svcs -Patricia E. Vega	101-4010-4011-8170-000	488.00
Inv 30670306 Total			488.00
190147 Total:			488.00

Check Number	Check Date		Amount
SGVMC111 - San Gabriel Valley Medical Center Total:			488.00
SEWV8268 - Second Wave Line Item Account			
190176	09/17/2015		
Inv	#60		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2015	2015 After-School Camp Med Sweatshirts Deposit	101-8030-8032-8268-000	207.00
Inv #60 Total			207.00
190176 Total:			207.00
SEWV8268 - Second Wave Total:			207.00
SMWL2990 - Shute, Mihaly & Weinberger LLP Line Item Account			
190148	09/10/2015		
Inv	246184		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2015	Legal Svcs 710 N. Ext. DEIR/EIS 7/15	101-2010-2021-8170-000	4,897.00
08/14/2015	Legal Svcs-710 N. Ext. DEIR/EIS 6/15	101-2010-2021-8170-000	2,589.50
Inv 246184 Total			7,486.50
Inv	246185		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2015	Legal Svcs 710 N. Ext. DEIR/EIS 7/15	101-0000-0000-2990-015	6,556.18
Inv 246185 Total			6,556.18
190148 Total:			14,042.68
SMWL2990 - Shute, Mihaly & Weinberger LLP Total:			14,042.68
REP6115 - Siemens Industry Inc. Line Item Account			
190149	09/10/2015		
Inv	5610006654		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/10/2015	Traffic Signal Maint 6/15	215-6010-6115-8180-000	2,096.72
Inv 5610006654 Total			2,096.72
Inv	5620006082		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/10/2015	Traffic Signal Response Call Outs 6/15	215-6010-6115-8180-000	2,223.95
Inv 5620006082 Total			2,223.95

Check Number	Check Date		Amount
190149 Total:			4,320.67
REP6115 - Siemens Industry Inc. Total:			4,320.67
SGCN5011 - Sigtronics Corp. Line Item Account			
190177	09/17/2015		
Inv	122042		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/21/2015	FD Equipment Maint.	101-5010-5011-8110-000	47.95
Inv 122042 Total			47.95
190177 Total:			47.95
SGCN5011 - Sigtronics Corp. Total:			47.95
SCOT8300 - So Cal Office Technologies Line Item Account			
190150	09/10/2015		
Inv	IN92109		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2015	CS Copier Overages 5/22-8/21/15	205-8030-8025-8300-000	29.09
Inv IN92109 Total			29.09
190150 Total:			29.09
SCOT8300 - So Cal Office Technologies Total:			29.09
SOU6666 - So. CA Edison Co. Line Item Account			
190151	09/10/2015		
Inv	3-002-4472-77		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	7/27-8/25/15	101-8010-8011-8140-000	5,103.75
Inv 3-002-4472-77 Total			5,103.75
Inv	3-002-4472-78		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	7/27-8/25/15	101-8030-8021-8140-000	1,730.11
Inv 3-002-4472-78 Total			1,730.11
Inv	3-003-6653-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	7/27-8/25/15	101-6010-6410-8140-000	525.9
Inv 3-003-6653-57 Total			525.97

Check Number	Check Date		Amount
Inv	3-008-8091-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/1-9/1/15	215-6010-6201-8140-000	3,979.81
Inv 3-008-8091-11 Total			3,979.81
Inv	3-008-8091-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/1-9/1/15	215-6010-6115-8140-000	845.09
Inv 3-008-8091-12 Total			845.09
Inv	3-008-8091-13		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/1-9/1/15	215-6010-6201-8140-000	8,006.52
09/05/2015	7/23-8/*1/15	215-6010-6201-8140-000	3.13
09/05/2015	7/23-8/*1/15	215-6010-6201-8140-000	-3.36
Inv 3-008-8091-13 Total			8,006.29
Inv	3-008-8091-14		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/1-9/1/15	215-6010-6201-8140-000	12.02
Inv 3-008-8091-14 Total			12.02
Inv	3-008-8091-16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/5-9/3/15	215-6010-6201-8140-000	124.52
Inv 3-008-8091-16 Total			124.52
Inv	3-008-8091-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/5-9/3/15	215-6010-6201-8140-000	57.33
Inv 3-008-8091-17 Total			57.33
Inv	3-008-8091-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/5-9/3/15	215-6010-6201-8140-000	50.83
Inv 3-008-8091-18 Total			50.83
Inv	3-008-8091-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/5-9/3/15	215-6010-6201-8140-000	43.45
Inv 3-008-8091-19 Total			43.45

Check Number	Check Date		Amount
Inv	3-008-8091-20		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/5-9/3/15	215-6010-6201-8140-000	63.03
Inv 3-008-8091-20 Total			63.03
Inv	3-008-8091-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/5-9/3/15	215-6010-6201-8140-000	71.27
Inv 3-008-8091-21 Total			71.27
Inv	3-008-8091-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/5-9/3/15	215-6010-6201-8140-000	43.82
Inv 3-008-8091-22 Total			43.82
Inv	3-008-8091-23		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/5-9/3/15	215-6010-6201-8140-000	70.54
Inv 3-008-8091-23 Total			70.54
Inv	3-008-8091-24		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/5-9/3/15	215-6010-6201-8140-000	68.65
Inv 3-008-8091-24 Total			68.65
Inv	3-008-8436-55		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/5-9/3/15	215-6010-6201-8140-000	120.50
Inv 3-008-8436-55 Total			120.50
Inv	3-011-4089-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	7/27-8/25/15	215-6010-6115-8140-000	51.03
Inv 3-011-4089-57 Total			51.03
Inv	3-022-6897-72		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	7/27-8/25/15	215-6010-6115-8140-000	26.64
Inv 3-022-6897-72 Total			26.64
Inv	3-023-6580-86		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	7/27-8/25/15	215-6010-6201-8140-000	25.73

Check Number	Check Date		Amount
Inv 3-023-6580-86	Total		25.73
Inv 3-023-7844-31			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	7/27-8/25/15	215-6010-6115-8140-000	25.83
Inv 3-023-7844-31	Total		25.83
Inv 3-023-8283-79			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	7/27-8/25/15	215-6010-6115-8140-000	31.14
Inv 3-023-8283-79	Total		31.14
Inv 3-025-4910-19			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/5-9/3/15	215-6010-6115-8140-000	109.92
Inv 3-025-4910-19	Total		109.92
Inv 3-026-6343-40			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	8/5-9/3/15	215-6010-6115-8140-000	26.22
Inv 3-026-6343-40	Total		26.22
Inv 3-028-7013-82			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	7/27-8/25/15	101-6010-6410-8140-000	105.67
Inv 3-028-7013-82	Total		105.67
Inv 3-028-7594-32			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	7/27-8/25/15	500-6010-6711-8152-000	4,089.82
Inv 3-028-7594-32	Total		4,089.82
Inv 3-032-0513-93			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	7/27-8/25/15	215-6010-6115-8140-000	69.52
Inv 3-032-0513-93	Total		69.52
Inv 3-037-6075-39			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	7/27-8/25/15	215-6010-6115-8140-000	87.71
Inv 3-037-6075-39	Total		87.71

Check Number	Check Date		Amount
190151 Total:			25,566.21
SOU6666 - So. CA Edison Co. Total:			25,566.21
SOGA6501 - So. Cal. Gas Co. Line Item Account			
190219	09/24/2015		
Inv	196-493-8529 1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2015	Natural Gas Vehicle Fuel 7/15 & 8/15	101-6010-6601-8020-000	100.00
09/04/2015	Natural Gas Vehicle Fuel 7/15 & 8/15	500-6010-6710-8020-000	225.00
09/04/2015	Natural Gas Vehicle Fuel 7/15 & 8/15	205-8030-8025-8105-000	895.75
09/04/2015	Natural Gas Vehicle Fuel 7/15 & 8/15	500-6010-6711-8020-000	52.00
09/04/2015	Natural Gas Vehicle Fuel 7/15 & 8/15	230-6010-6116-8020-000	250.00
Inv 196-493-8529 1 Total			1,522.75
190219 Total:			1,522.75
SOGA6501 - So. Cal. Gas Co. Total:			1,522.75
SPAR1021 - Sparkletts Line Item Account			
190178	09/17/2015		
Inv	13426098081015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2015	Water Svc for Middle School Camp 7/15	101-8030-8032-8268-000	81.82
Inv 13426098081015 Total			81.82
190178 Total:			81.82
SPAR1021 - Sparkletts Total:			81.82
SLDT6601 - Specialty Lighting Dist./CED Line Item Account			
190220	09/24/2015		
Inv	4999-472302		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/29/2015	T-8 LED Bulbs for Retrofit	101-6010-6601-8020-000	218.15
05/29/2015	T-8 LED Bulbs for Retrofit	101-6010-6601-8120-000	218.15
Inv 4999-472302 Total			436.30
190220 Total:			436.30
SLDT6601 - Specialty Lighting Dist./CED Total:			436.30
STE4845 - Stetson Engineers Inc Line Item Account			
190152	09/10/2015		

Check Number	Check Date		Amount
Inv	1543-15-01		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/22/2015	Prep. City 2014 Annual Water Quality6/15	500-6010-6711-8170-000	4,468.00
Inv 1543-15-01 Total			4,468.00
190152 Total:			4,468.00
STE4845 - Stetson Engineers Inc Total:			4,468.00
TFHD2010 - The Framing House Design Inc. Line Item Account			
190153	09/10/2015		
Inv	33103		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2015	Special Olympics Host Town Art Installat	101-2010-2011-8272-000	713.95
Inv 33103 Total			713.95
190153 Total:			713.95
TFHD2010 - The Framing House Design Inc. Total:			713.95
JU5030 - The Gas Company Line Item Account			
190221	09/24/2015		
Inv	072 519 1300 5		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2015	8/17-9/16/15	101-6010-6410-8140-000	25.56
Inv 072 519 1300 5 Total			25.56
Inv	080 919 2900 3		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2015	8/17-9/16/15	101-6010-6601-8140-000	179.56
Inv 080 919 2900 3 Total			179.56
Inv	080 919 3600 8		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2015	8/17-9/16/15	101-8030-8031-8140-000	3.87
Inv 080 919 3600 8 Total			3.87
Inv	083 019 3600 4		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2015	8/17-9/16/15	500-6010-6710-8140-000	21.21
Inv 083 019 3600 4 Total			21.21

Check Number	Check Date		Amount
Inv	137 619 3700 5		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2015	8/17-9/16/15	101-8030-8021-8140-000	49.75
Inv 137 619 3700 5 Total			49.75
Inv	148 220 0900 8		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2015	8/17-9/16/15	101-6010-6410-8140-000	75.44
Inv 148 220 0900 8 Total			75.44
190221 Total:			355.39
SOU5030 - The Gas Company Total:			355.39
TIM4011 - Time Warner Cable Line Item Account			
190154	09/10/2015		
Inv	008 0070193		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	Skate Park Cable 9/1-30/15	101-4010-4011-8110-000	73.96
Inv 008 0070193 Total			73.96
Inv	008 0224964		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	Internet Upgrade 9/8-10/7/15	101-3010-3032-8170-000	355.11
Inv 008 0224964 Total			355.11
Inv	008 0311688		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	1100 Oxley Ethernet Fiber 9/11-10/10/15	101-3010-3032-8170-000	1,976.41
Inv 008 0311688 Total			1,976.41
Inv	008 0311704		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	Yard Ethernet Fiber 9/11-10/10/15	101-3010-3032-8170-000	1,976.41
Inv 008 0311704 Total			1,976.41
Inv	008 0311712		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	City Hall Ethernet Fiber 9/11-10/10/15	101-3010-3032-8170-000	1,728.35
Inv 008 0311712 Total			1,728.35
190154 Total:			6,110.24

Check Number	Check Date		Amount
J179	09/17/2015		
Inv 008			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2015	PD Cable Svcs 9/16-10/10/15	101-4010-4011-8110-000	193.37
09/17/2015	City Hall 2nd Modem Svcs 9/17-10/16/15	101-3010-3032-8150-000	94.71
09/17/2015	Camp Med Internet Svcs 8/19-9/18/15	101-8030-8032-8268-000	78.38
Inv 008 Total			366.46
190179 Total:			366.46
190222	09/24/2015		
Inv 008 0011783			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2015	Camp Med Internet Svcs 8/19-9/18/15	101-8030-8032-8268-000	78.38
Inv 008 0011783 Total			78.38
Inv 008 0012179			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2015	PD Cable Svcs 9/16-10/10/15	101-4010-4011-8110-000	193.37
Inv 008 0012179 Total			193.37
Inv 008 0251967			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	1102 Oxley St. 9/22-10/21/15	101-8030-8021-8110-000	243.72
Inv 008 0251967 Total			243.72
Inv 008 0269985			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2015	City Hall 2nd Modem Svcs 9/17-10/16/15	101-3010-3032-8150-000	94.71
Inv 008 0269985 Total			94.71
190222 Total:			610.18
TIM4011 - Time Warner Cable Total:			7,086.88
TORS5270 - Torres, Tony Line Item Account			
190180	09/17/2015		
Inv R62794			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2015	Refund Arroyo Park Rsvp	101-0000-0000-5270-005	55.00
Inv R62794 Total			55.00

Check Number	Check Date		Amount
190180 Total:			55.00
TORS5270 - Torres, Tony Total:			55.00
TPTI1022 - TransPerfect Translations Int'l Inc. Line Item Account			
190155	09/10/2015		
Inv	821269		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2015	Translation Svcs-Notice of Nominees 2015	101-1020-1022-8170-000	520.00
Inv 821269 Total			520.00
190155 Total:			520.00
TPTI1022 - TransPerfect Translations Int'l Inc. Total:			520.00
USET4018 - U.S. Elite Line Item Account			
190181	09/17/2015		
Inv	16012		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2015	PD Backpack Wolf Tactical Equipment	272-4010-4018-8520-000	911.54
Inv 16012 Total			911.54
190181 Total:			911.54
USET4018 - U.S. Elite Total:			911.54
UNI6130 - United Way Line Item Account			
190197	09/24/2015		
Inv	P/R/E 9/20/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Payroll Deduction	700-0000-0000-2258-000	6.00
Inv P/R/E 9/20/15 Total			6.00
190197 Total:			6.00
UNI6130 - United Way Total:			6.00
VEBU3010 - Verizon Business Svcs Line Item Account			
190182	09/17/2015		
Inv	69539666		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2015	Phone Conferencing Svcs 7/15	101-2010-2021-8090-000	19.57
08/20/2015	Phone Conferencing Svcs 7/15	101-2010-2011-8090-000	1.86

Check Number	Check Date		Amount
		Inv 69539666 Total	21.43
		190182 Total:	21.43
		VEBU3010 - Verizon Business Svcs Total:	21.43
		VERW6711 - Verizon Wireless Line Item Account	
190156	09/10/2015		
		Inv 9751191547	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2015	Mobile Broadband 7/24-8/23/15	101-3010-3032-8150-000	16.03
		Inv 9751191547 Total	16.03
		190156 Total:	16.03
190183	09/17/2015		
		Inv 9751339198	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2015	City Ipad's 7/27-8/26/15	101-3010-3032-8150-000	228.06
		Inv 9751339198 Total	228.06
		190183 Total:	228.06
		VERW6711 - Verizon Wireless Total:	244.09
		VEWI8020 - Vision Electric Wholesale Inc. Line Item Account	
190157	09/10/2015		
		Inv 20031	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/17/2015	Electrical Supplies	101-6010-6601-8020-000	354.25
		Inv 20031 Total	354.25
		Inv 20084	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/23/2015	Electrical Supplies	101-6010-6601-8020-000	147.87
06/23/2015	Electrical Supplies	215-6010-6115-8020-000	147.87
06/23/2015	Electrical Supplies	215-6010-6201-8020-000	147.87
		Inv 20084 Total	443.61
		Inv 20085	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/23/2015	Electrical Supplies	101-6010-6601-8020-000	147.51
06/23/2015	Electrical Supplies	215-6010-6201-8020-000	147.52

Check Number	Check Date		Amount
06/23/2015	Electrical Supplies	215-6010-6115-8020-000	147.51
Inv 20085 Total			442.54
190157 Total:			1,240.40
VEWI8020 - Vision Electric Wholesale Inc. Total:			1,240.40
ING1680 - Voya Financial Line Item Account			
190198	09/24/2015		
Inv	P/R/E 9/20/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Deferred Comp	700-0000-0000-2260-000	2,490.92
Inv P/R/E 9/20/15 Total			2,490.92
190198 Total:			2,490.92
ING1680 - Voya Financial Total:			2,490.92
WFBK1020 - Wells Fargo Bank Line Item Account			
190158	09/10/2015		
Inv	39186600		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	2013 Water Revenue Bonds	550-6010-6712-8340-000	330,000.00
09/08/2015	2013 Water Revenue Bonds	550-6010-6712-8341-000	111,743.75
Inv 39186600 Total			441,743.75
190158 Total:			441,743.75
190159	09/10/2015		
Inv	23481500		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	2009 Water Revenue Bonds	550-0000-0000-1020-000	-203,341.03
09/08/2015	2009 Water Revenue Bonds	550-6010-6712-8331-000	1,001,025.00
09/08/2015	2009 Water Revenue Bonds	550-6010-6712-8330-000	765,000.00
Inv 23481500 Total			1,562,683.97
190159 Total:			1,562,683.97
WSFO1021 - Wells Fargo Bank Total:			2,004,427.72
WES4152 - West Coast Arborists, Inc. Line Item Account			
190160	09/10/2015		

Check Number	Check Date		Amount
Inv	106362		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2015	Tree, Stump Removal & Grid Pruning 6/15	101-9000-9181-9181-000	29,749.00
Inv 106362 Total			29,749.00
190160 Total:			29,749.00
WES4152 - West Coast Arborists, Inc. Total:			29,749.00
WES4011 - Western Graphix Line Item Account			
190161	09/10/2015		
Inv	45549		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/02/2015	ID Cards 4/9-6/16/15	101-2010-2013-8020-000	210.83
Inv 45549 Total			210.83
190161 Total:			210.83
WES4011 - Western Graphix Total:			210.83
Total:			2,880,736.54

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ATTACHMENT 3
General City Warrant List

Accounts Payable

Check Detail

User: mfestejo
 Printed: 09/29/2015 - 1:42PM



Check Number	Check Date		Amount
ADA0143 - Adamson Police Products Line Item Account			
190223	10/07/2015		
Inv	INV187508		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	PD Protective Safety Shooting Glasses	101-4010-4011-8020-000	248.52
Inv	INV187508 Total		248.52
190223 Total:			248.52
ADA0143 - Adamson Police Products Total:			248.52
ALH0179 - Alhambra Car Wash Line Item Account			
190224	10/07/2015		
Inv	Aug 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2015	PD Car Washes 8/15	101-4010-4011-8100-000	249.00
Inv	Aug 2015 Total		249.00
190224 Total:			249.00
ALH0179 - Alhambra Car Wash Total:			249.00
APDE4010 - Alhambra Police Dept. Explorers Line Item Account			
190225	10/07/2015		
Inv	9/20/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Donation-Explorer POST PD Open House 9/20/15	101-4010-4011-8020-000	200.00
Inv	9/20/15 Total		200.00
190225 Total:			200.00
APDE4010 - Alhambra Police Dept. Explorers Total:			200.00
ALL0197 - All Star Fire Equipment, Inc. Line Item Account			
190226	10/07/2015		

Check Number	Check Date		Amount
Inv	184253		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2015	FD Safety Equipment	101-5010-5011-8134-000	500.78
Inv 184253 Total			500.78
190226 Total:			500.78
ALL0197 - All Star Fire Equipment, Inc. Total:			500.78
AMZN8030 - Amazon/SYNCB Line Item Account			
190227	10/07/2015		
Inv	049059884925		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2015	Dept. Supplies	101-8030-8032-8000-000	53.24
Inv 049059884925 Total			53.24
Inv	259140330594		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2015	Dept. Supplies	101-8030-8031-8000-000	10.38
Inv 259140330594 Total			10.38
Inv	259143019482		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2015	Dept. Supplies	101-8030-8031-8000-000	32.18
Inv 259143019482 Total			32.18
190227 Total:			95.80
AMZN8030 - Amazon/SYNCB Total:			95.80
ANT0243 - Antrim's Security Co., Inc. Line Item Account			
190228	10/07/2015		
Inv	48187		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	Lock Hardware Punch Code Key System	101-6010-6601-8120-000	203.08
09/01/2015	Lock Hardware Punch Code Key System	101-6010-6601-8020-000	203.07
Inv 48187 Total			406.15
Inv	48198		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2015	Bldg. Maint. Lock Hardware	101-6010-6601-8120-000	26.43
Inv 48198 Total			26.43

Check Number	Check Date		Amount
190228 Total:			432.5
ANT0243 - Antrim's Security Co., Inc. Total:			432.58
ARA0260 - Aramark Uniform Services Line Item Account			
190229	10/07/2015		
Inv	530907375		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Uniform Svcs	101-6010-6601-8132-000	16.25
09/03/2015	Uniform Svcs	210-6010-6501-8132-000	12.50
09/03/2015	Uniform Svcs	500-6010-6711-8132-000	16.25
09/03/2015	Uniform Svcs	215-6010-6201-8132-000	16.25
09/03/2015	Uniform Svcs	500-6010-6710-8132-000	16.25
09/03/2015	Uniform Svcs	215-6010-6310-8132-000	16.92
09/03/2015	Uniform Svcs	230-6010-6116-8132-000	16.25
Inv 530907375 Total			110.67
Inv	530942537		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2015	Uniform Svcs	215-6010-6201-8132-000	14.00
09/17/2015	Uniform Svcs	101-6010-6601-8132-000	15.00
09/17/2015	Uniform Svcs	500-6010-6711-8132-000	15.00
09/17/2015	Uniform Svcs	215-6010-6310-8132-000	14.00
09/17/2015	Uniform Svcs	500-6010-6710-8132-000	20.0
09/17/2015	Uniform Svcs	210-6010-6501-8132-000	10.00
09/17/2015	Uniform Svcs	230-6010-6116-8132-000	147.31
Inv 530942537 Total			235.31
190229 Total:			345.98
ARA0260 - Aramark Uniform Services Total:			345.98
ARC6011 - ARC Line Item Account			
190230	10/07/2015		
Inv	8232438		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2015	Garfield Rsvr Project Maps	500-6010-6711-8020-000	34.73
Inv 8232438 Total			34.73
Inv	8248636		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	El Centro CIP Project Maps	500-6010-6711-8020-000	32.49
Inv 8248636 Total			32.49
190230 Total:			67.22

Check Number	Check Date		Amount
ARC6011 - ARC Total:			67.22
ARCA9255 - Arcadis US Inc. Line Item Account			
190231	10/07/2015		
Inv	0740934		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2015	Const. Mgmt & Inspect. Svcs 8/15	500-9000-9266-9266-000	26,959.95
Inv	0740934 Total		26,959.95
190231 Total:			26,959.95
ARCA9255 - Arcadis US Inc. Total:			26,959.95
ARPB5412 - Arroyo Plumbing Inc. Line Item Account			
190232	10/07/2015		
Inv	Q13836		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2015	Relocate Copper Waterline Meter-2021Primrose	500-6010-6710-8180-000	1,994.00
Inv	Q13836 Total		1,994.00
190232 Total:			1,994.00
ARPB5412 - Arroyo Plumbing Inc. Total:			1,994.00
ARTI6601 - Artic Mechanical Inc. Line Item Account			
190233	10/07/2015		
Inv	140727-872		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	A/C Maint. @ Coucil Chambers	101-6010-6601-8120-000	240.00
Inv	140727-872 Total		240.00
Inv	140727-874		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	A/C Maint. @ Garfield Youth House	101-6010-6601-8120-000	100.00
Inv	140727-874 Total		100.00
Inv	140727-875		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	Grand Pump House A/C Maint.	101-6010-6601-8120-000	100.00
Inv	140727-875 Total		100.00

Check Number	Check Date		Amount
Inv	140727-876		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2015	A/C Maint. @ Iron Works Museum	101-6010-6601-8120-000	100.00
Inv	140727-876 Total		100.00
Inv	140727-878		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	A/C Maint.@ PD & FD	101-6010-6601-8120-000	240.00
Inv	140727-878 Total		240.00
Inv	140727-879		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	A/C Maint. @ Library	101-6010-6601-8120-000	200.00
Inv	140727-879 Total		200.00
Inv	140727-880		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2015	A/C Maint.@ Yard	101-6010-6601-8120-000	200.00
Inv	140727-880 Total		200.00
Inv	140727-881		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2015	A/C Maint. @ City Hall	101-6010-6601-8120-000	200.00
Inv	140727-881 Total		200.00
Inv	140727-882		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	A/C Maint. @ WMB	101-6010-6601-8120-000	100.00
Inv	140727-882 Total		100.00
190233 Total:			1,480.00
ARTI6601 - Artie Mechanical Inc. Total:			1,480.00
CIN4011 - AT&T --Cingular Wireless Line Item Account			
190234	10/07/2015		
Inv	992893782X0916		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	PD Air Cards 8/9-9/8/15	101-3010-3032-8150-000	207.50
Inv	992893782X0916 Total		207.50
190234 Total:			207.50

Check Number	Check Date		Amount
CIN4011 - AT&T --Cingular Wireless Total:			207.50
AUDI8011 - Audio Editions Line Item Account			
190235	10/07/2015		
Inv	1554283		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/10/2015	Books on Cassette & CDs	101-8010-8011-8080-000	8.60
Inv 1554283 Total			8.60
Inv	1555573		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/17/2015	Books on Cassette & CDs	101-8010-8011-8080-000	8.60
Inv 1555573 Total			8.60
Inv	1555915		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/21/2015	Books on Cassette & CDs	101-8010-8011-8080-000	47.18
Inv 1555915 Total			47.18
Inv	1561116		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	Books on Cassette & CDs	101-8010-8011-8080-000	8.60
Inv 1561116 Total			8.60
190235 Total:			72.98
AUDI8011 - Audio Editions Total:			72.98
BAK0366 - Baker & Taylor Entertainment Line Item Account			
190236	10/07/2015		
Inv	M78671310		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2015	CDs, DVDs & Library Materials	101-8010-8011-8080-000	24.49
Inv M78671310 Total			24.49
Inv	T22955710		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2015	CDs, DVDs & Library Materials	101-8010-8011-8080-000	61.23
Inv T22955710 Total			61.23
Inv	T23911300		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/04/2015	CDs, DVDs & Library Materials	101-8010-8011-8080-000	52.36
Inv T23911300 Total			52.36
Inv T23979480			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2015	CDs, DVDs & Library Materials	101-8010-8011-8080-000	1,217.04
Inv T23979480 Total			1,217.04
Inv T24033950			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2015	CDs, DVDs & Library Materials	101-8010-8011-8080-000	81.48
Inv T24033950 Total			81.48
Inv T24201830			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2015	CDs, DVDs & Library Materials	101-8010-8011-8080-000	12.90
Inv T24201830 Total			12.90
Inv T24498940			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2015	CDs, DVDs & Library Materials	101-8010-8011-8080-000	136.13
Inv T24498940 Total			136.13
Inv T24547720			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2015	CDs, DVDs & Library Materials	101-8010-8011-8080-000	24.51
Inv T24547720 Total			24.51
Inv T24645220			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2015	CDs, DVDs & Library Materials	101-8010-8011-8080-000	73.50
Inv T24645220 Total			73.50
Inv T24924170			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2015	CDs, DVDs & Library Materials	101-8010-8011-8080-000	56.85
Inv T24924170 Total			56.85
190236 Total:			1,740.49
BAK0366 - Baker & Taylor Entertainment Total:			1,740.49

Check Number	Check Date		Amount
K9999 - Baker & Taylor Inc. Line Item Account			
0237	10/07/2015		
Inv	3020381127		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/02/2015	Books	101-8010-8011-8080-000	42.33
Inv	3020381127 Total		42.33
Inv	3020393244		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/10/2015	Books	101-8010-8011-8080-000	36.96
Inv	3020393244 Total		36.96
Inv	3020407014		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/16/2015	Books	101-8010-8011-8080-000	75.11
Inv	3020407014 Total		75.11
Inv	3020435213		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2015	Books	101-8010-8011-8080-000	152.35
Inv	3020435213 Total		152.35
Inv	3020476899		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2015	Books	101-8010-8011-8080-000	32.99
Inv	3020476899 Total		32.99
Inv	4011283408		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2015	Books	101-8010-8011-8080-000	658.74
Inv	4011283408 Total		658.74
Inv	4011283882		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2015	Books	101-8010-8011-8080-000	30.64
Inv	4011283882 Total		30.64
Inv	4011288975		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2015	Books	101-8010-8011-8080-000	723.85
Inv	4011288975 Total		723.85

Check Number	Check Date		Amount
Inv	4011290770		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2015	Books	101-8010-8011-8080-000	105.32
Inv 4011290770 Total			105.32
Inv	4011290908		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2015	Books	101-8010-8011-8080-000	146.45
Inv 4011290908 Total			146.45
Inv	4011292803		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2015	Books	101-8010-8011-8080-000	147.49
Inv 4011292803 Total			147.49
Inv	4011297121		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/21/2015	Books	101-8010-8011-8080-000	515.52
Inv 4011297121 Total			515.52
Inv	4011297164		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2015	Books	101-8010-8011-8080-000	42.14
Inv 4011297164 Total			42.14
Inv	4011303540		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/29/2015	Books	101-8010-8011-8080-000	915.24
Inv 4011303540 Total			915.24
Inv	4011307434		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2015	Books	101-8010-8011-8080-000	17.13
Inv 4011307434 Total			17.13
Inv	4011309521		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/04/2015	Books	101-8010-8011-8080-000	94.01
Inv 4011309521 Total			94.01
Inv	4011311639		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2015	Books	101-8010-8011-8080-000	1,294.33

Check Number	Check Date		Amount
Inv 4011311639	Total		1,294.33
Inv 4011317366			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2015	Books	101-8010-8011-8080-000	139.83
Inv 4011317366	Total		139.83
Inv 4011320968			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2015	Books	101-8010-8011-8080-000	315.96
Inv 4011320968	Total		315.96
Inv 4011321900			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2015	Books	101-8010-8011-8080-000	1,049.00
Inv 4011321900	Total		1,049.00
Inv 4011321905			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2015	Books	101-8010-8011-8080-000	41.12
Inv 4011321905	Total		41.12
Inv 4011323220			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2015	Books	101-8010-8011-8080-000	122.51
Inv 4011323220	Total		122.51
Inv 4011326556			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2015	Books	101-8010-8011-8080-000	444.96
Inv 4011326556	Total		444.96
Inv 4011332345			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Books	101-8010-8011-8080-000	354.67
Inv 4011332345	Total		354.67
Inv 4011335429			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	Books	101-8010-8011-8080-000	27.05
Inv 4011335429	Total		27.05

Check Number	Check Date		Amount
190237 Total:			7,525.70
BAK9999 - Baker & Taylor Inc. Total:			7,525.70
BNZL8032 - Banzali, Yvonne Line Item Account			
190238	10/07/2015		
Inv	Sept. 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2015	Instructor Pet First Aid/CPR Classes	101-8030-8032-8267-000	312.00
Inv Sept. 2015 Total			312.00
190238 Total:			312.00
BNZL8032 - Banzali, Yvonne Total:			312.00
BFWB4011 - Baxter's Frame Works & Badge Frame Line Item Account			
190239	10/07/2015		
Inv	30058		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2015	PD Door Signs & Engraves Name on Plates	101-4010-4011-8120-000	453.60
Inv 30058 Total			453.6
Inv	30062		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2015	PD Door Signs & Engraves Name on Plates	101-4010-4011-8120-000	64.80
Inv 30062 Total			64.80
Inv	909992		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2015	PD Door Signs & Engraves Name on Plates	101-4010-4011-8120-000	32.40
Inv 909992 Total			32.40
190239 Total:			550.80
BFWB4011 - Baxter's Frame Works & Badge Frame Total:			550.80
BNIG9203 - Bucknam Infrastructure Group Inc. Line Item Account			
190240	10/07/2015		
Inv	334-01.04		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2015	Citywide Pavement Mgmt System	101-9000-9203-9203-000	1,535.00
Inv 334-01.04 Total			1,535.00

Check Number	Check Date		Amount
Inv	334-01.05		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	Citywide Pavement Mgmt System	101-9000-9203-9203-000	262.50
Inv 334-01.05 Total			262.50
190240 Total:			1,797.50
BNIG9203 - Bucknam Infrastructure Group Inc. Total:			1,797.50
CAL0100 - CA Dental Buying Group Line Item Account			
190241	10/07/2015		
Inv	R08500743		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	FD Oxygen Cylinder Rental	101-5010-5011-8025-000	123.50
Inv R08500743 Total			123.50
190241 Total:			123.50
L0100 - CA Dental Buying Group Total:			123.50
CALA8010 - CA Library Association Line Item Account			
190242	10/07/2015		
Inv	300002124		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2015	Membership Dues-Steve Fjeldsted	101-8010-8011-8060-000	165.00
Inv 300002124 Total			165.00
Inv	300002125		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2015	Membership Dues	101-8010-8011-8060-000	1,100.00
Inv 300002125 Total			1,100.00
190242 Total:			1,265.00
CALA8010 - CA Library Association Total:			1,265.00
CAL5236 - CA Linen Services Line Item Account			
190243	10/07/2015		
Inv	1184972		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2015	FD Dept. Supplies	101-5010-5011-8020-000	114.43

Check Number	Check Date		Amount
Inv 1184972		Total	114.43
Inv 1187677			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2015	FD Dept. Supplies	101-5010-5011-8020-000	121.92
Inv 1187677		Total	121.92
Inv 1189999			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2015	FD Dept. Supplies	101-5010-5011-8020-000	112.95
Inv 1189999		Total	112.95
190243	Total:		349.30
CAL5236 - CA Linen Services	Total:		349.30
CAME2015 - CA Maintenance & Environmental	Line Item Account		
190244	10/07/2015		
Inv 21803			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2015	UST Operator Monthly Inspection 8/15	101-6010-6601-8120-000	100.00
Inv 21803		Total	100.00
Inv 21834			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2015	Repair Water in Existing Barrel at Site	101-6010-6601-8020-000	58.43
09/15/2015	Repair Water in Existing Barrel at Site	101-6010-6601-8120-000	58.43
Inv 21834		Total	116.86
190244	Total:		216.86
CAME2015 - CA Maintenance & Environmental	Total:		216.86
CPO4011 - CA Peace Officers Ass'n.	Line Item Account		
190245	10/07/2015		
Inv 9/14/15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2015	Tactical Debriefing Class-Sgt. Spencer Louie	101-4010-4011-8200-000	45.00
Inv 9/14/15		Total	45.00
190245	Total:		45.00

Check Number	Check Date		Amount
/O4011 - CA Peace Officers Ass'n. Total:			45.00
CAUB9266 - California United Bank Line Item Account			
190246	10/07/2015		
Inv	#5		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2015	Garfield Reservoir Retentin-0138174743	500-9000-9266-9266-000	38,764.85
Inv #5 Total			38,764.85
190246 Total:			38,764.85
CAUB9266 - California United Bank Total:			38,764.85
CAB4011 - Caltronics Business Systems Line Item Account			
190247	10/07/2015		
Inv	1822544		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/23/2015	Copier Toner Shipping	101-8010-8011-8110-000	15.00
Inv 1822544 Total			15.00
Inv	1844161		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2015	Copier Overages 8/28-9/27/15	101-8010-8011-8110-000	238.94
Inv 1844161 Total			238.94
Inv	1844162		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2015	Copier Overages 8/28-9/27/15	101-8010-8011-8110-000	691.18
Inv 1844162 Total			691.18
190247 Total:			945.12
CAB4011 - Caltronics Business Systems Total:			945.12
CAN0607 - Cantu Graphics Line Item Account			
190248	10/07/2015		
Inv	4697		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2015	MS Print & Mount Posters	101-2010-2011-8050-000	77.66
Inv 4697 Total			77.66
Inv	4702		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
09/15/2015	Water Conservation Signs	500-3010-3012-8032-000	283.40
Inv 4702 Total			283.40
Inv 4706			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2015	Business Cards	101-2010-2011-8050-000	112.54
Inv 4706 Total			112.54
Inv 4712			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2015	PD Open House Color Photos	101-4010-4011-8020-000	14.37
Inv 4712 Total			14.37
Inv 4717			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2015	PD Open House 2 18x24 Prints	101-4010-4011-8020-000	10.90
Inv 4717 Total			10.90
190248 Total:			498.87
CAN0607 - Cantu Graphics Total:			498.87
CBEC8110 - CBE Los Angeles Line Item Account			
190249	10/07/2015		
Inv IN1713534			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	PW Copier Overages 6/5-9/4/15	101-6010-6011-8110-000	18.84
Inv IN1713534 Total			18.84
Inv IN1715197			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2015	Toner Shipping	101-7010-7101-8110-000	23.40
09/09/2015	Toner Shipping	500-3010-3012-8110-000	11.70
09/09/2015	Toner Shipping	101-3010-3011-8110-000	11.70
Inv IN1715197 Total			46.80
190249 Total:			65.64
CBEC8110 - CBE Los Angeles Total:			65.64
CDW5246 - CDW Government Inc Line Item Account			
190250	10/07/2015		

Check Number	Check Date		Amount
Inv	XR71224		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2015	MS GSA Office Softwares	105-3010-3032-8530-000	3,370.38
Inv XR71224 Total			3,370.38
190250 Total:			3,370.38
CDW5246 - CDW Government Inc Total:			3,370.38
CITTF000 - CIT Technology Financial Services, Inc. Line Item Account			
190251	10/07/2015		
Inv	27477641		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2015	Sharp Copier	101-3010-3011-8110-000	200.11
09/14/2015	Sharp Copier	500-3010-3012-8110-000	200.11
09/14/2015	Sharp Copier	101-7010-7101-8110-000	200.10
Inv 27477641 Total			600.32
190251 Total:			600.32
CITTF000 - CIT Technology Financial Services, Inc. Total:			600.32
ALPD4010 - City of Alhambra Police Dept. Line Item Account			
190252	10/07/2015		
Inv	SP-08/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	PD Inmate Housing 8/15	101-4010-4011-8180-000	86.00
Inv SP-08/15 Total			86.00
190252 Total:			86.00
ALPD4010 - City of Alhambra Police Dept. Total:			86.00
CHES8026 - Clean Harbors Environmental Svcs Inc. Line Item Account			
190253	10/07/2015		
Inv	1001070660		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2015	Environmental Clean Up Hazmat Locker Svcs	101-5010-5011-8026-000	1,686.30
Inv 1001070660 Total			1,686.30
190253 Total:			1,686.30

Check Number	Check Date		Amount
CHES8026 - Clean Harbors Environmental Svcs Inc. Total:			1,686.00
COM2011 - COM Consultants Line Item Account			
190254	10/07/2015		
Inv	1507CSP		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	Telephone Consultants Svcs 7/15	101-3010-3041-8170-000	1,577.30
Inv 1507CSP Total			1,577.30
Inv	1508CSP		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	Telephone Consultants Svcs 8/15	101-3010-3041-8170-000	1,258.75
Inv 1508CSP Total			1,258.75
190254 Total:			2,836.05
COM2011 - COM Consultants Total:			2,836.05
CMME4011 - Commline Inc. Line Item Account			
190255	10/07/2015		
Inv	0009382		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	PD Radio Svcs 7/15	101-4010-4011-8170-000	1,172.00
Inv 0009382 Total			1,172.00
Inv	0009383		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	PD Radio Svcs 8/15	101-4010-4011-8170-000	1,172.00
Inv 0009383 Total			1,172.00
Inv	0009384		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	PD Radio Svcs 9/15	101-4010-4011-8170-000	1,172.00
Inv 0009384 Total			1,172.00
190255 Total:			3,516.00
CMME4011 - Commline Inc. Total:			3,516.00
COM6601 - Community Controls Line Item Account			
190256	10/07/2015		
Inv	AAAO292463		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/13/2015	PD Punch Code Lock Lever	101-6010-6601-8120-000	231.25
08/13/2015	PD Punch Code Lock Lever	101-6010-6601-8020-000	231.25
Inv AAAO292463 Total			462.50
190256 Total:			462.50
COM6601 - Community Controls Total:			462.50
CESS6416 - Community Economic Solutions Line Item Account			
190257	10/07/2015		
Inv	1830		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2015	Lib. Special Tax Svcs	101-8010-8011-8170-000	1,750.00
Inv 1830 Total			1,750.00
190257 Total:			1,750.00
CESS6416 - Community Economic Solutions Total:			1,750.00
COO0695 - Cook Fire Extinguisher Co Line Item Account			
0258	10/07/2015		
Inv	918030		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2015	Fire Extinguisher Maint. & Signs	101-6010-6601-8020-000	163.50
08/24/2015	Fire Extinguisher Maint. & Signs	101-6010-6601-8120-000	163.50
Inv 918030 Total			327.00
190258 Total:			327.00
COO0695 - Cook Fire Extinguisher Co Total:			327.00
CORE6011 - CoreLogic Information Solutions, Inc. Line Item Account			
190259	10/07/2015		
Inv	60059539		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	PW Realquest.com Svcs 8/15 Geographic Package	101-6010-6011-8020-000	29.83
Inv 60059539 Total			29.83
Inv	60059540		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	PW Realquest.com Svcs 8/15 Geographic Package	101-6010-6011-8020-000	29.83
Inv 60059540 Total			29.83

Check Number	Check Date		Amount
Inv	81576869		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	PW Realquest.com Svcs 8/15	101-6010-6011-8020-000	300.00
Inv 81576869 Total			300.00
190259 Total:			359.66
CORE6011 - CoreLogic Information Solutions, Inc. Total:			359.66
CLAPW101 - County of Los Angeles Line Item Account			
190260	10/07/2015		
Inv	SA160000058		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2015	Catch Basin Cleanout 2014 LA River Watershed-Final Accounting	210-6010-6501-8180-000	1,335.86
Inv SA160000058 Total			1,335.86
190260 Total:			1,335.86
CLAPW101 - County of Los Angeles Total:			1,335.86
CPSH2013 - CPS HR Consulting Line Item Account			
190261	10/07/2015		
Inv	INV349970		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2015	PD POST 911 Dispatcher Training	101-2010-2013-8200-000	760.00
Inv INV349970 Total			760.00
190261 Total:			760.00
CPSH2013 - CPS HR Consulting Total:			760.00
DSP0755 - D & S Printing Line Item Account			
190262	10/07/2015		
Inv	9202		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	End of Summer Concert Posters	101-8010-8011-8050-000	109.00
Inv 9202 Total			109.00
Inv	9221		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2015	PD Annual/Temp Prkg Permits	101-4010-4011-8050-000	463.25
Inv 9221 Total			463.25

Check Number	Check Date		Amount
190262 Total:			572.25
DSP0755 - D & S Printing Total:			572.25
DLFS8300 - De Lage Landen Line Item Account			
190263	10/07/2015		
Inv	47180512		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2015	2nd Floor Copier Lease Prop.Tax & Admin. Fee	101-1020-1021-8300-000	59.80
Inv 47180512 Total			59.80
190263 Total:			59.80
DLFS8300 - De Lage Landen Total:			59.80
DOJ4011 - Dept of Justice Line Item Account			
190264	10/07/2015		
Inv	120139		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	PD Fingerprinting Svcs 8/15	101-4010-4011-8020-000	617.00
Inv 120139 Total			617.00
190264 Total:			617.00
DOJ4011 - Dept of Justice Total:			617.00
DIG0800 - Digital Telecommunications Corp Line Item Account			
190265	10/07/2015		
Inv	22112		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2015	Telephone Line Svcs 9/15	101-3010-3041-8150-000	764.37
Inv 22112 Total			764.37
190265 Total:			764.37
DIG0800 - Digital Telecommunications Corp Total:			764.37
DDEK6712 - Dudek Line Item Account			
190266	10/07/2015		
Inv	20154279		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	Swr Rehabilitation/Repair Project 8/15	310-6010-6501-8170-000	22,673.88

Check Number	Check Date		Amount
Inv 20154279 Total			22,673.88
190266 Total:			22,673.88
DDEK6712 - Dudek Total:			22,673.88
EBS1007 - EBSCO Subscription Services Line Item Account			
190267	10/07/2015		
Inv P0391555			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2015	Subscriptions Magazines	101-8010-8011-8030-000	11,579.16
Inv P0391555 Total			11,579.16
190267 Total:			11,579.16
EBS1007 - EBSCO Subscription Services Total:			11,579.16
EMPD4011 - El Monte Police Dept Explorers Line Item Account			
190268	10/07/2015		
Inv 9/20/15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	Donation-Explorer POST PD Open House 9/20/15	101-4010-4011-8020-000	200.00
Inv 9/20/15 Total			200.00
190268 Total:			200.00
EMPD4011 - El Monte Police Dept Explorers Total:			200.00
EGRP5011 - Emergency Reporting Line Item Account			
190269	10/07/2015		
Inv 2015-3349			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	Yearly Invoices for NFIRS 10/2015-9/2016	101-5010-5011-8020-000	1,620.00
Inv 2015-3349 Total			1,620.00
190269 Total:			1,620.00
EGRP5011 - Emergency Reporting Total:			1,620.00
EMPI5011 - Empire Cleaning Supply Line Item Account			
190270	10/07/2015		

Check Number	Check Date		Amount
Inv	823794		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	FD Dept. Cleaning Supplies	101-5010-5011-8020-000	352.52
Inv 823794 Total			352.52
Inv	823795		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	FD Dept. Cleaning Supplies	101-5010-5011-8020-000	323.04
Inv 823795 Total			323.04
190270 Total:			675.56
EMPI5011 - Empire Cleaning Supply Total:			675.56
HERD8010 - Erdmann, Hollis Line Item Account			
190271	10/07/2015		
Inv	0000312		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2015	Community Room Piano Tuner Svcs	101-8010-8011-8020-000	125.00
Inv 0000312 Total			125.00
190271 Total:			125.00
HERD8010 - Erdmann, Hollis Total:			125.00
FED1109 - Federal Express Line Item Account			
190272	10/07/2015		
Inv	5-149-40499		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2015	Yard Overnight Shipping	500-6010-6711-8010-000	31.47
Inv 5-149-40499 Total			31.47
Inv	5-156-36453		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	HR Overnight Shipping	101-2010-2013-8010-000	20.27
Inv 5-156-36453 Total			20.27
Inv	5-157-10915		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	PD Overnight Shipping	101-4010-4011-8010-000	61.29
Inv 5-157-10915 Total			61.29

Check Number	Check Date		Amount
Inv	5-164-46973		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2015	PD Overnight Shipping	101-4010-4011-8010-000	21.38
Inv 5-164-46973 Total			21.38
190272 Total:			134.41
FED1109 - Federal Express Total:			134.41
FEPE9354 - FEHR & PEERS Line Item Account			
190273	10/07/2015		
Inv	102369		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2015	Arroyo Dr. Traffic Calming Design 7/15	101-6010-6011-8170-000	850.00
Inv 102369 Total			850.00
190273 Total:			850.00
FEPE9354 - FEHR & PEERS Total:			850.00
ANFL5270 - Felch, Anahi Line Item Account			
190274	10/07/2015		
Inv	R62792		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2015	Refund Partial After School Camp Med	101-0000-0000-5270-001	18.00
Inv R62792 Total			18.00
190274 Total:			18.00
ANFL5270 - Felch, Anahi Total:			18.00
ATSW3010 - Garda CL West Inc. Line Item Account			
190275	10/07/2015		
Inv	20099066		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Armored Car Svc for Excess Svcs 8/15	101-3010-3011-8020-000	25.85
Inv 20099066 Total			25.85
190275 Total:			25.85
ATSW3010 - Garda CL West Inc. Total:			25.85

Check Number	Check Date		Amount
RA1244 - Graffiti Control Systems Line Item Account			
J276	10/07/2015		
Inv	SPAS0815		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Graffiti Removal Svcs 8/15	101-6010-6410-8262-000	1,421.00
Inv SPAS0815 Total			1,421.00
190276 Total:			1,421.00
GRA1244 - Graffiti Control Systems Total:			1,421.00
DVGR5011 - Gray, David Line Item Account			
190277	10/07/2015		
Inv	1371		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Install Mini Blinds @ PD SS Office & Break Room	101-4010-4011-8120-000	225.00
Inv 1371 Total			225.00
190277 Total:			225.00
GR5011 - Gray, David Total:			225.00
GRE1270 - Greg's Automotive Services Line Item Account			
190278	10/07/2015		
Inv	11350		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2015	Unit# 11 Oil Change	500-6010-6711-8100-000	59.41
Inv 11350 Total			59.41
Inv	11353		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2015	Unit# 624 Oil Change	101-6010-6601-8100-000	71.10
Inv 11353 Total			71.10
Inv	11354		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2015	Unit# 612 Oil Change	101-6010-6601-8100-000	65.10
Inv 11354 Total			65.10
Inv	11384		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2015	Unit# 329 Oil Change	230-6010-6116-8100-000	69.33
Inv 11384 Total			69.33

Check Number	Check Date		Amount
190278	Total:		264.94
GRE1270 - Greg's Automotive Services Total:			264.94
HHA5011 - H & H Auto Parts Wholesale Line Item Account			
190279	10/07/2015		
Inv	11N0048319		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2015	FD Vehicle Parts	101-5010-5011-8100-000	18.88
Inv 11N0048319 Total			18.88
190279	Total:		18.88
HHA5011 - H & H Auto Parts Wholesale Total:			18.88
HAC6711 - Hach Company Line Item Account			
190280	10/07/2015		
Inv	9533292		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2015	CL-17 Chlorine Analyser Kits	500-6010-6711-8020-000	715.29
Inv 9533292 Total			715.29
190280	Total:		715.29
HAC6711 - Hach Company Total:			715.29
JQHP2920 - Halpin, Jaqueline Line Item Account			
190281	10/07/2015		
Inv	R63040		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2015	Refund WMB Deposit Cancellation Fee	101-0000-0000-2920-000	375.00
Inv R63040 Total			375.00
190281	Total:		375.00
JQHP2920 - Halpin, Jaqueline Total:			375.00
HARW8030 - Harwood, Haley Line Item Account			
190282	10/07/2015		
inv	Sum 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2015	Instructor Bellydancing Classes	101-8030-8032-8267-000	364.00

Check Number	Check Date		Amount
HDWC6010 - HDS White Cap Total:			234.4
HPCC1021 - HPC Computers Inc. Line Item Account			
190286	10/07/2015		
Inv	24519		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2015	Repair PD Printer-Bleecker	101-4010-4011-8110-000	133.89
Inv 24519 Total			133.89
190286 Total:			133.89
HPCC1021 - HPC Computers Inc. Total:			133.89
HUN4011 - Huntington Hospital Line Item Account			
190287	10/07/2015		
Inv	1568246		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2015	PD Booking-Daniel Castro	101-4010-4011-8170-000	332.69
Inv 1568246 Total			332.69
190287 Total:			332.69
HUN4011 - Huntington Hospital Total:			332.69
HMDC4011 - Huntington Medical Foundation Line Item Account			
190288	10/07/2015		
Inv	5320		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2015	PD Booking Approval-William Phillips	101-4010-4011-8170-000	100.00
Inv 5320 Total			100.00
190288 Total:			100.00
HMDC4011 - Huntington Medical Foundation Total:			100.00
IFRN5150 - Infinity Fire Protection Line Item Account			
190289	10/07/2015		
Inv	R378064		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2015	Refund Duplicate Busn. License Application Fee	101-0000-0000-5150-001	25.00
Inv R378064 Total			25.00

Check Number	Check Date		Amount
0289 Total:			25.00
IFRN5150 - Infinity Fire Protection Total:			25.00
IVPS3012 - Innovative Promotions Line Item Account			
190290	10/07/2015		
Inv	16725		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	Water Conservation Buckets	500-3010-3012-8032-000	1,056.94
Inv	16725 Total		1,056.94
190290 Total:			1,056.94
IVPS3012 - Innovative Promotions Total:			1,056.94
INT4896 - Inter-Con Security Systems Inc Line Item Account			
190291	10/07/2015		
Inv	421063		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2015	PD Parking Enforcement Svcs 8/15	101-4010-4011-8180-000	6,798.73
Inv	421063 Total		6,798.73
190291 Total:			6,798.73
INT4896 - Inter-Con Security Systems Inc Total:			6,798.73
JSAR4011 - Jack's Auto Repair Line Item Account			
190292	10/07/2015		
Inv	14510		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	PD Unit# 1112 Replace Door Mirror	101-4010-4011-8100-000	318.65
Inv	14510 Total		318.65
Inv	14517		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	PD Unit# 1198 Replace Bearings, Fan Motor, Oil Change	101-4010-4011-8100-000	1,283.80
Inv	14517 Total		1,283.80
Inv	14532		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2015	PD Unit# 1406 Replace Brakes & Maint.	101-4010-4011-8100-000	847.34
Inv	14532 Total		847.34

Check Number	Check Date		Amount
190292 Total:			2,449.79
JSAR4011 - Jack's Auto Repair Total:			2,449.79
JHMS8020 - JHM Supply Line Item Account			
190293	10/07/2015		
Inv	30690/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2015	Irrigation Supplies	101-6010-6410-8020-000	422.38
Inv 30690/1 Total			422.38
190293 Total:			422.38
JHMS8020 - JHM Supply Total:			422.38
JOJN7000 - Johnson, Joseph Line Item Account			
190294	10/07/2015		
Inv	10/1-2/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2015	Reimb. PD Training Expenses	101-4010-4011-8200-000	319.83
Inv 10/1-2/15 Total			319.83
190294 Total:			319.83
JOJN7000 - Johnson, Joseph Total:			319.83
JCRS5011 - Jones Coffee Roasters Line Item Account			
190295	10/07/2015		
Inv	37625		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	FD Dept. Supplies	101-5010-5011-8020-000	131.25
Inv 37625 Total			131.25
190295 Total:			131.25
JCRS5011 - Jones Coffee Roasters Total:			131.25
KEN7788 - Kennedy/Jenks Consultants Line Item Account			
190296	10/07/2015		
Inv	94363		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2015	Const. Engineering Svcs 7/15	500-9000-9266-9266-000	39,036.25

Check Number	Check Date		Amount
Inv 94363 Total			39,036.25
Inv 95548			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2015	Const. Engineering Svcs 8/15	500-9000-9266-9266-000	13,827.50
Inv 95548 Total			13,827.50
190296 Total:			52,863.75
KEN7788 - Kennedy/Jenks Consultants Total:			52,863.75
KOAC6010 - KOA Line Item Account			
190297	10/07/2015		
Inv JB53100x2			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	HSIP Crosswalks Engineering Designs 8/15	207-6010-6011-8170-000	817.00
09/08/2015	HSIP Crosswalks Engineering Designs 8/15	277-6010-6011-8170-000	7,353.00
Inv JB53100x2 Total			8,170.00
Inv JB53111x2			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	Citywide Traffic Signal Inventory 8/15	101-6010-6011-8170-000	3,028.13
Inv JB53111x2 Total			3,028.13
190297 Total:			11,198.13
KOAC6010 - KOA Total:			11,198.13
LOP1020 - La Opinion Line Item Account			
190298	10/07/2015		
Inv 2240534			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2015	Election Notice of Nominees 11/3/15	101-1020-1022-8040-000	386.56
Inv 2240534 Total			386.56
190298 Total:			386.56
LOP1020 - La Opinion Total:			386.56
CLK5010 - Larkin, Mike Line Item Account			
190299	10/07/2015		

Check Number	Check Date		Amount
Inv	9/15*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2015	Reimb. Fireline EMT/Paramedic Training	101-5010-5011-8200-000	100.00
Inv 9/15* Total			100.00
Inv	9/2015		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	Reimb. S270 Air Operations Training	101-5010-5011-8200-000	150.00
Inv 9/2015 Total			150.00
190299 Total:			250.00
MKLLK5010 - Larkin, Mike Total:			250.00
LARR4011 - Larry's Union Svc Line Item Account			
190300	10/07/2015		
Inv	037471		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2015	Repairs made to FD Chief Riddle Vehicle	101-5010-5011-8100-000	1,126.21
Inv 037471 Total			1,126.21
190300 Total:			1,126.21
LARR4011 - Larry's Union Svc Total:			1,126.21
LDIC8300 - LDI Color ToolBox Line Item Account			
190301	10/07/2015		
Inv	1015991		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	2nd Fl. Copier Maint. 9/15 & Overages 8/15	101-6010-6011-8300-000	153.61
09/03/2015	2nd Fl. Copier Maint. 9/15 & Overages 8/15	101-1020-1021-8300-000	153.62
09/03/2015	2nd Fl. Copier Maint. 9/15 & Overages 8/15	101-2010-2011-8300-000	153.61
Inv 1015991 Total			460.84
190301 Total:			460.84
LDIC8300 - LDI Color ToolBox Total:			460.84
NLEM8010 - Lem, Nancy Line Item Account			
190302	10/07/2015		
Inv	081315		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2015	Illustration & Graphic Design Svcs for Ad's	101-8010-8011-8040-000	100.00

Check Number	Check Date		Amount
Inv 081315		Total	100.00
Inv 081415			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2015	Illustration & Graphic Design Svcs for Ad's	101-8010-8011-8040-000	100.00
Inv 081415		Total	100.00
Inv 090115			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2015	Illustration & Graphic Design Svcs for Ad's	101-8010-8011-8040-000	100.00
Inv 090115		Total	100.00
190302 Total:			300.00
NLEM8010 - Lem, Nancy Total:			300.00
LIFE822 - Life-Assist Inc. Line Item Account			
190303	10/07/2015		
Inv 724343			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2015	FD Medical Supplies	101-5010-5011-8025-000	404.17
Inv 724343		Total	404.17
Inv 724344			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2015	FD Medical Supplies	101-5010-5011-8025-000	404.17
Inv 724344		Total	404.17
Inv 724413			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	FD Medical Supplies	101-5010-5011-8025-000	964.76
Inv 724413		Total	964.76
Inv 725232			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2015	FD Medical Supplies	101-5010-5011-8025-000	117.71
Inv 725232		Total	117.71
190303 Total:			1,890.81
LIFE822 - Life-Assist Inc. Total:			1,890.81
LIG6115 - Light Guard Systems, Inc. Line Item Account			

Check Number	Check Date		Amount
190304	10/07/2015		
Inv	15150		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2015	Amber LED Signal Heads	215-6010-6115-8020-000	4,056.30
Inv 15150 Total			4,056.30
190304 Total:			4,056.30
LIG6115 - Light Guard Systems, Inc. Total:			4,056.30
LIT7777 - Litwin, Louis Line Item Account			
190305	10/07/2015		
Inv	9/14/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2015	PD Admin. Hearings 9/15	101-4010-4011-8180-000	135.00
Inv 9/14/15 Total			135.00
190305 Total:			135.00
LIT7777 - Litwin, Louis Total:			135.00
ROO4900 - Mike Roos & Company Line Item Account			
190306	10/07/2015		
Inv	5152U		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Strategic Planning & Consult Svcs 8/15	101-2010-2021-8170-000	3,000.00
Inv 5152U Total			3,000.00
190306 Total:			3,000.00
ROO4900 - Mike Roos & Company Total:			3,000.00
MOR2900 - Morrow & Holman Plumbing Inc Line Item Account			
190307	10/07/2015		
Inv	P-6385		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/22/2015	PD Restroom Urinal Repair	101-6010-6601-8120-000	275.97
Inv P-6385 Total			275.97
190307 Total:			275.97
MOR2900 - Morrow & Holman Plumbing Inc Total:			275.97

Check Number	Check Date		Amount
MPLC8021 - Motion Picture Licensing Corp. Line Item Account			
190308	10/07/2015		
Inv	503971865		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2015	Orange Grove-Motion Picture License Fee	101-8030-8032-8268-000	571.21
Inv	503971865 Total		571.21
190308 Total:			571.21
MPLC8021 - Motion Picture Licensing Corp. Total:			571.21
NCRS6711 - National Construction Rentals Line Item Account			
190309	10/07/2015		
Inv	4246586		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2015	Temp. Fence for Wilson Well #2 9/15	500-6010-6711-8020-000	29.70
Inv	4246586 Total		29.70
190309 Total:			29.70
NCRS6711 - National Construction Rentals Total:			29.70
NGSI6010 - Natural Gas Systems Inc. Line Item Account			
190310	10/07/2015		
Inv	3854		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	Monthly Maint. 8/15	101-6010-6601-8180-000	375.00
Inv	3854 Total		375.00
Inv	3890		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2015	CNG Pump #9 Repair 3 Way Valve Replacement	101-6010-6601-8120-000	95.00
Inv	3890 Total		95.00
190310 Total:			470.00
NGSI6010 - Natural Gas Systems Inc. Total:			470.00
NNYR2013 - Nelson Nygaard Consult. Assoc. Line Item Account			
0311	10/07/2015		
Inv	64851		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
09/12/2015	SR710 N.Ext. DEIR/EIS Project2014.0244.001 8/15	101-2010-2021-8170-000	261.00
Inv 64851 Total			261.00
Inv 64919			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2015	SGV Mobility Plan Svcs 8/15 Proj 2014.1320.001	101-2010-2021-8170-000	280.00
Inv 64919 Total			280.00
190311 Total:			541.00
NNYR2013 - Nelson Nygaard Consult. Assoc. Total:			541.00
NIMO9203 - Ninyo & Moore Line Item Account			
190312	10/07/2015		
Inv 192256			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	Geotechnical & Material Testing Svcs 7/15	500-9000-9266-9266-000	6,195.25
Inv 192256 Total			6,195.25
190312 Total:			6,195.25
NIMO9203 - Ninyo & Moore Total:			6,195.25
OREI6711 - O' Reilly Automotive Inc. Line Item Account			
190313	10/07/2015		
Inv 3213-356064			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2015	Parks Div. Vehicle Maint. Parts	101-6010-6410-8100-000	139.01
Inv 3213-356064 Total			139.01
Inv 3213-357429			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Water Distribution Vehicle Maint. Parts	500-6010-6710-8100-000	25.56
Inv 3213-357429 Total			25.56
Inv 3213-357476			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Water Production Vehicle Maint. Parts	500-6010-6710-8100-000	34.39
Inv 3213-357476 Total			34.39
190313 Total:			198.96

Check Number	Check Date		Amount
REI6711 - O' Reilly Automotive Inc. Total:			198.96
OCL8011 - OCLC Inc. Line Item Account			
190314	10/07/2015		
Inv	0000413671		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	Lib. Cataloguing Svcs	101-8010-8011-8110-000	1,507.60
Inv 0000413671 Total			1,507.60
190314 Total:			1,507.60
OCL8011 - OCLC Inc. Total:			1,507.60
OFF4011 - Office Solutions Line Item Account			
190315	10/07/2015		
Inv	I-00823535		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	PD Dispatch's Gloves	101-4010-4011-8000-000	65.20
Inv I-00823535 Total			65.20
Inv	I-00823536		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	PD Dispatch's JDIC Printer Paper	101-4010-4011-8000-000	549.10
Inv I-00823536 Total			549.10
190315 Total:			614.30
OFF4011 - Office Solutions Total:			614.30
PHCP9255 - Pacific Hydrotech Corp. Line Item Account			
190316	10/07/2015		
Inv	#5		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2015	Garfield Reservoir Replacement Project 8/15	500-9000-9266-9266-000	736,532.15
Inv #5 Total			736,532.15
190316 Total:			736,532.15
PHCP9255 - Pacific Hydrotech Corp. Total:			736,532.15
MS6310 - Pasadena Lawnmower's Shop Line Item Account			
190317	10/07/2015		

Check Number	Check Date		Amount
Inv 9629			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2015	FD Equipment Repair on Saw	101-5010-5011-8110-000	95.44
Inv 9629 Total			95.44
190317 Total:			95.44
PLMS6310 - Pasadena Lawnmower's Shop Total:			95.44
PEN8010 - Peninsula Library System Line Item Account			
190318	10/07/2015		
Inv 23021			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2015	Emotional Intelligence Workplace Webinar-Sean Faye	101-8010-8011-8200-000	75.00
Inv 23021 Total			75.00
190318 Total:			75.00
PEN8010 - Peninsula Library System Total:			75.00
PPLT6010 - Performance Pipeline Technologies Line Item Account			
190319	10/07/2015		
Inv 7924			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Emergency Call Out -Swr Main Under 110 Fwy Svcs	210-6010-6501-8180-000	2,540.00
Inv 7924 Total			2,540.00
190319 Total:			2,540.00
PPLT6010 - Performance Pipeline Technologies Total:			2,540.00
POS5265 - Post Alarm Systems Line Item Account			
190320	10/07/2015		
Inv 807213			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	Camp Med Monitoring Sys. 10/15	101-8030-8032-8180-000	46.45
Inv 807213 Total			46.45
Inv 810636			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	WMB Monitoring Fee 10/15	101-8030-8031-8180-000	46.45
Inv 810636 Total			46.45

Check Number	Check Date		Amount
190320 Total:			92.90
POS5265 - Post Alarm Systems Total:			92.90
PRET6710 - Pres-Tech Line Item Account			
190321	10/07/2015		
Inv	8341		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	Water Div. Repair Pipe Locator	500-6010-6710-8110-000	1,022.39
Inv 8341 Total			1,022.39
190321 Total:			1,022.39
PRET6710 - Pres-Tech Total:			1,022.39
QUTN6601 - Quality & Technique Flooring Line Item Account			
190322	10/07/2015		
Inv	9/8/15 2nd Job		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	Install Carpet @ PD SS Office	101-4010-4011-8120-000	556.00
Inv 9/8/15 2nd Job Total			556.00
190322 Total:			556.00
QUTN6601 - Quality & Technique Flooring Total:			556.00
RED8995 - Red Wing Shoe Store Line Item Account			
190323	10/07/2015		
Inv	150000002919		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2015	Water Dept. Safety Boots-Jose Almeda	500-6010-6710-8132-000	250.00
Inv 150000002919 Total			250.00
Inv	150000002949		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	Safety Boots-Tim Rodriguez	230-6010-6116-8132-000	233.14
Inv 150000002949 Total			233.14
0323 Total:			483.14
RED8995 - Red Wing Shoe Store Total:			483.14

Check Number	Check Date		Amount
REF6601 - Refrigeration Supplies Distrib Line Item Account			
190324	10/07/2015		
Inv	1398352-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2015	HVAC Facilities Citywide	101-6010-6601-8020-000	41.84
08/14/2015	HVAC Facilities Citywide	101-6010-6601-8120-000	41.83
Inv 1398352-00 Total			83.67
190324 Total:			83.67
REF6601 - Refrigeration Supplies Distrib Total:			83.67
REIM8120 - Reimagine Your Home Line Item Account			
190325	10/07/2015		
Inv	093196		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	PD Carpet for SS Office	101-4010-4011-8120-000	808.20
Inv 093196 Total			808.20
Inv	093199		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Treatment Mini Blinds for PD SS Office & Break Room	101-4010-4011-8120-000	840.39
Inv 093199 Total			840.39
Inv	093202		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Treatment Mini Blinds for PD SS Office & Break Room	101-4010-4011-8120-000	258.33
Inv 093202 Total			258.33
190325 Total:			1,906.92
REIM8120 - Reimagine Your Home Total:			1,906.92
RWGN8160 - Richards, Watson & Gershon Line Item Account			
190326	10/07/2015		
Inv	203378		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2015	Nansen Claim 8/15	101-2010-2501-8160-000	1,417.15
Inv 203378 Total			1,417.15
190326 Total:			1,417.15

Check Number	Check Date		Amount
GN8160 - Richards, Watson & Gershon Total:			1,417.15
RIO2546 - Rio Hondo College RTC Line Item Account			
190327	10/07/2015		
Inv	10/15/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2015	PD Training Expensc-PA Kaminski	101-4010-4011-8210-000	9.20
Inv 10/15/15 Total			9.20
190327 Total:			9.20
RIO2546 - Rio Hondo College RTC Total:			9.20
RIV4011 - Riverside County Sheriff's Dept Line Item Account			
190328	10/07/2015		
Inv	11/2-4/15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2015	PD Training Registration-Ofcr. Sandoval	101-4010-4011-8210-000	177.00
Inv 11/2-4/15 Total			177.00
190328 Total:			177.00
RIV4011 - Riverside County Sheriff's Dept Total:			177.00
RNTT6010 - Ruff N Tuff Tools Line Item Account			
190329	10/07/2015		
Inv	2140		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2015	Parts to Repair Walk Behind Concrete Saw	500-6010-6710-8020-000	246.33
Inv 2140 Total			246.33
190329 Total:			246.33
RNTT6010 - Ruff N Tuff Tools Total:			246.33
SOU5250 - S.P.Review Line Item Account			
190330	10/07/2015		
Inv	4032		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2015	PW Scaled Bids for PW Vehicle Purchase	101-6010-6011-8040-000	136.00
Inv 4032 Total			136.00

Check Number	Check Date		Amount
Inv 4042			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	Public Notice-Construction Noise on Holidays Ordinance	101-1020-1021-8040-000	132.00
Inv 4042 Total			132.00
190330 Total:			268.00
SOU5250 - S.P.Review Total:			268.00
SAKL5011 - Safety Kleen Line Item Account			
190331	10/07/2015		
Inv 68034890			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	FD Removal of Hazmat for Disaster Storage Svcs	101-5010-5012-8020-000	581.82
Inv 68034890 Total			581.82
190331 Total:			581.82
SAKL5011 - Safety Kleen Total:			581.82
SGPE4011 - San Gabriel Police Dept. Explorers Line Item Account			
190332	10/07/2015		
Inv 9/20/15			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2015	Donation-Explorer POST PD Open House 9/20/15	101-4010-4011-8020-000	200.00
Inv 9/20/15 Total			200.00
190332 Total:			200.00
SGPE4011 - San Gabriel Police Dept. Explorers Total:			200.00
SAN4958 - San Marino Security System Line Item Account			
190333	10/07/2015		
Inv 00090670			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/02/2015	Orange Grove Monitoring Fee Apr-Jun 2015	101-8030-8031-8180-000	207.00
Inv 00090670 Total			207.00
Inv 00090671			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/02/2015	WMB Monitoring Fee Apr-Jun 2015	101-8030-8031-8180-000	297.00
Inv 00090671 Total			297.00

Check Number	Check Date		Amount
190333 Total:			504.00
SAN4958 - San Marino Security System Total:			504.00
SCF1400 - SC Fuels Line Item Account			
190334	10/07/2015		
Inv	0396542		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2015	Fuel for City Vehicles	101-2010-2011-8100-000	149.06
08/28/2015	Fuel for City Vehicles	101-7010-7101-8100-000	149.06
08/28/2015	Fuel for City Vehicles	101-4010-4011-8105-000	6,409.46
08/28/2015	Fuel for City Vehicles	101-5010-5011-8100-000	596.23
08/28/2015	Fuel for City Vehicles	101-6010-6011-8100-000	149.06
Inv 0396542 Total			7,452.87
190334 Total:			7,452.87
SCF1400 - SC Fuels Total:			7,452.87
*SSO4610 - Soto, Jose Line Item Account			
0335	10/07/2015		
Inv	222126793		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2015	Refund Citation	101-0000-0000-4610-000	108.00
Inv 222126793 Total			108.00
190335 Total:			108.00
JSSO4610 - Soto, Jose Total:			108.00
STA5219 - Staples Business Advantage Line Item Account			
190336	10/07/2015		
Inv	3273969480		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/05/2015	Yard Office Supplies	101-6010-6011-8000-000	82.08
Inv 3273969480 Total			82.08
Inv	3274489995		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2015	Yard Office Supplies	210-6010-6501-8020-000	4.32
08/12/2015	Yard Office Supplies	230-6010-6116-8020-000	4.32
08/12/2015	Yard Office Supplies	500-6010-6711-8020-000	4.32
08/12/2015	Yard Office Supplies	101-6010-6410-8020-000	4.32
08/12/2015	Yard Office Supplies	101-6010-6601-8020-000	4.32

Check Number	Check Date		Amount
08/12/2015	Yard Office Supplies	500-6010-6710-8020-000	4.32
Inv 3274489995	Total		25.92
Inv 3274562861			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	Library Office Supplies	101-8010-8011-8000-000	30.05
Inv 3274562861	Total		30.05
Inv 3274562862			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	Library Office Supplies	101-8010-8011-8000-000	40.54
Inv 3274562862	Total		40.54
Inv 3274562866			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	Yard Office Supplies	101-6010-6011-8000-000	60.44
Inv 3274562866	Total		60.44
Inv 3274562869			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/13/2015	Yard Office Supplies	101-6010-6410-8000-000	6.49
Inv 3274562869	Total		6.49
Inv 3274631389			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2015	Water Dept. Office Supplies	500-6010-6711-8000-000	14.82
08/14/2015	Water Dept. Office Supplies	500-6010-6710-8000-000	14.82
Inv 3274631389	Total		29.64
Inv 3275273758			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2015	Library Office Supplies	101-8010-8011-8000-000	77.16
Inv 3275273758	Total		77.16
Inv 3275273759			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2015	Library Office Supplies	101-8010-8011-8000-000	469.57
Inv 3275273759	Total		469.57
Inv 3275806285			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2015	PD Office Supplies	101-4010-4011-8000-000	287.49
Inv 3275806285	Total		287.49

Check Number	Check Date		Amount
Inv	3275898759		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2015	FD Office Supplies	101-5010-5011-8000-000	233.03
Inv 3275898759 Total			233.03
Inv	3275898760		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2015	PD Office Supplies	101-4010-4011-8000-000	58.85
Inv 3275898760 Total			58.85
Inv	3277027114		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2015	Rec. Office Supplies	101-8030-8032-8000-000	41.91
Inv 3277027114 Total			41.91
Inv	3277027116		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2015	Yard Office Supplies	230-6010-6116-8000-000	141.43
Inv 3277027116 Total			141.43
Inv	3277202279		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	PD Office Supplies	101-4010-4011-8000-000	116.38
Inv 3277202279 Total			116.38
Inv	3277202284		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2015	Rec. Office Supplies	101-8030-8032-8000-000	103.72
Inv 3277202284 Total			103.72
Inv	3277455756		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2015	PD Office Supplies	101-4010-4011-8000-000	496.21
Inv 3277455756 Total			496.21
190336 Total:			2,300.91
STA5219 - Staples Business Advantage Total:			2,300.91
YC5011 - Stericycle Inc. Line Item Account			
190337	10/07/2015		

Check Number	Check Date		Amount
Inv	3003157182		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2015	FD Medical Waste Pick Up Svcs	101-5010-5011-8025-000	91.22
Inv 3003157182 Total			91.22
190337 Total:			91.22
SRYC5011 - Stericycle Inc. Total:			91.22
STSM1020 - Studio Spectrum Line Item Account			
190338	10/07/2015		
Inv	18190		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2015	AV Services 8/15	101-1020-1021-8170-000	1,975.00
Inv 18190 Total			1,975.00
190338 Total:			1,975.00
STSM1020 - Studio Spectrum Total:			1,975.00
SPWS8020 - SupplyWorks Line Item Account			
190339	10/07/2015		
Inv	2934281-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/03/2015	Library Janitorial Supplies	101-8010-8011-8120-000	229.35
Inv 2934281-00 Total			229.35
Inv	2936080-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	Facilities Janitorial Supplies	101-6010-6601-8020-000	294.62
Inv 2936080-00 Total			294.62
Inv	2936084-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	PD Janitorial Supplies	101-4010-4011-8120-000	294.62
Inv 2936084-00 Total			294.62
Inv	2936085-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2015	Parks Janitorial Supplies	101-6010-6601-8020-000	294.62
Inv 2936085-00 Total			294.62

Check Number	Check Date		Amount
0339 Total:			1,113.21
SPWS8020 - SupplyWorks Total:			1,113.21
ERTR2920 - Tarantino, Erin Line Item Account			
190340	10/07/2015		
Inv	R61917/R63035		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2015	Refund Youth House Deposit 9/12/15	101-0000-0000-2920-000	250.00
Inv R61917/R63035 Total			250.00
190340 Total:			250.00
ERTR2920 - Tarantino, Erin Total:			250.00
TRSL5011 - Target Solutions Line Item Account			
190341	10/07/2015		
Inv	9/1/15-8/31/18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2015	FD Training	101-5010-5011-8200-000	1,652.00
Inv 9/1/15-8/31/18 Total			1,652.00
190341 Total:			1,652.00
TRSL5011 - Target Solutions Total:			1,652.00
KRTM1022 - The Korea Times LA Inc. Line Item Account			
190342	10/07/2015		
Inv	OD10236799		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2015	Notice of Nominees (Korean)	101-1020-1022-8040-000	315.00
Inv OD10236799 Total			315.00
190342 Total:			315.00
KRTM1022 - The Korea Times LA Inc. Total:			315.00
UND6710 - Underground Service Alert Line Item Account			
190343	10/07/2015		
Inv	820150689		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	Underground Service Alerts 8/15	500-6010-6710-8020-000	90.00

Check Number	Check Date		Amount
Inv 820150689	Total		90.00
190343 Total:			90.00
UND6710 - Underground Service Alert Total:			90.00
UQMS8010 - Unique Mgmt Svcs Inc. Line Item Account			
190344	10/07/2015		
Inv	313252		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2015	Recovering Agency Svcs 8/15	101-8010-8011-8180-000	205.85
Inv 313252 Total			205.85
190344 Total:			205.85
UQMS8010 - Unique Mgmt Svcs Inc. Total:			205.85
USA6711 - USA Blue Book Line Item Account			
190345	10/07/2015		
Inv	721162		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2015	Parts to Repair Sodium Pump Tube	500-6010-6711-8020-000	52.1
Inv 721162 Total			52.11
190345 Total:			52.11
USA6711 - USA Blue Book Total:			52.11
JMVZ2920 - Valenzuela, Jimmy Line Item Account			
190346	10/07/2015		
Inv	R63034/R60130		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2015	Refund WMB Deposit 9/12/15	101-0000-0000-2920-000	500.00
Inv R63034/R60130 Total			500.00
190346 Total:			500.00
JMVZ2920 - Valenzuela, Jimmy Total:			500.00
VCMT6010 - Valley Construction Mgmt Line Item Account			
190347	10/07/2015		
Inv	SD0415-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
09/08/2015	Construct, Mgmt & Inspect Svcs 8/15	310-6010-6501-8170-000	2,640.00
Inv SD0415-11 Total			2,640.00
190347 Total:			2,640.00
VCMT6010 - Valley Construction Mgmt Total:			2,640.00
VEBU3010 - Verizon Business Svcs Line Item Account			
190348	10/07/2015		
Inv	69562303		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2015	Phone Conferencing Svcs 8/15	101-2010-2021-8090-000	5.08
09/20/2015	Phone Conferencing Svcs 8/15	101-2010-2013-8090-000	3.90
Inv 69562303 Total			8.98
190348 Total:			8.98
VEBU3010 - Verizon Business Svcs Total:			8.98
VERW6711 - Verizon Wireless Line Item Account			
190349	10/07/2015		
Inv	9751339199		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2015	PD Air Cards 7/27-8/26/15	101-3010-3032-8150-000	1,422.45
Inv 9751339199 Total			1,422.45
190349 Total:			1,422.45
VERW6711 - Verizon Wireless Total:			1,422.45
VSHI9185 - Vido Samarzich, Inc. Line Item Account			
190350	10/07/2015		
Inv	#1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2015	El Centro St. Improvement Proj 8/15	101-9000-9203-9203-000	54,696.49
Inv #1 Total			54,696.49
190350 Total:			54,696.49
HI9185 - Vido Samarzich, Inc. Total:			54,696.49
VEWI8020 - Vision Electric Wholesale Inc. Line Item Account			

Check Number	Check Date		Amount
190351	10/07/2015		
Inv	20279		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2015	Underpass Lighting Lamp/Tube Guards	215-6010-6201-8020-000	104.10
Inv 20279 Total			104.10
Inv	20499		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2015	Exterior Electrical Receptacle	101-6010-6601-8120-000	21.37
07/15/2015	Exterior Electrical Receptacle	215-6010-6201-8020-000	64.00
Inv 20499 Total			85.37
190351 Total:			189.47
VEWI8020 - Vision Electric Wholesale Inc. Total:			189.47
VIPI3032 - Vision Internet Providers Inc. Line Item Account			
190352	10/07/2015		
Inv	30716		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/16/2015	Web Hosting 7/15	101-3010-3032-8180-000	220.50
Inv 30716 Total			220.50
Inv	31103		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2015	Web Hosting 9/15	101-3010-3032-8180-000	220.50
Inv 31103 Total			220.50
190352 Total:			441.00
VIPI3032 - Vision Internet Providers Inc. Total:			441.00
VUL6601 - Vulcan Materials Co. & Affiliates Line Item Account			
190353	10/07/2015		
Inv	70890462		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2015	Concrete	230-6010-6116-8020-000	321.74
09/09/2015	Concrete	500-6010-6710-8020-000	321.73
Inv 70890462 Total			643.47
190353 Total:			643.47

Check Number	Check Date		Amount
L6601 - Vulcan Materials Co. & Affiliates Total:			643.47
VYAS4610 - Vyas, Vikas Line Item Account			
190354	10/07/2015		
Inv	211128508		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2015	Refund Citation	101-0000-0000-4610-000	48.00
Inv 211128508 Total			48.00
190354 Total:			48.00
VYAS4610 - Vyas, Vikas Total:			48.00
WES4152 - West Coast Arborists, Inc. Line Item Account			
190355	10/07/2015		
Inv	106841		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2015	Tree Trim, RemovalReplacement 6/16-30/15	215-6010-6310-8180-000	3,960.00
Inv 106841 Total			3,960.00
Inv	107528		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2015	Tree Trim, RemovalReplacement 7/16-31/15	215-6010-6310-8180-000	13,240.00
Inv 107528 Total			13,240.00
190355 Total:			17,200.00
WES4152 - West Coast Arborists, Inc. Total:			17,200.00
YTI1023 - Y Tire Sales Line Item Account			
190356	10/07/2015		
Inv	117365		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2015	Street Div. Unit# 330 Repair 2 Flat Tires	230-6010-6116-8100-000	31.34
Inv 117365 Total			31.34
190356 Total:			31.34
YTI1023 - Y Tire Sales Total:			31.34

Check Number	Check Date	Amount
		<hr/>
Total:		<hr/> <u>1,096,054.1</u> <hr/>

ATTACHMENT 4
Payroll 09-25-15

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 09.25.15

Account Number	Account Name	10.07.15
101-0000-0000-1010-000	General Fund - Payroll cash	609,947.79
	Other Withholding Payables	\$ 358,787.40
101-0000-0000-1010-000	Net General Fund - Payroll Cash	251,160.39
	Insurance Adjustment	-
204-0000-0000-1010-000	Traffic Improvement	
205-0000-0000-1010-000	Prop A - Payroll Cash	5,064.77
207-0000-0000-1010-000	Prop C - Payroll Cash	4,996.85
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	16,060.14
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR Ca	9,849.83
218-0000-0000-1010-000	Clean Air Act	-
227-0000-0000-1010-000	CRA - Payroll Cash	5,727.80
229-0000-0000-1010-000	CRA Housing - Payroll Cash	-
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	13,046.84
247-0000-0000-1010-000	SGVCOG Grant Fund	-
260-0000-0000-1010-000	CDBG - Payroll Cash	-
274-0000-0000-1010-000	Homeland Security Grant	-
310-0000-0000-1010-000	Sewer Capital Projects Fund	164.45
500-0000-0000-1010-000	Water Fund - Payroll Cash	60,457.51
700-0000-0000-2210-000	Internal Revenue Service	69,720.05
700-0000-0000-2230-000	Internal Revenue Service	16,404.90
Total Checks & Direct Deposits		452,653.53
Checks		22,172.10
Direct Deposits		344,356.48
I.R.S Payments		86,124.95
		<u>452,653.53</u>
To 700		703,143.88
Other PR Payable		358,787.40
ACH Payable		<u>344,356.48</u>

ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total

Redevelopment Successor Agency Check Summary Total

Agency Warrants 10.07.15

<u>Vendor</u>	<u>Invoice #</u>	<u>Check #</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
City of South Pasadena	P/R/E 09/20/15	ACH	227.0000.0000.1010.000	Payroll PE 09.20.15	\$ 5,727.80
Pers Health Insurance	P/R/E 09/20/15	190195	227.7200.7210.7131.000	Health Ins. Oct-15	\$ 333.25
Colantuono,Highsmith&Whatl	29443	190165	227.7200.7210.8160.000	Legal Svcs-Suc. Agency 8/15	\$ 23.50

RSA Report Total

\$ 6,084.55

Robert S. Joe, Agency Chair

Evelyn G. Zneimer, Agency Secretary



David Batt, Agency Treasurer

City of South Pasadena Agenda Report

*Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember*

*Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer*

COUNCIL AGENDA: October 7, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager 
FROM: Sheila Pautsch, Community Services Director 
SUBJECT: **Approval of the Community Services Department
Policies and Procedures Manual**

Recommendation

It is recommended that the City Council approve the Community Services Department Policies and Procedures Manual.

Fiscal Impact

No fiscal impact.

Commission Review and Recommendation

This matter was reviewed by the Parks and Recreation Commission (Commission) at the July 13, 2015 meeting, where they discussed policies regarding contract instructors, refunds as well as other items. The manual was brought back to the Commission at the September 14, 2015 meeting for final review, modification and edits. The Commission approved the final draft at this meeting and recommends that the City Council adopt the Community Services Department Policies and Procedures Manual.

Background

The Community Services Department Policies and Procedures Manual was developed to provide the necessary framework for the operations of the department. The Parks and Recreation Commission and the Community Services Department evaluate the effectiveness of these procedures periodically and make recommendations for changes. The latest update to the manual was adopted on March 7, 2012.

Analysis

The Policies and Procedures Manual has been updated with amendments to content, updates to language that best reflect current operations, and changes in formatting and structure.

- City Owned Parks – The list of parks was updated with the addition of passive parks, the Dog Park, and the Community Garden. The description of park amenities for certain parks was also

updated.

- Concession Stands and Storage Facilities – The description for concession stands storage facilities is obsolete, as existing facilities have single, year-round occupants. Future uses of facilities are to be licensed, at the discretion of the Community Services Director.
- Park Picnic Areas- This section was modified to reflect submission of park reservation application, at least two weeks prior to the event.
- Class Refund Policy – The administrative fee was increased from \$5 to \$15 which better reflects the true cost of processing the refund.
- Specialty Camp Refunds – This section was added regarding a \$15 fee for cancellations made on specialty camps over 21 days prior to the event.
- Independent Contract Instructor Policy – The current Independent Contract Instructor Policy was added to the Department Policies and Procedures Manual.
- Special Event Refund Policy- This policy was implemented to ensure that all special event ticket sales are final. Refunds or exchanges will not be granted for any fee-based Community Services special events such as Spring Egg Hunts and Breakfast with Santa.
- Facility Reservations – The time to reserve a facility was increased from one-week-prior to 30-days-prior to the event date to allow time to process the application, schedule staff, and ensure that payments by check have cleared. Clean up times are also updated.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Final Version of the Community Services Department Policies and Procedures



Community Services Department Policies & Procedures

City of South Pasadena

**Parks, Recreation &
Community Facilities**

Adopted: October 7, 2015

Community Services Department Policies and Procedures

The Community Services Policies and Procedures Document was developed by the Community Services Department and the City Manager's Office to guide the basic operations of leisure and recreational activities, park use and facility use in the City of South Pasadena. The Parks and Recreation Commission reviewed this document at its meeting of December 11, 1997, January 8, 1998 and May 14, 1998, March 9, 2009, February 3, 2010, March 7, 2012, and September 14, 2015 and recommended approval to the City Council. The City Council adopted this policy document on October 7, 2015.

PARKS & RECREATION COMMISSION

The Parks and Recreation Commission is composed of five residents, four appointed by the Mayor and one shall be recommended by the School District for appointment by the City Council. The Commission is to provide input on the leisure, recreational, social and cultural needs of the community of South Pasadena. The Commission was established by ordinance with the primary purpose of gathering information, weighing public opinion, and examining issues in order to make recommendations to the City Council. The Commission meets on the second Monday of each month and the public is invited to attend.

COMMUNITY SERVICES DEPARTMENT

Staff of the Community Services Department is responsible to City Management for the administration of the City's community services programs and facilities. The Community Services Director as the liaison to the Commission provides staff recommendations for policy direction through the City Manager to the Commission and City Council.

This document has been developed to provide necessary framework for the operations of the Department. The Community Services Department has the responsibility for the implementation of this document.

STATEMENT OF POLICY

The City of South Pasadena, Community Services Department, coordinates the use of all City park and community facilities available to organizations and the general public for leisure, recreational, social, and cultural activities and programs. The Community Services Director on behalf of the City, reserves the right to revoke or terminate a facility use permit; park reservation; field use permit; or class registration of any individual or organization for violation of its policies and procedures. This termination shall be in writing and reviewed by the Community Services Director.

The City may also charge a fee to offset public expenses to operate, maintain, supervise and administer the use of the park and community facilities. The increased demand for the use of limited park and community facilities makes it necessary to emphasize sharing in the use of facilities. In the event there is a need to make administrative changes or modify requirements to address facility use needs, the Community Services Director shall have such authority.

The Parks and Recreation Commission and the Community Services Department will evaluate the effectiveness of these procedures periodically and make recommendations for changes to the City Council.

ATHLETIC FIELD AND PARK POLICIES & PROCEDURES

1. CITY-OWNED PARKS

Arroyo Park	Stoney Drive (at San Pasqual): BBQ and picnic areas, playground, five lighted baseball diamonds, four lighted soccer fields, skate park, batting cages, golf course, miniature golf, driving range, horse stables, Arroyo Seco Woodland and Wildlife Park, tennis and racquetball center.
Community Garden	1028 Magnolia Street: a shared garden space with plots available for use pursuant to the Los Angeles Community Garden Council Gardener's Agreement with the City of South Pasadena.
Dog Park	650 Stoney Drive (at Lohman Lane): a half-acre park for dogs to exercise and play off-leash. The park is split into two areas for small and large dogs.
Eddie Park	2017 Edgewood Drive (at Cheltenham Way): an open grassy area, playground and clubhouse.
Garfield Park	Mission Street (at Marengo Avenue): BBQ and picnic areas, playground, two lighted tennis courts, a rose garden, Children's Memorial and Healing Garden, and the Youth House.
Library Park	1100 Oxley Street (at Fairview Avenue): a passive neighborhood park with benches, a meandering walking path amongst mature shady trees. Also home to the City's Senior Center.
Orange Grove Park	815 Mission Street (at Orange Grove): a picnic area, one lighted softball field, lighted soccer field, two lighted tennis courts, and a playground. The City's Recreation Center is located at the park which provides a venue for after school day care, summer camp, and other recreational programs.
War Memorial Park	435 Fair Oaks Avenue: home to the War Memorial building which was formerly called Oak Lawn Park. The grassy area is filled with large Oak trees.
Passive Parks	<p>Minimally developed spaces that are maintained by the City for the health and well-being of the public, where the quality of the environment and "naturalness" of the area are the focus of the recreational experience.</p> <ul style="list-style-type: none">• Via Del Rey & Monterey Road• Via Del Rey & Camino Verde• Heritage Park (Meridian Avenue, at the Gold Line Station)

2. ATHLETIC FACILITIES - all are lighted

Park	Softball	Soccer	Tennis	Baseball
Arroyo Park	1	4	0	5
Eddie Park	0	0	0	0
Garfield Park	0	0	2	0
Orange Grove Park	1	1	2	0
Library Park	0	0	0	0
War Memorial Park	0	0	0	0

3. QUALIFYING USER GROUPS - in descending order of priority

Group A: City Council and City Departments that conduct activities directly sponsored by the City of South Pasadena.

Group B: South Pasadena-based Non-Profits who meet the requirement of 50% of whose participants live, work, or attend school in the City of South Pasadena, and are certificated non-profit, youth and adult athletic organizations, civic service, educational or fraternal organizations who conduct community events, and/or programs open to the general public. Proof of non-profit status must be submitted and on file prior to scheduled use. The Community Services Director shall have the authority to determine compliance with the 50% requirement, subject to approval by the Parks & Recreation Commission, based on any relevant factors including participation of South Pasadena residents, historical use, and use of fields in other cities.

Group C: South Pasadena-based non-profits that do not meet the requirement of 50% whose participants live, work, or attend school in the City of South Pasadena, and are certificated non-profit, youth and adult athletic organizations, civic service; educational or fraternal organizations who conduct community events and/or programs open to the general public. Proof of non-profit status must be submitted and on file prior to scheduled use.

Group D: Residents of South Pasadena holding functions and/or activities not open to the general public, but are non-profit.

Group E: South Pasadena-based commercial, industrial or professional groups, using the facility for a non-profit purpose.

Group F: All other users.

4. ATHLETIC FIELD POLICIES

- 4.1. Allocation of dates, times, and areas is subject to the sole control of the City.
 - 4.1.1. Approved applications may be changed as needed by the City due to weather or hazardous situations to maintain that the parks and fields stay in a good and safe condition.
- 4.2. The number of players and teams will be a factor in allotting facilities.
- 4.3. The nature and conditions of the fields will be a factor in allotting facilities.
- 4.4. Lights will only be allocated to those user groups who rent the field.
- 4.5. Any changes or additions to assignments must be submitted in writing and approved by the Community Services Director.

5. ATHLETIC FIELD PROCEDURES

- 5.1. Occasional or periodic users must request use of a field by submitting a Request for Facility Use Form to the Community Services Department for review and consideration. Occasional or periodic users are defined as requests for use which is less than two consecutive months in duration. The Community Services Director will approve or deny these requests.
- 5.2. Users requesting league or ongoing use (over two months) of City athletic fields must submit a Request for Facility Use Form to the Community Services Department for review and consideration at least five months prior to beginning of use. The form must be signed by the president or other appropriate representative from the board or leadership of the organization.
- 5.3. Requests for league play or ongoing scheduled use of athletic facilities (over two months) will be reviewed and assigned or declined as soon as possible. These requests will be reviewed by the Community Services Department and the Parks and Recreation Commission. If the request is approved, then a facility organizational meeting will be held between appropriate City staff and the requesting organization to review field use procedures.
- 5.4. In order to streamline the approval process, the Parks and Recreation Commission considers applications twice a year. Summer and Fall season applications must be submitted to the Community Services Director by the end of April, and Winter and Spring season applications by the end of November.
- 5.5. No user group will be given approval until the following items are submitted:
 - 5.5.1. Complete list of names, addresses and telephone numbers of the current Board of Directors or other responsible persons.

- 5.5.2. Proof of current non-profit status with the Internal Revenue Service and State of California as appropriate.
- 5.5.3. Master calendar of events to include: Registration dates, tryouts (date, time, place), team selection date, number of teams, practice schedule, date practice begins, opening day schedule, game schedule, date league games begin, date league games end, and date of local tournaments.
- 5.5.4. South Pasadena-based non-profit sports organizations scheduling seasonal use of facilities are required to submit a full listing of all participants by team. The listing should include the name of each participant, address, city of residence, city of participants' work or school, and phone number. The City will randomly select a number of teams for review to ensure compliance to the 50% live, work, or attend school in the City of South Pasadena requirement for participants.
- 5.5.5. One copy of the Certificate of Insurance listing the City of South Pasadena as additional insured.
- 5.5.6. All deposits as required.
- 5.5.7. Requests for field improvements or new installations. (as specified on Use Form)
- 5.6. Sections 5.5.1. through 5.5.7. of the above requested items must be submitted at least two weeks prior to use. If the documents are not submitted, the City may withhold use of fields.
- 5.7. Storage facilities may be made available free of charge to local seasonal user groups.
- 5.8. All users granted use of storage facilities must store all equipment neatly.
- 5.9. Upon conclusion of seasonal play, all equipment must be removed within fourteen (14) days or a clean-up fee, based on actual expenses incurred and overhead will be charged. Some equipment may be stored throughout the year with the approval of the Community Services Director.
- 5.10. Equipment stored in the facility is not the responsibility of the City. Unnecessary equipment stored in the facility may be removed at the user group's expense.
- 5.11. Concessions Stands and Storage Facilities - Use of existing facilities for concessions and storage shall be subject to the approval of the Community Services Director.
- 5.12. Restrooms/ Fields - Facilities must be cleaned of rubbish and debris immediately following the scheduled use, or a cleanup fee, based on actual expenses incurred and overhead, will be charged.

- 5.13. Athletic Field Lining and Marking - All lining/markings of athletic fields must be done with prior approval of the Community Services Department. Any user failing to comply with established guidelines and notification is subject to invoicing for all damages occurring to fields and termination of facility use permit.
- 5.14. Insurance - When the user group is involved in sporting/ hazardous events, the user shall obtain and keep in full force and effect, at user's sole cost, for the mutual benefit of City and user, the appropriate insurance certificate as required by the City.
- 5.15. Traffic and Parking - The user group will be considerate to those residents living adjacent to fields and advise participants and spectators to obey all parking laws concerning parking near and around fields. No vehicles will be allowed on City property without written permission.
- 5.16. Public Address System Use Policy - Sound amplification equipment will be allowed in City Parks, but limited to public address systems, stereo equipment, stationary and portable components and bull horns, subject to the review and prior approval of Community Services.
- 5.17. Maintenance - All maintenance such as field preparation, lining of the fields, marking of the fields and installation of goal posts will be performed by user assigned to the facility with prior approval of the Community Services Department. Each user is responsible for the facility being free of trash or debris caused by group usage upon conclusion of each day's use. Users are required to report any damage or acts of vandalism to the Community Services Department immediately.
- 5.18. Modifications to Park Fields and Facilities - Any requests to modify or improve City facilities shall be submitted for approval to the Community Services Director and Commissions and City Council as appropriate.
- 5.19. Closure of Fields - Arroyo Park & Orange Grove Park will be scheduled for closure and rehabilitation each year to allow for recovery due to heavy usage. The dates and times of closure to be determined by the Community Services Department and Public Works Department, with approval from the Parks & Recreation Commission.
- 5.20. There will be no use of City athletic fields when facilities are unplayable due to rain or other conditions. The decision for use during or after rain or other event will be made by City staff. Any user failing to comply with a decision to postpone use is subject to invoicing for all damages occurring to the field and termination of facility use permit.

6. ATHLETIC FIELD FEES

6.1. Athletic Field Fees

- 6.1.1.** South Pasadena-Based Non-Profits - All South Pasadena-based non-profit organizations that meet the requirement that 50% of their participants live, work, or attend school in the City of South Pasadena, and are authorized non-profit youth and adult sports groups, civic, educational, and fraternal organizations will be charged the rate indicated on the current fee schedule. The Community Services Director has the authority to negotiate for field improvements or other benefits from users for the use of fields. The Community Services Director shall have the authority to determine compliance with the 50% requirement, subject to approval by the Parks & Recreation Commission, based on any relevant factors including participation of South Pasadena residents, historical use, and use of fields in other cities.
- 6.1.2.** South Pasadena-Based Non-Profits - South Pasadena-based non-profit organizations that do not meet the requirement that 50% of their participants live, work, or attend school in the City of South Pasadena, and are authorized non-profit youth and adult sports groups, civic, educational and fraternal organizations will be charged the rate indicated on the current fee schedule. The Community Services Director has the authority to negotiate for field improvements or other benefits from users for the use of fields.
- 6.1.3.** All Others - All others including individual users, for profit and non-South Pasadena-based non-profit groups will be charged for the reserved use of fields at the flat hourly rate. See the Fee Schedule for the current rate.

6.2. Athletic Field Light Fees

- 6.2.1.** South Pasadena-based non-profit organizations that meet the requirement that 50% of their participants live, work, or attend school in the City of South Pasadena, and are authorized non-profit youth and adult sports groups, civic, educational, service and fraternal organizations, will be allowed to use lights. If the South Pasadena-based non-profit group received a fee waiver for the use of the field, then the user group will also receive a fee waiver for the use of the lights. (Orange Grove, Arroyo North and Arroyo South).
- 6.2.2.** All for-profit and non-South Pasadena-based non-profit organizations or occasional individual users will be charged for the use of lighted facilities at an hourly rate in addition to the hourly field rate at the discretion of the Community Services Director. See the Fee Schedule for current rate.

PARK PICNIC AREA RESERVATION POLICIES

The City of South Pasadena has four beautiful parks with picnic areas. The picnic areas are available for group reservations and use. The rental fee for each park is included on the attached Fee Schedule.

7. PARK PICNIC AREAS

- 7.1. Any person or group wishing to reserve picnic facilities must submit a Park Reservation Application to the Community Services Department at least two (2) weeks prior to the event. The Application must include the name of the responsible individual or organization, along with the date, time, park area to be used and number of people expected to be in attendance. The reservation is subject to the approval of the Community Services Department on a first come, first served basis.
- 7.2. A refundable clean-up deposit of \$50 may be required for groups over 50 persons who make a reservation.
- 7.3. In the event of rain, full refunds or re-bookings are granted. Park cancellations requesting a refund will be given a 50% refund if the cancellation is made at least 7 days prior to the reservation. There is no penalty to re-book the park reservation to another date as long as it is re-booked 7 days prior to the reservation.
- 7.4. All groups using City picnic areas are responsible for all necessary clean-up following their use.

8. OVERNIGHT USE OF PARKS

Permits are required for overnight use. The Community Services Director, as a representative of the City Manager, may authorize overnight use of parks. (SPMC 21.10)

9. COMMERCIAL USE OF CITY PARKS

- 9.1. At the discretion of the Community Services Director, South Pasadena-based non-profit organizations may use City parks for activities and events to raise funds to support community service programs and activities in the City of South Pasadena.
- 9.2. Requests must be submitted 90 days in advance of date of activity/event and will be considered through the City's Temporary Use Permit process with input from the Parks & Recreation Commission.
- 9.3. The private commercial use of City parks for profit and private gain is prohibited. The Community Services Department may waive this policy if it is determined to be in the interest of the City and with the written approval of the City Manager.

10. LARGE GROUP RESERVATIONS

Events planned for outside of the designated park picnic areas that require significant set-up and gathering of over 100 people will not be allowed. The exception to the rule is local established non-profit groups with priority given to South Pasadena non-profits approved by the Community Services Director on a case by case basis.

RECREATION & SENIOR CLASS POLICIES

The City offers recreation and senior classes to the public via Independent Contract Instructors. Classes are provided on a fee-based system with some classes offered free of charge. The City produces a quarterly Activity Guide and class schedule.

11. CLASS REGISTRATION POLICIES AND PROCEDURES

- 11.1.** The Recreation Division and Senior Division will process all of their own registrations and collect all class fees. Independent Contract Instructors are responsible for ensuring that all participants have registered and paid the necessary fees at the first class meeting.
- 11.2.** Participant Registration – On the first day of registration for the season, participants can register for a class by accessing the city’s website; by mailing in their registration form and payment; or by faxing in their registration form and credit card information. Beginning two weeks after the first day of registration, participants may also register by phone or by walking their registration in. The department accepts cash, checks, and credit cards.
- 11.3.** Participant Refunds/Transfers – Refunds and transfers must be requested before the second class meeting for classes that meet more than once. For classes that only meet once, refunds and transfers must be requested and approved before the class date. Refunds will be issued, less a \$15.00 administrative fee, for each class a refund is requested. Proration will be determined on a case-by-case basis, at the discretion of the Community Services Department. No refunds or transfers will be granted once the second class meeting has started for classes that meet more than once; or for requests received on the day of, or after the day of, the meeting for classes that meet only once. Refunds take three to four weeks to process and receive.
 - 11.3.1.** Specialty Camp Refunds – The Recreation Division coordinates week-long specialty camps for the community. These camps are fee-based and must be paid in full at the time of registration. Refund requests will be assessed a \$15 administrative fee if made over 21 calendar days prior to the start of camp. Refunds will not be issued for cancellations requested within 21 calendar days prior to the start of camp.
- 11.4.** Program Visitors – The Independent Contract Instructor or the City may grant requests from potential participants to visit a class prior to registration, depending on the nature of the activity, for no charge. Only one visitation is allowed per customer per class. Participant siblings are not allowed to observe and/or participate in the activity. All siblings must be registered in advance based upon the prerequisites of the activity.
 - 11.4.1.** Program visitors are only allowed to observe the class or activity, and are not permitted to actively engage or interact with any participant in the activity without registering.

12. INDEPENDENT CONTRACT INSTRUCTOR POLICIES AND PROCEDURES

12.1. Fingerprint Clearance and Background Checks – As a condition of the Independent Contract Instructor Agreement, the City of South Pasadena requires that all Independent Contract Instructors and Instructor Assistants submit to fingerprinting and a Department of Justice (DOJ) criminal background screening prior to any teaching activities with the City. This DOJ screening confirms that the Independent Contract Instructor or their Assistants have no criminal convictions. Any Independent Contract Instructor or Assistant will not be allowed to teach an activity without clearance or completion of this check.

12.1.1. If the Independent Contract Instructor has several employees then, prior to the first day of an activity, the Independent Contract Instructor must certify, in writing to the City, that said employees have been fingerprinted, at the Contractor's expense, and have passed a DOJ background check.

12.2. Liability and Other Insurance – The City does not, in any way, provide Liability Insurance coverage for Independent Contract Instructors. If, at the discretion of the Community Services Department, insurance is deemed necessary, a \$1,000,000 Liability Certificate of Insurance must be filed with the Community Services Department one week prior to the first day of class.

12.2.1. The following terminology must appear on the description, "The City of South Pasadena, including its Officers, Elected Officials, Agents, and Employees are named Additional Insured."

12.2.2. If the Independent Contract Instructor has employees, the Independent Contract Instructor is also required to provide the City with verification of Worker's Compensation Insurance, as required by California Labor Code 3700 et seq.

12.3. Income Tax Reporting – All Independent Contract Instructors will be required to complete a W-9 form. Independent Contract Instructors are not considered City employees, and therefore, are not eligible for City benefits. It is the Independent Contract Instructor's responsibility to pay all income taxes, as the City of South Pasadena does not withhold State or Federal Income Tax, but does report earnings to the IRS through Form 1099.

12.4. Compensation – Independent Contract Instructors establish the class fees required from each participant.

12.4.1. Recreation Division Contract Instructors receive 65% of the class fees. The remaining 35% payment is retained by the Community Services Department.

12.4.2. Senior Division Contract Instructors receive 80% of the class fees. The remaining 20% payment is retained by the Community Services Department.

- 12.4.3.** The Community Services Director reserves the right to use discretion to adjust these amounts. These funds are needed by the City to offset costs associated with providing the following:
- The location/facility for classes, including general maintenance and utility costs;
 - The processing of all class registrations, collection of fees and paying instructors;
 - Administering all agreements with instructors and processing insurance;
 - Providing the necessary staff to set up and monitor classes;
 - Marketing of classes.
- 12.4.4.** Payments will be processed after the class (for activities that will meet only once) or after the final class meeting (for classes with multiple meetings). Payments can take three to four weeks to process.
- 12.4.5.** The City of South Pasadena shall also not be liable for compensation of the Independent Contract Instructor for the remainder of the Independent Contract Instructor Agreement should it be cancelled. If the City terminates the Independent Contract Instructor Agreement during a session, the Independent Contract Instructor's payment for services provided will be on a prorated basis.
- 12.5.** Class Cancellation – No less than five (5) business days prior to the first meeting of the class, the Independent Contract Instructor has the option of cancelling their class if it does not meet the minimum required number of registrations.
- 12.5.1.** The Community Services Department will notify participants of class cancellations if cancelled by the department. Otherwise, the instructor is responsible for directly contacting students/parents, by phone call, of all other cancellations.
- 12.6.** City Facilities – Subject to availability, the Independent Contract Instructor has the option of utilizing a City facility.
- 12.6.1.** Specific set-up and cleanup of the facility and equipment is the responsibility of the Independent Contract Instructor.
- 12.6.2.** Independent Contract Instructor must ensure all doors are locked securely, alarms set, and all lights and air conditioning/heating are turned off.
- 12.6.3.** Facility Access – The Independent Class Instructor may be issued a key to the facility and an alarm code.
- 12.6.3.1.** Keys are not to be duplicated.
- 12.6.3.2.** Independent Contract Instructors will be required to complete a Key Check Out/Security Alarm form.

their assistant has knowledge of or observes a child whom he or she suspects has been the victim of child abuse or neglect a report must be filed with Child Protective Services or the South Pasadena Police Department immediately. Types of reportable situations may include, but are not limited to, any type of possible physical injury, suspected sexual abuse or exploitation, willful cruelty or unjustified punishment, unlawful corporal punishment, neglect (severe or general), or abuse in an Out-of-Home Care (e.g. daycare).

12.7.5. Mandated Reporting – Elder – Independent Contract Instructors and their assistants are considered Mandated Reporters under the "Elder Abuse and Dependent Adult Civil Protection Act". If the Independent Contract Instructor or their assistant has knowledge, or reasonably suspects, that types of elder or dependent adult abuse have been inflicted upon an elder or dependent adult, or his or her emotional well-being is endangered in any other way, a report must be filed with Adult Protective Services or the South Pasadena Police Department immediately. Types of reportable situations may include, but are not limited to, any type of possible physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment, resulting in physical harm or mental suffering. The deprivation by a care custodian of goods or services that are necessary to avoid physical or mental harm is also considered a reportable offense.

12.7.6. Termination of Independent Contract Instructor Agreement – The City of South Pasadena reserves the right not to renew an Independent Contract Instructor's Agreement for any reason. Grounds for immediate termination of the Independent Contract Instructor Agreement may include, but are not limited to: verbal and/or physical abuse, actions which may cause injury to another, and/or being under the influence of drugs or alcohol while teaching.

13. SPECIAL EVENT REFUND POLICY

13.1. The Community Services Department hosts various special events for the community including but not limited to: Breakfast with Santa, Eggstravaganza, Snow Day, and Community Baseball Night. All special events ticket sales are final. No refunds or exchanges will be granted for any fee-based Community Services Special Event.

FACILITY RENTAL POLICIES

City of South Pasadena makes its facilities available to the public for activities and programs that meet the needs and interests of the community. The City has established rental fees and services to cover costs related to maintenance, utilities, supervision, and other costs. The Community Services Director may enter into ongoing user agreements with the review and approval of the City Manager.

14. CITY OWNED FACILITIES

War Memorial Building	435 Fair Oaks Avenue
Senior Center	1102 Oxley Street
Eddie Park House	2017 Edgewood Drive
Orange Grove Mid-Level	815 Mission Street
Garfield Park Youth House	625 Stratford Ave

14.1. The current cost for the rental of the following facilities is found in the Fee Schedule. The following policies and procedures provide for the use of the City-owned facilities. The Garfield Park Youth House and Eddie Park House are not available for reservations on Sundays.

14.2. Identification of Users: Any individual or group utilizing City facilities will be classified in one of the following priority groups. These classifications are necessary to establish 1) priority of use, 2) applicability of fees, and 3) what, if any, these fees will be.

14.2.1. CITY USES – City Council, City Departments, City-sponsored Commissions or Committees, or City co-sponsored meetings/seminars/conferences.

14.2.2. NON-PROFITS – All designated non-profits. The Community Services Department will determine eligibility as a non-profit. The Recreation Center, Council Chambers and portions of the Senior Center will be available free of charge to non-profits for occasional use of facilities. On-going users will be assessed a fee per the Fee Schedule. All meetings must be open to the general public at no charge. If use is required on weekends or City-observed holidays, a fee may be charged for staff hours required to open, close and monitor facility. All events which are closed to the general public or for which there is any type of charge, either for admission or by donation, will be charged according to the current Fee Schedule. Such events would include fundraisers, award ceremonies and banquets.

14.2.3. INDIVIDUALS – Functions and activities which are not open to the general public and which are not profit-oriented.

14.2.4. BUSINESSES – All commercial and business uses.

14.3. Prime Time – Rental fees are listed for each facility based on weekday and prime-time uses. Prime-time is defined as Friday at 3:00 pm to Saturday through 12 midnight.

- 14.4. Rental rates include: available tables and chairs, as arranged through the Community Services Department at time of confirmation. Rental fees include one staff person to open and close the building and to provide facility assistance and general maintenance. The user may be required to enter into a Use Agreement with the City.
- 14.5. A cleaning/security deposit may be required for all and is not applied toward the rental fee. Deposits are paid at time of reservations and are refundable after the facility and/or equipment is found to be in satisfactory condition as determined by Community Services staff. Users are responsible for any and all damages to City property or for the loss of property. Repair, replacement, and cleaning costs are based on actual expenses and normal City overhead.
- 14.6. General clean-up is the user's responsibility. The failure to meet and comply with the terms and conditions of the Use Agreement may result in the loss of the full deposit. This includes leaving the facility in the same condition. All personal/rental items are to be removed from the facility, storage is not provided. Required cleaning deposits are noted on the Fee Schedule.
- 14.7. The user shall obtain, and keep in full force, at user's expense, for the mutual benefit of City and user, insurance as determined by the City's current requirements. Certificates are subject to review and approval by the City. If the client's insurance cannot meet City requirements, a one-day special events policy must be purchased from the City.
- 14.8. Alcohol Requirements (Alcohol is only allowed at the War Memorial Building & Senior Center). While the City of South Pasadena permits alcohol to be served at rented facilities, appropriate restraint must be used by both those serving alcohol and by guests consuming alcohol to ensure the safety of property and all participants.
 - 14.8.1. Complimentary Alcohol Service - Clients who will be serving complimentary liquor (i.e., hosted bar, wine service with meal) must provide insurance coverage as determined by the City's current requirements. If the client's insurance cannot meet this requirement, a one-day special events policy must be purchased from the City. The insurance fee is based upon the type of event and number in attendance.
 - 14.8.2. Selling Alcohol - Any client who will be selling Alcohol (i.e., cash bar, dinner and drinks for a fee) is required to provide insurance as determined by the City's current requirements. A copy of the ABC License must be provided to the City within three (3) working days of the event. Any questions as to the need for and requirements of obtaining the appropriate ABC license(s) should be directed to the ABC.
 - 14.8.3. Alcohol may not be served or sold during set-up time or prior to the arrival of assigned staff. Service of any alcoholic beverages must end one hour before the time slated on the contract for the event to end.

- 14.8.4.** Alcohol may not be sold or served to minors. Failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting all deposits and fees. Injuries caused to any person or damage to City property as a result of alcoholic beverages being served and/or consumed by a minor, on City premises, shall be the sole responsibility of the organization, its sponsor, or the adult representative.
- 14.8.5.** Alcohol is only permitted in the rented facility. Alcohol may not be served or consumed in parking lots, public patio areas, or outside grounds immediately adjacent to rented facility. All exceptions must receive prior approval of the Community Services Director.
- 14.8.6.** Additional staff is required at all events at which alcohol is served or sold. Cost of the additional staff is the responsibility of the user and is arranged through Community Services Staff. Fees for additional staff are included on the attached Fee Schedule. If the South Pasadena Police Department is called out to an event, then the costs associated with the response may be charged to the user.
- 14.9.** Inspection and permits by the Fire Department to assure compliance with Public Assembly Regulations may be required at the user's expense. User representative must be present during such inspection. User will be billed directly by the Fire Department. Persons will not be permitted inside any facility in excess of the established capacity of that facility.
- 14.10.** No ongoing non-fee use shall be granted for a period exceeding three months to avoid a monopoly by any person(s) or organization(s). The Community Services Director may approve and disapprove any ongoing uses as appropriate.
- 14.11.** Community Services Department shall have the right to assign or reassign meeting rooms as appropriate, based on nature of event, estimated number of participants, etc.
- 14.12.** Reservations may be revoked at any time whenever there has been a violation of approved Policies and Procedures and will result in loss of down payment and fees.
- 14.13.** City equipment shall not be removed from any facility.
- 14.14.** Smoking is prohibited in City facilities (SPMS 17.56).
- 14.15.** All established fees have been reviewed and approved by the City Council. Any exceptions or special requests not covered by this policy must be submitted in writing to the Community Services Director and approved by the City Manager.
- 14.16.** The rental reservation must be completed at least thirty (30) days in advance of reserved date. A reservation constitutes an agreement between the User and the City of South Pasadena. Agreements will include, by reference, all terms and conditions. All applications must be signed by an authorized adult representative of user organization or private party.

- 14.17.** Cancellation of a rental or changing of a confirmed date will result in a loss of security deposit. If facility can be rebooked with a comparable rental (one equal or greater in size) then 75% of the client's deposit will be returned. Cancellation thirty (30) days or less prior to an event will result in the loss of any rental fees paid, in addition to the deposit.
- 14.18.** No reservation is confirmed until all fees, deposits, permits/licenses, and insurance are obtained and paid in full at least thirty (30) days prior to the use date. If the policies and procedures as stated in this document are not adhered to, any reservation may be cancelled immediately upon notice to the client. Fee(s) paid may not be refunded.
- 14.19.** When food is served as catered food, a licensed caterer may be required at City facilities. Exceptions to catered service must have prior approval from Community Services Director.
- 14.20.** Decorations require prior approval by Community Services Staff and must not damage the facility or City property. Hanging of items with tape, nails, or tacks on the walls of facilities is not permitted. No burning candles or fog/bubble/foam machines are allowed in City facilities.
- 14.21.** The City reserves the right to deny any application based on security concerns and/or safety concerns. Denial of applications may be made by the City of South Pasadena on the basis of the following reasons:
- 14.21.1.** The applicant previously used the facility and due to lack of cleaning or damage to the facility did not receive a full refund of their cleaning deposit.
 - 14.21.2.** Failure to pay all fees or balances on rentals as arranged with Community Services or the Finance Department of the City of South Pasadena.
 - 14.21.3.** Unavailability of the facility.
 - 14.21.4.** Higher priority user is in need of facility.
- 14.22.** Events must end by 5:00 pm on Saturdays at the Garfield Youth House and Eddie Park House. Events at the Senior Center and War Memorial Building must end at 12:00 midnight. Any music will terminate by 9:00 p.m. at the Senior Center and 11:00 p.m. at the War Memorial Building. Music and sound amplification will be monitored by City staff to ensure client is not disturbing the peace.

City of South Pasadena Agenda Report

Robert S. Joe, Mayor
 Diana Mahmud, Mayor Pro Tem
 Michael A. Cacciotti, Councilmember
 Marina Khubesrian, M.D., Councilmember
 Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
 Gary E. Pio, City Treasurer

COUNCIL AGENDA: October 7, 2015

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager *SG*

FROM: Arthur Miller, Chief of Police *AM*
 Mike Neff, Police Captain *MN*

SUBJECT: **Renewal of Pasadena Humane Society Contract for Animal Control Services for Fiscal Years 2015-16 Through 2019-20**

Recommendation

It is recommended that the City Council authorize the City Manager to enter into a five-year contract with the Pasadena Humane Society (PHS) for animal control services and dog licensing in South Pasadena.

Fiscal Impact

PHS has provided two contract options. The first contract proposal is a one-year contract for the Fiscal Year (FY) 2015-16 at a cost of \$122,686, and includes a three percent Consumer Price Index (CPI) increase from the prior year. The second option is a five-year contract in the amount of \$121,494 for FY 2015-16 and FY 2016-17, with a CPI escalator not to exceed three percent for the remaining three years. See below recommended five-year contract proposal chart.

<u>Contract Year</u>	<u>Contract Amount</u>	<u>Consumer Price Index</u>
2015-2016	121,494	N/A
2016-2017	121,494	N/A
2017-2018	121,494	Escalator not to exceed 3%
2018-2019	121,494	Escalator not to exceed 3%
2019-2020	121,494	Escalator not to exceed 3%

Additionally, PHS will continue to manage the City dog-licensing program. PHS will credit the City of all dog licensing revenues over \$15,000. The City will also be credited of any animal impound fees that PHS may collect.

Commission Review and Recommendation

The Animal Commission reviewed the proposed contract on September 14, 2015, and recommends the five-year contract agreement.

Background

PHS continues to provide professional animal control services to the residents of South Pasadena and the Police Department. PHS Field Services Division has responded to special request for specific enforcement, selective patrols, and special appearances at community events such as the rabies clinic and Public Safety Open House. PHS Officers handle all investigations and subsequent court appearances pertaining to animal complaints. Upon approval of this new contract, PHS will handle all media and community outreach associated with managing the City dog-licensing program. The City has contracted with PHS for animal control services since 1998. In past years, PHS has increased their cost for animal control services by two to five percent each year.

Analysis

Prior to 2012, the City had about a ten percent compliance rate using the honorary system for dog licensing. In 2012, the city amended its contract with PHS adding the addition of dog licensing to PHS services. PHS will continue to handle all community outreach notifications by utilizing local newspapers, Facebook, and local service client's websites.

This contract option would be guaranteed for the first two years with a CPI escalator not to exceed three percent increase for the remaining three years. Terms of the licensing remains the same. Furthermore, both the City and PHS may withdraw from the proposed contract with a 120 day notice.

Legal Review

The City Attorney has reviewed this item.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Professional Services Agreement, Pasadena Humane Society for fiscal years 2015-2020

**PROFESSIONAL SERVICES AGREEMENT FOR
ANIMAL SHELTER AND ANIMAL CONTROL SERVICES**
(City of South Pasadena/Pasadena Humane Society & SPCA)

THIS AGREEMENT (“Agreement”) is made and entered into as of this 1st day of July, 2015 (“Effective Date”), by and between the CITY OF SOUTH PASADENA, a municipal corporation (“City”), and the PASADENA HUMANE SOCIETY & SPCA, a nonprofit corporation (“Society”).

WITNESSETH

WHEREAS, Society is currently providing animal shelter and animal control services, in collaboration with City’s Police Department, for City; and

WHEREAS, Society represents that it has that degree of specialized expertise contemplated within California Government Code, Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

WHEREAS, City desires to maintain the services provided by Society and use the services, supplies, equipment, and facilities of Society in the enforcement and performance of the powers and duties of the South Pasadena Municipal Code services; and

WHEREAS, Society is willing to provide such services, supplies, materials, and use of its equipment and facilities in the enforcement and performance of said powers and duties and to provide animal shelter and animal control services herein stated; and

WHEREAS, no official or employee of City has a financial interest, within the provisions of California Government Code, Sections 1090–1092, in the subject matter of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, City and Society do hereby agree as follows:

1.0 SERVICES PROVIDED BY SOCIETY

1.1 **SCOPE OF SERVICES.** Society shall perform the professional services identified in the Scope of Services attached hereto as Exhibit “A” and incorporated herein by this reference. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

1.2 **PROFESSIONAL PRACTICES.** All professional services to be provided by Society pursuant to this Agreement shall be provided by personnel experienced in

their respective fields and in a manner consistent with the standards of care, diligence, and skill ordinarily exercised by service providers in similar fields and circumstances in accordance with sound professional practices. Society also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Society's performance of this Agreement.

1.3 WARRANTY. Society warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; animal control and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Society shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorney's fees and costs, presented, brought, or recovered against City for, or on account of, any liability under any of the above-mentioned laws, which may be incurred by reason of Society's performance under this Agreement.

1.4 NON-DISCRIMINATION. In performing this Agreement, Society shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Violation of this provision may result in the imposition of penalties referred to in Labor Code, Section 1735.

1.5 NON-EXCLUSIVE AGREEMENT. Society acknowledges that City may enter into agreements with other providers for services similar to the services that are subject to this Agreement, or may have its own employees perform services similar to those services contemplated by this Agreement.

1.6 DELEGATION AND ASSIGNMENT. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Society may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Society's sole cost and expense.

2.0 COMPENSATION AND BILLING

2.1 COMPENSATION. 15. In consideration for all services provided to City under this Agreement, City shall pay Society \$10,124.50 each month beginning July 1, 2015, for fiscal years 2015-2016, 2016-2017 with a CPI escalator not to exceed 3% for the remaining years, 2017-2018, 2018-2019, and 2019-2020. Society will credit the city 50% of all dog-licensing revenues over \$15,000.00. The city will also be credited 50% of any animal impounds fees that Society may collect.

2.2 ADDITIONAL SERVICES. Society shall retain the proceeds for any additional fees for service.

2.3 METHOD OF BILLING. Society may submit invoices to City for approval on a progress basis, but no more often than monthly. Said invoice shall be based on the total of all Society's services which have been completed to City's sole satisfaction, less the City's share of licensing fees. City shall pay Society's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail the services performed and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4 RECORDS AND AUDITS. Records of Society's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City for inspection and/or audit at mutually convenient times for a period of three (5) years from the Effective Date.

3.0 TIME OF PERFORMANCE

3.1 COMMENCEMENT AND COMPLETION OF WORK. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2 EXCUSABLE DELAYS. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

4.0 TERM AND TERMINATION

4.1 TERM. The services provided pursuant to this Agreement shall be begin on the Effective Date and continue for a period of five years, ending June 30, 2020, ("Termination Date"), unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2 APPOINTMENT. Under Code section 6.04.030, City appoints Society as the Poundmaster of City for the period beginning on the Effective Date and ending on the Termination Date, and hereby authorizes, directs, and empowers Society to perform during the term of this Agreement all the powers and duties conferred and imposed upon the Poundmaster by the Code, applicable City policies and regulations, City Police Department policies and regulations, and state laws and regulations, as they may be amended from time to time.

4.3 ACCEPTING OF APPOINTMENT. Society shall during the term of this Agreement perform all the powers and duties conferred and imposed upon the Poundmaster, in compliance with all applicable City policies and regulations, City Police Department policies and regulations, and state laws and regulations, as they may be amended from time to time. This includes, but is not limited to, compliance with City and Police Department policies on ethics and professionalism, treatment of the public, the prohibition and discrimination and harassment, and proper use of authority, uniforms, and the police power.

4.4 NOTICE OF TERMINATION. City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing 120 days written notice to Society. In the event of such termination, Society shall immediately stop rendering services under this Agreement unless directed otherwise by City.

4.5 COMPENSATION. In the event of termination by City, City shall pay Society for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written Notice of Termination. Compensation for work in progress shall be prorated as to the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, and to other documents pertaining to the services contemplated herein whether delivered to City or in the possession of Society.

4.6 DOCUMENTS. In the event of termination of this Agreement, all documents prepared by Society in its performance of this Agreement including, but not limited to, medical records, data studies, and reports, shall be delivered to City within ten (10) days of delivery of termination notice to Society, at no cost to City. Any use of uncompleted documents without specific written authorization from Society shall be at City's sole risk and without liability or legal expense to Society.

5.0 INSURANCE

5.1 MINIMUM SCOPE AND LIMITS OF INSURANCE. Society shall, at its own cost and expense, promptly secure during the life of this Agreement the following insurance:

- (a) Comprehensive general liability insurance, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury with a policy of not less than One Million Dollars (\$1,000,000), combined single limits, per occurrence and aggregate.

- (b) Comprehensive automobile liability insurance for any owned, non-owned and hired vehicles used in the connection with the performance of this Agreement with a policy of not less than One Million Dollars (\$1,000,000), combined single limits, per occurrence and aggregate.
- (c) Workers' compensation insurance as required by the State of California.
- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000), combined single limits, per occurrence and aggregate. Society shall obtain and maintain said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

5.2 ENDORSEMENTS. Each policy of insurance required hereunder shall contain or be endorsed to contain the following:

- (a) "The City of South Pasadena and its elected and appointed boards, officers, agents, and employees are additional insureds with respect to this subject project and Agreement with City."
- (b) "This policy shall not be cancelled, reduced, or otherwise modified without the insurance carrier giving the City a minimum of thirty (30) days' prior written notice."
- (c) "Any other insurance maintained by the City of South Pasadena shall be in excess and not contributing with the insurance provided by this policy."

5.3 CERTIFICATES OF INSURANCE. Society shall submit to City a certificate of insurance and endorsements for each policy not less than one (1) day prior to beginning performance under this Agreement. Each certificate shall be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate(s) must be in a form approved by the City. City may require complete certified copies of any or all policies at any time.

5.4 FAILURE TO MAINTAIN REQUIRED INSURANCE. Failure to maintain required insurance at all times shall constitute a default and material breach of this Agreement. In such event, Society shall immediately notify City and cease all performance under this Agreement until further directed by City other than caring for animals impounded or quarantined at Society's shelter prior to termination. In the absence of satisfactory insurance coverage, City shall have the option to immediately terminate this Agreement.

5.5 NON-LIMITING. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Society may be held responsible for payments of damages to persons or property.

6.0 GENERAL PROVISIONS

6.1 ENTIRE AGREEMENT. This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2 REPRESENTATIVES. The City Manager or his/her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives, and agreements on behalf of City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3 This Agreement shall be governed by the laws of the State of California.

6.4 NOTICES. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or electronic mail, or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery; (b) at the time of transmission if such communication is sent by facsimile; and (c) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CITY: Sergio Gonzalez
City Manager
City of South Pasadena
1422 Mission Street
South Pasadena, CA 91030

IF TO SOCIETY: Steve McNall
Executive Director
The Pasadena Humane Society and SPCA
361 South Raymond Avenue
Pasadena, CA 91105

6.5 ATTORNEY'S FEES. In the event that legal action is necessary to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover its costs of suit, including attorney's fees from the opposing party in any amount determined by the court to be reasonable.

6.6 GOVERNING LAW. Society shall comply with all applicable state laws, including but not limited to, laws relating to animal shelters, humane organizations, lost and stray animals, and neuter programs.

6.7 ASSIGNMENT. Society cannot assign or delegate or otherwise transfer this Agreement or the rights or duties contained herein to any individual, person or legal entity otherwise without the written consent of the City Manager of City.

6.8 INDEMNIFICATION AND HOLD HARMLESS. Society shall protect, defend, indemnify, and hold harmless City and its elected and appointed officials, officers, and employees from any and all claims, liabilities, expenses, including attorney fees, damage to property or injuries to or death of any person or persons or damages of any nature including, but not by way of limitation, all civil claims or workers' compensation claims arising out of or in any way connected with the intentional or negligent acts, error, or omissions of Society, its employees, agents or subcontractors in the performance of this Agreement.

6.9 INDEPENDENT CONTRACTOR. Society is, and shall at all times remain as to City, a wholly independent contractor. Society shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of the Agreement. Society shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City.

6.10 OWNERSHIP OF DOCUMENTS. All findings, reports, documents, information, and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Society or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Society agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Society. City shall indemnify and hold harmless Society from all claims, damages, losses, and expenses, including attorney' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Society. Society shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files, audio tapes or any other related items as requested by City or its authorized representative, at no additional cost to City.

6.11 PUBLIC RECORDS ACT DISCLOSURE. Society has been advised and is aware that all reports, documents, information and data including, but not limited to, computer tapes, discs, or files furnished or prepared by Society, or any of its subcontractors, and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 et. seq.). Exceptions to public disclosure may be those documents or information that qualify as

trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Society informs City of such trade secret. City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.12 RESPONSIBILITY FOR ERRORS. Society shall be responsible for its work and results under this Agreement. Society, when requested, shall furnish clarification and/or explanation as may be required by City, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Society occurs, then Society shall, at no cost to City, provide all necessary professional services needed to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.13 PROHIBITED EMPLOYMENT. Society will not employ any regular employee of City while this Agreement is in effect.

6.14 ORDER OF PRECEDENCE. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail.

6.15 COSTS. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.16 NO THIRD-PARTY BENEFICIARY RIGHTS. This Agreement is entered into for the sole benefit of City and Society and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under, or to this Agreement.

6.17 HEADINGS. Any heading of the several paragraphs of this Agreement is inserted for convenience and reference only and shall not be held or construed in any manner to affect the scope, or to limit or to qualify the meaning or intent of the provisions thereof.

6.18 CONSTRUCTION. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.19 AMENDMENTS. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.20 WAIVER. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.21 SEVERABILITY. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party is materially impaired, which determination as made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.22 COUNTERPARTS. This Agreement may be executed in counterparts, each of which so executed shall be deemed an original irrespective of the date of the execution, and said counter parts shall together constitute one and the same agreement.

6.23 CORPORATE AUTHORITY. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives as of the date of the first written above.

ATTEST:

CITY:

BY: _____
South Pasadena City Clerk

BY: _____
Sergio Gonzalez, City Manager

Approved as to Form:

**THE PASADENA HUMANE
SOCIETY AND SPCA:**

BY: _____
Teresa Highsmith, City Attorney

BY: _____
Steve McNall, Executive Dir.

PROFESSIONAL SERVICES AGREEMENT FOR
ANIMAL SHELTER AND ANIMAL CONTROL SERVICES

Exhibit A
Scope of Services

1. **Pick-Up Services.** Society agrees to pick up and impound all animals within the City, including stray animals, sick or injured animals, owner relinquished animals for placement or euthanasia, deceased animals, and wildlife. Society will adhere to Code and state law regarding impounding of animals, including California Food and Agriculture Code. Society enforces Code provisions through court proceedings if necessary.
2. **Pick-Up Service Hours.** Society has dispatcher services available from 7 a.m. to 9 p.m. from Monday to Friday, and 9 a.m. to 6 p.m. from Saturday to Sunday. After hours calls from residents are answered by a service that will dispatch emergency calls. All calls from the Police Department or City officials are dispatched immediately.
3. **Response Time.** Society shall establish categories of requests for service (e.g. emergency, priority, routine) through its dispatch policies. Society shall respond to requests from residents or City officials for animal control services, including pick-up services, pursuant to the following response schedule:
 - a. Society shall respond to emergency calls and arrive on scene within 25 minutes of receipt of such calls.
 - b. Society shall respond to any routine call within two (2) hours of receipt or if appropriate, schedule an appointment with the requesting party.
 - c. In the event of an emergency, Society may be unable to respond within the above prescribed time periods. In such cases, Society shall respond within a time that is reasonably appropriate for the emergency. "Emergency" is defined as any local, state or federal declared emergency or any event which causes Society to evacuate its own facilities including the Facility, or affects the health, safety and well-being of animals residing in the Facility.
4. **Drop-Off Procedures.** Anyone may turn in an animal found within the City during normal business hours at Society's Facility (see No. 6, below), or by calling City's Police Department after hours.
5. **Patrol Services.** Society will make an officer available for patrol from 8 a.m. to 5 p.m. from Monday to Saturday, and on an as-needed basis as agreed upon by City and Society. Society officers are available to respond to requests from the Police Department and from City officials at any time. Society will respond to calls and patrol throughout the City. Upon request from City officials or at the suggestion of Society, if any areas prove to be particular "problem areas," Society will add patrols to respond to the heightened demand.

6. **Facility.** Society shall furnish and maintain during the term of this Agreement a building or enclosure ("Facility") equipped to provide clean and appropriate housing and care, which shall be suitable for the keeping of all animals that are by law subject to impound. The Facility has designated areas for quarantine, protective custody, and investigation animals. The Facility is open for inspection and review of care provided.
7. **Facility Services.** Society will provide adequate shelter, care, and emergency veterinary services at the Facility. All animals receive humane treatment and care. A veterinarian is available on-site during business hours, and any animal requiring immediate care will be seen. Partnering veterinarians are available during non-business hours, and they will see any animal requiring immediate care during non-business hours. Society employees are up-to-date on standards of care set by the American Veterinary Medical Association, California Veterinary Medical Association, the Humane Society, and other advisory animal welfare agencies.
8. **Unclaimed Animals.** If an animal is unclaimed, Society researches identification and attempts to contact the owner by any means available, including by phone, certified letter, etc. After a stray hold, Society strives for placement of all unclaimed animals. Placement includes private adoption, transfer to another shelter, and placement in a reputable rescue agency. Society does not release any animal for research purposes.
9. **Spaying and Neutering.** In the event City enacts an amendment to its Code requiring spaying or neutering, Society will not release such an animal to a City resident unless there has been compliance with the applicable Code provision. At Society's option, certain breeds of dogs may be spayed or neutered at no charge to City residents. Society offers a low-cost spay or neuter hospital for pets owned by City residents.
10. **Adoption.** Society employees assess all animals for behavior and health qualities before deciding whether those animals are candidates for public adoption. All animals adopted through Society receive a basic health screening, vaccinations, a certificate of sterility or neuter, a behavior assessment, adoption counseling, and a free veterinary exam at a VCA Veterinary Clinic.
11. **Pet Licensing.** Society will provide licensing services which include sale of licenses and license canvassing.
12. **Microchipping.** All dogs, cats, and rabbits are microchipped and registered as part of Society's placement protocol. Society also offers microchipping of owned animals as part of its low-cost spay or neuter hospital and through its vaccine clinics.
13. **Euthanasia.** Society practices humane euthanasia and all those administering euthanasia have been certified and trained in California.

14. **Quarantine and Disaster Response.** In the event of a City, County, or State Health Department quarantine, all quarantined animals are kept in a secure area away from direct public view. At the direction of a County Health Officer, Society shall pick up, accept, and care for and maintain in custody any animal from within the City territory to be held for observation by the County Health Officer and to maintain such animal in an individual kennel away from contact with other animals during the time so held. Owners may be charged a reasonable fee.

In the case of a local, state, or national disaster that affects the health, safety, and well-being of animals residing in the City, Society shall assist City with its disaster response and evacuate animals if necessary and to the extent Society may reasonably do so.

15. **Deceased Animals.** Society shall dispose of carcasses of all animals that come into its possession or that of the Poundmaster or their designees in the performance of the powers conferred and the duties imposed by the Code. Society will also pick up and dispose of any dead animal from private property within the City and pick up and dispose of all dead wild animals and dead domestic animals from public streets and public or private property. Society may impose a reasonable charge to the owner of the dead animal for picking up and disposing of such animal from private property. The schedule of charges must be approved by the City Manager.

16. **Relocation of Wildlife.** If Society encounters any wild animal prohibited by the Code during the performance of this Agreement, Society shall relocate the wild animal.

17. **Fees.** Society processes all impound fees and license fees and provides a receipt to City residents. City receives a monthly report of all fees collected, which are either refunded to City or subtracted from the monthly contract fees owed to Society.

18. **Records.** All activities and animals are tracked by a software system called "Chameleon." This software allows Society and City to monitor income, care, treatment, and outcome for all animals and animal-related activity. Society will provide a monthly report to City, which includes:

- a. Animal control activities by type
- b. Animal control calls
- c. Impound reports by species (wild and domestic)
- d. Live animal intake
- e. Euthanasia by species and reason
- f. Outcome by species
- g. Kennel inventory
- h. Return to owner report including:

- i. Date, type, animal identification number, resident name and address, identification number, fees charged, receipt number, and total fees charged.
- 19. **Animal Bites:** Society investigates all animal bite cases referred to Society. If appropriate, Society will quarantine an animal or animals at the owner's residence, quarantine at Society, or prepare the animal for testing if necessary.
- 20. **Investigations:** Society agrees to investigate all cruelty or neglect to animals charges and complaints brought to the attention of Society by any person. Society will investigate all nuisance animal complaints, including barking and/or excessively noise dogs and other animals. All investigation reports will be available to City.
- 21. **Public Outreach & Education:** Society will participate in city events and provide community outreach programs in collaboration with Humane Education.

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City of South Pasadena Agenda Report

Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pin, City Treasurer

COUNCIL AGENDA: October 7, 2015

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager 

FROM: Sheila Pautsch, Community Services Director 

SUBJECT: **Adoption of a Resolution Approving the Transfer of Residual Grant Funds with the Los Angeles County Regional Parks and Open Space District from the Playground Renovation Projects to the South Pasadena Dog Park Project and Approval of a Youth Employment Plan**

Recommendation

It is recommended that the City Council:

1. Adopt a resolution approving the transfer of residual funds from the Los Angeles County Regional Parks and Open Space from the playground renovation projects to the South Pasadena Dog Park Project and approval of a Youth Employment Plan; and
2. Authorize the City Manager to sign all related grant documents.

Fiscal Impact

In May of 1996, the City of South Pasadena (City) received a grant in the amount of \$184,801 from the Los Angeles County Regional Parks and Open Space District. This grant was used for playground renovations at Eddie, Garfield and Orange Grove Park. Only \$162,728 was used for these renovations. A total of \$22,728 remain unused and will be lost if not transferred to another project.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

Los Angeles County voters approved the allocation of grant funds in the Safe Neighborhood Parks Proposition of 1992 under Sections 8(a)(1), 8(a)(2), 8(b)(1), 8(b)(2), and 8(d); and in the Safe Neighborhood Parks Proposition of 1996 under Sections 3(a)(1), 3(b), 3(c)(1), 3(c)(2), and 24.

In May of 1996, the City received a grant of \$184,801 from the Los Angeles County Regional Parks and Open Space District. This grant was used for playground renovations at Eddie Park,

Authorize the Approval to Transfer Grant Funds and Adoption of Youth Employment Plan
October 7, 2015
Page 2 of 2

Garfield Park and Orange Grove Park. The playground renovation projects have been completed; \$22,728 of grant funding still remains. The grant will close in December 2015, at which time any unused funds will lapse.

Analysis

Staff recommends the City Council approve the transfer of these remaining funds in the amount of \$22,728 to be allocated to the Dog Park Project to prevent funds from lapsing. Currently, there is \$300,000 appropriated for the Dog Park Project. While staff continue to look for other grant opportunities for funding the Dog Park, transferring unused funds would be helpful.

City staff met recently with Los Angeles County Parks and Recreation representative and was provided assistance on this matter which verified that this was an appropriate administrative decision and proper expenditure of funds.

Furthermore, should a new bond measure be passed by Los Angeles County voters, the use of these funds for the Dog Park would provide the City access to funds for ongoing maintenance.

Legal Review

The City Attorney has reviewed this item.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Resolution Approving the Transfer of Grant Funds and Adoption of a Youth Employment Plan

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING THE TRANSFER OF RESIDUAL GRANT FUNDS
FROM THE PLAYGROUND RENOVATION PROJECTS TO A
NEW PROJECT AND APPROVING THE FILING OF AN
APPLICATION FOR GRANT FUNDS FROM THE LOS ANGELES
COUNTY REGIONAL PARKS AND OPEN SPACE DISTRICT
GRANT PROGRAM AND APPROVAL OF THE ADOPTION OF A
YOUTH EMPLOYMENT PLAN**

SOUTH PASADENA DOG PARK CONSTRUCTION PROJECT

WHEREAS, the people of the County of Los Angeles on November 3, 1992 and November 5, 1996, enacted Los Angeles County 1996 Proposition A, Safe Neighborhood Parks, Gang Prevention, Tree-Planting, Senior and Youth Recreation, Beaches and Wildlife Protection (Proposition), which among others uses, provides funds to public agencies and nonprofit organizations in the County for the purpose of acquiring and/or developing facilities and open space for public recreation; and

WHEREAS, the Proposition also created the Los Angeles County Regional Parks and Open Space District (District) to administer said funds; and

WHEREAS, the District has set forth the necessary procedures governing applications for grant funds under the Proposition; and

WHEREAS, the District's procedures require the City of South Pasadena (City) to certify, by resolution, the approval of the application before submission of said application to the District; and

WHEREAS, the application form contains assurances that the City must comply with; and

WHEREAS, the City certifies through this resolution; that the transfer of funds is approved for submission to the District; and

WHEREAS, the District's procedures require the adoption of a Youth Employment Plan for development projects by the governing body of the agency.

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

SECTION 1. Approve the transfer of residual funds from Los Angeles County Regional Parks and Open Space District under Section 3.c.1 of the 1996 Proposition A aforementioned; and

SECTION 2. Approves the filing of an application with the Los Angeles County Regional Parks and Open Space District for 1996 Proposition A Per Parcel Funds for the aforementioned project; and

SECTION 3. Certifies that the City understands the assurances and certifications in the procedural guide; and

SECTION 4. Certifies that the City understands its obligations to operate and maintain the property (s) in perpetuity; and

SECTION 5. Certifies that the City will sign and return, within 30 days, both copies of the project agreement sent by the District for authorizing signature; and

SECTION 6. Approves the adoption of a Youth Employment Plan for the Project (Exhibit A); and

SECTION 7. Authorizes the Community Services Director, or designee, as part of the City to conduct all negotiations, and to execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of the Project as described in the application; and

SECTION 8. 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 7th day of October, 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 resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7th day of October, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

**City of South Pasadena
Youth Employment Plan
South Pasadena Dog Park**

Project Description:

Grant funding will be used for grading and construction of the South Pasadena Dog Park. The entire project is comprised of a grading, fencing, installation of decomposed granite surfacing as well as wood chips in some areas and amenities such as benches, water fountains and signage, and lighting.

Scope of Work:

This project includes the grading of park area, construction of the dog park, purchase of benches and installation, installation of drinking fountain and supply line, lighting and electrical, installation of fencing and pedestrian access gate. The total project cost is estimated at \$500,000.

The awarded contractor for the new South Pasadena Dog Park will be required to use a portion of their contract towards an at-risk youth labor organization which is approved by the County.

Tasks That May Be Performed by At-Risk Youth: Dog Park area preparation such as grading and digging a trench for the drinking fountain supply line and or electrical.

Estimated Cost of Youth Employment: \$15,000

Method of Employing Youth: Contractor's choice of a County recognized at-risk youth labor force.

City of South Pasadena Agenda Report

Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA: October 7, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager *SA*
FROM: Paul Toor, P.E., Public Works Director *PT*
Shin Furukawa, P.E., Deputy Public Works Director *FF*
SUBJECT: **Award of Contracts for Engineering Design Services for Fiscal Year (FY) 2015-16 Street Improvement Projects**

Recommendation

It is recommended that the City Council:

1. Accept a proposal dated July 30, 2015, from Kabbara Engineering for engineering design services for the Monterey Road Street Improvement Project (Pasadena Avenue to end of the median, and Meridian Avenue to Fair Oaks Avenue) and authorize the City Manager to execute an agreement with Kabbara Engineering for a not-to-exceed amount of \$62,696;
2. Accept a proposal dated July 30, 2015, from CivilSource, Inc., for engineering design services for the Fletcher Avenue Street Improvement Project (Huntington Drive to Alhambra Road) and the FY 2015-16 Pavement Sealing Project (various locations) and authorize the City Manager to execute an agreement with CivilSource, Inc., for a not-to-exceed amount of \$61,640; and
3. Reject all other proposals received.

Fiscal Impact

There are sufficient funds budgeted in capital improvement project account 101-9000-9203-9203 to fund these services. A portion of the Monterey Road Improvements will be funded through Measure R funds in account 233-9000-9354-9354.

Commission Review and Recommendation

These projects were previously identified and discussed by the Public Works Commission.

Background

The adopted FY 2015-16 budget includes funding for the following street improvement projects:

1. El Centro Street (Orange Grove Avenue to Meridian Avenue) – Grind and overlay. This project was designed with FY 2014-15 funds; hence the design of

this project is not included in these agreements.

2. Fletcher Avenue (Huntington Drive to Alhambra Road) – Grind and overlay
3. Monterey Road (west City limit to Arroyo Verde Road) – Grind and overlay
4. Monterey Road (Indiana Avenue to Orange Grove Avenue) – Grind and overlay
5. Preventative Maintenance – Sealing of various streets including Camino Lindo (Flores de Oro to Alpha Avenue), Maple Street (Primrose Avenue to Stratford Avenue), Milan Avenue (Monterey Road to Edgewood Drive), Valley View Avenue (Berkshire Avenue to Meridian Avenue), as well as additional streets to be identified.

The proposed improvements for the grind and overlay projects include grind and overlay of damaged asphalt pavement, localized repairs of damaged asphalt, localized repairs of damaged sidewalk, driveways, curb and gutter, adjustment of manholes and utility covers, replacement of water line (Fletcher Avenue only) and replacement of water services, valves, meter boxes.

The proposed improvements for the preventative maintenance projects include either a slurry seal or a chip seal application on the existing pavement surface, along with restoration of pavement markers and striping. Unlike the grind and overlay projects, there will be no other elements of work associated with the surface treatment projects, as these are simply preventative maintenance projects intended to prolong the useful life of the roadway itself.

Analysis

A request for proposals (RFP) was issued on July 9, 2015. Proposals were received from the following nine firms:

- Kabbara Engineering, Orange
- CivilSource, Inc., Irvine
- Engineering Resources of Southern California, Inc., Irvine
- KOA Corporation, Monterey Park
- Wheeler & Gray Consulting Engineers, Pasadena
- CNC Engineering, City of Industry
- DMR Team, Inc., Culver City
- Onward Engineering, Anaheim
- KPFF Consulting Engineers, Los Angeles

The RFP was structured so that each of the projects would be priced individually, with the understanding that they could be awarded by the City in any combination.

Following the receipt of proposals, staff, along with input from consultants, reevaluated the scope of work for the Monterey Road Projects and decided to revise the limits of the proposed paving work on Monterey Road based on the observed condition of the roadway. The new limits of work are from Pasadena Avenue to the end of the median, and from Meridian Avenue to Fair Oaks Avenue.

Section 4526 of the Government Code states that professional services contracts are to be bid based on qualifications rather than on price:

Notwithstanding any other provision of law, selection by a state or local agency head for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

After ranking the proposals and conducting interviews with the short-listed firms, staff determined Kabbara Engineering to be the most qualified consultant for the Monterey Road Street Improvement Project (Pasadena Avenue to end of the median, and Meridian Avenue to Fair Oaks Avenue), and CivilSource, Inc. to be the most qualified consultant for the Fletcher Avenue Street Improvement Project (Huntington Drive to Alhambra Road) and the 2015-16 Pavement Sealing Project (various locations).

Kabbara Engineering is a smaller engineering firm with over 24 years in the industry, and has provided similar services to municipal agencies such as the cities of West Hollywood, Santa Monica, San Clemente, and others. They have also recently designed the Chelten Way, Collis Avenue and Hill Drive Street Improvement Project for the City.

CivilSource, Inc., is a full-service civil engineering firm that specializes in design and construction management of municipal capital improvement projects. They have recently completed similar design projects for the cities of Irvine, Cypress, Redondo Beach, La Habra Heights, Yorba Linda and others. Their principal is a former Public Works Director so she is familiar with municipal processes and procedures.

Legal Review

The City Attorney has reviewed the agreement.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion of the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Agreement – Kabbara Engineering
2. Agreement – CivilSource, Inc.
3. Project Map

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ATTACHMENT 1
Agreement – Kabbara Engineering

CITY OF SOUTH PASADENA

**PROFESSIONAL SERVICES AGREEMENT
WITH
KABBARA ENGINEERING**

THIS AGREEMENT ("Agreement") is made and entered into this ___ day of October, 2015 by and between the CITY OF SOUTH PASADENA, a municipal corporation ("City") and KABBARA ENGINEERING ("Consultant").

WITNESSETH:

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to provide engineering design services for the Monterey Road Street Improvement Project, as more fully described herein; and

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code, Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit "A" ("Scope of Services") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in the "Scope of Services" attached hereto and incorporated into this Agreement as Exhibit "A."

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. It is understood that in the exercise of every aspect of its role, within the scope of work, consultant will be representing the City, and all of its actions, communications, or other work, during its employment, under this Agreement is under the direction of the City. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise

City of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3 Familiarity with Work. By execution of this Agreement, Consultant warrants that:

(1) It has thoroughly investigated and considered the work to be performed, based on all available information; and

(2) It carefully considered how the work should be performed; and

(3) It fully understands the difficulties and restrictions attending the performance of the work under this Agreement; and

(4) It has the professional and technical competency to perform the work and the production capacity to complete the work in a timely manner with respect to the scope of services.

1.4. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Consultant agrees that the services to be rendered pursuant to this Agreement shall be performed in accordance with the standards customarily provided by an experienced and competent professional organization rendering the same or similar services. Evaluations of the work will be done by the City Manager or his designee. If the quality of work is not satisfactory, City in its discretion has the right to:

(a) Meet with Consultant to review the quality of the work and resolve the matters of concern;

(b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or

(c) Terminate the Agreement as hereinafter set forth.

1.5. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.6. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Consultant will take affirmative action to ensure that that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

1.7. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

1.9. Key Personnel. It is the intent of both parties to this Agreement that Consultant shall make available the professional services of Leah Kabbara, who shall coordinate directly with City. Any substitution of key personnel must be approved in advance by City's Representative and the Agreement shall be amended to reflect the changes.

2.0. COMPENSATION AND BILLING

2.1. Compensation. For performing and completing services Pursuant to Exhibit "A" Scope of Services, Consultant shall be compensated by City for its services as provided below:

City will pay the following to the Contractor for services performed:

Professional Fees: Consultant shall perform the services described in Exhibit "A" Scope of Services for a not-to-exceed amount of \$62,696, pursuant to the Schedule of Fees incorporated herein.

Reimbursable Expenses: Reimbursable expenses shall be limited to actual expenditures of Consultant for expenses that are necessary for the proper completion of the services and shall only be payable if specifically authorized in advance by City.

2.2 Maximum Amount. The maximum amount payable under the terms of this Agreement, including expenses, will not exceed \$62,696. Consultant shall promptly notify the City Representative, in writing, when fees and expenses incurred under this Agreement have reached \$50,157 (80% of maximum amount allowable). Consultant shall concurrently inform the City Representative of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work would exceed the maximum amount payable.

2.3. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City approves such additional services in writing prior to Consultant performing the additional services. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation are barred and are unenforceable.

2.4 Method of Billing. Within 10 calendar days following the end of the preceding month in which services are performed or expenses are incurred under this Agreement, Consultant shall submit an invoice to the City. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

Consultant shall submit invoices to the City at the following address:

Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

The invoice submitted pursuant to this paragraph shall show the:

- 1) Project name/description;
- 2) Name and hours worked by each person who performed services during the billing period;
- 3) The title/classification under which they were billed;
- 4) The hourly rate of pay;
- 5) Actual out-of-pocket expenses incurred in the performance of services; and,
- 6) Other such information as the City may reasonably require.

2.5. Records and Audits. Consultant shall maintain full and accurate records with respect to all services and matters covered under this Agreement. City shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities. Consultant shall maintain an up to date list of key personnel

and telephone numbers for emergency contact after normal business hours. Records of Consultant's services relating to this Agreement and funds received from City shall be maintained in accordance with generally recognized accounting principles and shall be made available to City for inspection and/or audit at mutually convenient times for a period of five (5) years from the date of performance of said services.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. Time is of the essence in the performance of services under this Agreement. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement. All services required by Consultant under this Agreement shall be completed on or before the end of the term of the Agreement.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall be effective on October 7, 2015 ("Effective Date") and shall remain in effect until June 30, 2016, unless earlier terminated as provided in Section 4.2 herein.

4.2. Notice of Termination. Notwithstanding the provision in paragraph 4.1 above, the City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, in its sole discretion, with thirty (30) days written notice to Consultant.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination unless the termination is for cause, in which event Consultant need be compensated only to the extent required by law. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. Such payment will be subject to City's receipt of a close-out billing. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, and to other documents pertaining to the services contemplated.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1 Consultant shall procure and maintain at all times during the term of this Agreement insurance as set forth in Exhibit "B" attached hereto. Proof of insurance shall consist of a Certificate of Insurance provided on IOS-CGL form No. CG 00 01 11 85 or 88 executed by Consultant's insurer and in a form approved by the City Attorney.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement, together with Exhibits "A" and "B" supersede any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein. This Agreement may not be modified, nor may any of the terms, provisions or conditions be modified or waived or otherwise affected, except by a written amendment signed by all parties. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement. Each party to this Agreement acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this Agreement shall be valid and binding.

6.2. Representatives. For the purposes of this Agreement, the City shall be represented by the City Manager ("City Representative"), or such other person designated in writing by the City Manager. For the purposes of this Agreement, Consultant shall be represented by Leah Kabbara or such other person designated in writing by her and accepted by the City Representative. Consultant shall perform the Work described herein under the direction of the City Representative, who will approve the work plan specified herein, if required, prior to Consultant commencing the Work.

The City Representative shall have the authority and responsibility to perform the following tasks:

- (a) Provide interpretation of the scope and specifications for the work to be performed;
- (b) Monitor performance of the Work to ensure compliance with the Agreement;
- (c) Inspect performance against the Scope of Services, and report compliance and/or deficiencies;
- (d) Obtain and review Monthly Statements;
- (e) Suspend work in accordance with other provisions of this Agreement;
- (f) Issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement; and
- (g) Work directly with the Consultant in the performance of this Agreement.

Consultant's Representative shall be its agent in all consultations with City during the term of this Agreement. Consultant's Representative shall attend and assist in all

coordination meetings called by City.

6.3. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 72 hours after deposit in the U.S. mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

Consultant shall notify City of changes in its address. The failure to do so, if such failure prevents City from locating Consultant, shall be deemed a waiver by Consultant of the right subsequently to enforce those provisions of this Agreement that require consultation or approval of Consultant. Notwithstanding this provision, City shall make every reasonable effort to locate Consultant when matters arise relating to Consultant's rights.

All communications in connection with this Agreement, sent through the U. S. Mail, must be addressed as follows:

IF TO CONSULTANT:

Leah Kabbara
Kabbara Engineering
121 N. Harwood Street
Orange, CA 92866

IF TO CITY:

Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

6.4. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.5. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

6.6. Assignment. This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not voluntarily

or by operation of law assign, transfer, sublet, or encumber all or any part of its interest in this Agreement or subcontract any services to be performed without amending this Agreement and/or receiving the prior written consent of City. Any attempted unauthorized assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement.

6.7. Indemnification and Hold Harmless. Consultant assumes all risk of injury to its employees, agents, and contractors, including loss or damage to property. Consultant agrees to , indemnify, hold free and harmless, and when the City requests with respect to a claim provide a deposit for the defense of, and defend the City, its elected and appointed officials, officers, agents, employees and volunteers, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit alleges or asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents, employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees and volunteers, and/or authorized subcontractors are specifically named or otherwise asserted to be liable and when the City requests with respect to a claim provide a deposit for the defense of. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

City shall have the right to offset against the amount of any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 6.7 and related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

The obligations of Consultant under this Section 6.7 will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 6.7 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity

obligations from others as required herein, to the fullest extent permitted by law, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

6.8. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.9 Benefits. Consultant will not be eligible for any paid benefits for federal, social security, state workers' compensation, unemployment insurance, professional insurance, medical/dental, California Public Employees Retirement System ("PERS") or fringe benefits offered by the City.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an

employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City, without restriction or limitation upon its use or dissemination by City; no such written products shall be the subject of a copyright application by Consultant. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualifies as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Release of Information. Consultant shall not make public information releases or otherwise publish information obtained or produced by it as a result of, or in

connection with, the performance of services under this Agreement without the prior written authorization from the City Representative.

6.15. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.16. Economic Interest Statement. Consultant hereby acknowledges that pursuant to Government Code Section 87300 and the Conflict of Interest Code adopted by City hereunder, Consultant is designated in said Conflict of Interest Code and is therefore required to file an Economic Interest Statement (Form 700) with the City Clerk, for each employee providing advise under this Agreement, prior to the commencement of work.

6.17. Political Activity/Lobbying Certification. Consultant may not conduct any activity, including any payment to any person, officer, or employee of any governmental agency or body or member of Congress in connection with the awarding of any federal contract, grant, loan, intended to influence legislation, administrative rulemaking or the election of candidates for public office during time compensated under the representation that such activity is being performed as a part of this Agreement.

6.18. Licenses, Permits, and Fees. Consultant shall obtain a City of South Pasadena Business License and any and all other permits and licenses required for the services to be performed under this Agreement.

6.19. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.20. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any

such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.21. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.22. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.23. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.24. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.25. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.26. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.27. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.28. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on

behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

6.29. Taxpayer Identification Number. Consultant shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W 9, as issued by the Internal Revenue Service.

6.30. Applicable Laws, Codes, and Regulations. Consultant shall perform all services described in accordance with all applicable laws, codes and regulations required by all authorities having jurisdiction over the Services.

6.31. Change in Name, Ownership or Control. Consultant shall notify the City Representative, in writing, of any change in name, ownership or control of Consultant. Change of ownership or control of Consultant may require an amendment to the Agreement.

6.32. Covenants and Conditions. Each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

6.33. Use of City's Name. Consultant shall not publish or use any advertising, sales promotion, or publicity in matters relating to services, equipment, products, reports, and material furnished by Consultant in which City's name is used, or its identity implied without the City Representative's prior written approval.

6.34. Force Majeure. The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

Dated: _____

THE CITY OF SOUTH PASADENA

By: _____
Sergio Gonzalez, City Manager

Dated: _____

Kabbara Engineering

By: _____
Leah Kabbara, Principal

Federal ID No. _____

APPROVED AS TO FORM:

Teresa L. Highsmith, City Attorney

EXHIBIT "A"
SCOPE OF SERVICES



Communication

Clear communication between our design team our client is of the vital importance for all projects. We strive to keep our clients informed of the project schedule and design progress through our "STATUS REPORTS" which are provided in hard copy and will regularly be available and updated for the City's Project Manager on our secured access web site. These reports will identify any potential problems early on and help secure solutions. Status reports are prepared on a monthly or bi-weekly time frame depending on the client's needs and the project requirements.

SCOPE OF WORK

In an effort to expedite the City Schedule, we have developed a work plan outlining the following required steps necessary to complete this project:

A. Research & Meetings

1. In a Kick-off meeting with the City, the scope of work, design criteria, goals and objectives for the project, and the project schedule will be reviewed and approved.
2. Compile and review all available documents provided by the City, obtain and review all necessary documents and maps (as required) from the County and/or City of Los Angeles.
3. Organize and attend 2 progress meetings with City staff for design review and coordination purposes at the 60% and 85% completion levels. Includes preparation of meeting minutes and monthly status reports.
4. Attend 1 Public Outreach meeting with the Public Works Commission and/or affected residents and businesses, as requested by City staff. Includes preparation of meeting minutes and monthly status reports.

B. Utility Investigation & Coordination

1. Notify all affected public utility companies, government agencies, sanitary and water districts using City of South Pasadena Utility Coordination Procedures, and identify underground facilities and substructures using existing record documents and atlas maps provided by the various utility companies.
2. ***Optional Service:*** Perform design phase coordination with SCE, including providing AutoCAD files to SCE, for the relocation of 14 existing light poles and 10 air vents, as requested by the City, if no R/W exists to provide an ADA compliant path of travel for Project Nos. 2A and 3A. Easement acquisition and preparation of legal descriptions and exhibits for SCE is not included herewith.



3. Prepare a Utility Notification Log to track utility company contacts and responses. Utility Notification Log and copies of all correspondence will be provided to the City with Final Plan submittal.

C. Topographic Field Survey & Base Map

1. Perform field survey to identify existing topographic features and improvements within the Project 2A and 3A limits, including horizontal and vertical control per City or County benchmark. Includes cross sections at 50-foot intervals (overlay with localized R&R) for Monterey Road, within the project R/W and limits. Includes elevations of top of curb, gutter flowline, lip of gutter, centerline, EG, EP, driveways, sidewalks, cross gutters, curb returns, ramps and all angle points, grade breaks and limits of damaged improvements, as required for design purposes. Includes field review of project to identify special conditions and conflicts.
2. Prepare Topographical Base Map for Projects 2A and 3A, using computer aided drafting and the field topographic survey results/data (AutoCAD 2014 Civil 3D). Plot existing utilities, right-of-ways, property lines, addresses, surface and underground utilities, and site specific topographic features required for design at (H) 1"=20' plan view only for the project streets, on City of South Pasadena Standard Title Block Sheets.

D. Geotechnical Investigation & Pavement Report (by SCS&T Inc.-subconsultants)

Southern California Soil & Testing will prepare a geotechnical investigation to assess pavement rehabilitation and utility improvements. Our services will consist of performing a pavement and trench excavation evaluation, and optionally performing percolation testing for Green Streets design options. Specifically, our services will consist of:

1. Marking the boring locations for Digalert purposes.
2. Preparing traffic control sketches and submitting a no-fee traffic control permit application to the city.
3. Providing traffic control while performing fieldwork per the latest edition of the MUTCD manual
4. Excavating 2 exploratory cores on the western end of Monterey Road, and 1 exploratory core for each approximately 1,000 feet of east Monterey Road alignment for a total of 4 cores. Cores will be approximately 6 inches in diameter and 2 feet deep. Core holes will be backfilled after obtaining soil samples and patched with high strength concrete.



5. Performing laboratory testing on selected samples from core to classify the materials and evaluate the moisture content and R-value of the subgrade soils.
6. Calculating pavement structural sections (10 and 20-year design life). We understand the City will provide the expected traffic loading.
7. Preparing draft and final pavement evaluation reports including:
 - a. A core location map
 - b. Existing structural section (including material classification, thickness and material types of AC, PCC, base, and sub-grade materials)
 - c. "R-value" of the upper 3 feet of materials from existing finished surface
 - d. Compaction requirements; subgrade preparation; and treatment recommendations for wet, unsuitable, and/or saturated conditions
 - e. Pavement recommendations including:
 - " Grinding and overlay with asphalt cement (AC)
 - " Grinding and overlay with Asphalt Rubber Hot Mix (ARHM)
 - " Installation of reinforced geotextile
 - " Full depth Asphalt Concrete (FDAC)
 - " Asphalt Concrete over Aggregate Base
 - " Recycled Asphalt
 - " Other alternatives as appropriate
 - " SCST will arrange and tabulate all soil information (existing and proposed) in tabular format.

E. Construction Documents

1. Preliminary Design
 - a. Prepare one set of preliminary street improvement plans at 1"=20' scale(H) for each Project 2A and 3A. Includes plan view only for all Project streets which are anticipated for overlays. The plans shall incorporate "Green Design" techniques, where feasible, and will show the limits of removals



and areas of localized pavement reconstruction and overlay, PCC curb and gutter, sidewalk, cross gutter, driveway, alley intersection, & ramp repair, utility adjustments and/or relocations, resetting of centerline monumentation and ties, and all required miscellaneous improvements. Includes stationing of all existing and proposed improvements impacted by design, construction notes, bid item numbers, typical sections, and miscellaneous details, as required. Also, replacement/upgrade of existing water meters, services, valves and fire hydrants will be shown on the street improvement plans for construction purposes, and no separate water plans are included herewith.

- b. Prepare preliminary traffic signing, and striping plans as required for Project 2A and 3A. Signing and pavement delineation plans will be prepared as necessary on double plan sheets at a scale of 1"=40'(H) scale. The pavement delineation will show replacing all traffic stripes, markings and legends which are obliterated or disturbed during the construction process. Traffic loop replacement, as required, will be shown on traffic striping plans, as required for construction purposes.
- c. Prepare preliminary traffic control and construction phasing plans, assuming 2-stage traffic control, as required for each project street. Traffic control, construction phasing and detour plans will be prepared at a scale of 1"=40'(H) scale, including construction notes and typical details, per Caltrans, MUTCD, and City of South Pasadena requirements.
- d. Identify anticipated utility conflicts to determine if potholing is required. Notify the City Project Manager.
- e. Prepare one set of preliminary specifications in City format, including all City required attachments and bid proposal.
- f. Prepare Preliminary Opinion of Probable Cost for the Project, using Microsoft Excel.
- g. Submit two sets of 60% improvement plans, specifications & cost estimates to City for meeting discussion and comments.

2. Final Design

- a. Revise preliminary improvement plans and plot final improvement plans, including Title sheets, detail sheets, street plans, traffic signing and striping plans, and traffic control plans.
- b. Prepare Final Specifications for the project.



- c. Prepare Final Opinions of Probable Construction Cost.
 - d. Submit two sets of 85% Improvement plans, Specifications and Cost Estimate to City for review and comment.
3. Construction Document Phase
- a. Revise and plot Final Improvement Plans, Specifications and Estimate.
 - b. Send copies of final plans to utility companies requesting them to coordinate any adjustments and/or relocations with the City.
 - c. Submit Final Improvement Plans, Specifications and Cost Estimate to City, on 24"x 36" Mylar and in digital format on a flash memory stick (thumb drive) using AutoCAD 2013 Civil 3D (dwg & pdf), for final approval. Specifications and estimates shall be submitted in hard copy and in digital format on flash drive using Microsoft Word and Excel 2010.

F. Bidding & Construction Engineering Support Services (Hourly Estimate)

- 1. Perform Bidding and Construction Phase observation and coordination, such as written clarification of plans and specifications, preparation of addenda, written responses to RFI's, and other meeting attendance with City staff, other agencies and or the public as requested by the City.

Optional Services (available upon request)

- 1. *Railroad Encroachment Permit/Metro Track Allocation Permit for anticipated traffic control within Railroad R/W.*
- 2. *Water Quality Hydrology & Hydraulics & WQMP/SUSMP*
- 3. *Geotechnical Infiltration Testing*
- 4. *Prepare cross sections plans at 50-foot intervals for each Project within the project limits at 1"=10'(H), 1"=1'(V) scale showing existing and proposed improvements and cross-fall gradients.*
- 5. *Prepare As-built drawings after construction (based on contractor's redlines).*
- 6. *Traffic Signal Modification PS&E*
- 7. *SCE Relocation coordination, legal descriptions, exhibits, ACAD files for SCE design purposes*

**KABBARA ENGINEERING
MAN-HOUR FEE SCHEDULE**

FOR

CITY OF SOUTH PASADENA

ENGINEERING DESIGN SERVICES FOR FY 15/16 STREET IMPROVEMENT

PROJECT NOS. 2A and 3A - MONTEREY ROAD (Fair Oaks-Meridien) and (Pasadena/UPRR-100' E/O Median)

TASK	Principal Engineer	Land Surveyor	2-Man Survey Crew	Project Engineer	Civil Designer	CAD Drafter	Clerical	Subconsultant Fee*	TOTAL COST
Hourly Rate per Classification	\$145	\$140	\$200	\$135	\$80	\$75	\$60		
A. RESEARCH AND MEETINGS									
1. KICK-OFF MEETING	2			2					\$560
2. RESEARCH & REVIEW EX. DOCUMENTS				2	2				\$430
3. PROGRESS MEETINGS (2)	6			6					\$1,680
4. PUBLIC OUTREACH MEETINGS (1)	2			2					\$560
SUBTOTAL COST									\$3,230
B. UTILITY INVESTIGATION & COORDINATION									
1. UTILITY NOTIFICATIONS & COORDINATION, INCLUDING UTILITY NOTIFICATION LOG WITH COPIES OF ALL CORRESPONDENCE				4			8		\$1,020
SUBTOTAL COST									\$1,020
C. TOPOGRAPHIC FIELD SURVEY & BASE MAP									
1. FIELD TOPO SURVEY		2						\$8,748	\$9,028
2. PREPARE BASE PLANS (1"=20' SCALE)						16			\$1,200
SUBTOTAL COST									\$10,228
D. GEOTECHNICAL INVESTIGATION & PAVEMENT REPORT									
1. GEOTECHNICAL INVESTIGATION & REPORT BY SUBCONSULTANT				8	4			\$6,588	\$7,988
SUBTOTAL COST									\$7,988
E1. PRELIMINARY DESIGN									
1. PRELIMINARY STREET IMPROVEMENT PLANS (20 SCALE, PLAN VIEW ONLY), INCLUDING TITLE SHEET, LOCATION MAP, TYPICAL SECTIONS, CONSTRUCTION NOTES AND DETAILS (EST. 6 SHEETS)				20	40	50			\$9,650
2. PRELIMINARY TRAFFIC SIGNING AND STRIPING PLANS (40 SCALE DBLE PLAN VIEW)(EST. 3 SHEETS)				16	8	40			\$5,800
3. TRAFFIC CONTROL PLANS AT 40 SCALE DBL PLAN VIEW (EST. 4 SHEETS)				16	14	40			\$6,280
4. PROJECT SPECIFICATIONS				8			6		\$1,440

**KABBARA ENGINEERING
MAN-HOUR FEE SCHEDULE
FOR
CITY OF SOUTH PASADENA
ENGINEERING DESIGN SERVICES FOR FY 15/16 STREET IMPROVEMENT
PROJECT NOS. 2A and 3A - MONTEREY ROAD (Fair Oaks-Meridien) and (Pasadena/UPRR-100' E/O Median)**

TASK	Principal Engineer	Land Surveyor	2-Man Survey Crew	Project Engineer	Civil Designer	CAD Drafter	Clerical	Subconsultant Fee *	TOTAL COST
Hourly Rate per Classification	\$145	\$140	\$200	\$135	\$80	\$75	\$60		
5. OPINION OF PROBABLE CONSTRUCTION COSTS & QUANTITY CALCULATIONS				4	8				\$1,180
SUBTOTAL COST									\$24,350
E2. FINAL DESIGN									
1. FINAL STREET IMPROVEMENT PLANS				16	16	32			\$5,840
2. FINAL TRAFFIC SIGNING AND STRIPING PLANS				8	4	16			\$2,600
3. FINAL TRAFFIC CONTROL PLANS				8	8	8			\$2,320
4. FINAL PROJECT SPECIFICATIONS				4			4		\$780
5. FINAL OPINION OF PROBABLE CONSTRUCTION COSTS				2	4				\$590
SUBTOTAL COST									\$12,130
E3. CONSTRUCTION DOCUMENTS									
1. FINALIZE PS&E ON MYLAR, WITH DIGITAL COPIES	2			2	2	4			\$1,020
SUBTOTAL COST									\$1,020
F. BIDDING AND CONSTRUCTION ENGINEERING SUPPORT SERVICES (HOURLY ESTIMATE)									
1. BIDDING & CONSTRUCTION ENGINEERING SUPPORT SERVICES (HOURLY ESTIMATE)				8					\$1,080
SUBTOTAL COST									\$1,080
REIMBURSABLE EXPENSES									
1. REIMBURSABLE /REPROGRAPHIC EXPENSE ALLOWANCE, INCLUDING DELIVERIES, CERTIFIED MAILINGS, & PRINTS (CONSTRUCTION BID SETS NOT INCLUDED)									\$300
SUBTOTAL COST									\$300
GRAND TOTAL									
									\$61,346
OPTIONAL SERVICE: SCE COORDINATION FOR RELOCATION OF 14 LIGHT POLES AND 10 AIR VENTS FOR ADA CLEARANCE PURPOSES (HOURLY ESTIMATE)				10					\$1,350

EXHIBIT "B"

INSURANCE REQUIREMENTS

Additional Insured Status: The Consultant shall obtain, maintain, and keep in full force throughout the duration of the term of the Agreement, liability insurance covering the Consultant and, with the exception of Professional Liability Insurance, designating City including its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants, as additional insured against any and all claims resulting in injury or damage to persons or property (both real and personal) caused by any aspect of the Consultant's work or operations in amounts no less than the following and with such deductibles as are ordinary and reasonable in keeping with industry standards. It shall be stated, in the Additional Insured Endorsement, that the Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage: For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Professional Liability Insurance \$1,000,000/\$2,000,000

General Liability:

- a. General Aggregate \$2,000,000
- b. Products Comp/Op Aggregate \$2,000,000
- c. Personal & Advertising Injury \$1,000,000
- d. Each Occurrence \$1,000,000
- e. Fire Damage (any one fire) \$ 50,000
- f. Medical Expense (any one person) \$ 5,000

Workers' Compensation:

- a. Workers' Compensation Statutory Limits
- b. EL Each Accident \$1,000,000
- c. EL Disease - Policy Limit \$1,000,000
- d. EL Disease - Each Employee \$1,000,000

Automobile Liability

- a. Any vehicle, combined single limit \$1,000,000

Notice of Cancellation: Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the City. The Consultant shall provide thirty (30) days advance notice to City in the event of material changes or cancellation of any coverage. Certificates of insurance and additional insured endorsements shall be furnished to City thirty (30) days prior to the effective date of this Agreement. Refusal to submit such certificates shall constitute a material breach of this Agreement entitling City to any and all remedies at law or in equity, including termination of this Agreement. If proof of insurance required under this Agreement is not delivered as required or if such insurance is canceled and not adequately replaced, City shall have the right but not the duty to obtain replacement insurance and to charge the Consultant for any premium due for such coverage. City has the option to deduct any such premium from the sums due to the Consultant.

Waiver of Subrogation: Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers: Insurance is to be placed with insurers authorized and admitted to write insurance in California and with a current A.M. Best's rating of A-:VII or better. Acceptance of insurance from a carrier with a rating lower than A-:VII is subject to approval by City's Risk Manager. Consultant shall immediately advise City of any litigation that may affect these insurance policies.

Claims Made Policies:

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

Verification of Coverage: Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage

required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances: Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Nothing in this section shall construed to as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

ATTACHMENT 2
Agreement – CivilSource, Inc.

CITY OF SOUTH PASADENA
PROFESSIONAL SERVICES AGREEMENT
WITH
CIVILSOURCE, INC.

THIS AGREEMENT ("Agreement") is made and entered into this ___ day of October, 2015 by and between the CITY OF SOUTH PASADENA, a municipal corporation ("City") and CIVILSOURCE, INC. ("Consultant").

WITNESSETH:

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to provide engineering design services for the Fletcher Avenue Street Improvement Project and the FY2015-16 Streets Preventative Maintenance Project, as more fully described herein; and

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code, Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit "A" ("Scope of Services") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in the "Scope of Services" attached hereto and incorporated into this Agreement as Exhibit "A."

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. It is understood that in the exercise of every aspect of its role, within the scope of work, consultant will be representing the City, and all of its actions, communications, or other work, during its employment, under this Agreement is under the direction of the City. Consultant also warrants that it is

familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3 Familiarity with Work. By execution of this Agreement, Consultant warrants that:

(1) It has thoroughly investigated and considered the work to be performed, based on all available information; and

(2) It carefully considered how the work should be performed; and

(3) It fully understands the difficulties and restrictions attending the performance of the work under this Agreement; and

(4) It has the professional and technical competency to perform the work and the production capacity to complete the work in a timely manner with respect to the scope of services.

1.4. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Consultant agrees that the services to be rendered pursuant to this Agreement shall be performed in accordance with the standards customarily provided by an experienced and competent professional organization rendering the same or similar services. Evaluations of the work will be done by the City Manager or his designee. If the quality of work is not satisfactory, City in its discretion has the right to:

(a) Meet with Consultant to review the quality of the work and resolve the matters of concern;

(b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or

(c) Terminate the Agreement as hereinafter set forth.

1.5. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.6. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Consultant will take affirmative action to ensure that that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

1.7. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

1.9. Key Personnel. It is the intent of both parties to this Agreement that Consultant shall make available the professional services of Amy Amirani, who shall coordinate directly with City. Any substitution of key personnel must be approved in advance by City's Representative and the Agreement shall be amended to reflect the changes.

2.0. COMPENSATION AND BILLING

2.1. Compensation. For performing and completing services Pursuant to Exhibit "A" Scope of Services, Consultant shall be compensated by City for its services as provided below:

City will pay the following to the Contractor for services performed:

Professional Fees: Consultant shall perform the services described in Exhibit "A" Scope of Services for a not-to-exceed amount of \$61,640, pursuant to the Schedule of Fees incorporated herein.

Reimbursable Expenses: Reimbursable expenses shall be limited to actual expenditures of Consultant for expenses that are necessary for the proper completion of the services and shall only be payable if specifically authorized in advance by City.

2.2 Maximum Amount. The maximum amount payable under the terms of this Agreement, including expenses, will not exceed \$61,640. Consultant shall promptly notify the City Representative, in writing, when fees and expenses incurred under this Agreement have reached \$49,312 (80% of maximum amount allowable). Consultant shall concurrently inform the City Representative of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work would exceed the maximum amount payable.

2.3. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City approves such additional services in writing prior to Consultant performing the additional services. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation are barred and are unenforceable.

2.4 Method of Billing. Within 10 calendar days following the end of the preceding month in which services are performed or expenses are incurred under this Agreement, Consultant shall submit an invoice to the City. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

Consultant shall submit invoices to the City at the following address:

Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

The invoice submitted pursuant to this paragraph shall show the:

- 1) Project name/description;
- 2) Name and hours worked by each person who performed services during the billing period;
- 3) The title/classification under which they were billed;
- 4) The hourly rate of pay;
- 5) Actual out-of-pocket expenses incurred in the performance of services; and,
- 6) Other such information as the City may reasonably require.

2.5. Records and Audits. Consultant shall maintain full and accurate records with respect to all services and matters covered under this Agreement. City shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents,

proceedings and activities. Consultant shall maintain an up to date list of key personnel and telephone numbers for emergency contact after normal business hours. Records of Consultant's services relating to this Agreement and funds received from City shall be maintained in accordance with generally recognized accounting principles and shall be made available to City for inspection and/or audit at mutually convenient times for a period of five (5) years from the date of performance of said services.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. Time is of the essence in the performance of services under this Agreement. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement. All services required by Consultant under this Agreement shall be completed on or before the end of the term of the Agreement.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall be effective on October 7, 2015 ("Effective Date") and shall remain in effect until June 30, 2016, unless earlier terminated as provided in Section 4.2 herein.

4.2. Notice of Termination. Notwithstanding the provision in paragraph 4.1 above, the City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, in its sole discretion, with thirty (30) days written notice to Consultant.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination unless the termination is for cause, in which event Consultant need be compensated only to the extent required by law. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. Such payment will be subject to City's receipt of a close-out billing. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, and to other documents pertaining to the services contemplated.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1 Consultant shall procure and maintain at all times during the term of this Agreement insurance as set forth in Exhibit "B" attached hereto. Proof of insurance shall consist of a Certificate of Insurance provided on IOS-CGL form No. CG 00 01 11 85 or 88 executed by Consultant's insurer and in a form approved by the City Attorney.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement, together with Exhibits "A" and "B" supersede any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein. This Agreement may not be modified, nor may any of the terms, provisions or conditions be modified or waived or otherwise affected, except by a written amendment signed by all parties. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement. Each party to this Agreement acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this Agreement shall be valid and binding.

6.2. Representatives. For the purposes of this Agreement, the City shall be represented by the City Manager ("City Representative"), or such other person designated in writing by the City Manager. For the purposes of this Agreement, Consultant shall be represented by Amy Amirani or such other person designated in writing by her and accepted by the City Representative. Consultant shall perform the Work described herein under the direction of the City Representative, who will approve the work plan specified herein, if required, prior to Consultant commencing the Work.

The City Representative shall have the authority and responsibility to perform the following tasks:

- (a) Provide interpretation of the scope and specifications for the work to be performed;
- (b) Monitor performance of the Work to ensure compliance with the Agreement;
- (c) Inspect performance against the Scope of Services, and report compliance and/or deficiencies;
- (d) Obtain and review Monthly Statements;
- (e) Suspend work in accordance with other provisions of this Agreement;
- (f) Issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement; and
- (g) Work directly with the Consultant in the performance of this Agreement.

Consultant's Representative shall be its agent in all consultations with City during the term of this Agreement. Consultant's Representative shall attend and assist in all

coordination meetings called by City.

6.3. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 72 hours after deposit in the U.S. mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

Consultant shall notify City of changes in its address. The failure to do so, if such failure prevents City from locating Consultant, shall be deemed a waiver by Consultant of the right subsequently to enforce those provisions of this Agreement that require consultation or approval of Consultant. Notwithstanding this provision, City shall make every reasonable effort to locate Consultant when matters arise relating to Consultant's rights.

All communications in connection with this Agreement, sent through the U. S. Mail, must be addressed as follows:

IF TO CONSULTANT:

Amy Amirani
CivilSource, Inc.
9890 Irvine Center Drive
Irvine, CA 92618

IF TO CITY:

Public Works Director
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

6.4. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.5. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

6.6. Assignment. This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not voluntarily

or by operation of law assign, transfer, sublet, or encumber all or any part of its interest in this Agreement or subcontract any services to be performed without amending this Agreement and/or receiving the prior written consent of City. Any attempted unauthorized assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement.

6.7. Indemnification and Hold Harmless. Consultant assumes all risk of injury to its employees, agents, and contractors, including loss or damage to property. Consultant agrees to , indemnify, hold free and harmless, and when the City requests with respect to a claim provide a deposit for the defense of, and defend the City, its elected and appointed officials, officers, agents, employees and volunteers, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit alleges or asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents, employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees and volunteers, and/or authorized subcontractors are specifically named or otherwise asserted to be liable and when the City requests with respect to a claim provide a deposit for the defense of. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

City shall have the right to offset against the amount of any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 6.7 and related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

The obligations of Consultant under this Section 6.7 will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 6.7 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity

obligations from others as required herein, to the fullest extent permitted by law, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

6.8. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.9 Benefits. Consultant will not be eligible for any paid benefits for federal, social security, state workers' compensation, unemployment insurance, professional insurance, medical/dental, California Public Employees Retirement System ("PERS") or fringe benefits offered by the City.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an

employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City, without restriction or limitation upon its use or dissemination by City; no such written products shall be the subject of a copyright application by Consultant. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualifies as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Release of Information. Consultant shall not make public information releases or otherwise publish information obtained or produced by it as a result of, or in

connection with, the performance of services under this Agreement without the prior written authorization from the City Representative.

6.15. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.16. Economic Interest Statement. Consultant hereby acknowledges that pursuant to Government Code Section 87300 and the Conflict of Interest Code adopted by City hereunder, Consultant is designated in said Conflict of Interest Code and is therefore required to file an Economic Interest Statement (Form 700) with the City Clerk, for each employee providing advise under this Agreement, prior to the commencement of work.

6.17. Political Activity/Lobbying Certification. Consultant may not conduct any activity, including any payment to any person, officer, or employee of any governmental agency or body or member of Congress in connection with the awarding of any federal contract, grant, loan, intended to influence legislation, administrative rulemaking or the election of candidates for public office during time compensated under the representation that such activity is being performed as a part of this Agreement.

6.18. Licenses, Permits, and Fees. Consultant shall obtain a City of South Pasadena Business License and any and all other permits and licenses required for the services to be performed under this Agreement.

6.19. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.20. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any

such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.21. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.22. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.23. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.24. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.25. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.26. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.27. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.28. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on

behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

6.29. Taxpayer Identification Number. Consultant shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W 9, as issued by the Internal Revenue Service.

6.30. Applicable Laws, Codes, and Regulations. Consultant shall perform all services described in accordance with all applicable laws, codes and regulations required by all authorities having jurisdiction over the Services.

6.31. Change in Name, Ownership or Control. Consultant shall notify the City Representative, in writing, of any change in name, ownership or control of Consultant. Change of ownership or control of Consultant may require an amendment to the Agreement.

6.32. Covenants and Conditions. Each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

6.33. Use of City's Name. Consultant shall not publish or use any advertising, sales promotion, or publicity in matters relating to services, equipment, products, reports, and material furnished by Consultant in which City's name is used, or its identity implied without the City Representative's prior written approval.

6.34. Force Majeure. The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

Dated: _____

THE CITY OF SOUTH PASADENA

By: _____
Sergio Gonzalez, City Manager

Dated: _____

CivilSource, Inc.

By: _____
Amy Amirani, Principal

Federal ID No. _____

APPROVED AS TO FORM:

Teresa L. Highsmith, City Attorney

EXHIBIT "A"
SCOPE OF SERVICES



PROJECT UNDERSTANDING

CivilSource reviewed the RFP and has performed an extensive site job walk to make ourselves completely familiarized with the project goals and requirements. We have a thorough understanding of the project requirements and demands. The project consists of the pavement rehabilitation and water main replacement along the following streets:

PROJECT 1: FLETCHER AVENUE (HUNTINGTON DRIVE TO ALHAMBRA ROAD)

The limit of work for the project is Fletcher Avenue from Huntington Drive to Alhambra Road. The length of the roadway is approximately 1,925 LF and the average width of the roadway is 30 LF. The proposed project involves repair of damaged asphalt pavement by grinding and overlay with conventional asphalt mix, installation of Petromat, reconnection of curb drains, localized repairs of damaged sidewalk, driveways and curb and gutter, replacement of alley intersection, replacement of ADA access ramps, adjustment of manholes and utility covers, replacement of 2,000 feet of 6-inch water main, replacement of water services, valves, meter boxes, and fire hydrants, resetting of survey monuments, replacement of existing signs, installation of speed feedback sign, striping, replacement of traffic signal loop, and other associated elements of work.



PROJECT 2: MONTEREY ROAD (ORANGE GROVE AVENUE TO INDIANA AVENUE)

The limit of work for the project is Monterey Road from Orange Grove Avenue to Indiana Avenue. The length of the roadway is approximately 1,150 LF and the average width of the roadway is 61 LF. The proposed project involves repair of damaged asphalt pavement by grinding and overlay with Asphalt Rubber Hot Mix (ARHM), installation of Petromat, localized repairs of damaged sidewalk, replacement of ADA access ramps, adjustment of manholes and utility covers, relocation of city street lights, replacement of 1,000 feet of 6-inch water main, replacement of water services, valves, meter box, and fire hydrant, resetting of survey monuments, replacement of existing signs, striping, and other associated elements of work. In addition, the project design shall include relocation of ten existing light poles and air vents for ADA clearance purposes. This will require coordination with Southern California Edison (SCE) and affected adjoining property owners.



Not a part of this contract

PROJECT 3: MONTEREY ROAD (CITY LIMIT TO ARROYO VERDE DRIVE)

The limit of work for the project is Monterey Road from west City limit to Arroyo Verde Drive. The length of the roadway is approximately 910 LF and the average width of the roadway is 54 LF. The proposed project involves repair of damaged asphalt pavement by grinding and overlay with Asphalt Rubber Hot Mix (ARHM), installation of Petromat, localized repairs of damaged sidewalk, replacement of cross gutters, replacement of ADA access ramps, adjustment of manholes and utility covers, replacement of 1,500 feet of 8-inch water main, replacement of water services, valves, meter box, and fire hydrant, resetting of survey monuments, replacement of existing signs, striping, and other associated elements of work.





PROJECT 4: PREVENTIVE MAINTENANCE (VARIOUS STREETS)

The limits of work for this project have not been finalized, but will be provided prior to issuance of the Notice to Proceed. This project will involve crack seal, slurry seal and/or chip seal of various streets throughout the City, along with localized repaired of damaged curb and gutter, driveways, sidewalks, cross gutters, ADA ramps, restoration of striping and markings, and other associated elements of work.

Within the limits of the project, Fletcher Avenue from Huntington Drive to Alhambra Road is a residential street with one lane each direction and a parking lane on each side.

It is anticipated that the scope of improvements include, but is not limited to, localized repairs to roadway pavement, pavement overlay; removal and replacement of damaged curb, gutter, sidewalk, and driveways; replacement/upgrading of ADA curb ramps, installation of detectable warning devices, signing, and replacement of detector loops as required. In addition, prior to the street improvements, replacement of water main including replacement of water services, valves, meter boxes, and fire hydrants will take place.



SPECIFIC CONSIDERATIONS AND KEY ISSUES

Key issues to be addressed by the development of this project will include no less than the following:

- **Field Review, Topographic Survey and Base Map.** Our first step will include conducting a field review of the project area and topographic survey for each project. We will make sure our base maps show the right of way, curb and gutter, sidewalk, street centerline, access ramps, driveways, manholes, water meters, valves, fire hydrants, etc. In addition, we will include all information obtained from the utility companies. The base maps will then be confirmed during our field walks. The main objective is to have all existing improvements accurately depicted in our base maps so that all constraints are considered during our design of the projects.
- **Water Main.** Our base maps and existing utility maps will be used to determine best available corridor for the proposed pipeline. Service connections and hydrant locations will be considered in finalizing the alignment. Construction of most new pipelines can significantly impact the public convenience and safety. It is incumbent upon the design team to work with the local agency to minimize public impacts in terms of the proposed improvements, the project scheduling, the phasing and anticipated traffic detour plans. During the design we will discuss with the City the proper phasing of construction to minimize disruption to the existing system. One way of achieving this goal is requiring the contractor to make the connection to the system on one end (after the pipe has been successfully tested and accepted). This way both new and old pipes will remain "hot" which will allow for smooth switching of services. After all services are connected, then the final tie in and abandoning of existing pipes can occur.
- **Street Improvements.** Our design team has conducted a preliminary field walk of the project area to examine the existing pavement and concrete conditions. Examples of deficiencies or locations which are in need of attention are presented in Exhibit 1, 2, and 3 (included on pages 29, 30, and 31). In general, it appears that the existing pavement is need of improvements. In general, there are some alligator, longitudinal, and transverse cracking within each project area. Based on our experience with similar types of projects, we anticipate a combination of some segment repairs (dig outs) with grind and overlay would be the most cost-effective repair method to achieve the City's goal to rehabilitate the existing pavement. Using Asphalt Rubber Hot Mix (ARHM) is usually suggested for better ride quality and better flexibility in grind and overlay reconstructions.

Additionally, some of the existing intersections lack ADA compliant ramps and should be upgraded and detectable warning devices (truncated domes) should be installed. There





FY 15/16 Street Improvement Projects

sections of curb and gutter, sidewalk, and driveway approaches which either lifted or damaged and should be reconstructed. Exhibits 4 (on page 32) show the deficiencies that we encountered during our preliminary research and offers some preliminary design concept and solutions; however, it should be noted that a detailed design can only be achieved after conducting a comprehensive field assessment, performing topographic survey, and conducting soils investigation.

- **Utility/Agency Coordination.** Water main replacement and street improvements can often result in impacts to existing utilities. All utilities must be shown on the plans. Thorough utility research will be conducted to ensure an accurate and comprehensive plan disclosure and to coordinate follow-up investigative activities with those utility companies whose facilities are being impacted. These activities could include a request for the utility companies to pothole their facilities when necessary throughout the design phase of the project. Given that utility coordination is a very important aspect of any project, the CivilSource team will apply a disciplined approach for managing joint activities with the utility agencies. If any utility relocation is deemed necessary, or if valves and manholes need to be raised to new grades, they will be identified at early stages of the design, and coordination with the responsible agency will be made.
- **Stakeholder Coordination.** Coordination with stakeholders will be critical to the project's success. We will determine early on what agencies and stakeholders will need to be included and meet with each one as required. Coordination with each City department, notification of the traveling public and adjacent property owners, communication with refuse collectors, the Postal Service, and emergency personnel, and coordination with all wet and dry utility providers.
- **Public Impact.** The general public needs to be a proactive element of the project. It is incumbent upon the design team to work with the City to inform the public of the project, of the proposed improvements, the schedule, the phasing and anticipated detour plans. We will consider neighborhood needs and constraints in developing plans.
- **Meetings.** Meetings between the successful Consultant and City staff will be crucial during all phases of the project. An initial kickoff meeting will be held in order to establish communications, set protocols, and build the procedural framework for the project. Additional meetings will be conducted between the City staff, the engineering design team, utility companies, and other essential parties at interest, to the resolution of design and construction issues as needed.

Common issues to be considered during the design phase are as follows:

- ✓ Field investigation
- ✓ Agency/utility coordination
- ✓ Topographic Survey
- ✓ Geotechnical Investigation
- ✓ Establishing removal areas
- ✓ Emergency vehicle and public access
- ✓ Scheduling/Phasing Plan

PROJECT APPROACH

CivilSource will provide the following professional services for the project:

A. KICK-OFF MEETING AND PROJECT ADMINISTRATION

At the start of the project CivilSource will have a kick-off meeting with City Staff and the project team to review the project objectives, schedule, the scope, and approach. At this meeting, CivilSource will establish a point of contact for the project and request all available information related to the project. In addition, the CivilSource Project Manager will coordinate all aspects of the project and manage the schedule and costs to ensure the project's completion to the satisfaction of the City.

B. RESEARCH & DATA COLLECTION

CivilSource will research all information pertinent to the project such as the latest street improvement plans, water, and sewer plans in order to include this information in the improvement plans. We will make sure our base maps show the right of way, curb and gutter, street centerline, access ramps, driveways, manholes, valves, etc. In addition, we will include all information obtained from the utility companies within the roadway and parkways. We will rely on existing as-built plans and other City-provided documentation to create the Base Maps. The base maps will then be confirmed during our field walks. The main objective is to have all existing improvements accurately depicted in our base maps so that all constraints are considered during our design of the project.



C. FIELD SURVEY

The design survey tasks include, but are not limited to, the following:

CivilSource's subconsultant, On Point Land Surveying, will research the records of the County Surveyor's Office and the City to establish horizontal and vertical control. The surveyor will perform a topographic survey for each project and prepare base maps. The base maps shall identify all existing improvements, street centerline, curb, gutter, sidewalk, driveways, ramps, cross gutter, valves, water meters, fire hydrants, manholes, signs, street lights, traffic signals, trees, and other appurtenant improvements within the intersection.

D. UTILITY INVESTIGATION & COORDINATION

CivilSource will research and establish record location of all utilities and utility easements within the project limits. Utility coordination on the project will be ongoing and will generally consist of the following sub-tasks:

- This task includes obtaining existing dry and wet utility plans/records within the project limits. It also includes the coordination of the adjustment of any utilities per City or other agency standards. Once the plans are completed, we will send them to all utility companies affected by the project.
- Obtain plans showing location and size of all utility lines and appurtenances within the project area.
- Coordinate all utilities and obtain approval in writing from affected utility companies regarding conflicts, relocations and improvements.
- Plans will be submitted for comment to each utility agency concurrent with all CivilSource submittals to the City for plan check. Copies of all correspondence to and from the utility companies shall be submitted to the City. All plans will be sent to the utility companies via certified mail. Verification of all correspondence with the utility companies will be sent to the City. Research record survey data and obtain copies of record tract maps.
- Access the Underground Service Alert's website and compile a list of member agencies that own facilities within the project limits.
- Augment and/or refine the above list based on available information at the City Records Department and from field investigation.
- Notify each utility purveyor, in writing, of the City's proposed plans and schedule and request copies of record drawings or atlas maps of existing and proposed facilities within the project boundary.
- Consult with the service planners and others as necessary within each utility company to resolve any conflicts.
- Keep City staff informed on all discussions with utility companies via written meeting minutes or records of telephone conversation.
- Prepare a Utility Notification Log to track utility company contacts and responses including contact information and dates of all outgoing and incoming correspondence.

E. GEOTECHNICAL INVESTIGATION AND REPORT

Our subconsultant, Willdan Geotechnical, will perform a geotechnical reconnaissance of the site and advancing up to 5 soil borings at strategic locations for each project to observe the existing pavement thickness and soil conditions beneath the project site and to facilitate collection of sub-grade soil samples for lab testing. The results of our field and laboratory testing will be provided in a report including the following:

- Thickness of asphalt
- Site soil characterization
- R-Value of subgrade soils
- Pavement section recommendations
- Alternatives and prudent recommendations for rehabilitating the pavements, which may consist of a combination of remove and replace and grind and overlay with an ARHM.

F. PRELIMINARY STREET DESIGN EVALUATION (60% COMPLETION)

CivilSource will walk the project limits to visually assess the pavement condition and identify the specific improvements to be included in the project. Our design team will review the geotechnical report and recommendations and through discussion with the City will select the best alternative for the pavement rehabilitation for each project. We will accurately identify the areas that need to be removed and reconstructed, including.



FY 15/16 Street Improvement Projects

We will also identify any existing improvements that may be affected by the proposed improvements so that we can protect them in-place as feasible. During our field walks, we will pay close attention to the existing drainage patterns and identify any deficiencies.

Utilizing the above data, CivilSource will prepare base plans. These base plans will then be used to prepare a preliminary design, including improvements within the street right of way and be used to evaluate rehabilitation alternatives. These concept documents will be submitted to the City staff for review and consideration. All plans/reports/documents will be submitted in the format as specified in the RFP.

G. WATER MAIN & STREET IMPROVEMENT PLANS

Upon City approval of the preliminary design, CivilSource will proceed with the preparation of final design plans, specifications, and cost estimate for submittal to the City at the 60% and 85% completion levels process. All plans/reports/documents will be submitted in the format as specified in the RFP. The plans will be prepared to conform to the general requirements of the City with consideration for the needs of the contractor's construction operations. CivilSource will deliver completed and approved construction drawings on or ahead of approved schedules. All designs shall be prepared and submitted in a manner that ensures a complete design approved by the City. Where applicable, the construction drawings will conform to the appropriate applicable standards such as City, State, and Federal laws, City design manuals, City standard plans, all Caltrans manuals, policies, State standard plans and specifications for traffic signal and striping work and all work within State right of way, APWA Standard Specifications for Public Works Construction "Greenbook," Manual of Traffic Uniform Control Devices, and as revised and amended.

Construction documents will comply with standard drawings and specifications of the City, Caltrans, APWA, and other agencies as applicable.

CivilSource will process the plans through the City and other agencies for approval. Improvement plans will be prepared in plan view at a minimum scale of 1 inch equals 20 feet. The plans will show localized pavement reconstruction and the resurfacing of the pavement, subject to the City approval. In addition, the plans will depict localized repairs to the sidewalk, driveways, curb and gutters, and cross-gutters. The plans will also address the reconstruction of ADA ramps to conform to the latest requirements.

H. SIGNING, STRIPING AND TRAFFIC SIGNAL LOOP DETECTOR PLANS

Signing and striping plans will be provided for the project limits. Additionally, replacement of the traffic signal loop detectors will be identified where required. Signing and striping plans will be developed by our in house certified traffic engineers (TE) in accordance with the latest requirements of CA-MUTCD. Traffic loops will be identified on the plans and specified per Caltrans Standard Specifications.

I. TRAFFIC CONTROL PLANS

We will prepare the detailed traffic control plan (TCP) showing specific location information such as signing and striping and other roadway characteristics that will enable the contractor to accurately and safely set up a traffic control zone at the worksite. The plans will clearly identify the proposed work area, and how traffic are diverted safely around the work area with proper lane closure, lane merge or shift, placement of delineators, barricades, arrow boards, construction signage, etc. The design will also include all the details and notes necessary for the TCPs to be used by the contractor and will follow the most recent editions of the following standards:

- California Manual of Uniform Traffic Control Devices (Caltrans)
- Work Area Traffic Control Handbook, (WATCH Manual)

J. SPECIFICATIONS, QUANTITY, AND COST ESTIMATES

CivilSource will prepare complete project specifications, including Special Provisions that specifies traffic control, construction notification and posting information per City's format and direction. Copies of the Standard General Provisions and Construction Contract Agreement shall be supplied by the City to incorporate into the construction documents.

CivilSource will provide complete construction quantity and cost estimates for the project. Estimates will be provided at 65% and 95% completion submittals, and a final estimate with the final submittal. Excel files will be submitted with each submittal. Quantities will match the Bid Proposal final quantities.



K. MEETINGS AND SCHEDULES

CivilSource will be available to attend plan submittal/review meetings and any other meetings with staff, agencies, and the public as required. CivilSource will maintain updated project design schedules for use by the City staff.

L. PUBLIC OUTREACH

We will attend two (2) meetings with the Public Works Commission and/or affected residents and business.

M. BID SUPPORT

Once the plans are approved and advertised, CivilSource, will assist City staff with bid/award activities, including responding to bidder questions, preparing addendums and evaluating construction bids.

N. CONSTRUCTION SUPPORT

CivilSource will be available to attend the pre-construction meeting and will provide responses to Requests for Information, review Contractor submittals, and participate in a final job walk for the preparation of a "punch" list of corrective work items.

O. POST CONSTRUCTION

CivilSource will incorporate all redline comments prepared by the Contractor and project inspector on the signed design plans and provide the as-built record drawings to the City.

APPROACH IN WORKING WITH CLIENTS AND THEIR STAFF

CivilSource believes the key to the success of any project is good communication. This is obviously important between the Project Manager and the City in dealing with design issues and the overall progress of the project.

What may not be so apparent is the value of the consultant maintaining a solid communication link with all project entities outside of the City. Our goal is to keep all parties fully informed and to effectively track pending items. Thorough and timely resolution of issues is critical to the eventual success of any public works project.

Success is defined as the completion of the project within the designated schedule and budget, and with minimum of distress to private property owners within and adjacent to the area of the improvement.

FIRM'S MANAGEMENT PHILOSOPHY

CivilSource uses a somewhat unique management approach among those firms who specialize exclusively in municipal and public works design engineering. Our company's primary management philosophy is to achieve a high professional standard in all of our activities while operating as a small business. We enjoy experiencing the close relationships that develop within a small group of compatible people working toward a common goal.

All projects are managed directly by the firm's principal. In addition to enhancing the project team with extensive municipal project experience, this principal level involvement also reinforces the firm's commitment to quality and efficiency.

Weekly project progress meetings are held at the CivilSource office every Monday to review the status of each project with the project managers and team members. These meetings will enable us to identify any additional help required, in case the project needs additional resources to stay on target. Also design concepts are discussed among all senior engineers including our experienced construction management team to ensure a concise and constructible set is delivered to the City.

CITY OF SOUTH PASADENA

ENGINEERING DESIGN SERVICES FOR FY 2015-16
STREET IMPROVEMENT PROJECTS
DESIGN SCHEDULE

ID	Task Name	Duration	Start	Finish	September 2015					January 2016	
					Aug	Sep	Oct	Nov	Dec	Jan	
1	Award of Contract	0 days	Wed 9/2/15	Wed 9/2/15		9/2					
2	Kick Off Meeting	0 days	Tue 9/8/15	Tue 9/8/15		9/8					
3	Data Collection and Research	1 wk	Tue 9/8/15	Mon 9/14/15							
4	Utility Coordination	1 wk	Tue 9/8/15	Mon 9/14/15							
5	Topographic Survey	2 wks	Tue 9/8/15	Mon 9/21/15							
6	Geotechnical Investigation & Report	3 wks	Tue 9/22/15	Mon 10/12/15							
7	Prepare Plans (60%)	4 wks	Tue 10/13/15	Mon 11/9/15							
8	City Review of Plans (60%)	1 wk	Tue 11/10/15	Mon 11/16/15							
9	Prepare 85% PS&E	4 wks	Tue 11/17/15	Mon 12/14/15							
10	City Review of 85% PS&E	1 wk	Tue 12/15/15	Mon 12/21/15							
11	Prepare 100% PS&E	2 wks	Tue 12/22/15	Mon 1/4/16							
12	Submit Final PS&E to the City	1 day	Tue 1/5/16	Tue 1/5/16							

Date: May 6, 2015

Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	



FEE PROPOSAL
CITY OF SOUTH PASADENA
ENGINEERING DESIGN SERVICES
FOR FY 15/16 STREET IMPROVEMENT PROJECTS
Fletcher Avenue (Huntington Drive to Alhambra Road)

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TASK NO.	WORK DESCRIPTION	PROJECT DIRECTOR/QA/QC \$160		PROJECT MANAGER \$140		PROJECT ENGINEER \$120		CADD DESIGNER \$80		ADMIN \$70		SUB-CONSULTANTS	TOTAL HOURS	TOTAL FEE \$
		HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$			
1 Existing Plan Review, Survey, Preliminary & Final Design														
1.1	Project Kick off Meeting		\$0	2	\$280	2	\$240		\$0		\$0		4	\$520
1.2	Research & Data Collection		\$0	1	\$140	2	\$240	4	\$320	1	\$70		8	\$770
1.3	Utility Investigation & Coordination		\$0	1	\$140	4	\$480	4	\$320	1	\$70		10	\$1,010
1.4	Topographic Survey		\$0		\$0		\$0		\$0		\$0	\$5,400		\$5,400
1.5	Geotechnical Investigation & Report		\$0		\$0		\$0		\$0		\$0	\$5,000		\$5,000
1.6	60% PS&E	1	\$160	10	\$1,400	14	\$1,680	88	\$7,040		\$0		113	\$10,280
1.7	85% PS&E	1	\$160	8	\$1,120	8	\$960	28	\$2,240		\$0		45	\$4,480
1.8	Final PS&E	1	\$160	4	\$560	4	\$480	12	\$960	2	\$140		23	\$2,300
1.9	Public Outreach	4	\$640	4	\$560		\$0		\$0	1	\$70		9	\$1,270
1.10	Project Meetings & Coordination	1	\$160	2	\$280	2	\$240		\$0		\$0		5	\$680
2 Construction Engineering Support														
2.1	Bid Support/Review & Respond to Bidder Requests		\$0	1	\$140	2	\$240	1	\$80		\$0		4	\$460
2.2	Construction Support/Review & Respond to RFI		\$0	2	\$280	2	\$240	2	\$160		\$0		6	\$680
2.3	Post Construction/Prepare Record Drawings		\$0	1	\$140	1	\$120	2	\$160		\$0		4	\$420
	Total Hours	8		36		41		141		5			231	
TOTAL FEE														\$33,270
Optional Tasks														
OT1	Green Street Design													\$8,000

NOTE: If CivilSource is awarded all four projects, under this RFP, a 10% discount of our overall proposed fee will be applied.

FEE PROPOSAL
CITY OF SOUTH PASADENA
ENGINEERING DESIGN SERVICES

FOR FY 15/16 STREET IMPROVEMENT PROJECTS

Project 4 - Preventive Maintenance (Various Streets) - Construction Budget \$300,000

TASK NO.	WORK DESCRIPTION	PROJECT DIRECTOR/QA/QC C \$160		PROJECT MANAGER \$140		PROJECT ENGINEER \$120		CADD DESIGNER \$80		ADMIN \$70		SUB-CONSULTANT \$	TOTAL HOURS	TOTAL FEE \$
		HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$			
1 Existing Plan Review, Survey, Preliminary & Final Design														
1.1	Project Kick off Meeting		\$0	2	\$280	2	\$240		\$0		\$0		4	\$520
1.2	Research & Data Collection		\$0	1	\$140	2	\$240	4	\$320	1	\$70		8	\$770
1.3	Utility Investigation & Coordination		\$0	1	\$140	2	\$240	2	\$160	1	\$70		6	\$610
1.6	60% Exhibits, Specifications & Estimates	1	\$160	8	\$1,120	12	\$1,440	80	\$6,400		\$0		101	\$9,120
1.7	85% Exhibits, Specifications & Estimates	1	\$160	4	\$560	4	\$480	28	\$2,240		\$0		37	\$3,440
1.8	Final Exhibits, Specifications & Estimates	1	\$160	4	\$560	4	\$480	12	\$960	2	\$140		23	\$2,300
1.9	Public Outreach	4	\$640	2	\$280	4	\$480		\$0	1	\$70		11	\$1,470
1.10	Project Meetings & Coordination	1	\$160	2	\$280	2	\$240		\$0		\$0		5	\$680
2 Construction Engineering Support														
2.1	Bid Support/Review & Respond to Bidder Requests		\$0	1	\$140	1	\$120	1	\$80		\$0		3	\$340
2.2	Construction Support/Review & Respond to RFI		\$0	1	\$140	2	\$240	2	\$160		\$0		5	\$540
2.3	Post Construction/Prepare Record Drawings		\$0	1	\$140	1	\$120	4	\$320		\$0		6	\$580
Total Hours		8		27		36		133		5			209	
TOTAL FEE													\$20,370	

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NOTE: If CivilSource is awarded all four projects, under this RFP, a 10% discount of our overall proposed fee will be applied.

EXHIBIT "B"

INSURANCE REQUIREMENTS

Additional Insured Status: The Consultant shall obtain, maintain, and keep in full force throughout the duration of the term of the Agreement, liability insurance covering the Consultant and, with the exception of Professional Liability Insurance, designating City including its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants, as additional insured against any and all claims resulting in injury or damage to persons or property (both real and personal) caused by any aspect of the Consultant's work or operations in amounts no less than the following and with such deductibles as are ordinary and reasonable in keeping with industry standards. It shall be stated, in the Additional Insured Endorsement, that the Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage: For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Professional Liability Insurance	\$1,000,000/\$2,000,000
----------------------------------	-------------------------

General Liability:

a.	General Aggregate	\$2,000,000
b.	Products Comp/Op Aggregate	\$2,000,000
c.	Personal & Advertising Injury	\$1,000,000
d.	Each Occurrence	\$1,000,000
e.	Fire Damage (any one fire)	\$ 50,000
f.	Medical Expense (any one person)	\$ 5,000

Workers' Compensation:

a.	Workers' Compensation	Statutory Limits
b.	EL Each Accident	\$1,000,000
c.	EL Disease - Policy Limit	\$1,000,000
d.	EL Disease - Each Employee	\$1,000,000

Automobile Liability

- a. Any vehicle, combined single limit \$1,000,000

Notice of Cancellation: Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the City. The Consultant shall provide thirty (30) days advance notice to City in the event of material changes or cancellation of any coverage. Certificates of insurance and additional insured endorsements shall be furnished to City thirty (30) days prior to the effective date of this Agreement. Refusal to submit such certificates shall constitute a material breach of this Agreement entitling City to any and all remedies at law or in equity, including termination of this Agreement. If proof of insurance required under this Agreement is not delivered as required or if such insurance is canceled and not adequately replaced, City shall have the right but not the duty to obtain replacement insurance and to charge the Consultant for any premium due for such coverage. City has the option to deduct any such premium from the sums due to the Consultant.

Waiver of Subrogation: Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers: Insurance is to be placed with insurers authorized and admitted to write insurance in California and with a current A.M. Best's rating of A-:VII or better. Acceptance of insurance from a carrier with a rating lower than A-:VII is subject to approval by City's Risk Manager. Consultant shall immediately advise City of any litigation that may affect these insurance policies.

Claims Made Policies:

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

Verification of Coverage: Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage

required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances: Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Nothing in this section shall construed to as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

ATTACHMENT 3
Project Map

City of South Pasadena Agenda Report

Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA: October 7, 2015

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager 

FROM: Paul Toor, P.E., Public Works Director 
Mariam Lee Ko, Human Resources Manager 

SUBJECT: **Adoption of a Resolution Declaring the Existence of an
Emergency, Waive Competitive Bidding Requirements, and
Award Necessary Contracts to Expedite Repairs to the South
Pasadena Public Library and Senior Center**

Recommendation

It is recommended that the City Council adopt, pursuant to a four-fifths vote, the attached resolution declaring the existence of an emergency, waive competitive bidding requirements, and award necessary contracts to expedite repairs to the South Pasadena Public Library and Senior Center.

Fiscal Impact

The City's insurance policy through CSAC Excess Insurance Authority provides for flood damage coverage. The City's deductible is \$25,000. Since the date of loss, the City has expended its \$25,000 deductible. The re-engineering, redesign, and repair of certain areas of the Library and adjacent Senior Center, in order to prevent future flooding is not covered by the City's insurance policy.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

Commencing on Monday evening, September 14, 2015, the area received a significant amount of rain during a short period of time. An estimated 2.5 inches of rain fell during the overnight hours. The heavy rains caused a significant amount of water damage when several inches of rain water penetrated into the Library's Children's Room, Technical Services Division, Teen Area, and main reference area. As a result, the library was closed to the public on September 15-16, 2015. The Children's Room continues to remain closed due to the heavy extent of water damage.

Analysis

In the interest of health and safety, immediate action was taken to remediate, repair, and clean the water damaged areas of the Library. The Children's Room sustained the most water damage and work is scheduled for the removal and storage of books and shelving to allow for the installation of temporary carpeting. Following the installation of temporary carpeting and the reshelving of children's books, the Children's Room will reopen to the public. After the completion of additional repairs to the Library building, Senior Center patio and adjacent surrounding areas, the temporary carpeting will then be replaced with permanent carpeting. The additional repairs needed, that include re-engineering and regrading of areas of the Library and Senior Center building, are necessary in order to prevent future flood damage. These additional repairs are not covered under the City's insurance policy.

Furthermore, as part of the remediation and repairs covered by the City's insurance, work will be scheduled from the end of November to December 2015 to replace the water damaged flooring within the Technical Services Division of the Library. The required replacement of the flooring will take an anticipated 30 days, during which time staff and Library technical operations will be temporarily relocated to the second floor of the Library.

The unaffected areas of the Library will remain open and available to the public during regular business hours. The areas within the library which require repairs and/or cleaning will be temporarily closed and/or the work will be scheduled outside of business hours so as to limit the disruption to patrons and employees.

In order to prevent future flooding, the Public Works staff is working on the re-engineering, redesign and repair of certain areas of the Library and adjacent Senior Center. This additional work for the permanent fix is not covered by the City's insurance policy. Due to the impending "El Niño" type of weather that is predicted for this area in the next few months, staff is requesting the adoption of the resolution as an emergency item. Public Contracts Code Sections 20168 and 22050 permit the City Council by 4/5th vote to declare an emergency, and procure the necessary equipment, services, and supplies to address the emergency situation, without giving notice for bids, upon a finding that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency. These findings are met because of the immediate need to clean and repair the flooding event and because a permanent repair must be designed and constructed before the next anticipated "El Niño" weather event. Additionally, much of the work is covered by the City's insurance which is the actual source of payment.

Legal Review

The City Attorney has reviewed this item.

Public Notification of Agenda Item

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

Adoption of Resolution – South Pasadena Public Library & Senior Center Repairs
October 7, 2015
Page 3 of 3

City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SOUTH PASADENA, CALIFORNIA,
DECLARING THE NEED FOR EMERGENCY
REPAIRS TO THE SOUTH PASADENA
PUBLIC LIBRARY**

WHEREAS, the City of South Pasadena owns and operates the South Pasadena Public Library (Library); and

WHEREAS, on the evening of September 14, 2015, the Library sustained significant water damage when several inches of rain flooded the Library facilities; and

WHEREAS, given the need to immediately remove the water and to prevent further water damage, work began immediately to remediate, clean, restore, and repair the water damaged areas of the Library pursuant to the requirements of the City's insurance policy; and

WHEREAS, in order to safeguard the property of the City, prevent future flooding of the same type, and with the anticipated "El Niño" type of weather that has been predicted for this area, continuing and immediate repairs are needed, which require City staff engineering design work and additional contracted work to perform the permanent repair and

WHEREAS, there is insufficient time to go through a formal competitive bidding process in order to complete the permanent repairs in advance of an additional anticipated "El Niño" weather event.

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

SECTION 1. That the above recitals are all true and correct and the City Council finds that the need for immediate repairs of the water damage and the further immediate repair of a permanent fix to avoid new weather damage justifies proceeding with all the repairs on an emergency basis.

SECTION 2. That the repairs of the Library demand immediate action and shall be considered an emergency.

SECTION 3. That per Sections 20168 and 22050 of the Public Contract Code, formal bid advertisement and bid opening procedures for the emergency work shall hereby be waived.

SECTION 4. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of the foregoing resolution by the City Council of the City of South Pasadena at a duly noticed regular meeting held on the 7th day of October, 2015, and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 7th day of October, 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 resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7th day of October, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

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City of South Pasadena Agenda Report

Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA: October 7, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager 
FROM: Margaret Lin, Principal Management Analyst 
Samuel Zneimer, Management Analyst 
SUBJECT: **Authorization to Participate as a Host City in the 2016 Amgen
Tour of California**

Recommendation

It is recommended that the City Council authorize the City to participate as a Host City in the 2016 Amgen Tour of California to be held on Monday, May 16, 2016.

Fiscal Impact

The approximate cost for the event is \$7,800; this includes Police, Public Works set-up/break-down, rental equipment, and the waiver of permit fees. With the Amgen Tour provided Course Marshals, the cost could be lowered to approximately \$5,400 due to the reduced number of police and personnel needed for the event.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

At the September 16, 2015, City Council meeting, a presentation regarding the opportunity to participate as a Host City was provided by City Staff and key personnel for the Amgen Tour of California. At that meeting, City Council directed Staff to return with additional details regarding the cost estimate for the event, start location, route through the City, and outreach to the Chamber of Commerce and affected businesses.

Analysis

Start location/Route

The start location for the race will take place on Mission Street between Meridian Avenue and Fremont Avenue. This section of the race will be closed for an extended period of time, starting Sunday, May 15, 2016, at approximately 8:00 p.m. until Monday, May 16, 2016, 12:00 p.m. On Monday, May 16, 2016, there will be partial closures until 3:30 P.M. The proposed race route will proceed west on Mission Street and then north on Arroyo Seco Drive to Pasadena. This

section of the route will utilize Rolling Closures from approximately 10:45 A.M. to 11:30 A.M. Rolling Closures are street closures that are timed with the event. The closures will use barricades to close side streets for a very short period of time, likely less than 30 minutes. Larger streets such as Orange Grove Avenue and Pasadena Avenue will have barriers up for a longer period of time; however, those barricades will be removed as soon as the last California Highway Patrol vehicle passes the intersection. The use of Rolling Closures and the specified route were chosen to ensure the least impact on the City.

Cost

Participation in the event would cost the City approximately \$7,800; this cost would include personnel from the Police and Public Works departments, permit fee waivers, and equipment rentals. Police personnel, including six (6) police officers, will be present near the start location and at key intersections as necessary. The cost estimate did not take into consideration the use of cadets as replacement for police officers or cadets supplementing police officers. Public Works Staff will be needed for the set-up of the hard closures near the start location, placement of the temporary closures at intersections and side streets along the route, and the pick-up of the temporary barricade equipment at the end of the event. The cost estimate also does not take into consideration the shared set-up time for both the Amgen Tour and the Eclectic Music Festival which will take place on Saturday, May 14, 2016.

- Estimated costs:
 - Site policing and planning time
 - 6 Police Officers X 16-hours X \$50 = \$4,800
 - Public works set-up/break-down
 - 1-mile X \$1,500 (per mile cost estimate) = \$1,500
 - Additional costs
 - Permits = \$500
 - Equipment rentals = \$1,000
 - **Total estimate = \$7,800**

The Amgen Tour has committed 15 Course Marshals to the City to assist with the Rolling Closures and directing volunteers for the event. This will reduce the number of police officers needed for the event and the overall cost to the City.

- Estimated costs with Amgen Tour Course Marshalls:
 - Site policing and planning time
 - 3 Police Officers X 16-hours X \$50 = \$2,400
 - Public works set-up/break-down
 - 1 -miles X \$1,500 (per mile cost estimate) = \$1,500
 - Additional costs
 - Permits = \$500
 - Equipment rentals = \$1,000
 - **Total estimate = \$5,400**

Parking & Staging Locations

The staging location will be located on Mission Street between Meridian Avenue and Fremont Avenue. The staging location is where the construction of the start gate will be as well as other necessary elements for the race. The City will be providing parking to the race teams, Amgen Tour staff, the media and VIP's. To meet the parking needs the City has two parking locations that will be used for the event. The City can use a portion of the Mission-Meridian Parking Garage and the City parking lot on Hope Street and Mound Avenue.

The City is working with the South Pasadena Unified School District (SPUSD) to secure the use the SPUSD parking lot for parking for the event without charge as long as nothing else is already scheduled during that day.

Outreach to Local Businesses

The City has begun coordinating with the South Pasadena Chamber of Commerce to help outreach with potentially impacted businesses. City Staff and Chamber of Commerce staff has met with potentially affected business about the event. The meetings have been one on one meeting with businesses to inform them of the event, the associated street closures and the potential impact of patronage from spectators, participating teams, and Tour staff. The initial feedback from businesses have been mostly positive; some business are very supportive of the event, other are supportive but aren't sure of the impact of the event, and one business opposed to the event as she believes it will be disruptive to her business. Some of the businesses along Mission Street from Meridian Avenue to Fremont Avenue are closed on Mondays so they see no potential impact.

Benefits for Participating

There will be a number of spectators for the event that could patronize local businesses. The City will receive a 30-second commercial spot that can be used to highlight important aspects of the City. The live television coverage is great exposure for the City and will raise the City's profile regionally and nationally. There will be a City of South Pasadena page on the 2016 Amgen Tour of California website that can highlight the City and our local sponsors. The City will receive merchandise, VIP passes, local sponsorship rights, and other benefits that can be used to off-set costs.

Legal Review

The City Attorney has reviewed this item.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Race Route and Staff Positioning Map

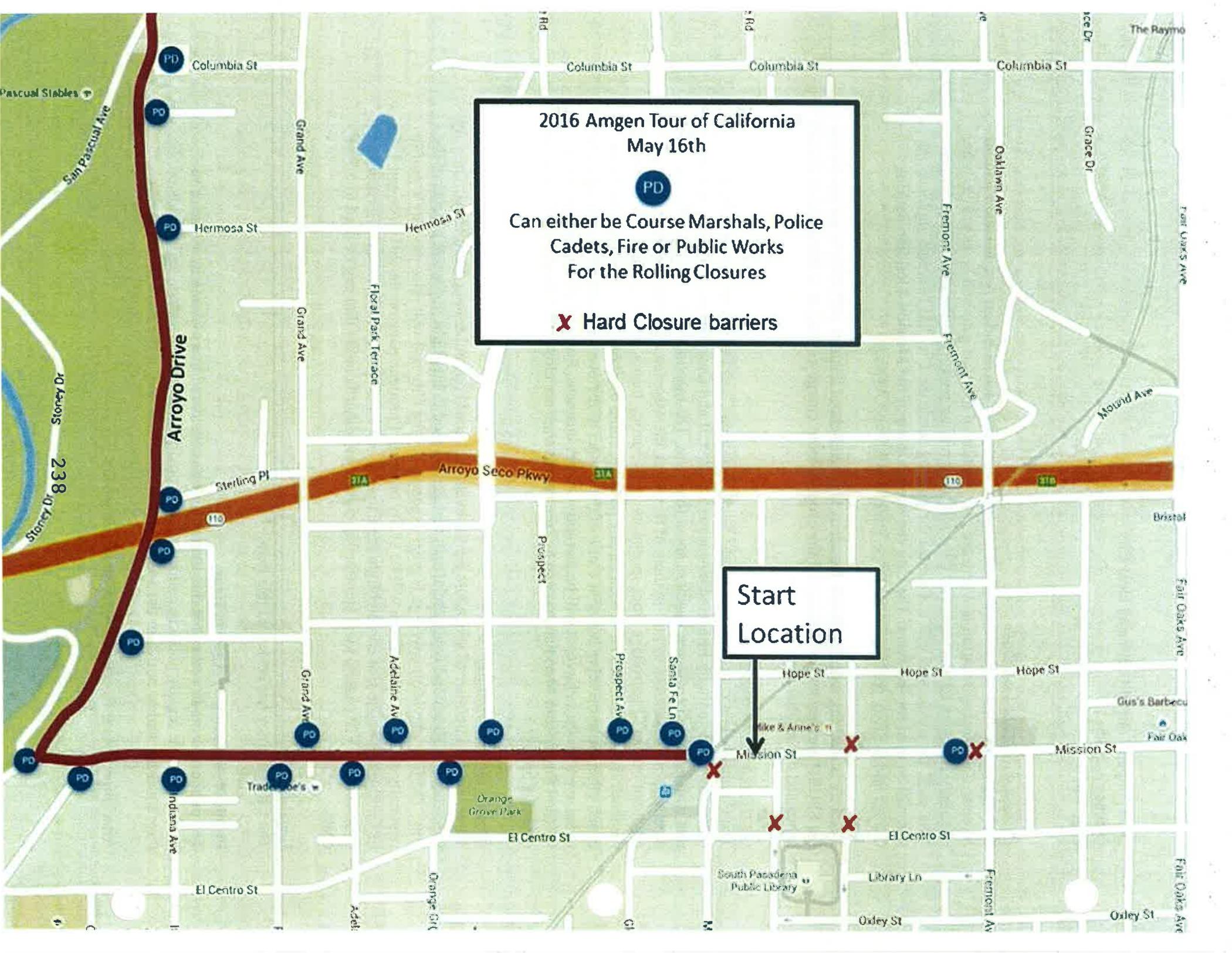
**2016 Amgen Tour of California
May 16th**



Can either be Course Marshals, Police
Cadets, Fire or Public Works
For the Rolling Closures

X Hard Closure barriers

**Start
Location**



City of South Pasadena Agenda Report

Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA: October 7, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager *SG*
FROM: Lucy Demirjian, Assistant to the City Manager
SUBJECT: **Discussion and Policy Direction on Residential Rent Increases**

Recommendation

It is recommended that the City Council provide policy direction regarding residential rent increases.

Fiscal Impact

There is no fiscal impact with this report. Administrative costs associated with the implementation of Council policy are undetermined at this time.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

At the October 15, 2014 City Council meeting, then-Mayor Khubesrian requested that Staff explore the formation of a Rent Review Committee comprised of members of the community and renters, seconded by Councilmember Cacciotti. At the July 1, 2015 City Council meeting, Councilmember Cacciotti expressed concern about recent rent increases and requested Staff return to Council with a recommendation, seconded by Councilmember Schneider. After receiving several public comments requesting rent control in the City, Councilmember Khubesrian requested that an item be added to a future City Council meeting agenda to consider establishing a Rent Review Advisory Committee in lieu of a rent control policy. Staff was directed to bring back an item for discussion at a future Council meeting.

Analysis

As stated in the City's Housing Element, adopted in 2014, there were 10,972 housing units in the City per the 2007-2011 American Community Survey. Of this total amount, 48.9% were renter-occupied, 45.1% were owner occupied, and 6% were vacant.

HOUSING UNITS BY OCCUPANCY STATUS

OCCUPANCY STATUS	HOUSING UNITS	PERCENT
Occupied Housing Units:	10,318	94.0%
Owner-Occupied	4,953	45.1%
Renter-Occupied	5,365	48.9%
Vacant Housing Units	654	6.0%
Total	10,972	100%

Source: 2007-2011 American Community Survey: B25002 Occupancy Status. 2007-2011 American Community Survey: B25009, Tenure by Household Size

According to data obtained from the California Department of Finance, the City’s housing stock increased from 10,349 to 11,123 between 1980 and 2012. Between 2000 and 2012 a total of 263 new residential dwelling units were constructed representing a 2.4% growth increment over the twelve year period. This slow growth can be attributed both to the economic recession, which began in late 2007, and the fact that the City is nearly built-out, offering little available land for residential development. The overall vacancy rate in the City has slightly increased since 2000, from 3% to 6% in 2012, indicating that only a very small proportion of the housing stock was unoccupied. The State Department of Finance estimated the 2007 vacancy rate to be 3%, equal to the 2000 Census rate.

HISTORIC HOUSING TRENDS: 1980-2012

Year	Single-Family		Multifamily		Total Units
	Units	Percent	Units	Percent	
1980	6520	63.0%	3829	37.0%	10,349
1990	5434	50.7%	5285	49.3%	10,719
1994	5456	50.6%	5325	49.4%	10,780
2000	5679	52.3%	5181	47.7%	10,860
2012	5,605	50.4%	5,518	49.6%	11,123

Source: State Department of Finance

Approximately 50.4% of all housing units are single-family homes of which approximately, 88% are owner-occupied. Approximately 50% of the housing stock in South Pasadena is multi-family dwellings. The following table describes occupancy status of units according to the number of units in the structure and by either owner occupancy or renter occupancy.

HOUSING UNITS BY TYPE AND OCCUPANCY STATUS

UNITS	OWNER- OCCUPIED		RENTER- OCCUPIED		ALL UNITS	
	Units	%	Units	%	UNITS	%
1 Unit, Detached or Attached	4,392	88.0 %	1,075	20.0%	5,467	52.8%
2-9 Units	312	6.3%	1,864	34.7%	2,176	21.0%
10 or More	284	5.7%	2,430	45.3%	2,714	26.2%
Mobile Home or Trailer	0	0.0%	0	0.0%	0	0.0%
Total	4,988	100%	5,369	100%	10,357	100%

Source: 2007-2011 American Community Survey: C25032 Tenure by Units in Structure

In comparing City's median home values with Los Angeles County's median illustrates that the gap has widened between the County and City and that the price of homes in South Pasadena remains greater than the County median.

This increase in home values has an impact on rental rates in the City. The Housing Element indicates rental rates in the City of South Pasadena are relatively high, but have not increased significantly over the last five year period according to data collected from local real estate agents. The average monthly rental rate ranges from \$1,477 for a one bedroom, \$2,192 for a two bedroom unit, and \$2,850 for a three bedroom unit in the City.

RESIDENTIAL RENTAL PRICES

March 2012- March 2013

TYPE OF UNIT	RANGE	AVERAGE RENT
1 Bedroom Apartment/Townhouse	3	\$1,477
2 Bedroom Apartment/Townhouse	6	\$2,192
3 Bedroom Apartment/Townhouse	4	\$2,850
1 Bedroom House	0	\$0
2 Bedroom House	1	\$2,300
3 Bedroom House	8	\$3,243

Source: Multiple Region Multiple Listing Service

Policy Direction Regarding Residential Rent Increases

October 7, 2015

Page 4 of 6

The real estate market is visibly recovering from the 2007 recession and housing bubble, raising home values across most of the country. With its proximity to metropolitan Los Angeles, quality public schools, arts and cultural programs, South Pasadena continues to be a desirable and highly sought-after location to reside. These factors have a direct influence on increasing property values in the City. The increase in demand for housing relative to the availability of housing units also drives the market rate for rents.

Some landlords have capitalized on the recovering economy and have increased rents. Rent increases along with increases in water, natural gas, gasoline and electricity costs, can strain monthly budgets. Some tenants attempt to pay requested rent increases, but as a consequence must expend less on other necessities. This situation has had an unfavorable effect on a number of renters in the City; creating hardships on senior citizens, persons on fixed incomes, single-income households, and the arts community. Those who simply cannot afford the increases are forced to leave, which can compromise the diversity of the community.

Currently, the City does not have a policy to address the increases in residential rental rates. Without rent control/stabilization or some forum to help review and mediate between a landlord and tenant regarding whether a proposed rent increase is reasonable, landlords are able to charge rent for their properties which may even exceed fair market rent. If a landlord seeks to raise rent beyond what a tenant can afford or what is fair, there are some options. Under California Law, there is currently no maximum limit for rent increases. Per California Civil Code Section 827 (b), a landlord must give the tenant at least 30 days' advance notice if the rent increase is 10 percent (or less) of the rent charged at any time during the 12 months before the rent increase takes effect; and at least 60 days' advance notice if the rent increase is greater than 10 percent.

The purpose of this discussion is to receive policy direction on this issue that both addresses the concerns of tenants who are experiencing rent increases they view as excessive and at the same time allow landlords just and reasonable returns on their investment/properties. Staff has identified the following options for consideration:

- Establish Rent Review Advisory Committee for mediation of housing related disputes;
- Contract with the Housing Rights Center for increased outreach and education on housing related matters.

This is a preliminary analysis. Upon receiving direction from the City Council, staff will analyze the potential fiscal impact and associated fees of the policy option.

Rent Review Advisory Committee

Several cities have established advisory bodies to provide oversight for housing related disputes in lieu of municipal regulations and authority. These Rent Review Advisory Committees (Committees) have observed success in establishing and improving communication between owner and renter, and yielding compromises to rent increases and maintenance. Through the voluntary cooperation of owners, these Committees serve as an effective alternative to rent control in cities such as Alameda, Fremont, and San Leandro.

The Committees are typically composed of five to seven members appointed by the City Council. Members represent both tenants and property owners, and generally have an impartial (non-tenant/non-landlord) community member. The Committees oversee proceedings including hearing petition appeals and taking action to implement regulations as set by municipal ordinances. These meetings are meant to facilitate a community process to assure rental residents are not subjected to excessive rent increases and unjust evictions, and at the same time to assure landlords the right to a fair return. Both parties are asked to participate in the mediation process in good faith. If the terms of a recommendation by the Committee are not agreeable to a party, it may be appealed to the City Council. The process is voluntary, and the recommendations are not legally binding.

An advisory committee format will require administration and City resources. In addition to initial set-up costs, City Staff is needed to establish and maintain a database of registered rental units, collect registration fees, prepare for board meetings and provide information and assistance to landlords and tenants.

Attached is a case study outlining the City of Alameda's experience with rent review advisory body, including basic components of the policy, responsible authorities, and estimated fiscal impact.

Housing Rights Center

In addition to resources available on rental housing responsibilities, laws, and protections through the U.S. Department of Housing and Urban Development (HUD) and the California Department of Consumer Affairs (DCA), the Housing Rights Center (HRC) provides fair housing services to landlords and tenants. Currently, the City refers residents with housing complaints to the HRC local Pasadena Office. The HRC is a nonprofit civil-rights organization that has identified and addressed the challenges of housing discrimination since 1968. The HRC serves the community under the County of Los Angeles contract by providing assistance to residents with discrimination complaints and landlord-tenant disputes. The HRC also provides training and outreach assistance to landlords and tenants.

An annual report for Fiscal Year 2014-15 indicates a total of 90 clients from South Pasadena were served. Of these, only 9% of cases were related to a rent increase, while other housing issues included lease terms, notices, and repairs. The HRC assists residents who receive rental increases by informing them of California Law and will refer them to their local legal aid organization for any legal assistance or questions that they may have. If a resident believes that they received a rental increase because they are a member of a protected class, then the HRC will assess and investigate that matter, if appropriate.

Still, most residents are not aware of the resources available to them through the HRC. An option for the City may be to contract with HRC for additional services. Attached is a proposal from HRC for a more comprehensive fair housing program in South Pasadena, which will include increased outreach and public education, landlord-tenant counseling, housing discrimination

investigation, mediation and legal services. The total annual cost for the program is \$10,000. This option would still require City Staff time to oversee programming and outreach.

Administrative costs associated with the programming and implementation of residential rent policies can be significant. Establishing an advisory body to oversee disputes will require further planning and resources. The fiscal impact of running the programs will vary, mainly due to the personnel costs that are undetermined at this time. Considering the City's current staffing levels and the fiscal impact of the proposed options, it is prudent to adopt an incremental approach to a housing policy. In-depth analysis of the economic impacts of the policy options will require additional time and research.

Legal Review

The City Attorney has reviewed this item.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Case Study – City of Alameda, Rent Review Advisory Committee
2. Housing Rights Center, Proposal for Fair Housing Services

ATTACHMENT 1
Case Study - City of Alameda,
Rent Review Advisory Committee

Discussion and Policy Direction on Residential Rent Increases

Case Study: City of Alameda, Rent Review Advisory Committee

The City of Alameda, a charter city in northern California, has an estimated population of over 75,000 and a housing stock of 31,997, of which 52.7% are Single Family Homes, 46.4% are Multifamily, and 0.9% are Mobile homes.

The Rent Review Advisory Committee (Committee) reviews complaints of significant rental increases, providing a neutral forum for renters and residential property owners to present their views. It evaluates increases, determines whether they are equitable, and, if not, attempts to mediate a resolution acceptable to all parties. The Committee meets monthly.

The Committee was formed by motion of the City Council in November 1979 upon the recommendation of the Ad Hoc Rent Evaluation Committee. The Ad Hoc Committee was formed in response to citizens' complaints to the City Council regarding substantial rental increases. It is comprised of five volunteer members: two owners, two renters, and one homeowner. They are appointed for indeterminate terms by the Mayor with confirmation by the City Council.

On September 1, 2015, the City Council adopted two ordinances pertaining to rent increases and adding the Committee to the Municipal Code.

To request review and mediation, the renter fills out a Rental Increase Complaint (RIC) form for submission to the Committee. The front of the RIC asks for a history of the rents, a description of the size of the unit and amenities of the building; the reverse side is for complaints regarding maintenance. The owner is sent a copy of the form and a letter requesting attendance at the next meeting. The renter also receives written notice of the meeting. The Committee's process is voluntary; however, attendance by the property owner is expected to enable the Committee to carry out its role as established by the City Council. Failure to participate in the meeting can result in referral to the Council and adverse publicity for the owner.

Staffing for the Committee is provided by the Housing and Community Development Department of the Housing Authority. Two staff members expend a portion of their time to answer questions from the public regarding rental increases, send out complaint forms, take minutes at meetings, and draft letters as requested by the Committee. Some of the rising concerns in Alameda are related to no cause evictions and increase on utilities as opposed to rent. Staff refers all owner/renter inquiries, not related to rental increases, to ECHO Fair Housing, a non-profit agency that provides unbiased advice and mediation services to renters and owners on their rights and responsibilities.

The Committee has had success in establishing communication between owner and renter, and in effecting compromises with regard to rent and maintenance. Through the voluntary cooperation of owners, the Committee has served as an effective alternative to rent control in the City of Alameda. The Rent Review Advisory Committee does not provide legal advice. Each landlord and tenant is responsible for seeking the advice of legal counsel on any matters or document related to their specific circumstances. The Committee's recommendations are not legally binding.

ATTACHMENT 2
Housing Rights Center,
Proposal for Fair Housing Services

PROPOSAL FOR FAIR HOUSING SERVICES FOR THE CITY OF SOUTH PASADENA

Overview:

The Housing Rights Center (HRC) proposes to provide a comprehensive *Fair Housing Services Program* for the City of South Pasadena. HRC will offer services from our five core programs: (1) Fair Housing Counseling; (2) Mediation; (3) Discrimination Complaint Investigation; (4) Outreach and Education; and (5) Fair Housing Legal Services.

HRC's goal is to provide a comprehensive fair housing program to the City of South Pasadena, serving 3-4 persons every month. Total persons assisted through counseling during the 2015-16 contract period will be approximately 48 people. Total persons assisted through outreach and education will be approximately 1,000 South Pasadena residents.

HRC's programs are designed to resolve alleged discriminatory housing activities and to counteract the lack of knowledge of fair housing laws by landlords, tenants, lenders, realtors, city employees and city partner agencies. The primary benefits of HRC's fair housing services to South Pasadena residents are: (1) HRC will lessen incidents of housing discrimination in the City; (2) HRC will help South Pasadena tenants to retain their existing housing; and (3) Retention of housing will mean less people re-entering the housing market or becoming homeless.

HRC's fair housing program consists of complaint intake & investigation, case development and testing; education through fair housing workshops and presentations; outreach through dissemination of brochures, flyers, newspaper ads, radio and television programs, website and interaction with other community groups.

HRC history and mission:

For nearly forty seven years, the Housing Rights Center has worked to promote fair housing choice, eliminate discrimination, and facilitate problem solving between property owners and tenants in Southern California. Although significant strides have been made in addressing issues of discrimination, HRC's work has shown that, unfortunately, discrimination in housing continues. Furthermore, illegal housing discrimination occurrences and impediments to housing for low-income, single parent, female-headed households, the disabled and those of fixed incomes increase during the times of economic recovery and reduced housing inventory.

Fair Housing Program Description:

In order to address the existence of the housing problem, the Housing Rights Center proposes to provide a comprehensive fair housing program and landlord/tenant counseling services for the City of South Pasadena for the 2015-16 Program Year. Through our *Fair Housing Program*, we seek to address complaints of housing discrimination and dissuade future incidents of housing discrimination from occurring. An important component of this program includes addressing problems that arise between landlords and tenants, (e.g., payment of rent, lease agreement, and habitability), which are often intertwined with issues of discrimination.

HRC will offer services from our five core programs: (1) Discrimination Complaint Investigation; (2) Landlord/Tenant Fair Housing Counseling; (3) Outreach and Education; (4) Advocacy; and (5) Enforcement and Impact Litigation.

HRC is uniquely suited to accomplish the Fair Housing Program as our mission is to actively support and promote fair housing through education and advocacy, to the end that all persons have the opportunity to secure the housing they desire and can afford, without discrimination based on their race, color, religion, gender, sexual orientation, national origin, familial status, marital status, disability, ancestry, age, source of income or other characteristics protected by law.

The proposed project will improve and expand affordable housing options, improve services to the homeless or special groups, and increase access to resources for low to moderate-income residents in a variety of ways. By providing tenants with pertinent information to get their security deposit back after vacating a unit, tenants will be able to receive potentially thousands of dollars that they would otherwise forgo. Furthermore, the HRC's fair housing program works with seniors, persons with disabilities and families with children to ensure that they have an equal access to affordable housing by eliminating barriers to housing and ensuring that housing providers do not illegally discriminate against them or exclude them from housing.

Case Investigation Process

HRC's Counseling Department staff is trained to provide counseling on landlord/tenant, fair housing, and predatory lending law. In order to screen our calls for fair housing issues, our Counselors are trained to ask basic questions that are likely to reveal potential discrimination without prompting the caller to prematurely identify discrimination as the cause. When the Counselor suspects that discrimination may be a factor in the caller's problem, the Counselor will complete the Discrimination Inquiry component of the intake database, in which we obtain contact and site information, as well as demographic information about the client.

HRC uses five (5) principal methods when investigating complaints of housing discrimination. While paired testing and surveying are the most common, all methods can be an important part of gathering evidence and each is used as appropriate.

(1) Testing: Every effort is made to initiate testing in cases where it is appropriate as soon as possible after intake. A concerted effort is made to test immediately in complaints by a prospective renter of a refusal to rent. We have designed standardized report forms to elicit information gathered during tests. The forms require testers to provide a comprehensive narrative of their experience in addition to detailed specific information. The test coordinator compares and analyzes the reports. HRC's staff conducts both sales and rental testing. We have over 80 active testers who are able to conduct testing as needed.

(2) Surveys: When testing of the kind described above is not possible or appropriate, for example, because there are no vacancies or because the allegation is by an in-place tenant complaining of harassment, we may conduct surveys of other tenants at the complaint address. This is often the case where the apartment building has only a small number of units and tenant turnover is minimal. We seek comprehensive information from those surveyed about their tenancy, as well as their general impressions about the conditions at the complaint address, with specific attention to the issues raised in the complaint. When other tenants of the same protected

class as the client report similar treatment, surveys provide strong evidence of a pattern or practice of discrimination and become invaluable in conciliation efforts and/or settlement negotiations.

(3) *On-site Visits*: On-site visits by HRC's staff are an important investigative tool if the physical conditions of the rental premises are at issue. This is often the case in an investigation of alleged disability discrimination. Physical evidence, such as photographs and diagrams, will verify the lack of an accommodation, such as a ramp.

(4) *Witness Statements*: Clients frequently have witnesses who can verify elements of their allegation. We interview the witness and document the information they provide in signed and dated declarations.

(5) *Document requests and review*: When building a case, HRC seeks to maintain a complete file of the tenant and landlord's interaction. We will obtain rental agreements, advertisements, notices, and any correspondence that has been exchanged. We also conduct respondent property searches.

Findings: Once we have concluded our investigation, we make a determination about the strength of the evidence that corroborates the client's allegation of discrimination, assigning the case one of three possible findings. The strongest finding, "Sustains Allegation" (SA), is given to those cases for which we have obtained sufficient evidence to pursue diligent advocacy and/or legal remedies for the client. When the evidence HRC has obtained partially supports the allegation, or is otherwise inadequate for us to take further steps, we designate a finding of "Inconclusive Evidence" (IE) of discrimination. When our investigation reveals that the complaint lacked merit as a fair housing violation, we make a finding of "No Evidence of Discrimination" (NED).

Resolution of Complaints: If HRC's investigation finds evidence supporting the allegation of discrimination, we work with the client to achieve his or her goal. At the intake interview, the CA will explain the available options to the client to determine the client's goals. This fundamental question drives the investigation, and results in our office pursuing one of the following actions:

(1) *Conciliation*: This is often HRC's first step in trying to resolve the problem. When conciliating a complaint, we act as advocates for the client. Typically, we contact the respondent by letter and detail the basis of the allegation, the results of our investigation, the applicable law, and a proposed solution. If the client's goal is to secure the housing at issue, this will be our first priority. This "complaint letter" gives the respondent an early opportunity to avert further action. Occasionally, a respondent is unaware that a violation of fair housing law has occurred and is willing to make a good faith effort to correct the problem. HRC obtains that assurance in writing and continues to monitor the situation. When the client feels that the issue is resolved, the case is closed as "Successfully Conciliated" (SC). There are times, however, when a respondent is unwilling to consider conciliation. As before, HRC presents the client with his remaining options. If there is strong evidence of discrimination, we encourage the client to consider legal remedies.

(2) *Referral to a Government Administrative Agency*: Another option for clients is to file with the California Department of Fair Employment and Housing (DFEH). When a client chooses this option, HRC cooperates with the government agency through document sharing.

(3) Referral to Litigation Dept. and Continued Investigation: When HRC has gathered evidence sustaining an allegation of discrimination, and the respondent has been unwilling to conciliate the matter or the client's stated goal is litigation, we pursue the appropriate legal remedies. HRC's Legal Department is able to advise and represent clients. When the alleged discrimination practice implicates housing policy or gives HRC an opportunity to highlight an issue of particular importance, HRC will join as a plaintiff.

Fair Housing Workshops

HRC provides outreach and education presentations and workshops in the communities that we serve and in collaboration with local programs and services. Our programs are offered to a variety of audiences such as housing professionals (e.g., landlords, property managers, and realtors), tenants, prospective homebuyers, city employees, and other non-profit organizations. HRC will work with city staff and partner agencies to conduct the necessary workshops in the city of South Pasadena.

Landlord-Tenant Dispute Mediation

HRC will offer mediation services to South Pasadena residents and housing providers to resolve landlord-tenant disputes including, but not limited to, rent increases, security deposits, lease terms, and nuisance claims.

Total Cost for Services

\$10,000

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City of South Pasadena Agenda Report

*Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember*

*Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer*

COUNCIL AGENDA: October 7, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager 
FROM: Sheila Pautsch, Community Services Director 
SUBJECT: **Approval of Appointments to the San Pascual Stables Lease Subcommittee**

Recommendation

It is recommended that the City Council approve the appointments to the San Pascual Stables Lease Subcommittee.

Fiscal Impact

None.

Commission Review and Recommendation

This matter was reviewed by the Parks and Recreation Commission (Commission) at their February 9, 2015 meeting. The Commission recommends that the City Council approve the guidelines, and formation of the San Pascual Stables Lease Subcommittee.

Background

The City entered into an agreement with Corbell Partnership, LCP, doing business as San Pascual Stables, commencing 1976 and again in May 2006. In 2006 the City Council approved a twelve (12) year agreement with Corbell Partnership, LCP, to operate a full service horse stable facility. This lease expires in April 2018. The property is approximately 5.62 acres and it includes three barns with a combined boarding capacity of 144 stalls, two riding arenas, training area, single family home, trail/paths and a 46 space parking lot. One of the barns is historic (24 stalls). Revenues from the lease generate about \$54,000 a year to the City.

At the February 18, 2015 City Council meeting, the City Council approved establishing a subcommittee to evaluate the lease for the San Pascual Stables. Council also reviewed the list of tasks and composition of the subcommittee. A motion by Councilmember Schneider was seconded by Councilmember Cacciotti and passed to eliminate task number two to "Evaluate the benefits, if any of selling the property for a private equestrian center" as well as to not include representation from Little League and AYSO on this Subcommittee.

Analysis

In April 2018, the current lease with the operators of the San Pascual Stables will expire. The mission of the subcommittee will be to identify “deal points” for the new operating lease to be subsequently negotiated.

While performing its mission, the subcommittee’s tasks may include:

- To consider if the land continues to be dedicated exclusively for use as an equestrian center or for other recreational uses. If so, evaluate the benefits of restricted use of an equestrian center or other recreational use.
- Identify critical “deal points” of a new operating lease to be subsequently negotiated by the City Attorney under the direction of the City Council.
- Consider other feasible or desirable recreation or leisure uses of the site, alternative uses, and evaluate community and financial benefits associated with each.
- Tour facility and other facilities in the region to see how they are operated.
- Consider the possibility of hiring a consultant with expertise in equestrian facilities.
- Explore the current use in detail to better understand the operation.

Recommended composition of the subcommittee:

- One Park and Recreation Commissioner (Ron Rosen)
- One Natural Resources Environmental Commissioner (Kay Findley)
- One Animal Commissioner (David Kreinbring)
- One Cultural Heritage Commissioner (Debi Howell-Ardila)
- Two members of the City Council selected to serve on the subcommittee
- One or two current clients of the San Pascual Stables, as selected by the Subcommittee

Staff recommends that the City Council approve the composition of the subcommittee, select two City Council members to serve as the liaisons to the subcommittee, and select one or two clients of the San Pascual Stables. The Community Services Department will coordinate with current clients and forward the names of those interested to the subcommittee. City Council should consider the tasks of the subcommittee to ensure the mission of the subcommittee will be fulfilled.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City’s website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Staff Report from the February 18, 2015 City Council Meeting
2. Approved Minutes from the February 18, 2015 City Council Meeting

ATTACHMENT 1
Staff Report from the February 18, 2015 City Council
Meeting

City of South Pasadena Agenda Report

Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA: February 18, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager 
FROM: Sheila Pautsch, Community Services Director 
SUBJECT: **Formation of a Subcommittee to Evaluate the Lease for the San Pascual Stables**

Recommendation

It is recommended that the City Council give direction on the formation of a subcommittee to evaluate the lease for the San Pascual Stables.

Fiscal Impact

None.

Commission Review and Recommendation

This matter was reviewed by the Parks and Recreation Commission at their February 9, 2015 meeting. The Commission recommends that the City Council approve the guideline and formation of the San Pascual Stable Lease Subcommittee.

Background

The City entered into an agreement with Corbell Partnership doing business as San Pascual Stables, commencing 1976 and again in May 2006. In 2006, City Council approved a twelve (12) year Agreement with Corbell Partnership, LCP, to operate a full service horse stable facility. This lease expires in April 2018. The property is approximately 5.62 acres and it includes three barns with a combined boarding capacity of 144 stalls, two riding arenas, training area, single family home, trail/paths and a 46 space parking lot. One of the barns is historic (24 stalls). Revenues from the lease generate about \$54,000 a year to the City.

Analysis

Considering that the lease will expire in three years, it's appropriate at this time to review the lease terms and discuss possible options for the lease and the property. An ad hoc of the City Council is envisioned as part of the subcommittee to report back to the full Council with recommendations.

The mission of the subcommittee will be to identify the preferred use of the stables property and to identify “deal points” for the new operating lease to be subsequently negotiated.

While performing its mission, the subcommittee’s tasks may include:

- To consider if the land continues to be dedicated exclusively for use as an equestrian center or for other recreational uses? If so, evaluate the benefits of restricted use of an equestrian center or other recreational use.
- Evaluate the benefits, if any, of selling the property for a private equestrian center.
- Identify critical “deal points” of a new operating lease to be subsequently negotiated by the City Attorney under the direction of the City Council.
- Consider other feasible or desirable recreation or leisure uses of the site, alternative uses, and evaluate community and financial benefits associated with each.
- Tour facility and other facilities in the region and how they are operate.
- Consider the possibility of hiring a consultant with an expertise equestrian facilities and centers.
- Explore the current use in detail to better understand the operation.

The composition of the subcommittee is recommended to be the same in 2003. The subcommittee will consist of nine to ten members:

- One member of the Park and Recreation Commission, as selected by its members
- One member of the Natural Resources Environmental Commission, as selected by its members
- One member of the Animal Commission, as selected by its members
- One member of the Cultural Heritage Commission, as selected by its members
- One member of Little League, as selected by its board
- One member of AYSO, as selected by its board
- One or two clients of the San Pascual Stables, as selected by the City Council
- Two members of the City Council

A call for volunteers to serve on the subcommittee will be published in the local newspaper to solicit interest from community residents. The subcommittee will keep the City Council abreast of its progress by providing copies of the monthly minutes of the regular meetings to the City Clerk and on the City web site and by providing presentations to the City Council at critical points of the process. The subcommittee will work with staff to review and make recommendations to the City Council regarding the lease and the property.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City’s website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

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ATTACHMENT 2
Approved Minutes from the February 18, 2015 City
Council Meeting

Mayor Joe opened the Public Comments section.

There being no speakers, Mayor Joe closed the Public Comments section.

Mayor Pro Tem Mahmud recommended the following modifications to the letter to Mike O'Brien, Councilmember, City of Seattle: 1) Add a comment that a tunnel is proposed to be constructed in the City as part of the SR-710 North Extension Project; and 2) Add Councilmember Schneider as the City's contact person instead of City Manager Gonzalez.

Councilmember Schneider recommended the following revision to the letter to Councilmember Mike O'Brien: Change "...is a 4.5 mile tunnel..." to "...are twin 4.5 mile tunnels."

CONSENSUS

By consensus, the City Council approved the aforementioned modifications to the letter to Councilmember Mike O'Brien.

Councilmember Schneider displayed photographs of the Seattle Tunnel Project.

MOTION: M/S Cacciotti/Mahmud to approve the following transportation letters, with the aforementioned modifications, regarding the Metro Orange Line Conversion, Metro Bus Rapid Transit (BRT) extension, and Seattle Tunnel. By roll call vote, the motion passed unanimously. Absent: None.

13. FORMATION OF A SUBCOMMITTEE TO EVALUATE THE LEASE FOR THE SAN PASCUAL STABLES

Community Services Director Pautsch presented the staff report as part of a PowerPoint presentation and responded to City Councilmembers' questions.

Mayor Joe opened the Public Comments section.

There being no speakers, Mayor Joe closed the Public Comments section.

Councilmember Cacciotti stated he was on the original San Pascual Stables Subcommittee (Subcommittee). He discussed the background and history of the original Subcommittee.

Councilmember Khubesrian suggested the lease be renegotiated only if the San Pascual Stables was interested in continuing to operate on the property.

Councilmember Cacciotti stated the City Council had an obligation to the community to issue a request for proposals.

Mayor Pro Tem Mahmud commented that future changes could alter the footprint of the stables and should be considered. She discussed the Arroyo Seco Bicycle and Pedestrian Trail, the City of Pasadena's completion of a trail in the Arroyo Seco, and the revitalization of the Arroyo Seco related to the Los Angeles River. She commented that it was appropriate to engage in a discussion regarding the lease.

Councilmember Schneider indicated support for the formation of a Subcommittee and to have citizens provide input on a long term lease decision. He suggested that the Little League and AYSO members be removed from the composition of the Subcommittee. Councilmember Schneider indicated opposition to eliminating the equestrian stables. He suggested adding a member with environmental expertise to the Subcommittee.

Councilmember Khubesrian concurred with Councilmember Schneider's recommendation to eliminate the Little League and AYSO members. She indicated support for the Subcommittee to study the lease without the goal of changing the use of the stables. Councilmember Khubesrian recommended a review of the forthcoming changes, with respect to the Arroyo Seco, be considered.

Mayor Joe concurred with Councilmember Khubesrian's comments to narrow the scope of the Subcommittee's tasks and indicated support for the establishment of a Subcommittee.

Mayor Pro Tem Mahmud concurred with staff's recommended membership composition and suggested not adding a member with environmental expertise.

Councilmember Cacciotti stated that the footprint of the stables should be reviewed.

Mayor Pro Tem Mahmud recommended eliminating the consideration of the sale of the property for a private equestrian center.

Councilmember Schneider recommended the Subcommittee consider all issues and agreed to remove the Little League and AYSO members.

Councilmember Khubesrian recommended that task number two to "Evaluate the benefits, if any, of selling the property for a private equestrian center" on page 174 of the staff report be eliminated.

MOTION: M/S Schneider/Cacciotti to: 1) Approve the establishment of a Subcommittee to evaluate the lease for the San Pascual Stables; 2) Eliminate task number two to "Evaluate the benefits, if any, of selling the property for a private equestrian center" on page 174 of the staff report; and 3) Eliminate one member of Little League and one member of AYSO from the Subcommittee composition. By roll call vote, the motion passed unanimously. Absent: None.

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City of South Pasadena Agenda Report

Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
Michael A. Cacciotti, Councilmember
Marina Khubesrian, M.D., Councilmember
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA: October 7, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager 
FROM: Sheila Pautsch, Community Services Director 
SUBJECT: **Receive and File the Year End Financial Report for the Arroyo Seco Golf Course**

Recommendation

It is recommended that the City Council receive and file the Year End Financial Report for the Arroyo Seco Golf Course.

Fiscal Impact

In FY 2014-15 the Arroyo Seco Golf Course net revenue was \$223,165 which is a decrease of \$82,907 from the previous FY 2013-14.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

At the June 15, 2011 City Council meeting, the City Council approved entering into a Golf Course Operations Management Agreement with Donovan Bros, Inc., for the management of the Arroyo Seco Golf Course. At that meeting, the City Council directed staff to present quarterly financial reports at City Council meetings.

Analysis

Donovan Bros, Inc. currently completed its fourth year at Arroyo Seco Golf Course. A few factors that contributed to a successful year include:

1. Banquet room hosted 45 parties including birthday parties, receptions, and small business meetings. (South Pasadena Educational Foundation reserved the banquet room from May 11 through June 4, 2015, as well as the entire golf course the weekend of May 30 through June 1, 2015).
2. Eighteen golf tournaments took place.
3. Thirty-nine parking lot rentals and four film shoots took place, totaling \$57,550 in revenue.
4. Operational expenses totaled \$42,008, which consisted of range mats and balls, tee mats,

upgrade to fire sprinkler system, and vector truck to clean out catch basin to allow water from the Arroyo to flow into the course for irrigation.

This fiscal year, the sewer lift station project will be completed by Public Works with a cost estimate approximately \$600,000.

Below are the total rounds played in FY 2011-12 to 2014-15:

	2011-12	2012-13	2013-14	2014-15
July	4,585	4,781	4,286	3,767
August	4366	3,646	3,851	3,776
September	3,794	3,046	3,569	2,665
October	3,647	2,906	3,413	2,899
November	3,014	2,683	3,607	3,043
December	2,975	2,402	3,137	2,393
January	3,434	2,761	4,147	3,274
February	3,303	2,963	3,611	3,102
March	3,542	3,790	4,125	3,630
April	3,698	3,782	4,003	3,763
May	3,968	3,756	3,622	3,553
June	4,065	4,003	3,931	3,950
Total Rounds	44,391	40,519	45,302	39,852
	Difference	(3,872)	4,783	(5,459)

Below is a list illustrating revenues received by the City during the same period (July – June) for the past nine years.

2014-15	\$223,161
2013-14	\$306,072
2012-13	\$241,966
2011-12	\$279,414
2010-11	\$97,911
2009-10	\$108,808
2008-09	\$107,999
2007-08	\$112,174
2006-07	\$109,932

The attached report covers revenues and expenses for FY 2014-15. The overall revenue of the facility was only slightly higher than projected with a cash flow of \$223,161 to the City. This cash flow can assist in funding the many capital projects. There is currently \$500,000 in the Golf Course account.

Year End Financial Report for the Arroyo Seco Golf Course
October 7, 2015
Page 3 of 3

The current management contract with Donovan Brothers Golf, Inc. will expire in June of 2017. A Subcommittee is being created to review the current agreement and to determine which direction the City should go regarding the current operator or possibly a potential new operator.

Legal Review

The City Attorney has not reviewed this item.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Arroyo Seco Golf Course Monthly Financial Report

Arroyo Seco Golf Course Monthly Financial Report
2014-2015

Revenue	July	August	September	October	November	December	January	February	March	April	May	June	Total	Projected
General & Admin	\$8,881	\$4,333	\$3,206	\$7,191	\$9,198	\$2,088	\$4,759	\$2,225	\$5,600	\$4,944	\$3,225	\$4,693	\$60,343	\$32,000
Golf Course	\$47,725	\$46,476	\$32,408	\$34,767	\$37,483	\$29,882	\$40,795	\$37,613	\$44,471	\$45,785	\$44,375	\$48,750	\$490,530	\$553,000
Mini Golf	\$11,836	\$11,540	\$6,607	\$5,193	\$8,297	\$6,079	\$8,233	\$6,874	\$9,931	\$10,974	\$9,187	\$12,258	\$107,009	\$111,300
Range	\$31,290	\$30,161	\$27,502	\$26,137	\$25,023	\$21,420	\$28,837	\$27,356	\$29,677	\$30,896	\$28,895	\$28,632	\$335,826	\$365,000
Golf Shop	\$5,200	\$5,526	\$4,458	\$4,236	\$4,896	\$4,139	\$4,726	\$4,499	\$5,149	\$5,330	\$5,284	\$5,279	\$58,722	\$53,736
Food	\$14,997	\$18,373	\$12,360	\$11,479	\$11,346	\$10,038	\$11,471	\$10,646	\$15,511	\$13,770	\$14,900	\$15,109	\$160,000	\$164,982
Total Revenue	\$119,929	\$116,409	\$86,541	\$89,003	\$96,243	\$73,646	\$98,821	\$89,213	\$110,339	\$111,699	\$105,866	\$114,721	\$1,212,430	\$1,280,018
Cost of sales	\$8,488	\$7,779	\$6,107	\$8,120	\$5,840	\$6,328	\$7,923	\$6,433	\$7,663	\$7,294	\$6,630	\$5,161	\$83,766	\$77,228
Gross Profit	\$111,441	\$108,630	\$80,434	\$80,883	\$90,403	\$67,318	\$90,898	\$82,780	\$102,676	\$104,405	\$99,236	\$109,560	\$1,128,664	\$1,202,791
Labor Expenses														
General & Admin	\$4,183	\$4,183	\$4,183	\$6,097	\$4,183	\$4,183	\$4,398	\$4,487	\$4,262	\$4,245	\$9,485	\$8,643	\$62,532	\$114,575
Golf Course Maint	\$17,508	\$18,129	\$19,010	\$27,541	\$17,929	\$18,076	\$19,197	\$19,092	\$18,129	\$17,951	\$26,513	\$17,763	\$236,838	\$237,705
Range	\$3,149	\$3,390	\$3,528	\$5,555	\$3,880	\$3,381	\$3,301	\$3,429	\$3,101	\$3,339	\$4,606	\$4,239	\$44,898	\$36,112
Golf Shop	\$8,276	\$8,726	\$6,770	\$10,316	\$6,961	\$6,649	\$7,280	\$7,858	\$7,748	\$7,412	\$10,919	\$6,944	\$95,859	\$92,146
Food	\$7,668	\$9,040	\$8,082	\$11,853	\$8,294	\$7,396	\$8,615	\$8,790	\$8,506	\$9,102	\$12,923	\$9,187	\$109,456	\$114,537
Total Labor Expense	\$40,784	\$43,468	\$41,573	\$61,362	\$41,247	\$39,685	\$42,791	\$43,656	\$41,746	\$42,049	\$64,446	\$46,776	\$549,583	\$595,075
Capital & Operations														
General & Admin	\$8,831	\$5,233	\$6,763	\$7,178	\$7,117	\$8,979	\$9,322	\$5,778	\$8,900	\$6,105	\$7,777	\$7,730	\$89,713	\$97,550
Golf Course Maint	\$9,537	\$12,725	\$16,777	\$8,559	\$9,368	\$8,762	\$6,083	\$18,751	\$7,287	\$11,808	\$14,133	\$10,945	\$134,735	\$126,700
Range	\$2,416	\$276	\$4,214	\$1,352	\$179	\$0	\$100	\$3,964	\$2,174	\$539	\$6,533	\$552	\$22,299	\$31,200
Golf Shop	\$577	\$183	\$0	\$192	\$649	\$1,311	\$1,555	\$0	\$0	\$0	\$48	\$621	\$5,136	\$6,250
Food	\$1,607	\$3,107	\$1,525	\$1,279	\$1,227	\$1,211	\$4,163	\$965	\$1,745	\$1,491	\$1,127	\$1,806	\$21,253	\$37,761
Total Other Expense	\$22,968	\$21,524	\$29,279	\$18,560	\$18,540	\$20,263	\$21,223	\$29,458	\$20,106	\$19,943	\$29,618	\$21,654	\$273,136	\$299,461
Total Expenses	\$63,752	\$64,992	\$70,852	\$79,922	\$59,787	\$59,948	\$64,014	\$73,114	\$61,852	\$61,992	\$94,064	\$68,430	\$822,719	\$894,536
NET INCOME	\$47,689	\$43,638	\$9,582	\$961	\$30,616	\$7,370	\$26,884	\$9,666	\$40,824	\$42,413	\$5,172	\$41,130	\$305,945	\$308,255
Less Mgmt Fee	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	\$96,000
Plus Bar Rent	\$1,135	\$1,224	\$939	\$870	\$916	\$746	\$946	\$1,003	\$1,301	\$1,257	\$1,492	\$1,394	\$13,223	\$9,110
City Cash Flow	\$40,824	\$36,862	\$2,521	-\$6,169	\$23,532	\$116	\$19,830	\$2,665	\$34,125	\$35,670	-\$1,336	\$34,524	\$223,164	\$221,365

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