



**CITY OF SOUTH PASADENA  
CITY COUNCIL CLOSED SESSION  
REGULAR MEETING AGENDA**

**City Manager's Conference Room, Second Floor, City Hall  
1414 Mission Street, South Pasadena, CA 91030**

**Wednesday, October 5, 2016, at 6:30 p.m.**

*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.*

**CALL TO ORDER:** Mayor Diana Mahmud

**ROLL CALL:** Councilmembers Robert S. Joe, Marina Khubesrian, M.D., Richard D. Schneider, M.D., Mayor Pro Tem Michael A. Cacciotti, and Mayor Diana Mahmud

**PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS ONLY**

(Time limit is three minutes per person)

The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the Chief City Clerk prior to the meeting. Pursuant to State law, the City Council may not discuss or take action on issues not on the meeting agenda (Government Code Section 54954.2).

**CLOSED SESSION AGENDA ITEMS**

**A. Initiation of Litigation**

CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION, Pursuant to Government Code Section 54956.9 (d)(4):

Number of Cases: 2

**B. Potential Litigation**

CONFERENCE WITH LEGAL COUNSEL, - POTENTIAL LITIGATION, Pursuant to Government Code Section 54956.9 (d)(2):

Number of Potential Cases: 1

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

09/29/2016  
Date

  
Anthony J. Mejia, Chief City Clerk

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**CITY OF SOUTH PASADENA  
CITY COUNCIL / REDEVELOPMENT SUCCESSOR AGENCY  
JOINT REGULAR MEETING AGENDA**

**Amedee O. "Dick" Richards, Jr. Council Chamber  
1424 Mission Street, South Pasadena, CA 91030**

**Wednesday, October 5, 2016, at 7:30 p.m.**

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

**CALL TO ORDER:** Mayor Diana Mahmud

**ROLL CALL:** Councilmembers Robert S. Joe; Marina Khubesrian, M.D.;  
Richard D. Schneider, M.D.; Mayor Pro Tem Michael A.  
Cacciotti; and Mayor Diana Mahmud

**INVOCATION:** Mayor Mahmud  
*\*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.*

**PLEDGE OF ALLEGIANCE:** Mayor Mahmud

- 1. CLOSED SESSION  
ANNOUNCEMENTS:** A Closed Session Agenda has been posted separately

**PRESENTATIONS**

- 2. Presentation of a Proclamation Declaring October 5, 2016 as "Walk or Bike to School Day" in the City of South Pasadena**
- 3. Presentation of the Fiscal Year 2015-16 Annual Report of the Youth Commission**
- 4. Presentation of the Fiscal Year 2015-16 Annual Report of the Planning Commission**

**COMMUNICATIONS****5. Councilmembers Communications**

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

**6. City Manager Communications****7. Reordering of and Additions to the Agenda****PUBLIC COMMENTS AND SUGGESTIONS**

(Time limit is three minutes per person)

The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the Chief City Clerk prior to the meeting. At this time, the public may address the City Council on items that are not on the agenda. Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

**OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

In order to address the City Council, please complete a Public Comment card. Time allotted per speaker is three 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. Minutes of the City Council Meeting of September 21, 2016****Recommendation**

Approve the minutes of the September 21, 2016 City Council Meeting.

**9. Prepaid Warrants, General City Warrants, Redevelopment Successor Agency Check Summary, and Payroll****Recommendation**

Approve the City of South Pasadena Prepaid Warrants Nos. 195408 through 195459 in the amount of \$2,617,667.65; General City Warrants Nos. 195460 through 195554 in the amount of \$513,750.91, and Payroll, dated September 23, 2016, in the amount of \$465,577.18.

**10. Second Reading and Adoption of an Ordinance to Amend the South Pasadena Municipal Code to Change General Municipal Election Dates to Coincide with Statewide General Elections in November of Even-Numbered Years and Resolution to Declare Intent to Submit an Initiative Measure Related to the City’s Utility Users Tax for the November 2018 General Election**

Recommendation

1. Adopt an ordinance entitled “An Ordinance of the City Council of the City of South Pasadena, California, amending Section 299-33 ‘General municipal election’ of the South Pasadena Municipal Code relating to changing the general municipal election date to the first Tuesday after the first Monday in November of each even-numbered year, commencing with the General Municipal Election of November 2017,” and waive further reading.
2. Adopt a resolution entitled “A Resolution of the City Council of the City of South Pasadena, California, declaring its intent to submit to the voters at the General Municipal Election to be held on Tuesday, November 6, 2018, an initiative measure repealing the City of South Pasadena Utility Users Tax in its entirety, and rescinding Resolution No. 7448.”

**11. Award of Contract for Great Match Consulting to Provide Supplemental Staffing on an As-Needed Basis**

Recommendation

Authorize the City Manager to execute an agreement with Great Match Consulting for an amount not-to-exceed \$40,000 to provide supplemental staffing on an as-needed basis.

**12. Adoption of a Resolution Approving the Records Management Policy**

Recommendation

Adopt a resolution entitled “A Resolution of the City Council of the City of South Pasadena, California, approving the Records Management Policy.”

**ACTION/DISCUSSION**

**13. Consideration of Adoption of a Resolution to Submit a Nomination to the San Gabriel Basin Water Quality Authority**

Recommendation

Determine whether to submit a nomination for a board member to the San Gabriel Water Quality Authority, and if so, adopt a resolution entitled “A Resolution of the City Council of the City of South Pasadena, California, submitting a nomination to represent cities with prescriptive water rights on the Board of the San Gabriel Basin Water Quality Authority.”

**14. First Reading and Introduction of an Ordinance to Amend the South Pasadena Municipal Code (SPMC) to Prohibit Overnight Parking at City-Owned Public Parking Lots**

Recommendation

Read by title only, waive further reading, and introduce an ordinance entitled “An Ordinance of the City Council of the City of South Pasadena, California, amending Section 19.58 of the South Pasadena Municipal Code to prohibit overnight parking at City-owned public parking lots.” This ordinance would extend the prohibition of vehicular parking overnight in City-owned public parking lots, to include the parking lot at the corner of Mound Avenue and Hope Street.

**15. Approval of a Memorandum of Understanding with the City of West Covina Regarding the City’s Participation with the West Covina Police Department’s Special Enforcement Team**

Recommendation

Authorize the City Manager to execute the Memorandum of Understanding with the City of West Covina authorizing the City of South Pasadena’s membership and participation with the West Covina Police Department’s Special Enforcement Team.

**16. First Reading and Introduction of an Ordinance to Amend the South Pasadena Municipal Code by Adopting Chapter 21B Entitled “Dog Parks” and to Approve an Official Name for the Dog Park**

Recommendation

1. Read by title only for first reading, waiving further reading, and introduce an ordinance entitled “An ordinance of the City Council of the City of South Pasadena, California, creating Chapter 21B of the South Pasadena Municipal Code relating to Dog Parks.”
2. Approve an official name for the Dog Park.

**17. Direction Regarding an Appropriate Memorial for Former Councilmember David Margrave**

Recommendation

Provide direction regarding an appropriate memorial for former Councilmember David Margrave.

**18. Discussion and Direction on Establishing a Policy for City Membership to Regional, State, and National Organizations**

Recommendation

Provide direction on establishing a policy for the City’s membership to regional, state, and national organizations.

**COUNCILMEMBERS COMMUNICATIONS (continued)**

**ADJOURNMENT**

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

October 19, 2016	Regular City Council Meeting	Council Chamber	7:30 p.m.
November 2, 2016	Regular City Council Meeting	Council Chamber	7:30 p.m.
November 16, 2016	Regular City Council Meeting	Council Chamber	7:30 p.m.

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

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

- South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030;
- City Clerk’s Division, City Hall, 1414 Mission Street, South Pasadena, CA 91030; and
- City website at: [www.southpasadenaca.gov/citycouncilmeetings](http://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 48 hours prior to that meeting are available for public inspection at the City Clerk’s Division prior to the meeting. During the meeting, these documents will be included as part of the “Reference Binder” of the agenda packet kept in the Amedee O. “Dick” Richards, Jr., Council Chamber 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. Meetings are also streamed live via the Internet at [www.southpasadenaca.gov](http://www.southpasadenaca.gov). Six months of archived meetings, indexed by agenda item, are also available online. A DVD of regularly scheduled meetings is available for checkout at the South Pasadena Public Library can be purchased from the City Clerk’s Division.

**ACCOMMODATIONS**



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

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

09/29/2016  
Date

  
\_\_\_\_\_  
Anthony J. Mejia,  
Chief City Clerk

CITY OF SOUTH PASADENA

# PROCLAMATION



Declaring October 5, 2016,  
as "Walk or Bike to School Day"  
in the City of South Pasadena

- WHEREAS, now less than 16% of all trips to and from school in California are by foot or bicycle; and
- WHEREAS, with fewer kids on foot, there are more cars on the road, and parents driving their kids to school make up 20-25% of the morning commute; and
- WHEREAS, moderate to vigorous physical activity, such as walking and biking, positively affects academic performance and skill development; and
- WHEREAS, "Walk or Bike to School Day" is taking place across California, the United States and internationally, focusing on the benefits of walking or biking rather than driving to school, creating cleaner, safer, and environmentally healthier school routes for children; and
- WHEREAS, this day affords parents the opportunity to spend more time with their children, reduces car use and traffic hazards, promotes physical activity, and contributes to a safer community; and
- WHEREAS, the South Pasadena Community Services Department is working with the South Pasadena Youth Commission to promote the benefits of walking or biking to school, with a buddy or group; and
- WHEREAS, South Pasadena students in grades Kindergarten through 8<sup>th</sup> grade who walk or bike to school in the morning will be greeted by South Pasadena Youth Commissioners and will be given a reward for participation.

NOW, THEREFORE I, Diana Mahmud, Mayor, on behalf of the City Council of the City of South Pasadena, hereby declare October 5, 2016, as "Walk or Bike to School Day" in the City of South Pasadena and encourage everyone to participate in this very worthwhile event.



Diana Mahmud, Mayor

October 5, 2016  
Date

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## City of South Pasadena

**Date:** October 5, 2016  
**To:** Honorable Mayor and Members of the Council  
**From:** Katherine Conte, Chair, Youth Commission  
**Re:** Fiscal Year 2015-16 Annual Report of Youth Commission

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The City of South Pasadena (City) Youth Commission (Commission) activities and accomplishments have included a variety of projects and events. Commissioners have focused their attention and energy on projects described in this report to present to the City Council on October 5, 2016.

**Walk or Bike to School Day:** Commissioners continue to play an important role in the City's annual Walk or Bike to School Day event. The goal of the event is to decrease traffic around schools, improve air quality, reduce smog, and promote a healthy lifestyle. Commissioners were assigned to the three South Pasadena Elementary Schools and the Middle School to greet and reward the students who walked or biked to school on that day.

**Senior Prom:** In March 2016, as an intergenerational program, the Commission and the Senior Center held a Senior Prom themed "Sock Hop." The event provided a fun, safe environment for Middle School and High School students to hang out on a Friday night at the Senior Center and interact with seniors at a wonderful event. Seniors were delighted to dance with the younger generation and had a great night full of festivities including live entertainment, dinner, dancing, and dessert. A photo booth was available to capture those memorable moments.

**Doggy Day with Cats too:** In April 2016, Commissioners assisted in the City's annual Doggy Day with Cats Too event. The Commission assisted with arts and crafts, event set-up, and clean-up.

**Youth Commission Supports Local Community Events:** Commissioners participated in the following local community events assisting with set-up, clean-up, craft and game booths:

1. City Sponsored Spring Event
2. City Sponsored Halloween Spooktacular
3. City Sponsored Breakfast with Santa
4. Caroling during the holidays at the South Pasadena Convalescent Home

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# City of South Pasadena

**Date:** October 5, 2016  
**To:** Honorable Mayor and Members of the Council  
**From:** Steven Dahl, Chair, Planning Commission  
**Re:** **Fiscal Year 2015-16 Annual Report of Planning Commission**

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Summary of Fiscal Year (FY) 2015-2016 Agenda Items Considered:

Between July 1, 2015 and June 30, 2016, the Planning Commission (Commission) considered and took action on the following land use entitlement matters:

Type of Action	FY 2015-2016	FY 2014-2015	FY 2013-2014	FY 2012-2013
Conditional Use Permits & Mods	9	16	8	10
Variance Requests	1	2	3	1
Hillside Development Permits	13	13	6	9
CEQA Actions	12	9	6	10
Requests for Time Extensions	3	1	1	1
General Plan Amendments	0	0	1	2
Zoning Map Changes	0	0	0	1
Zoning Code Amendments	3	2	7	9
Subdivisions	1	3	1	0
Design Review	14	13	8	9
Appeals/Call for Review	1	1	0	0
Other	3	5	1	2
<b>Totals</b>	<b>60</b>	<b>65</b>	<b>42</b>	<b>54</b>

Planning Commission Accomplishments

Development review continued at a steady pace during the past FY. While the majority of items continued to be residential in nature, the Commission reviewed and approved Conditional Use Permits (CUP) for a few of new commercial ventures (Blockbuster building, First Element Hydrogen Fuel facility, mixed-use at 1412 El Centro Street) and conducted periodic reviews of existing venues such as Aro Latin and valet parking at Crossings Restaurant.

The Commission reviewed three Zoning Code amendments that were recommended for adoption by the City Council. These amendments included revising regulations for massage establishments, regulations for medical marijuana in light of new state laws, and a valet parking ordinance.

Finally but most importantly, a Planning Commission subcommittee of Richard Tom and Kelly Koldus worked diligently with staff to recommended a Request for Proposals for the long overdue update of the City's General Plan and Mission Street Specific Plan (MSSP), which the City Council subsequently approved.

Commission Membership

The membership of the Commission included, at the beginning of the fiscal year, Commissioners Steven Dahl, Anthony George, Richard Tom, Kristin Morrish and Evan Davis. At the end of 2015, the Commission bid farewell to Commissioner George, and welcomed the addition of Commissioner Kelly Koldus.

Staff

City of South Pasadena staff has performed with professionalism and its support is greatly appreciated and respected. The Planning Commission was ably supported by Planning & Building Director David Watkins, Senior Planner John Mayer, Assistant Planner Knarik Vizcarra, and Professional Planning Interns Jose Villegas and Jessica Aguilar.

Anticipated Activities for FY 2016-2017

The FY 2016-17 is shaping up as a critically busy year for the Planning Commission as the City embarks on the update of the General Plan and MSSP. The Subcommittee of Richard Tom and Kelly Koldus will participate with staff in reviewing proposals and recommending a qualified consultant for City Council approval. The Planning Commission is excited and eager to engage the community in this very important process.

The Planning Commission credits the successful working relationships with the City Council, fellow Commissions, the Chamber of Commerce, community groups and residents, with the ability to facilitate improvements in the quality of life in the City of South Pasadena.



**Wednesday, September 21, 2016  
Minutes of the Regular Meeting of the  
Joint City Council/Redevelopment Successor Agency**

**CALL TO ORDER**

A Regular Meeting of the South Pasadena Joint City Council/Redevelopment Successor Agency was called to order by Mayor Mahmud on Wednesday, September 21, 2016, at 7:35 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

**Present:** Councilmembers/Redevelopment Successor Agency Members Joe, Khubesrian, and Schneider; Mayor Pro Tem/Agency Vice Chair Cacciotti; and Mayor/Agency Chair Mahmud.

**Absent:** None.

**City Staff**

**Present:** Sergio Gonzalez, City Manager/Agency Executive Director; Teresa L. Highsmith, City Attorney/Agency Counsel; Anthony J. Mejia, Chief City Clerk/Chief Agency Secretary were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

**INVOCATION**

Mayor Pro Tem Cacciotti gave the invocation.

**PLEDGE OF ALLEGIANCE**

Mayor Pro Tem Cacciotti led the Pledge of Allegiance.

**CLOSED SESSION ANNOUNCEMENTS****1. Closed Session Announcements**

The Regular Closed Session of the City Council of September 21, 2016, was called to order by Mayor Mahmud at 6:30 p.m., with all Councilmembers present, except Mayor Pro Tem Cacciotti.

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

- A. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION, Pursuant to Government Code Section 54956.9 (d)(4):

Number of Cases: 1

- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION, Pursuant to Government Code Section 54956.9 (d)(1):

Name of Case: City of Gardena v. Los Angeles Regional Water Quality Control Board and State Water Resources Control Board, Los Angeles County Superior Court Case No. BS156342

- C. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION, Pursuant to Government Code Section 54957.6 (d)(2):

Number of Potential Cases: 1

- D. 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

City Attorney Highsmith reported that the City Council provided direction to staff regarding the agendaized Closed Session Items, but did not take any reportable action.

**PRESENTATIONS****2. Presentation of the Fiscal Year 2015-16 Annual Report of the Parks and Recreation Commission**

Jose Zavala, Chair, representing the Parks and Recreation Commission (PRC), presented the Fiscal Year 2015-16 Annual Report of the PRC.

Mayor Mahmud and Councilmember Joe commended the PRC and staff on the success of the Concerts in the Park and conveyed support for continuing to hold these concerts every other week in next year.

**3. Presentation on Refinancing of 2009 Water Bonds**

Anna Sarabian, of Fieldman, Rolapp and Associates, narrated a PowerPoint presentation entitled "2016 Water Revenue Refunding Bonds"; advised that the bond pricing is expected to be locked by the end of October and said bonds would close around November 10, 2016.

Councilmember Schneider requested that all three amortization options be provided to the City Council.

**COMMISSION APPOINTMENT****4. Youth Commission and Natural Resources and Environmental Commission Appointments**

Piper Fleming, Ismael Khan, and Connor Wang, introduced themselves and thanked the City Council for considering their appointments to the Youth Commission.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to:

1. Appoint Piper Fleming (8<sup>th</sup> Grade), Ismael Khan (8<sup>th</sup> Grade), and Connor Wang (7<sup>th</sup> Grade) to the Youth Commission for a full two-year school term from September 1, 2016 until June 30, 2018.
2. Appoint Hailey Bugg as the Non-Voting Youth Member to the Natural Resources and Environmental Commission for a full school year term from September 1, 2016 until June 30, 2017.

**COMMUNICATIONS****5. Councilmembers Communications**

Councilmember Khubesrian advised that the City Council/South Pasadena Unified School District Board Ad Hoc Committee is exploring possible updates to joint use facility agreements; noted that the City received two proposals for the update of the City's General Plan; spoke on the success of the volunteer recognition dinner at the Senior Center; encouraged interested residents to apply to serve on the Los Angeles County Civil Grand Jury; advised that France is the first country to ban disposable plastic products.

Councilmember Joe displayed photos and encouraged residents to attend the Moon Festival on September 24, 2016.

Mayor Pro Tem Cacciotti spoke on his attendance at the Metro Foothill Gold Line Extension Construction Authority meeting, noting that advanced planning is underway for the extension of the Gold Line from Glendora through Montclair; encouraged San Marino residents to inform their City Council of their support for a 626 CicLAVia in March 2017; displayed photos of the Cruz'n for Roses Hot Rod and Classic Car Show and street construction on Fletcher Drive.

Mayor Mahmud spoke on her attendance at the Metropolitan Water District's (MWD) inspection tour of the Bay Delta facilities and the San Gabriel Valley Water Forum; noted that the San Gabriel Valley Council of Governments is encouraging Caltrans to seek funding to reopen Highway 39; advised that the City Council will receive a presentation at a future meeting regarding Community Choice Aggregation, which allows local governments to procure wholesale renewable energy; invited residents to attend a solar panel informational meeting on September 22, 2016 in the Council Chamber.

#### **6. City Manager Communications**

City Manager Gonzalez advised that staff is finalizing a Request for Proposals to obtain a third party consultant to evaluate the Renewable Energy Council's recommendations, Community Choice Aggregation, and other renewable energy proposals; noted that the Iron Works building is undergoing renovations including a new roof and painting.

Police Chief Miller invited residents to attend "Coffee with a Cop" on October 4, 2016, noting that Eileen Decker, U.S. Attorney for the Central District of California, will also be in attendance. In response to City Council inquiries, Police Chief Miller spoke on recent burglaries in the San Gabriel Valley, noting that residents should contact the Police Department immediately if they suspect a burglary.

#### **7. Reordering of and Additions to the Agenda**

None.

#### **PUBLIC COMMENTS**

David Pennoyer, representing the Gracias Music Foundation (GMF), spoke on the mission of the GMF; noted that two performances are scheduled be held at the Shrine Auditorium in October; encouraged the City Council and residents to attend the performance, noting that tickets are free.

Yoon Jin Kim, representing GMF, noted that youth today face multiple challenges and that it is the mission of GMF to support youth in a positive way; invited the community to attend the upcoming performances at the Shrine Auditorium.

Casey Higgins, resident of San Dimas, stated that he is a candidate for the 41<sup>st</sup> Senate District; spoke on his professional experience as an attorney in the Los Angeles region; stated that his family has a long history of public service; advised that he is an advocate for local control.

Chad Terhune, South Pasadena resident, Treasurer for Franciscan Woods Neighborhood, voiced concern regarding erroneous trash charges for the past three months; stated that staff has acknowledged there is an error but has been unable to resolve these issues.

In response to City Council inquiries, Finance Director Batt advised that a bill code error was discovered and staff is working with Global Water to develop an accurate accounting of the refund amount. Mayor Mahmud requested that staff keep the City Council and City Attorney informed of similar billing errors caused by Global Water.

Mayor Pro Tem Cacciotti requested that the accuracy of utility bills be agendized for a future City Council meeting, seconded by Mayor Mahmud.

### CONSENT CALENDAR

MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to approve the Consent Calendar Item Nos. 9, 10, 14, 15, and 16; with Item Nos. 8, 11, 12, and 13 pulled for separate discussion.

#### **9. Prepaid Warrants, General City Warrants, Redevelopment Successor Agency Check Summary, and Payroll**

MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to approve the City of South Pasadena Prepaid Warrants Nos. 195226 through 195274 in the amount of \$305,941.93; General City Warrants Nos. 195275 through 195407 in the amount of \$1,363,958.15, and Payroll, dated September 9, 2016, in the amount of \$462,142.31.

#### **10. Monthly Investment Reports for July 2016**

MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to receive and file the Monthly Investment Reports for July 2016 for the City Council, the Successor Agency to the Community Redevelopment Agency, and the Public Financing Authority.

#### **14. Adoption of Resolutions and Side Letters with the South Pasadena Public Service Employees' Association and South Pasadena Public Service Part Time Employees' Association**

MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to:

1. Adopt Resolution No. 7479 entitled "A Resolution of the City Council of the City of South Pasadena, California, approving a side letter to the Memorandum of Understanding with the South Pasadena Public Service Employees' Association."
2. Adopt Resolution No. 7480 entitled "A Resolution of the City Council of the City of South Pasadena, California, approving a side letter to the Memorandum of Understanding with the South Pasadena Public Service Part Time Employees' Association."

15. **Award of Contract to Norton Rose Fulbright US LLP for Bond Counsel and Bond Disclosure Counsel Services**

MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to approve the agreement with Norton Rose Fulbright US LLP to provide bond counsel and disclosure counsel services in substantially to form.

16. **Approval of Letters to the Governor on Various State Bills in Concurrence with League of California Cities' Position**

MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to authorize letters communicating the City's position on various bills from the 2016 California State Legislative Session.

**ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION**

8. **Minutes of the City Council Meeting of September 7, 2016**

MOTION BY MAYOR MAHMUD, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, to approve the minutes of the September 7, 2016 City Council Meeting, as revised.

11. **Approval of Fourth Amendment to the Employment Agreement with City Manager Sergio Gonzalez**

City Attorney Highsmith presented the staff report and summarized the terms of the employment agreement with City Manager Sergio Gonzalez.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER JOE, CARRIED 5-0, to approve, in substantially to form, a fourth amendment to employment agreement with City Manager Sergio Gonzalez.

12. **Approval of a Mills Act Contract for Property Located at 325 Oaklawn Avenue**

Senior Planner Mayer presented the staff report and responded to City Council inquiries.

Mayor Mahmud requested that staff and the City Attorney review the Mills Act Contract template to address specific criteria for non-renewal, as well as requirements for biennial progress updates.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, to approve a Mills Act contract for property located at 325 Oaklawn Avenue.

**13. Approval of a License Agreement for Use of City-Right-of-Way at Peterson Street**

Public Works Director Toor presented the staff report; explained that the property owners propose to install landscaping, fencing, parking, and access path to the residence; advised that the property owners would be required to obtain permits if grading becomes necessary.

City Attorney Highsmith explained the various methods of allowing a property owner to utilize public property; opined that the proposed license agreement would not constitute a gift of public funds, noting that the property owner would be responsible for landscaping and maintenance of the property which would be a benefit to the City.

Mayor Mahmud questioned the propriety of allowing for license agreements of public property for exclusive private use; suggested that it may be more appropriate for the City to consider such properties as surplus if there is no future intended use by the City.

Elisabeth Emirhanian, South Pasadena resident, opined that neighboring property owners should be notified regarding this proposal; explained that the subject easement was used as a staging area during construction and a soil mound was previously left on the City-owned property.

Chris and Margaret Cheung, Applicants, explained that it is unsafe for their children and pets to play in the backyard due to coyotes; stated that the proposal would allow for landscaping improvements and fencing to protect against coyotes; stated that they are not opposed to eliminating the proposed parking spaces.

In response to City Council inquiries, City Attorney Highsmith advised that there are instances in which an encroachment permit is granted to allow property owners to extend a fence beyond their property lines; stated that the City Council could require that any proposed fencing allow for visual access to the improved landscaping and open space.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, to:

1. Continue this item to a future City Council meeting, requesting that the property owners remove pavement and parking improvements, noting that any proposed fencing should allow for visual access to the open space.
2. Direct staff to provide public notice to property owners within a range of 500' radius of the subject property when this matter returns to a future City Council meeting.

**ACTION/DISCUSSION****17. Adoption of a Resolution in Support of the Safe, Clean Neighborhood Parks and Beaches Ballot Measure**

Community Services Director Pautsch presented the staff report and responded to City Council inquiries.

Mayor Mahmud opened and closed the Public Comment period, there being no one desiring to speak on this item.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to adopt Resolution No. 7481 entitled "A Resolution of the City Council of the City of South Pasadena, California, supporting the Los Angeles County Proposition A 'Safe, Clean Neighborhood Parks and Beaches Measure of 2016.'"

**18. First Reading and Introduction of an Ordinance to Amend the South Pasadena Municipal Code to Change General Municipal Election Dates to Coincide with Statewide General Elections in November of Even-Numbered Years**

Chief City Clerk Mejia narrated a PowerPoint presentation entitled "California Senate Bill 415 'Voter Participation'" and responded to City Council inquiries.

Mayor Mahmud opened and closed the Public Comment period, there being no one desiring to speak on this item.

MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER JOE, CARRIED 5-0, to introduce an ordinance entitled "An Ordinance of the City Council of the City of South Pasadena, California, amending Section 299-33 'General municipal election' of the South Pasadena Municipal Code relating to changing the general municipal election date to the first Tuesday after the first Monday in November of each even-numbered year, commencing with the General Municipal Election of November 2017," and waive further reading.

**19. Adoption of a Resolution Supporting the Los Angeles County Metropolitan Transportation Authority's One-Half Percent Sales Tax Ballot Measure on the November 8, 2016 Election Ballot**

City Manager Gonzalez presented the staff report and responded to City Council inquiries.

During the course of discussion, it was noted that Measure M local funding allocations would be appropriated through the Arroyo Verdugo Sub-region Steering Committee.

Mayor Mahmud opened the Public Comment period.

Beth Steckler, representing Move LA, thanked the City Council for its leadership in the fight against the 710 North Extension project; noted that Measure M will expand the region's public transportation system and ease traffic congestion.

There being no others desiring to speak on this item, Mayor Mahmud closed the Public Comment period.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to adopt Resolution No. 7482 entitled "A Resolution of the City Council of the City of South Pasadena, California, supporting the proposed sales tax ballot Measure M (Los Angeles County Metropolitan Transportation Authority one-half percent sales tax increase) on the November 8, 2016 Election Ballot," with the following revisions:

- a. That it be noted that the City of South Pasadena endorses the Foothill Gold Line as part of a multi-modal transportation strategy and the continued extension of the Gold Line.
- b. Reference to Connected Cities and Communities Coalition to be expanded to list all membership cities.
- c. Reference to the "Beyond the 710" to include a brief description of its mission and completed projects.

**20. Adoption of a Resolution Transitioning the Water Conservation and Supply Shortage Plan from Stage 2 to Stage 1: Moderate Water Supply Shortage**

Senior Management Analyst Shimmin presented the staff report and responded to City Council inquiries. In response to City Council inquiry, Public Works Director Toor advised that the Key Well, used to monitor the local ground water supplies, is at a historic low level.

Mayor Mahmud opened and closed the Public Comment period, there being no one desiring to speak on this item.

Councilmember Schneider stated that he supports the Natural Resources and Environmental Commission's recommendation to retain a two-day outdoor landscape watering restriction and maintaining water conservation incentives and rebates; noted that imported water is significantly more costly than local ground water, encouraging residents to conserve water.

Mayor Mahmud and Councilmember Joe pointed out that current water supply conditions do not warrant maintaining Stage 2 conservation restrictions, noting that residents may become fatigued and reluctant to comply with severe water conservation measures when necessary.

City Manager Gonzalez advised that staff will provide City Council with a status update on the City's water rebate programs.

Following discussion, MOTION BY MAYOR PRO TEM CACCIOTTI, SECOND BY COUNCILMEMBER JOE, CARRIED 5-0, to adopt Resolution No. 7483 entitled "A Resolution of the City Council of the City of South Pasadena, California, declaring a Stage 1: moderate water supply shortage and enacting a twenty percent (20%) conservation standard."

**21. Consideration of State Route 710 Surplus Property Sales Final Environmental Impact Report Comment Letter**

City Manager Gonzalez presented the staff report.

Mayor Mahmud opened and closed the Public Comment period, there being no one desiring to speak on this item.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, to approve a public comment letter regarding the State Route 710 (SR-710) Surplus Property Sales Final Environmental Impact Report, as revised.

**ADJOURNMENT**

Mayor Mahmud adjourned the Joint City Council/Redevelopment Successor Agency meeting at 10:35 p.m.

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Evelyn G. Zneimer  
City Clerk

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Diana Mahmud  
Mayor

Minutes approved by the South Pasadena City Council on October 5, 2016.

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

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

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

COUNCIL AGENDA:      October 5, 2016

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 \$2,617,691.15,  
General City Warrants in the Amount of \$513,750.91 and Payroll  
in the Amount of \$465,577.18**

**Recommendation**

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

**Fiscal Impact**

Prepaid Warrants:		
Warrant # 195408 – 195459		\$ 2,617,667.65
General City Warrants:		
Warrant # 195460 – 195554		\$ 513,750.91
Payroll 09-23-16		\$ 465,577.18
RSA:		
Prepaid Warrants		\$ 23.50
General City Warrants		\$
Payroll 09-23-16		\$
Total		\$ 3,597,019.24

**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 5, 2016  
Page 2 of 2

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 09-23-16
5. Redevelopment Successor Agency Check Summary Total

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

City of South Pasadena  
Demand/Warrant Register  
Recap by fund

Fund No.	Date 10.05.16			
	Prepaid	Written	Payroll	
General Fund	101	99,959.82	143,996.13	260,320.27
Insurance Fund	103			
Facilities & Equip.Cap. Fund	105		249,975.20	
Local Transit Return "A"	205	932.80	3,500.48	8,454.61
Local Transit Return "C"	207	651.88		6,649.11
Sewer Fund	210	2,553.92	108.39	16,529.59
CTCTraffic Improvement	211			
Street Lighting Fund	215	13,758.36	29,232.29	7,553.17
Public,Education & Govt Fund	217			
Clean Air Act Fund	218		40,231.17	565.84
Business Improvement Tax	220		29,145.00	
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226			
Housing Authority Fund	228			
State Gas Tax	230	4,155.38	15,639.26	14,969.37
County Park Bond Fund	232		177.20	
Measure R	233			
MSRC Grant Fund	238			
Bike & Pedestrian Paths	245			
BTA Grants	248		1.50	
Golden Streets Grant	249			
Capital Growth Fund	255			
CDBG	260			
Asset Forfeiture	270			
Police Grants - State	272			
Police Subventions-CLEEP	273			
Homeland Security Grant	274			
Park Impact Fees	275		440.00	
HSIP Grant	277			
Public Library Fund Grant	280			
Arroyo Seco Golf Course	295			
Sewer Capital Projects Fund	310			
Water Fund	500	6,978.76	1,304.29	63,229.38
Public Financing Authority	550	2,227,993.76		
Payroll Clearing Fund	700	260,682.97		87,305.84
Redev.Oblig.Retirement Fund	927			
<b>Column Totals</b>		<b>2,617,667.65</b>	<b>513,750.91</b>	<b>465,577.18</b>
<b>City Report Totals</b>			<b>3,596,995.74</b>	

Recap by fund

Fund No.	Amounts			
	Prepaid	Written	Payroll	
RSA	227	23.50	-	-
<b>Column Totals</b>		<b>23.50</b>	<b>-</b>	<b>-</b>
<b>RSA Report Totals</b>			<b>23.50</b>	

Amounts		
Prepaid	Written	Payroll
2,617,691.15	513,750.91	465,577.18
<b>Grand Report Total</b>	<b>3,597,019.24</b>	

Diana Mahmud, Mayor

  
David Batt, Finance Director

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

<b>Voided Checks</b>	
<b>186929</b>	<b>\$59.95</b>
<b>194890</b>	<b>\$7,127.00</b>
<b>195073</b>	<b>\$575.00</b>
<b>195265</b>	<b>\$844.23</b>

# Accounts Payable

## Check Detail

User: mfestejo  
 Printed: 09/29/2016 - 10:53 AM



Check Number	Check Date		Amount
<b>ATGC8530 - Acorn Technology Corp. Line Item Account</b>			
195442	09/22/2016		
Inv	21818		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - Managed IT Monitoring	101-3010-3032-8170-000	697.50
Inv 21818 Total			697.50
Inv	21818*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - Adjustment	101-3010-3032-8170-000	162.50
Inv 21818* Total			162.50
Inv	21818***		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - IT Purchases	101-3010-3032-8530-000	83.67
Inv 21818*** Total			83.67
Inv	21818-1450		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - Report Rm Workstation	101-4010-4011-8170-000	110.00
Inv 21818-1450 Total			110.00
Inv	21818-1452		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - Police Open Ticket Report	101-4010-4011-8170-000	340.00
Inv 21818-1452 Total			340.00
Inv	21818-1454		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - Library Publisher Install	101-3010-3032-8170-000	82.50
Inv 21818-1454 Total			82.50
Inv	21818-1456		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - Hardware Disposition	101-3010-3032-8170-000	75.00
Inv 21818-1456 Total			75.00

Check Number	Check Date		Amount
Inv	21818-1461		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - Netmotion	101-4010-4011-8170-000	950.00
Inv 21818-1461 Total			950.00
Inv	21818-1462		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - PD Laptops	101-4010-4011-8170-000	300.00
Inv 21818-1462 Total			300.00
Inv	21818-1463		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - Host Upgrades	101-3010-3032-8170-000	395.00
Inv 21818-1463 Total			395.00
Inv	21818-1464		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - Palantir Project	101-4010-4011-8170-000	762.50
Inv 21818-1464 Total			762.50
Inv	21818-1465		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - CJIS Compliance	101-4010-4011-8170-000	170.00
Inv 21818-1465 Total			170.00
Inv	21818-1466		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - CENIC Installation	101-8010-8011-8020-000	510.00
Inv 21818-1466 Total			510.00
Inv	21818-1467		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	IT Svcs July 2016 - General-Police	101-4010-4011-8170-000	1,717.50
08/01/2016	IT Svcs July 2016 - General City	101-3010-3032-8170-000	7,267.50
Inv 21818-1467 Total			8,985.00
195442 Total:			13,623.67
ATGC8530 - Acorn Technology Corp. Total:			13,623.67

Check Number      Check Date Amount

Inv P/R/E 9/18/16

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	Vision Ins Oct-16	700-0000-0000-2268-000	3,334.76

Inv P/R/E 9/18/16 Total 3,334.76

195430 Total: 3,334.76

**AME0229 - Ameritas Total:** 3,334.76

**ATCN9011 - AT & T Line Item Account**

195408      09/15/2016

Inv 000008385927

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2016	9391036942 5/27-7/26/16	101-3010-3032-8150-000	344.97

Inv 000008385927 Total 344.97

Inv 000008385928

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2016	9391036943 5/27-7/26/16	101-3010-3032-8150-000	332.71

Inv 000008385928 Total 332.71

195408 Total: 677.68

**ATCN9011 - AT & T Total:** 677.68

**CIN4011 - AT&T --Cingular Wireless Line Item Account**

195443      09/22/2016

Inv 287258938988x08

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2016	PW Cell Phones 7/20-8/19/16	101-3010-3032-8150-000	497.60
08/19/2016	PW Cell Phones 7/20-8/19/16	500-6010-6711-8020-000	158.31
08/19/2016	PW Cell Phones 7/20-8/19/16	500-6010-6710-8020-000	113.64
08/19/2016	PW Cell Phones 7/20-8/19/16	210-6010-6501-8020-000	30.33

Inv 287258938988x08 Total 799.88

195443 Total: 799.88

**CIN4011 - AT&T --Cingular Wireless Total:** 799.88

**BCCC2011 - BankCard Center Line Item Account**

195409      09/15/2016

Inv 0210

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2016	Lunch Mtg w/CM & Cacciotti Strategist-Traxx Restaurant	101-1020-1021-8090-000	86.12

Check Number	Check Date		Amount
Inv 0210 Total			86.12
Inv 0210A			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2016	Dinner Mtg w/CM, R.Joe & Congressman District Staf-Paul Ma	101-1010-1011-8090-000	63.50
Inv 0210A Total			63.50
Inv 0210B			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2016	Dinner Mtg w/CM, R.Joe & AssemblsmemberDistrict Staf-Patakan7	101-1010-1011-8090-000	54.92
Inv 0210B Total			54.92
195409 Total:			204.54
195410	09/15/2016		
Inv 0236			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2016	FD Strike Team @ San Pablo Fire Expenses	101-5010-5011-8100-000	75.88
Inv 0236 Total			75.88
Inv 0236A			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2016	FD Strike Team @ San Pablo Fire Expenses	101-5010-5011-8020-000	427.90
Inv 0236A Total			427.90
195410 Total:			503.78
195411	09/15/2016		
Inv 0244			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2016	PD Det. Joe Johnson Expenses-Ramada Inn & Suites	101-4010-4011-8020-000	179.19
Inv 0244 Total			179.19
Inv 0244A			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2016	PD Det. Joe Johnson Fuel Expenses	101-4010-4011-8020-000	285.68
Inv 0244A Total			285.68
Inv 0244B			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2016	PD Det. Joe Johnson Office Supplies Expenses-Office Max	101-4010-4011-8020-000	32.69
Inv 0244B Total			32.69

Check Number      Check Date Amount

195411 Total: 497.56

195428      09/22/2016

Inv 0228

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2016	PD Iphone Replacement Fee-AppleOnLineStore.com	101-3010-3032-8020-000	29.00

Inv 0228 Total 29.00

Inv 0228A

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2016	Library Book-Paladin Enterprises	101-8010-8011-8080-000	30.00

Inv 0228A Total 30.00

Inv 0228B

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/29/2016	CC & City Attorney Law Handbook Reference-UCLA CEB	101-1020-1021-8060-000	399.26

Inv 0228B Total 399.26

Inv 0228C

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2016	CC Election Ballot Boxes	101-1020-1022-8020-000	496.94

Inv 0228C Total 496.94

Inv 0228D

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2016	CC Registration Conf. 10/5-7/16 A. Mejia- League of CA Cities	101-1020-1021-8090-000	150.00

Inv 0228D Total 150.00

Inv 0228E

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/04/2016	Sr.Center Supplies-Smart N Final	101-8030-8021-8020-000	179.76

Inv 0228E Total 179.76

Inv 0228F

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2016	Sr.Center Volunteer Recognition Supplies-Trader Joes	101-8030-8021-8020-000	87.03

Inv 0228F Total 87.03

Inv 0228G

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2016	Sr.Center Volunteer Recognition Supplies-Pavilions	101-8030-8021-8020-000	64.99

Inv 0228G Total 64.99

Check Number	Check Date		Amount
Inv 0228H			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2016	Sr.Center Volunteer Recognition Supplies-Tomatoe Pic Pizza	101-8030-8021-8020-000	541.55
Inv 0228H Total			541.55
Inv 0228I			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2016	Sr.Center Volunteer Recognition Supplies-Michaels	101-8030-8021-8020-000	44.95
Inv 0228I Total			44.95
Inv 0228J			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2016	Recreation Parent/Movie Night Supplies-Party City	101-8030-8032-8268-000	89.24
Inv 0228J Total			89.24
Inv 0228K			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2016	Recreation Parent/Movie Night Supplies-Smart N Final	101-8030-8032-8268-000	296.91
08/11/2016	Recreation Parent/Movie Night Supplies-Smart N Final	101-8030-8032-8264-000	105.00
Inv 0228K Total			401.91
Inv 0228L			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2016	PD Special Operation Medicine Supplies-Luna Innovations	101-4010-4011-8020-000	507.75
Inv 0228L Total			507.75
Inv 0228M			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2016	PD Special Operation Medicine Supplies-JSOM	101-4010-4011-8020-000	176.94
Inv 0228M Total			176.94
Inv 0228N			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2016	Library Books-Blurb Inc.	101-8010-8011-8080-000	108.42
Inv 0228N Total			108.42
Inv 0228O			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2016	PD Training Registration- CATO Tactical Training	101-4010-4011-8200-000	395.00
Inv 0228O Total			395.00

Check Number	Check Date		Amount
Inv 0228P			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2016	FD Dept. Framing Supplies-Michaels	101-5010-5011-8020-000	20.00
Inv 0228P Total			20.00
Inv 0228Q			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2016	FD Dept. Partner K750 Rotary Saw Parts- eReplacementParts.com	101-5010-5011-8020-000	47.27
Inv 0228Q Total			47.27
Inv 0228R			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2016	FD Radio Programming Cables-49ers Communications	101-5010-5011-8020-000	151.13
Inv 0228R Total			151.13
Inv 0228S			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2016	CWEA Membership-Ryan Garcia-CWEA	230-6010-6116-8060-000	172.00
Inv 0228S Total			172.00
Inv 0228T			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2016	Airbnb Marketing Report Fecs-AirDna LLC	101-7010-7011-8020-000	29.99
Inv 0228T Total			29.99
Inv 0228U			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2016	CC NewLaw&ElectionConf.Registration-A.Mejia-League of CA Ci	101-1020-1021-8090-000	475.00
Inv 0228U Total			475.00
Inv 0228V			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2016	Water Environment Federation Membership	500-3010-3012-8090-000	297.00
Inv 0228V Total			297.00
195428 Total:			4,895.13
195429	09/22/2016		
Inv 2601			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	Bank Card Charge Fee	101-3010-3011-8020-000	20.00
Inv 2601 Total			20.00

Check Number	Check Date		Amount
195429 Total:			20.00
<b>BCCC5010 - BankCard Center Total:</b>			<b>6,121.01</b>
<b>AHBK5501 - Bhaumik, Ashish Line Item Account</b>			
195412	09/15/2016		
Inv	R66243		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2016	Refund Overpayment of Delivered Meals	101-0000-0000-5501-003	310.00
Inv R66243 Total			310.00
195412 Total:			310.00
<b>AHBK5501 - Bhaumik, Ashish Total:</b>			<b>310.00</b>
<b>ZAMR7000 - Billingslea, Jr., Thomas H. Line Item Account</b>			
195431	09/22/2016		
Inv	P/R/E 9/18/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	Garnishment	700-0000-0000-2264-000	805.40
Inv P/R/E 9/18/16 Total			805.40
195431 Total:			805.40
<b>ZAMR7000 - Billingslea, Jr., Thomas H. Total:</b>			<b>805.40</b>
<b>CAL0627 - CA Franchise Tax Board Line Item Account</b>			
195432	09/22/2016		
Inv	P/R/E 9/18/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	Garnishment	700-0000-0000-2264-000	18.77
Inv P/R/E 9/18/16 Total			18.77
195432 Total:			18.77
<b>CAL0627 - CA Franchise Tax Board Total:</b>			<b>18.77</b>
<b>SD3010 - Ca. State Disbursement Unit Line Item Account</b>			
5433	09/22/2016		
Inv	P/R/E 9/18/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	Garnishment	700-0000-0000-2264-000	400.50

Check Number	Check Date		Amount
		Inv P/R/E 9/18/16 Total	400.50
		195433 Total:	400.50
		<b>CSD3010 - Ca. State Disbursement Unit Total:</b>	400.50
		<b>STA5680 - CAL PERS 457 PLAN Line Item Account</b>	
195434	09/22/2016		
		Inv P/R/E 9/18/16	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
	09/20/2016	Deferred Comp	700-0000-0000-2260-000
			4,757.86
		Inv P/R/E 9/18/16 Total	4,757.86
		195434 Total:	4,757.86
		<b>STA5680 - CAL PERS 457 PLAN Total:</b>	4,757.86
		<b>CDW5246 - CDW Government Inc Line Item Account</b>	
195413	09/15/2016		
		Inv FFK4117	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
	08/31/2016	PD Printers, Monitor Stand & Surge Protector	101-4010-4011-8020-000
			572.49
		Inv FFK4117 Total	572.49
		195413 Total:	572.49
		<b>CDW5246 - CDW Government Inc Total:</b>	572.49
		<b>SOU5454 - City of South Pasadena-City Clerk Line Item Account</b>	
195444	09/22/2016		
		Inv 9/21/16	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
	09/21/2016	Reimb. Petty Cash	101-1020-1021-8020-000
			207.82
	09/21/2016	Reimb. Petty Cash	101-1020-1021-8200-000
			41.00
	09/21/2016	Reimb. Petty Cash	101-1020-1021-8000-000
			24.68
		Inv 9/21/16 Total	273.50
		195444 Total:	273.50
		<b>SOU5454 - City of South Pasadena-City Clerk Total:</b>	273.50
		<b>CHWP2010 - Colantuono,Highsmith &amp; Whatley,PC Line Item Account</b>	
195414	09/15/2016		

Check Number	Check Date		Amount
Inv 31508			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	Legal Svcs 8/16- Adv. Benzoni	101-2010-2501-8160-000	4,843.00
Inv 31508 Total			4,843.00
Inv 31509			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	Legal Svcs 8/16- General	101-2010-2501-8160-000	9,556.16
Inv 31509 Total			9,556.16
Inv 31510			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	Legal Svcs 8/16- Transportation	101-2010-2021-8160-000	23.50
Inv 31510 Total			23.50
Inv 31511			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	Legal Svcs 8/16- Labor & Equipment	101-2010-2013-8160-000	1,363.00
Inv 31511 Total			1,363.00
Inv 31512			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	Legal Svcs 8/16- Misc. Litigation	101-2010-2501-8160-000	708.00
Inv 31512 Total			708.00
Inv 31513			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	Legal Svcs 8/16- Suc. Agency	227-7200-7210-8160-000	23.50
Inv 31513 Total			23.50
Inv 31514			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	Legal Svcs 8/16- Gardena v. RWQCB	101-2010-2501-8160-000	3,481.60
Inv 31514 Total			3,481.60
Inv 31515			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	Legal Svcs 8/16- Water & Utilities	101-2010-2501-8160-000	164.50
Inv 31515 Total			164.50

195414 Total:

20,163.26

Check Number	Check Date		Amount
<b>CHWP2010 - Colantuono,Highsmith &amp; Whatley,PC Total:</b>			20,163.26
<b>AMDC8267 - Delgado, Ana Maria Line Item Account</b>			
195415	09/15/2016		
Inv	August 2016		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2016	Instructor Yoga Class	101-8030-8021-8267-000	57.60
Inv August 2016 Total			57.60
195415 Total:			57.60
<b>AMDC8267 - Delgado, Ana Maria Total:</b>			57.60
<b>DEL0771 - Delta Dental Line Item Account</b>			
195445	09/22/2016		
Inv	P/R/E 9/18/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2016	Dental Ins Oct-16	700-0000-0000-2267-000	11,232.48
Inv P/R/E 9/18/16 Total			11,232.48
195445 Total:			11,232.48
<b>DEL0771 - Delta Dental Total:</b>			11,232.48
<b>DLRI2992 - Dolphin Rents. Inc. Line Item Account</b>			
195446	09/22/2016		
Inv	01-175444-10		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2016	Clean Air Car Show & Green Living Expo Equipment Rental Balanc	101-0000-0000-2992-003	1,356.70
Inv 01-175444-10 Total			1,356.70
195446 Total:			1,356.70
<b>DLRI2992 - Dolphin Rents. Inc. Total:</b>			1,356.70
<b>CAL0616 - E. D. D. Line Item Account</b>			
195435	09/22/2016		
Inv	P/R/E 9/18/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	State w/h Tax	700-0000-0000-2220-000	22,622.50
Inv P/R/E 9/18/16 Total			22,622.50

Check Number	Check Date		Amount
195435 Total:			22,622.50
<b>CAL0616 - E. D. D. Total:</b>			22,622.50
<b>COBR7131 - Flex Advantage Line Item Account</b>			
195447	09/22/2016		
Inv	94149		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2016	Administration Cost	101-3010-3041-7131-000	90.00
Inv 94149 Total			90.00
Inv	P/R/E 9/18/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	Retiree Health Reimbursement 10/16	101-3010-3041-7131-000	799.66
Inv P/R/E 9/18/16 Total			799.66
195447 Total:			889.66
<b>JBR7131 - Flex Advantage Total:</b>			889.66
<b>FRGA4011 - Garcia, Francisco Line Item Account</b>			
195416	09/15/2016		
Inv	281		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2016	SP PD & FD Open House Taco Catering 9/18/16	101-5010-5011-8020-000	1,000.00
Inv 281 Total			1,000.00
195416 Total:			1,000.00
<b>FRGA4011 - Garcia, Francisco Total:</b>			1,000.00
<b>GRON8031 - Garner Products Inc. Line Item Account</b>			
195417	09/15/2016		
Inv	0032063		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2016	HD-3 Degausser & Auditiong Software :Rental	101-3010-3032-8020-000	844.23
Inv 0032063 Total			844.23
195417 Total:			844.23
<b>GRON8031 - Garner Products Inc. Total:</b>			844.23

Check Number	Check Date		Amount
<b>AGRN4011 - Giron, Aaron Line Item Account</b>			
195436	09/22/2016		
Inv	P/R/E 9/18/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	Movie Detail 8/13/16	101-0000-0000-2910-200	560.00
Inv P/R/E 9/18/16 Total			560.00
195436 Total:			560.00
<b>AGRN4011 - Giron, Aaron Total:</b>			560.00
<b>CSGR8264 - Grae, Cassandra Line Item Account</b>			
195418	09/15/2016		
Inv	12/10/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2016	2016 Breakfast w/Santa Booking Deposit	101-8030-8032-8264-000	200.00
Inv 12/10/16 Total			200.00
195418 Total:			200.00
195448	09/22/2016		
Inv	10/28/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2016	2016 Halloween Spooktacular Event Stilt Walker Deposit	101-8030-8032-8264-000	135.00
Inv 10/28/16 Total			135.00
195448 Total:			135.00
<b>CSGR8264 - Grae, Cassandra Total:</b>			335.00
<b>HOM1515 - Home Depot Credit Services Line Item Account</b>			
195449	09/22/2016		
Inv	1905010		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2016	Supplies	101-8030-8031-8110-000	486.58
Inv 1905010 Total			486.58
Inv	228759		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2016	Supplies	210-6010-6501-8020-000	193.5
Inv 228759 Total			193.52

Check Number	Check Date		Amount
Inv	4590188		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2016	Supplies	101-8030-8032-8020-000	18.65
Inv 4590188 Total			18.65
Inv	71961		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2016	Supplies	101-8030-8031-8110-000	52.25
08/16/2016	Supplies	101-8030-8031-8020-000	552.63
Inv 71961 Total			604.88
Inv	7970281		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2016	Supplies	500-6010-6711-8020-000	484.27
Inv 7970281 Total			484.27
Inv	8094593		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2016	Supplies	500-6010-6710-8020-000	308.04
Inv 8094593 Total			308.04
195449 Total:			2,095.94
<b>HOM1515 - Home Depot Credit Services Total:</b>			2,095.94
<b>ICM1610 - ICMA Line Item Account</b>			
195437	09/22/2016		
Inv	P/R/E 9/18/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	Deferred Comp	700-0000-0000-2260-000	4,620.77
Inv P/R/E 9/18/16 Total			4,620.77
195437 Total:			4,620.77
<b>ICM1610 - ICMA Total:</b>			4,620.77
<b>LOS2230 - L.A.C. Registrar-Recorder Line Item Account</b>			
195450	09/22/2016		
Inv	9/22/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2016	Negative Declaration	101-7010-7011-8040-000	75.00
Inv 9/22/16 Total			75.00

Check Number	Check Date		Amount
195450 Total:			75.00
<b>LOS2230 - L.A.C. Registrar-Recorder Total:</b>			75.00
<b>LCW7456 - Liebert Cassidy Whitmore Line Item Account</b>			
195451	09/22/2016		
Inv	10/4/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	FLSA Compliance & Flores Seminar 10/4/16-Mariam Ko	101-2010-2013-8090-000	250.00
Inv 10/4/16 Total			250.00
195451 Total:			250.00
<b>LCW7456 - Liebert Cassidy Whitmore Total:</b>			250.00
<b>VRMZ7000 - Munoz, Valerie Line Item Account</b>			
195438	09/22/2016		
Inv	P/R/E 9/18/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	Garnishment	700-0000-0000-2264-000	950.6
Inv P/R/E 9/18/16 Total			950.00
195438 Total:			950.00
<b>VRMZ7000 - Munoz, Valerie Total:</b>			950.00
<b>OSHS6101 - Orchard Business/SYNCB Line Item Account</b>			
195452	09/22/2016		
Inv	020530		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2016	Supplies	101-4010-4011-8020-000	85.62
Inv 020530 Total			85.62
Inv	020832		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2016	Supplies	101-6010-6601-8120-000	145.36
Inv 020832 Total			145.36
Inv	022705		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2016	Supplies	101-6010-6601-8020-000	21.20
Inv 022705 Total			21.20

Check Number	Check Date		Amount
Inv 032104			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2016	Supplies	210-6010-6501-8020-000	183.17
Inv 032104 Total			183.17
Inv 032134			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2016	Supplies	101-6010-6601-8020-000	149.52
Inv 032134 Total			149.52
Inv 032247			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2016	Supplies	101-6010-6601-8120-000	42.23
Inv 032247 Total			42.23
Inv 032857			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2016	Supplies	101-6010-6601-8020-000	141.73
Inv 032857 Total			141.73
Inv 034103			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2016	Supplies	101-4010-4011-8540-000	17.59
Inv 034103 Total			17.59
Inv 034263			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2016	Supplies	500-6010-6711-8020-000	31.05
Inv 034263 Total			31.05
Inv 034294			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2016	Supplies	101-4010-4011-8540-000	10.34
Inv 034294 Total			10.34
Inv 035199			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2016	Supplies	101-8030-8031-8120-000	13.45
Inv 035199 Total			13.45
Inv 037140			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/28/2016	Supplies	101-5010-5011-8020-000	34.15
Inv 037140 Total			34.15
Inv 037710			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2016	Supplies	101-6010-6410-8020-000	4.66
Inv 037710 Total			4.66
Inv 045575			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/04/2016	Supplies	101-6010-6601-8020-000	82.14
Inv 045575 Total			82.14
Inv 047611			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2016	Supplies	101-6010-6601-8120-000	124.22
Inv 047611 Total			124.22
Inv 048772			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2016	Supplies	101-8030-8032-8268-000	13.45
Inv 048772 Total			13.45
Inv 049147			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2016	Supplies	101-4010-4011-8120-000	17.59
Inv 049147 Total			17.59
Inv 054874			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/04/2016	Supplies	500-6010-6711-8020-000	8.26
Inv 054874 Total			8.26
Inv 056808			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2016	Supplies	101-6010-6601-8120-000	27.24
Inv 056808 Total			27.24
Inv 061162			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2016	Supplies	101-6010-6601-8020-000	41.38
Inv 061162 Total			41.38

<u>Check Number</u>	<u>Check Date</u>		<u>Amount</u>
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Inv 073140

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2016	Supplies	101-8030-8031-8020-000	26.76

Inv 073140 Total 26.76

Inv 151688

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2016	Supplies	230-6010-6116-8020-000	124.00

Inv 151688 Total 124.00

Inv 151696

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2016	Supplies	101-6010-6601-8120-000	94.45

Inv 151696 Total 94.45

Inv 152228

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2016	Supplies	101-6010-6601-8020-000	158.22

Inv 152228 Total 158.22

Inv 152336

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2016	Supplies	101-5010-5011-8020-000	21.76

Inv 152336 Total 21.76

Inv 156977

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/04/2016	Supplies	101-6010-6601-8120-000	130.13

Inv 156977 Total 130.13

Inv 159837

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2016	Supplies	101-5010-5012-8520-000	103.53

Inv 159837 Total 103.53

195452 Total: 1,853.20

HS6101 - Orchard Business/SYNCB Total: 1,853.20

**PER4290 - Pers Health Insurance Line Item Account**

195439 09/22/2016

Inv P/R/E 9/18/16

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
09/20/2016	Health Ins. Oct-16	101-3010-3041-7131-000	37,861.38
09/20/2016	Health Ins. Oct-16	210-6010-6501-7131-000	946.90
09/20/2016	Health Ins. Oct-16	500-6010-6710-7131-000	2,298.23
09/20/2016	Health Ins. Oct-16	207-2010-2260-7131-000	651.88
09/20/2016	Health Ins. Oct-16	500-6010-6711-7131-000	2,298.23
09/20/2016	Health Ins. Oct-16	700-0000-0000-2262-000	112,790.87
09/20/2016	Health Ins. Oct-16	230-6010-6116-7131-000	1,417.95
09/20/2016	Health Ins. Oct-16	205-2010-2210-7131-000	813.66
09/20/2016	Health Ins. Oct-16	215-6010-6310-7131-000	1,294.25

Inv P/R/E 9/18/16 Total 160,373.35

195439 Total: 160,373.35

PER4290 - Pers Health Insurance Total: 160,373.35

PER4770 - Pers Retirement Line Item Account

195440 09/22/2016

Inv P/R/E 9/18/16

Line Item Date	Line Item Description	Line Item Account	
09/20/2016	Retirement Svc Period 9/5-9/18/16	700-0000-0000-2240-000	96,300.79

Inv P/R/E 9/18/16 Total 96,300.79

195440 Total: 96,300.79

PER4770 - Pers Retirement Total: 96,300.79

PET2002 - Pettee, Jack Line Item Account

195453 09/22/2016

Inv 29310

Line Item Date	Line Item Description	Line Item Account	
01/20/2015	Photo Elected Official - Mayor Bob Joe	101-1020-1021-8020-000	59.95

Inv 29310 Total 59.95

195453 Total: 59.95

PET2002 - Pettee, Jack Total: 59.95

PBGF8031 - Pitney Bowes Global Fin. Svc LLC Line Item Account

195419 09/15/2016

Inv 3100375819

Line Item Date	Line Item Description	Line Item Account	
07/06/2016	Comm. Svcs Postage Meter Lease 4/30-7/29/16	101-8030-8021-8300-000	64.13
07/06/2016	Comm. Svcs Postage Meter Lease 4/30-7/29/16	205-8030-8025-8300-000	64.14
07/06/2016	Comm. Svcs Postage Meter Lease 4/30-7/29/16	101-8030-8031-8300-000	64.13
07/06/2016	Comm. Svcs Postage Meter Lease 4/30-7/29/16	101-8030-8032-8300-000	64.13

Check Number	Check Date		Amount
Inv 3100375819 Total			256.53
195419 Total:			256.53
<b>PBGF8031 - Pitney Bowes Global Fin. Svc LLC Total:</b>			256.53
<b>POSS265 - Post Alarm Systems Line Item Account</b>			
195454	09/22/2016		
Inv	901094		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	Fire Monitoring 9/16 & 10/16	101-0000-0000-5270-002	109.86
Inv 901094 Total			109.86
195454 Total:			109.86
<b>POSS265 - Post Alarm Systems Total:</b>			109.86
<b>DRDP8030 - Prothero, Dr. Donald R. Line Item Account</b>			
195420	09/15/2016		
Inv	9/13 & 10/18/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	Sr.Center Lectures 9/13/16 & 10/18/16	101-8030-8021-8267-000	200.00
Inv 9/13 & 10/18/16 Total			200.00
195420 Total:			200.00
<b>DRDP8030 - Prothero, Dr. Donald R. Total:</b>			200.00
<b>RTPC5500 - Regional TAP Service Center Line Item Account</b>			
195455	09/22/2016		
Inv	6002422		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2016	TAP Lease Charges	205-0000-0000-5500-000	5.00
Inv 6002422 Total			5.00
195455 Total:			5.00
<b>RTPC5500 - Regional TAP Service Center Total:</b>			5.00
<b>SCRDS265 - Richmond, Scott Line Item Account</b>			
195421	09/15/2016		
Inv	R64182		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/17/2016	Reimb. Sr. Center Membership	101-0000-0000-5265-003	18.00
Inv R64182 Total			18.00
195421 Total:			18.00
<b>SCRD5265 - Richmond, Scott Total:</b>			18.00
<b>DVRA5270 - Robles, Devina Line Item Account</b>			
195422	09/15/2016		
Inv	R75068		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2016	Refund Partial Gazebo Rsvp @ Arroyo Park	101-0000-0000-5270-005	27.50
Inv R75068 Total			27.50
195422 Total:			27.50
<b>DVRA5270 - Robles, Devina Total:</b>			27.50
<b>SCOT8300 - So Cal Office Technologies Line Item Account</b>			
195423	09/15/2016		
Inv	263589		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2016	Comm. Svcs Copier Overages 5/22-8/21/16	101-8030-8031-8300-000	54.35
Inv 263589 Total			54.35
195423 Total:			54.35
<b>SCOT8300 - So Cal Office Technologies Total:</b>			54.35
<b>SOU6666 - So. CA Edison Co. Line Item Account</b>			
195456	09/22/2016		
Inv	3-008-8091-11		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/1-9/1/16	215-6010-6201-8140-000	3,392.48
Inv 3-008-8091-11 Total			3,392.48
Inv	3-008-8091-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/1-9/1/16	215-6010-6115-8140-000	763.80
Inv 3-008-8091-12 Total			763.80

Check Number	Check Date		Amount
Inv	3-008-8091-13		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	2/4-9/1/16	215-6010-6201-8140-000	74.82
09/07/2016	8/1-9/1/16	215-6010-6201-8140-000	7,573.98
09/07/2016	2/1-9/1/16	215-6010-6201-8140-000	-75.70
Inv	3-008-8091-13 Total		7,573.10
Inv	3-008-8091-14		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/1-9/1/16	215-6010-6201-8140-000	11.29
Inv	3-008-8091-14 Total		11.29
Inv	3-008-8091-16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/4-9/2/16	215-6010-6201-8140-000	103.68
Inv	3-008-8091-16 Total		103.68
Inv	3-008-8091-17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/4-9/2/16	215-6010-6201-8140-000	46.17
Inv	3-008-8091-17 Total		46.17
Inv	3-008-8091-18		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/4-9/2/16	215-6010-6201-8140-000	43.05
Inv	3-008-8091-18 Total		43.05
Inv	3-008-8091-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/4-9/2/16	215-6010-6201-8140-000	35.92
Inv	3-008-8091-19 Total		35.92
Inv	3-008-8091-20		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/4-9/2/16	215-6010-6201-8140-000	54.17
Inv	3-008-8091-20 Total		54.17
Inv	3-008-8091-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/4-9/2/16	215-6010-6201-8140-000	60.27
Inv	3-008-8091-21 Total		60.27

Check Number      Check Date Amount

Inv 3-008-8091-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/4-9/2/16	215-6010-6201-8140-000	37.00

Inv 3-008-8091-22 Total 37.00

Inv 3-008-8091-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/4-9/2/16	215-6010-6201-8140-000	59.53

Inv 3-008-8091-23 Total 59.53

Inv 3-008-8091-24

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/4-9/2/16	215-6010-6201-8140-000	58.38

Inv 3-008-8091-24 Total 58.38

Inv 3-008-8436-55

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/4-9/2/16	215-6010-6201-8140-000	101.36

Inv 3-008-8436-55 Total 101.36

Inv 3-025-4910-19

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/4-9/2/16	215-6010-6115-8140-000	90.01

Inv 3-025-4910-19 Total 90.01

Inv 3-026-6343-40

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/4-9/2/16	215-6010-6115-8140-000	18.64

Inv 3-026-6343-40 Total 18.64

Inv 3-045-0630-89

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	8/1-9/1/16	215-6010-6201-8140-000	15.26

Inv 3-045-0630-89 Total 15.26

195456 Total: 12,464.11

SOU6666 - So. CA Edison Co. Total: 12,464.11

SHAC6501 - Speedy Heating & Air Conditioning Line Item Account

195424      09/15/2016

Inv 1000

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
07/20/2016		Replace Split A/C System w/# Ports Street/Swr Offices	1,000.00
07/20/2016		Replace Split A/C System w/# Ports Street/Swr Offices	1,200.00
07/20/2016		Replace Split A/C System w/# Ports Street/Swr Offices	4,927.00
Inv 1000 Total			7,127.00

195424 Total: 7,127.00

SHAC6501 - Speedy Heating & Air Conditioning Total: 7,127.00

**TIM4011 - Time Warner Cable Line Item Account**

195425            09/15/2016

Inv 008 0011783

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2016	Camp Med Internet 9/19-10/18/16	101-8030-8032-8268-000	78.15

Inv 008 0011783 Total 78.15

Inv 008 0311688

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2016	1100 Oxley Ethernet Fiber 9/11-10/10/16	101-3010-3032-8180-000	1,232.57

Inv 008 0311688 Total 1,232.57

Inv 008 0311704

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2016	Yard Ethernet Fiber 9/11-10/10/16	101-3010-3032-8180-000	1,232.57

Inv 008 0311704 Total 1,232.57

Inv 008 0311712

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2016	City Hall Ethernet Fiber 9/11-10/10/16	101-3010-3032-8180-000	1,190.00

Inv 008 0311712 Total 1,190.00

195425 Total: 3,733.29

195457            09/22/2016

Inv 008 0012179

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2016	PD Cable Svcs 9/16-10/15/16	101-4010-4011-8110-000	197.60

Inv 008 0012179 Total 197.60

Inv 008 0251967

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2016	1102 Oxley St. 9/22-10/21/16	101-8030-8021-8110-000	191.19

Inv 008 0251967 Total 191.19

<b>Check Number</b>	<b>Check Date</b>		<b>Amount</b>
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Inv 008 0269985

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2016	City Hall 2nd Modem Svcs 9/17-10/16/16	101-3010-3032-8150-000	146.79

Inv 008 0269985 Total	146.79
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195457 Total:	535.58
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TIM4011 - Time Warner Cable Total:	4,268.87
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**UDOT8025 - USDOT/Transportation Safety Institute Line Item Account**

195458 09/22/2016

Inv 00465-1701

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2016	Federal Substance Abuse Training Course	205-8030-8025-8200-000	50.00

Inv 00465-1701 Total	50.00
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195458 Total:	50.00
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UDOT8025 - USDOT/Transportation Safety Institute Total:	50.00
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**VERW6711 - Verizon Wireless Line Item Account**

195426 09/15/2016

Inv 9770634262

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2016	PW Internet Svcs & Water Dept. Tablet & Ipad 7/20-8/19/16	500-6010-6711-8150-000	149.14

Inv 9770634262 Total	149.14
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Inv 9771038591

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2016	PD, Mgmt Svcs & FD Mobile Data 7/27-8/26/16	101-3010-3032-8150-000	532.14

Inv 9771038591 Total	532.14
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Inv 9771038592

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2016	PD, Mgmt Svcs & FD Mobile Data 7/27-8/26/16	101-3010-3032-8150-000	976.65

Inv 9771038592 Total	976.65
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195426 Total:	1,657.93
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VERW6711 - Verizon Wireless Total:	1,657.93
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Check Number	Check Date		Amount
<b>ING1680 - Voya Financial Line Item Account</b>			
195441	09/22/2016		
Inv	P/R/E 9/18/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	Deferred Comp	700-0000-0000-2260-000	2,848.27
Inv P/R/E 9/18/16 Total			2,848.27
195441 Total:			2,848.27
<b>ING1680 - Voya Financial Total:</b>			
			2,848.27
<b>VUL6601 - Vulcan Materials Co. &amp; Affiliates Line Item Account</b>			
195427	09/15/2016		
Inv	71206405		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2016	Cold Mix & Concrete	230-6010-6116-8020-000	832.59
08/08/2016	Cold Mix & Concrete	500-6010-6710-8020-000	832.59
Inv 71206405 Total			1,665.18
Inv	71208904		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2016	Cold Mix & Concrete	230-6010-6116-8020-000	1,608.84
Inv 71208904 Total			1,608.84
195427 Total:			3,274.02
<b>VUL6601 - Vulcan Materials Co. &amp; Affiliates Total:</b>			
			3,274.02
<b>WFBK1020 - Wells Fargo Bank Line Item Account</b>			
195459	09/22/2016		
Inv	SOPASAWTR09		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2016	2009 Water Revenue Bonds	550-6010-6712-8331-000	989,550.00
09/12/2016	2009 Water Revenue Bonds	550-6010-6712-8330-000	790,000.00
Inv SOPASAWTR09 Total			1,779,550.00
Inv	SOPASAWTR2013		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2016	2013 Water Revenue Bonds	550-6010-6712-8341-000	108,443.76
09/12/2016	2013 Water Revenue Bonds	550-6010-6712-8340-000	340,000.00
Inv SOPASAWTR2013 Total			448,443.76
195459 Total:			2,227,993.76

Check Number	Check Date	Amount
WFBK1020 - Wells Fargo Bank Total:		2,227,993.76
Total:		2,617,691.15

**ATTACHMENT 3**  
**General City Warrant List**

# Accounts Payable

## Check Detail

User: mfestejo  
 Printed: 09/29/2016 - 10:54AM



Check Number	Check Date		Amount
<b>AHWHY2501 - Aleshire &amp; Wynder LLP Line Item Account</b>			
195460	10/05/2016		
Inv	August 2016		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2016	Holy Family Church Specific Plan Svcs 8/16	101-2010-2501-8160-000	1,025.00
Inv August 2016 Total			1,025.00
195460 Total:			1,025.00
<b>AHWHY2501 - Aleshire &amp; Wynder LLP Total:</b>			1,025.00
<b>ALH0179 - Alhambra Car Wash Line Item Account</b>			
195461	10/05/2016		
Inv	21334		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2016	PD Unit# 1201 Detail Wash	101-4010-4011-8100-000	38.00
Inv 21334 Total			38.00
195461 Total:			38.00
<b>ALH0179 - Alhambra Car Wash Total:</b>			38.00
<b>ACMT2920 - All City Management Line Item Account</b>			
195462	10/05/2016		
Inv	44625		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2016	School Crossing Guard Svcs 8/14-27/16	101-4010-4011-8180-000	4,989.00
Inv 44625 Total			4,989.00
195462 Total:			4,989.00
<b>ACMT2920 - All City Management Total:</b>			4,989.00

ALL0197 - All Star Fire Equipment, Inc. Line Item Account  
 195463 10/05/2016

Check Number	Check Date		Amount
Inv	192769		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	FD Safety Clothing	101-5010-5011-8134-000	55.59
Inv	192769 Total		55.59
Inv	192928		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2016	FD Safety Clothing	101-5010-5011-8134-000	302.50
Inv	192928 Total		302.50
195463 Total:			358.09
<b>ALL0197 - All Star Fire Equipment, Inc. Total:</b>			358.09
<b>LOAN8267 - Andrews, Loretta Line Item Account</b>			
195464	10/05/2016		
Inv	Sum/Fall 2016		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2016	Instructor Hawaiian Dance Classes	101-8030-8032-8267-000	312.00
Inv	Sum/Fall 2016 Total		312.00
195464 Total:			312.00
<b>LOAN8267 - Andrews, Loretta Total:</b>			312.00
<b>ANT0243 - Antrim's Security Co., Inc. Line Item Account</b>			
195465	10/05/2016		
Inv	49880		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2016	Key Duplication Door Closers Replacements	215-6010-6115-8020-000	444.45
Inv	49880 Total		444.45
195465 Total:			444.45
<b>ANT0243 - Antrim's Security Co., Inc. Total:</b>			444.45
<b>ARA0260 - Aramark Uniform Services Line Item Account</b>			
195466	10/05/2016		
Inv	531843550		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2016	Uniform Svcs	215-6010-6201-8132-000	8.08
09/15/2016	Uniform Svcs	101-6010-6601-8132-000	13.03
09/15/2016	Uniform Svcs	230-6010-6116-8132-000	25.68
09/15/2016	Uniform Svcs	215-6010-6310-8132-000	13.58

Check Number	Check Date		Amount
09/15/2016	Uniform Svcs	500-6010-6711-8132-000	14.12
09/15/2016	Uniform Svcs	210-6010-6501-8132-000	8.08
09/15/2016	Uniform Svcs	500-6010-6710-8132-000	32.83
Inv 531843550 Total			115.40
195466 Total:			115.40
ARA0260 - Aramark Uniform Services Total:			115.40
CIN4011 - AT&T --Cingular Wireless Line Item Account			
195467	10/05/2016		
Inv	287014917916x09		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2016	City Mobile Devices 8/9-9/8/16	101-3010-3032-8150-000	503.80
09/08/2016	City Mobile Devices 8/9-9/8/16	500-6010-6710-8150-000	53.26
Inv 287014917916x09 Total			557.06
195467 Total:			557.06
CIN4011 - AT&T --Cingular Wireless Total:			557.06
AVA0287 - Avalon Property Services, Inc. Line Item Account			
195468	10/05/2016		
Inv	23757		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2016	Bus Stop Maint., Sweeping & Trash Removal Svcs 7/16	205-8030-8024-8180-000	2,237.91
Inv 23757 Total			2,237.91
Inv	23758		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2016	Unlocking of Restrooms Svcs- Orange Grove Park 7/16	101-6010-6601-8180-000	88.60
Inv 23758 Total			88.60
Inv	23758*		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2016	Unlocking of Restrooms Svcs- Arroyo Park 7/16	232-6010-6417-8180-000	88.60
Inv 23758* Total			88.60
Inv	23758**		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2016	Unlocking of Restrooms Svcs- Garfield Park 7/16	232-6010-6417-8180-000	88.60
Inv 23758** Total			88.60

Check Number	Check Date		Amount
Inv 23759			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2016	Machine Sweeping of Parking Lot Svcs 7/16	205-8030-8024-8180-000	748.78
Inv 23759 Total			748.78
195468 Total:			3,252.49
AVA0287 - Avalon Property Services, Inc. Total:			3,252.49
BAK0369 - Baker & Taylor Books Line Item Account			
195469	10/05/2016		
Inv 3021155529			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2016	Books	101-8010-8011-8080-000	36.48
Inv 3021155529 Total			36.48
Inv 3021167436			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2016	Books	101-8010-8011-8080-000	150.59
Inv 3021167436 Total			150.59
Inv 4011677924			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2016	Books	101-8010-8011-8080-000	794.08
Inv 4011677924 Total			794.08
Inv 4011688143			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2016	Books	101-8010-8011-8080-000	1,861.88
Inv 4011688143 Total			1,861.88
Inv 4011689667			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2016	Books	101-8010-8011-8080-000	13.19
Inv 4011689667 Total			13.19
Inv 4011690186			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2016	Books	101-8010-8011-8080-000	688.30
Inv 4011690186 Total			688.30
Inv 4011691289			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/29/2016	Books	101-8010-8011-8080-000	294.43
Inv 4011691289	Total		294.43
Inv 4011692933			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2016	Books	101-8010-8011-8080-000	128.06
Inv 4011692933	Total		128.06
Inv 4011694304			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2016	Books	101-8010-8011-8080-000	810.25
Inv 4011694304	Total		810.25
Inv 4011697034			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2016	Books	101-8010-8011-8080-000	547.93
Inv 4011697034	Total		547.93
Inv 4011701398			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	Books	101-8010-8011-8080-000	28.03
Inv 4011701398	Total		28.03
195469	Total:		5,353.22
BAK0369 - Baker & Taylor Books	Total:		5,353.22
BAK0366 - Baker & Taylor Entertainment Line Item Account			
195470	10/05/2016		
Inv B24360880			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2016	Dvds, CDs & Videos	101-8010-8011-8080-000	25.33
Inv B24360880	Total		25.33
Inv T42254100			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2016	Dvds, CDs & Videos	101-8010-8011-8080-000	60.63
Inv T42254100	Total		60.63
Inv T43080280			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2016	Dvds, CDs & Videos	101-8010-8011-8080-000	12.25

Check Number	Check Date		Amount
Inv T43080280	Total		12.25
Inv T43102520			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2016	Dvds, CDs & Videos	101-8010-8011-8080-000	245.95
Inv T43102520	Total		245.95
Inv T43677330			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	Dvds, CDs & Videos	101-8010-8011-8080-000	92.29
Inv T43677330	Total		92.29
Inv T43677420			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	Dvds, CDs & Videos	101-8010-8011-8080-000	20.16
Inv T43677420	Total		20.16
195470	Total:		456.61
<b>BAK0366 - Baker &amp; Taylor Entertainment</b>	<b>Total:</b>		456.61
<b>SHBY5270 - Baluyot, Shay</b>	<b>Line Item Account</b>		
195471	10/05/2016		
Inv R75084			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2016	Refund Partial Refund Cancelled Park Rsvp	101-0000-0000-5270-005	37.50
Inv R75084	Total		37.50
195471	Total:		37.50
<b>SHBY5270 - Baluyot, Shay</b>	<b>Total:</b>		37.50
<b>BFWB4011 - Baxter's Frame Works &amp; Badge Frame</b>	<b>Line Item Account</b>		
195472	10/05/2016		
Inv 31762			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2016	City of South Pasadena Seal to Place on Podiums at City Events	101-1020-1021-8170-000	319.96
Inv 31762	Total		319.96
195472	Total:		319.96
<b>BFWB4011 - Baxter's Frame Works &amp; Badge Frame</b>	<b>Total:</b>		319.96

Check Number      Check Date Amount

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**BRO0447 - Brodart Co. Line Item Account**

195473            10/05/2016

Inv    436232

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2016	Durasavers	101-8010-8011-8020-000	110.98

Inv 436232 Total 110.98

195473 Total: 110.98

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**BRO0447 - Brodart Co. Total:**

110.98

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**DBBH2920 - Buehler, Deborah Line Item Account**

195474            10/05/2016

Inv    R74155

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2016	Refund Sr. Center Rental Deposit 9/16/16	101-0000-0000-2920-000	250.00

Inv R74155 Total 250.00

195474 Total: 250.00

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**DBBH2920 - Buehler, Deborah Total:**

250.00

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**CAL5236 - CA Linen Services Line Item Account**

195475            10/05/2016

Inv    1319354

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2016	FD Dept. Supplies	101-5010-5011-8020-000	93.40

Inv 1319354 Total 93.40

Inv    1321578

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2016	FD Dept. Supplies	101-5010-5011-8020-000	98.15

Inv 1321578 Total 98.15

195475 Total: 191.55

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**CAL5236 - CA Linen Services Total:**

191.55

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**CAN0607 - Cantu Graphics Line Item Account**

195476            10/05/2016

Inv    1334

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
08/30/2016	PW Vehicle City Logo Decals	500-6010-6710-8100-000	55.88
08/30/2016	PW Vehicle City Logo Decals	230-6010-6116-8100-000	55.88
08/30/2016	PW Vehicle City Logo Decals	210-6010-6501-8100-000	55.88
Inv 1334 Total			167.64
195476 Total:			167.64
CAN0607 - Cantu Graphics Total:			167.64
<b>CBE5011 - CBE Los Angeles Line Item Account</b>			
195477	10/05/2016		
Inv	1817245		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2016	Copier Overages 8/5-9/4/16	101-7010-7101-8110-000	655.13
09/05/2016	Copier Overages 8/5-9/4/16	101-3010-3011-8110-000	327.56
09/05/2016	Copier Overages 8/5-9/4/16	500-3010-3012-8110-000	327.56
Inv 1817245 Total			1,310.25
Inv	1819307		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2016	Copier Toner Shipping	101-7010-7101-8110-000	10.22
09/16/2016	Copier Toner Shipping	101-3010-3011-8110-000	5.11
09/16/2016	Copier Toner Shipping	500-3010-3012-8110-000	5.10
Inv 1819307 Total			20.43
Inv	1820070		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	FD Copier Overages 8/20-9/19/16	101-5010-5011-8020-000	18.14
Inv 1820070 Total			18.14
195477 Total:			1,348.82
CBE5011 - CBE Los Angeles Total:			1,348.82
<b>CBSE6010 - Cell Business Equipment Line Item Account</b>			
195478	10/05/2016		
Inv	51519262		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2016	Yard Copier 9/16	230-6010-6116-8020-000	44.43
09/10/2016	Yard Copier 9/16	500-6010-6711-8020-000	44.42
09/10/2016	Yard Copier 9/16	500-6010-6710-8020-000	44.42
09/10/2016	Yard Copier 9/16	210-6010-6501-8020-000	44.43
09/10/2016	Yard Copier 9/16	101-6010-6410-8020-000	44.43
09/10/2016	Yard Copier 9/16	101-6010-6601-8020-000	44.42
Inv 51519262 Total			266.55

Check Number	Check Date		Amount
195478 Total:			266.55
<b>CBSE6010 - Cell Business Equipment Total:</b>			266.55
<b>CHAR4010 - Charlie's Trio Restaurant Line Item Account</b>			
195479	10/05/2016		
Inv	128714		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/18/2016	SP PD Open House Food 9/18/16	101-4010-4011-8020-000	795.27
Inv 128714 Total			795.27
195479 Total:			795.27
<b>CHAR4010 - Charlie's Trio Restaurant Total:</b>			795.27
<b>ALPD4010 - City of Alhambra Police Dept. Line Item Account</b>			
195480	10/05/2016		
Inv	SP 07/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2016	PD Inmate Housing 7/16	101-4010-4011-8180-000	3,612.00
Inv SP 07/16 Total			3,612.00
Inv	SP 08/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2016	PD Inmate Housing 8/16	101-4010-4011-8180-000	4,386.00
Inv SP 08/16 Total			4,386.00
195480 Total:			7,998.00
<b>ALPD4010 - City of Alhambra Police Dept. Total:</b>			7,998.00
<b>CDPS1020 - Code Publishing Inc. Line Item Account</b>			
195481	10/05/2016		
Inv	54368		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	SP Municipal Code Codification Svcs 9/16/16	101-1020-1021-8170-000	208.45
Inv 54368 Total			208.45
195481 Total:			208.45
<b>CDPS1020 - Code Publishing Inc. Total:</b>			208.45

Check Number	Check Date		Amount
<b>CMME4011 - Commline Inc. Line Item Account</b>			
195482	10/05/2016		
Inv	0026463		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2016	PD Unit# 1198 Repair Main Pwr Circuit Breaker	101-4010-4011-8110-000	140.00
Inv 0026463 Total			140.00
195482 Total:			140.00
<b>CMME4011 - Commline Inc. Total:</b>			140.00
<b>COO0695 - Cook Fire Extinguisher Co Line Item Account</b>			
195483	10/05/2016		
Inv	918102		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2016	FD Fire Extinguisher Svcs Performed	101-5010-5011-8110-000	180.00
Inv 918102 Total			180.00
195483 Total:			180.00
<b>COO0695 - Cook Fire Extinguisher Co Total:</b>			180.00
<b>CRDA1021 - Corodata Records Management Line Item Account</b>			
195484	10/05/2016		
Inv	DN1132254		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2016	Off Site Records Mgmt Svcs 8/16	101-1020-1021-8170-000	34.00
Inv DN1132254 Total			34.00
Inv	RS4262497		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2016	Off Site Records Mgmt Svcs 8/16	101-1020-1021-8170-000	347.02
Inv RS4262497 Total			347.02
195484 Total:			381.02
<b>CRDA1021 - Corodata Records Management Total:</b>			381.02
<b>DLFS8300 - De Lage Landen Line Item Account</b>			
195485	10/05/2016		
Inv	51391563		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/31/2016	2nd Floor Copier Lease 9/15-10/14/16	101-3010-3032-8300-000	382.74
Inv 51391563 Total			382.74
195485 Total:			382.74
DLFS8300 - De Lage Landen Total:			382.74
<b>DEL4000 - Dell Marketing L.P. Line Item Account</b>			
195486	10/05/2016		
Inv	XK1954446		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2016	Monitor & HDMI Cable	205-8030-8025-8020-000	12.18
Inv XK1954446 Total			12.18
Inv	XK197J834		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2016	Monitor & HDMI Cable	205-8030-8025-8020-000	191.61
Inv XK197J834 Total			191.61
Inv	XK1J2J1T5		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2016	Dell Monitor	101-4010-4011-8020-000	375.85
Inv XK1J2J1T5 Total			375.85
195486 Total:			579.64
DEL4000 - Dell Marketing L.P. Total:			579.64
<b>DEM0777 - Demco Line Item Account</b>			
195487	10/05/2016		
Inv	5950219		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2016	American Flag	101-8010-8011-8020-000	111.51
Inv 5950219 Total			111.51
195487 Total:			111.51
DEM0777 - Demco Total:			111.51
<b>DOJ4011 - Dept of Justice Line Item Account</b>			
195488	10/05/2016		

Check Number	Check Date		Amount
Inv 187201			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	PD Applicant Fingerprinting Svcs 8/16	101-4010-4011-8020-000	384.00
Inv 187201 Total			384.00
195488 Total:			384.00
<b>DOJ4011 - Dept of Justice Total:</b>			384.00
<b>DEP5072 - Dept of Transportation Line Item Account</b>			
195489	10/05/2016		
Inv 041787000101			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2016	SP Community Garden Lease Payment 2015	101-8030-8031-8020-000	100.00
Inv 041787000101 Total			100.00
195489 Total:			100.00
<b>DEP5072 - Dept of Transportation Total:</b>			100.00
<b>DIG0800 - Digital Telecommunications Corp Line Item Account</b>			
195490	10/05/2016		
Inv 24871			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2016	Telephone Line Svcs 7/16	101-3010-3032-8150-000	1,546.70
Inv 24871 Total			1,546.70
195490 Total:			1,546.70
<b>DIG0800 - Digital Telecommunications Corp Total:</b>			1,546.70
<b>DDL P8010 - Dr. Detail Ph.D Line Item Account</b>			
195491	10/05/2016		
Inv 00049			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2016	PD Carpet Cleaning Svcs in Hallway & 3 Offices	101-4010-4011-8120-000	350.00
Inv 00049 Total			350.00
Inv 00050			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2016	Detail Cleaning for Bus 75 for Display at Clean Air Car Show	205-8030-8025-8100-000	55.00
Inv 00050 Total			55.00

Check Number	Check Date	Amount
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195491 Total:	405.00
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DDL8010 - Dr. Detail Ph.D Total:	405.00
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**EGRP5011 - Emergency Reporting Line Item Account**

195492            10/05/2016

Inv    2016 4653

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2016	FD Dispatching & Emergency Radio Comm. Fire & EMS 10/2016-5	101-5010-5011-8180-000	1,620.00

Inv 2016 4653 Total	1,620.00
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195492 Total:	1,620.00
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EGRP5011 - Emergency Reporting Total:	1,620.00
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**EVGI8520 - Emergency Vehicle Group Inc. Line Item Account**

195493            10/05/2016

Inv    4540

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2016	2016 Ambulance	105-5010-5011-8540-000	249,975.20

Inv 4540 Total	249,975.20
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195493 Total:	249,975.20
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EVGI8520 - Emergency Vehicle Group Inc. Total:	249,975.20
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**EMPI5011 - Empire Cleaning Supply Line Item Account**

195494            10/05/2016

Inv    903438

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2016	FD Dept. Cleaing Supplies	101-5010-5011-8020-000	301.60

Inv 903438 Total	301.60
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195494 Total:	301.60
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EMPI5011 - Empire Cleaning Supply Total:	301.60
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**EURO6710 - Eurofins Eaton Analytical Line Item Account**

195495            10/05/2016

Inv    L0281014

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2016	Water Quality Testing Svcs	500-6010-6711-8170-000	255.00

Check Number	Check Date		Amount
Inv L0281014	Total		255.00
Inv L0281835			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2016	Water Quality Testing Svcs	500-6010-6711-8170-000	30.00
Inv L0281835	Total		30.00
Inv L0282119			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2016	Water Quality Testing Svcs	500-6010-6711-8170-000	85.00
Inv L0282119	Total		85.00
Inv L0282127			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/17/2016	Water Quality Testing Svcs	500-6010-6711-8170-000	127.00
Inv L0282127	Total		127.00
^5495 Total:			497.00
<b>EURO6710 - Eurofins Eaton Analytical Total:</b>			497.00
<b>FED1109 - Federal Express Line Item Account</b>			
195496	10/05/2016		
Inv 5-533-69326			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2016	CC Overnight Shipping	101-1020-1021-8060-000	23.66
Inv 5-533-69326	Total		23.66
195496 Total:			23.66
<b>FED1109 - Federal Express Total:</b>			23.66
<b>CSFY2920 - Finney, Crissy Line Item Account</b>			
195497	10/05/2016		
Inv R74219			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2016	Refund Youth House Rental Deposit 9/17/16	101-0000-0000-2920-000	250.00
Inv R74219	Total		250.00
195497 Total:			250.00

Check Number	Check Date		Amount
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CSFY2920 - Finney, Crissy Total:	250.00
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**GSAD6601 - Gallery System Art Display Inc. Line Item Account**

195498            10/05/2016

Inv    30305

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2016	City Hall Foyer Picture Rail, Lines & Hooks	101-2010-2011-8020-000	233.00
08/24/2016	City Hall Foyer Picture Rail, Lines & Hooks	101-6010-6601-8020-000	232.99

Inv 30305 Total	465.99
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195498 Total:	465.99
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**GSAD6601 - Gallery System Art Display Inc. Total:**

465.99

**GALS5010 - Galls Line Item Account**

195499            10/05/2016

Inv    003531081

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2015	PD Uniforms & Accessories	101-4010-4011-8134-000	80.09

Inv 003531081 Total	80.0
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Inv    003754034

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2015	PD Uniforms & Accessories	101-4010-4011-8134-000	449.44

Inv 003754034 Total	449.44
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Inv    004504928

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2015	PD Uniforms & Accessories	101-4010-4011-8134-000	20.20

Inv 004504928 Total	20.20
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Inv    004512692

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2015	PD Uniforms & Accessories	101-4010-4011-8134-000	593.94

Inv 004512692 Total	593.94
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Inv    004512695

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/03/2015	PD Uniforms & Accessories	101-4010-4011-8134-000	20.20

Inv 004512695 Total	20.2
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Inv    004523089

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
12/05/2015	PD Uniforms & Accessories	101-4010-4011-8134-000	19.62
Inv 004523089	Total		19.62
Inv 004523103			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2015	PD Uniforms & Accessories	101-4010-4011-8134-000	720.82
Inv 004523103	Total		720.82
Inv 004702097			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/08/2016	PD Uniforms & Accessories	101-4010-4011-8134-000	914.47
Inv 004702097	Total		914.47
Inv 004704259			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2016	PD Uniforms & Accessories	101-4010-4011-8134-000	20.20
Inv 004704259	Total		20.20
Inv 004704261			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2016	PD Uniforms & Accessories	101-4010-4011-8134-000	46.32
Inv 004704261	Total		46.32
Inv 004704262			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2016	PD Uniforms & Accessories	101-4010-4011-8134-000	109.05
Inv 004704262	Total		109.05
Inv 004704266			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2016	PD Uniforms & Accessories	101-4010-4011-8134-000	20.20
Inv 004704266	Total		20.20
Inv 004704267			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2016	PD Uniforms & Accessories	101-4010-4011-8134-000	20.20
Inv 004704267	Total		20.20
Inv 004704268			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2016	PD Uniforms & Accessories	101-4010-4011-8134-000	20.20
Inv 004704268	Total		20.20

Check Number	Check Date		Amount
Inv	004704274		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2016	PD Uniforms & Accessories	101-4010-4011-8134-000	83.29
Inv 004704274 Total			83.29
Inv	004704275		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2016	PD Uniforms & Accessories	101-4010-4011-8134-000	144.53
Inv 004704275 Total			144.53
Inv	004704278		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2016	PD Uniforms & Accessories	101-4010-4011-8134-000	83.29
Inv 004704278 Total			83.29
Inv	006007909		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	PD One Line Nameplate	101-4010-4011-8134-000	19.60
Inv 006007909 Total			19.60
195499 Total:			3,385.66
GALS5010 - Galls Total:			3,385.66
ATSW3010 - Garda CL West Inc. Line Item Account			
195500	10/05/2016		
Inv	20180540		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2016	Armored Car Svcs for Excess Svcs 8/16	101-3010-3011-8020-000	12.00
Inv 20180540 Total			12.00
195500 Total:			12.00
ATSW3010 - Garda CL West Inc. Total:			12.00
DBGR5270 - Garvey, Debra Line Item Account			
195501	10/05/2016		
Inv	R75082		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2016	Refund Partial Cancelled Park Rsvp	101-0000-0000-5270-005	37.50
Inv R75082 Total			37.50

Check Number	Check Date		Amount
195501 Total:			37.50
DBGR5270 - Garvey, Debra Total:			37.50
<b>GRE1270 - Greg's Automotive Services Line Item Account</b>			
195502	10/05/2016		
Inv	13176		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	Yard Unit# 209 New Battery	215-6010-6310-8100-000	335.57
Inv 13176 Total			335.57
195502 Total:			335.57
GRE1270 - Greg's Automotive Services Total:			335.57
<b>HHA5011 - H &amp; H Auto Parts Wholesale Line Item Account</b>			
195503	10/05/2016		
Inv	11N0114590		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2016	FD Vehicle Maint. Diesel Exhaust Fluid	101-5010-5011-8100-000	74.73
Inv 11N0114590 Total			74.73
195503 Total:			74.73
HHA5011 - H & H Auto Parts Wholesale Total:			74.73
<b>HCYP5012 - Halcyon Products Line Item Account</b>			
195504	10/05/2016		
Inv	1590		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2016	FD Passfire Burn Pan-Propane Fire Extinguisher Prop	101-5010-5012-8520-000	3,491.06
08/15/2016	FD Passfire Burn Pan-Propane Fire Extinguisher Prop	101-0000-0000-2700-000	-269.91
Inv 1590 Total			3,221.15
195504 Total:			3,221.15
HCYP5012 - Halcyon Products Total:			3,221.15
<b>HPS4011 - Huntington Health Physicians Line Item Account</b>			
195505	10/05/2016		
Inv	200591470		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2016	PD Booking Approval for County Jail-Yebra-Huss Remeses	101-4010-4011-8170-000	100.00

Check Number	Check Date		Amount
Inv 200591470	Total		100.00
195505	Total:		100.00
HHPS4011	- Huntington Health Physicians	Total:	100.00
INT4896	- Inter-Con Security Systems Inc	Line Item Account	
195506	10/05/2016		
Inv	423047		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2016	PD Parking Enforcement Services 8/16	101-4010-4011-8180-000	11,639.13
Inv 423047	Total		11,639.13
195506	Total:		11,639.13
INT4896	- Inter-Con Security Systems Inc	Total:	11,639.13
HCC8025	- Irwindale Industrial Clinic	Line Item Account	
195507	10/05/2016		
Inv	279976-686497		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2016	Drug Screen Testing	205-8030-8025-8020-000	75.00
Inv 279976-686497	Total		75.00
195507	Total:		75.00
HCC8025	- Irwindale Industrial Clinic	Total:	75.00
KIW9562	- Kiwanis Club of So. Pasadena	Line Item Account	
195508	10/05/2016		
Inv	201447		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2016	CM Member Dues & Meals	101-2010-2011-8060-000	235.00
Inv 201447	Total		235.00
Inv	201448		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2016	CM Member Dues & Meals	101-2010-2011-8060-000	216.00
Inv 201448	Total		216.00
195508	Total:		451.00

Check Number	Check Date		Amount
<b>KIW9562 - Kiwanis Club of So. Pasadena Total:</b>			451.00
<b>CUR7778 - L.N. Curtis &amp; Sons Line Item Account</b>			
195509	10/05/2016		
Inv	51368		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2016	FD Equipment Maint.	101-5010-5011-8110-000	454.75
Inv 51368 Total			454.75
195509 Total:			454.75
<b>CUR7778 - L.N. Curtis &amp; Sons Total:</b>			454.75
<b>L3MV4010 - L3 Mobile-Vision, Inc. Line Item Account</b>			
195510	10/05/2016		
Inv	0244947		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2016	PD Computer Repair Unit# 1201	101-4010-4011-8100-000	787.31
Inv 0244947 Total			787.31
195510 Total:			787.31
<b>L3MV4010 - L3 Mobile-Vision, Inc. Total:</b>			787.31
<b>LCW7456 - Liebert Cassidy Whitmore Line Item Account</b>			
195511	10/05/2016		
Inv	1427345		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2016	Directors, Managers & Supervisors Training 8/10/16	101-2010-2013-8200-000	1,674.00
Inv 1427345 Total			1,674.00
195511 Total:			1,674.00
<b>LCW7456 - Liebert Cassidy Whitmore Total:</b>			1,674.00
<b>LMSE5412 - LMS Electric Line Item Account</b>			
195512	10/05/2016		
Inv	R00387651		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	Refund Duplicate Busn License	220-0000-0000-5412-000	45.00
09/20/2016	Refund Duplicate Busn License	101-0000-0000-4405-000	1.00
09/20/2016	Refund Duplicate Busn License	101-0000-0000-4400-000	120.00
Inv R00387651 Total			166.00

Check Number	Check Date		Amount
195512 Total:			166.00
LMSE5412 - LMS Electric Total:			166.00
<b>LCCP5012 - Lustre-Cal Corp. Line Item Account</b>			
195513	10/05/2016		
Inv	035235		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	CERT Program Labels	101-5010-5012-8020-000	397.00
Inv 035235 Total			397.00
195513 Total:			397.00
<b>LCCP5012 - Lustre-Cal Corp. Total:</b>			397.00
<b>AVIC4010 - Manukian, Avick Line Item Account</b>			
195514	10/05/2016		
Inv	9/13-14/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	35.44
Inv 9/13-14/16 Total			35.44
195514 Total:			35.44
<b>AVIC4010 - Manukian, Avick Total:</b>			35.44
<b>ANAM2920 - Mendoza, Ana Line Item Account</b>			
195515	10/05/2016		
Inv	R75076		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2016	Refund WMB Rental Deposit 9/10/16	101-0000-0000-2920-000	500.00
Inv R75076 Total			500.00
195515 Total:			500.00
<b>ANAM2920 - Mendoza, Ana Total:</b>			500.00
<b>NCRS6711 - National Construction Rentals Line Item Account</b>			
195516	10/05/2016		
Inv	4531954		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	Wilson Well #2 Temp. Fence	500-6010-6711-8020-000	29.70

Check Number	Check Date		Amount
Inv 4531954		Total	29.70
195516 Total:			29.70
NCRS6711 - National Construction Rentals Total:			29.70
<b>OCL8011 - OCLC Inc. Line Item Account</b>			
195517	10/05/2016		
Inv	0000484050		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2016	Cataloguing Svcs	101-8010-8011-8110-000	1,556.05
Inv 0000484050 Total			1,556.05
195517 Total:			1,556.05
<b>OCL8011 - OCLC Inc. Total:</b>			1,556.05
<b>WF4011 - Office Solutions Line Item Account</b>			
518	10/05/2016		
Inv	I-01019110		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2016	PD Office Supplies	101-4010-4011-8000-000	305.68
Inv I-01019110 Total			305.68
Inv	I-01020738		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2016	PD Office Supplies	101-4010-4011-8000-000	1,104.65
Inv I-01020738 Total			1,104.65
Inv	I-01021602		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2016	PD Office Supplies	101-4010-4011-8000-000	457.78
Inv I-01021602 Total			457.78
Inv	I-01021879		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2016	PD Office Supplies	101-4010-4011-8000-000	482.78
Inv I-01021879 Total			482.78
Inv	I-01022512		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2016	PD Office Supplies	101-4010-4011-8000-000	444.72

Check Number	Check Date		Amount
Inv I-01022512 Total			444.72
Inv I-01022698			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2016	PD Office Supplies	101-4010-4011-8000-000	103.98
Inv I-01022698 Total			103.98
Inv I-01026129			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2016	PD Office Supplies	101-4010-4011-8000-000	240.88
Inv I-01026129 Total			240.88
195518 Total:			3,140.47
<b>OFF4011 - Office Solutions Total:</b>			3,140.47
<b>EBOR5270 - Ortega, Elizabeth Line Item Account</b>			
195519	10/05/2016		
Inv R74808			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2016	Refund Cancelled After School Camp Med Fees	101-0000-0000-5270-001	148.00
Inv R74808 Total			148.00
195519 Total:			148.00
<b>EBOR5270 - Ortega, Elizabeth Total:</b>			148.00
<b>MTPL2920 - Palmer, Matt Line Item Account</b>			
195520	10/05/2016		
Inv R73692			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2016	Refund WMB Rental Deposit 9/17/16	101-0000-0000-2920-000	500.00
09/21/2016	Refund Melted Ice Cream Cake- Freezer Broke 9/17/16	101-0000-0000-4840-000	95.00
Inv R73692 Total			595.00
195520 Total:			595.00
<b>MTPL2920 - Palmer, Matt Total:</b>			595.00
<b>PCRI7101 - Personal Court Reporters Inc. Line Item Account</b>			
195521	10/05/2016		
Inv 76361			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/25/2016	Transcribing Svcs- SP CC Mtg 8/17/16	101-7010-7011-8170-000	535.50
Inv 76361 Total			535.50
Inv 77393			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2016	Transcribing Svcs-SP CC Mtg 9/7/16	101-7010-7011-8170-000	541.50
Inv 77393 Total			541.50
195521 Total:			1,077.00
<b>PCRI7101 - Personal Court Reporters Inc. Total:</b>			1,077.00
<b>PRSP1021 - Poor Richard's Press Line Item Account</b>			
195522	10/05/2016		
Inv 272669			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2016	Utility Bill Insert for City's Boards & Commissions	101-1020-1021-8050-000	325.62
Inv 272669 Total			325.62
195522 Total:			325.62
<b>PRSP1021 - Poor Richard's Press Total:</b>			325.62
<b>PEDS6010 - Prime Electric Distributors Line Item Account</b>			
195523	10/05/2016		
Inv 25016			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2016	WMB A/C Timmers & Supplies	101-6010-6601-8020-000	48.21
Inv 25016 Total			48.21
195523 Total:			48.21
<b>PEDS6010 - Prime Electric Distributors Total:</b>			48.21
<b>PGXI4011 - Prime Graphix Inc. Line Item Account</b>			
195524	10/05/2016		
Inv 1528			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2016	PD Banner for CERT & Sponsor Banners & Intalliation	101-4010-4011-8020-000	420.60
Inv 1528 Total			420.60
195524 Total:			420.60

Check Number	Check Date		Amount
<b>PGXI4011 - Prime Graphix Inc. Total:</b>			420.60
<b>PSSX3012 - PSSixth LLC Line Item Account</b>			
195525	10/05/2016		
Inv	9/14/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2016	Refund Rebate	500-3010-3012-8032-000	100.00
Inv 9/14/16 Total			100.00
195525 Total:			100.00
<b>PSSX3012 - PSSixth LLC Total:</b>			100.00
<b>QFCB6116 - Quality Flame Cutting &amp; Beveling Inc. Line Item Account</b>			
195526	10/05/2016		
Inv	1703		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2016	Street Div. Route 66 Stencil	230-6010-6116-8020-000	250.00
Inv 1703 Total			250.00
195526 Total:			250.00
<b>QFCB6116 - Quality Flame Cutting &amp; Beveling Inc. Total:</b>			250.00
<b>RCWY8540 - Raceway Ford Line Item Account</b>			
195527	10/05/2016		
Inv	1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2016	2015 Ford F250 Reg Cab CNG Svc Truck	218-2010-2270-8540-000	40,231.17
Inv 1 Total			40,231.17
195527 Total:			40,231.17
<b>RCWY8540 - Raceway Ford Total:</b>			40,231.17
<b>RCRP2920 - Rapada, Rochelle Line Item Account</b>			
195528	10/05/2016		
Inv	R73558		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2016	Refund Sr. Center Rental Deposit 9/17/16	101-0000-0000-2920-000	250.00
Inv R73558 Total			250.00

Check Number	Check Date		Amount
195528 Total:			250.00
<b>RCRP2920 - Rapada, Rochelle Total:</b>			250.00
<b>REF6601 - Refrigeration Supplies Distrib Line Item Account</b>			
195529	10/05/2016		
Inv	1427508-00		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2016	Electrical Meters Multiple Test Meters for Electrical	215-6010-6115-8020-000	249.61
Inv 1427508-00 Total			249.61
195529 Total:			249.61
<b>REF6601 - Refrigeration Supplies Distrib Total:</b>			249.61
<b>RIPU8540 - Roadline Products Inc. USA Line Item Account</b>			
195530	10/05/2016		
Inv	12707		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2016	Barricades, A-Frames & Cones for Street Dept. for Traffice Contr	230-6010-6116-8020-000	15,263.27
Inv 12707 Total			15,263.27
195530 Total:			15,263.27
<b>RIPU8540 - Roadline Products Inc. USA Total:</b>			15,263.27
<b>ROB1111 - Robledo, Shannon Line Item Account</b>			
195531	10/05/2016		
Inv	9/19-21/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2016	Reimb. PD Training Expense	101-4010-4011-8210-000	92.58
Inv 9/19-21/16 Total			92.58
195531 Total:			92.58
<b>ROB1111 - Robledo, Shannon Total:</b>			92.58
<b>75685 - S.G.V. Medical Center Line Item Account</b>			
7532	10/05/2016		
Inv	773193		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2016	Blood Alcohol w/Drawal-Seth A. Wright	101-4010-4011-8170-000	48.00

Check Number	Check Date	Amount
Inv 773193 Total		48.00

195532 Total: 48.00

SGV5685 - S.G.V. Medical Center Total: 48.00

**CHA3010 - S.P.Chamber of Commerce Line Item Account**

195533            10/05/2016

Inv    5769

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2016	FY 2016-2017 2nd Quarter BIT Allocation	220-2010-2301-8185-000	29,100.00

Inv 5769 Total 29,100.00

195533 Total: 29,100.00

CHA3010 - S.P.Chamber of Commerce Total: 29,100.00

**SOU5250 - S.P.Review Line Item Account**

195534            10/05/2016

Inv    5386

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2016	Ord. 2300 Unreinforced Masonry Bldgs	101-1020-1021-8040-000	260.00

Inv 5386 Total 260.00

Inv    5387

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2016	Ads for Demo Garden RFP	101-8030-8031-8040-000	112.00

Inv 5387 Total 112.00

Inv    5389

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2016	Ads for Equestrian Consultant RFP	101-8030-8031-8040-000	128.00

Inv 5389 Total 128.00

195534 Total: 500.00

SOU5250 - S.P.Review Total: 500.00

**SHO7777 - Showcases Line Item Account**

195535            10/05/2016

Inv    294940

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2016	DVD & CD Cases	101-8010-8011-8020-000	408.92

Check Number	Check Date		Amount
08/24/2016	DVD & CD Cases	101-0000-0000-2700-000	-31.46
Inv 294940 Total			377.46
Inv 294941			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2016	DVD & CD Cases	101-0000-0000-2700-000	-14.14
08/24/2016	DVD & CD Cases	101-8010-8011-8020-000	183.81
Inv 294941 Total			169.67
195535 Total:			547.13
<b>SHO7777 - Showcases Total:</b>			547.13
<b>SCPR2992 - Southern CA Public Radio Line Item Account</b>			
195536	10/05/2016		
Inv 10397000030000			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2016	KPCC/KUOR Ads Barry McGuire & John York Concert	101-8010-8011-8040-000	200.00
Inv 10397000030000 Total			200.00
195536 Total:			200.00
<b>SCPR2992 - Southern CA Public Radio Total:</b>			200.00
<b>SCTR1021 - Spectra Associates Inc. Line Item Account</b>			
195537	10/05/2016		
Inv 36051-F			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2016	Archival Minute Books 2006-2018	101-1020-1021-8170-000	1,556.50
Inv 36051-F Total			1,556.50
195537 Total:			1,556.50
<b>SCTR1021 - Spectra Associates Inc. Total:</b>			1,556.50
<b>SHAC6501 - Speedy Heating &amp; Air Conditioning Line Item Account</b>			
195538	10/05/2016		
Inv 110012			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2016	Library Install New A/C Unit	101-6010-6601-8120-000	9,901.00
Inv 110012 Total			9,901.00

Check Number	Check Date		Amount
195538 Total:			9,901.00
SHAC6501 - Speedy Heating & Air Conditioning Total:			9,901.00
STAS219 - Staples Business Advantage Line Item Account			
195539	10/05/2016		
Inv	3311773655		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2016	Finance Office Supplies CREDIT	101-3010-3011-8000-000	-27.02
Inv 3311773655 Total			-27.02
Inv	3311773659		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2016	Finance Office Supplies CREDIT	101-3010-3011-8000-000	-16.01
Inv 3311773659 Total			-16.01
Inv	3311773660		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2016	Finance Office Supplies CREDIT	101-3010-3011-8000-000	-163.83
Inv 3311773660 Total			-163.83
Inv	3311773661		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2016	Finance Office Supplies	101-3010-3011-8000-000	106.84
Inv 3311773661 Total			106.84
Inv	3312608396		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2016	Recreation Office Supplies	101-8030-8032-8000-000	88.01
Inv 3312608396 Total			88.01
Inv	3313825599		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2016	Library Office Supplies	101-8010-8011-8000-000	118.45
Inv 3313825599 Total			118.45
Inv	3314269219		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2016	Plan/Bldg Office Supplies	101-7010-7011-8000-000	42.10
09/08/2016	Finance Office Supplies	101-3010-3011-8000-000	376.67
09/08/2016	Mgmt Svcs Office Supplies	101-2010-2011-8020-000	77.39
Inv 3314269219 Total			496.16

Check Number	Check Date		Amount
Inv	3314269220		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2016	Finance Office Supplies	101-3010-3011-8000-000	33.91
Inv 3314269220 Total			33.91
Inv	3314269221		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2016	Recreation Office Supplies	101-8030-8032-8000-000	53.08
Inv 3314269221 Total			53.08
Inv	3314345607		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2016	Recreation Office Supplies CREDIT	101-8030-8032-8000-000	-11.87
Inv 3314345607 Total			-11.87
Inv	3314502685		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/10/2016	PD Office Supplies	101-4010-4011-8000-000	268.22
Inv 3314502685 Total			268.22
Inv	3314844226		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2016	Finance Office Supplies	101-3010-3011-8000-000	6.31
Inv 3314844226 Total			6.31
Inv	3314844227		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2016	Finance Office Supplies	101-3010-3011-8000-000	420.84
09/15/2016	Plan/Bldg Office Supplies	101-7010-7011-8000-000	82.43
Inv 3314844227 Total			503.27
195539 Total:			1,455.52
STA5219 - Staples Business Advantage Total:			1,455.52
SRYC5011 - Stericycle Inc. Line Item Account			
195540	10/05/2016		
Inv	3003570619		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2016	FD Medical Waste Pick Up	101-5010-5011-8025-000	110.53
Inv 3003570619 Total			110.53

Check Number	Check Date	Amount
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195540 Total:		110.53
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SRYC5011 - Stericycle Inc. Total:		110.53
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**STSM1020 - Studio Spectrum Line Item Account**

195541	10/05/2016		
Inv	18441		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2016	AV Svcs 8/16	101-1020-1021-8170-000	1,600.00
Inv 18441 Total			1,600.00

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195541 Total:		1,600.00
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STSM1020 - Studio Spectrum Total:		1,600.00
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**MSUN3012 - Sun, Michelle Line Item Account**

195542	10/05/2016		
Inv	9/14/16		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2016	Refund Rebate	500-3010-3012-8032-000	100.0
Inv 9/14/16 Total			100.00

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195542 Total:		100.00
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MSUN3012 - Sun, Michelle Total:		100.00
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**SNBL5011 - Sunbelt Rentals Inc. Line Item Account**

195543	10/05/2016		
Inv	61128776-004		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2016	FD A/C Rental Unit 9/8-15/16	101-5010-5011-8120-000	240.20
09/16/2016	FD A/C Rental Unit 9/8-15/16	101-6010-6601-8020-000	240.21
Inv 61128776-004 Total			480.41

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195543 Total:		480.41
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SNBL5011 - Sunbelt Rentals Inc. Total:		480.41
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**SUVA8022 - Sunset Vans Inc. Line Item Account**

195544	10/05/2016		
Inv	10889		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2016	Bus # 75 Preventative Maint. Svcs	205-8030-8025-8100-000	90.00

Check Number	Check Date		Amount
Inv 10889		Total	90.00
Inv 10892			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2016	Bus # 74 Preventative Maint. Svcs	205-8030-8025-8100-000	90.00
Inv 10892		Total	90.00
195544		Total:	180.00
SUVA8022 - Sunset Vans Inc.		Total:	180.00
SVEN2920 - Svensson, Naomi		Line Item Account	
195545	10/05/2016		
Inv R75075			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2016	Refund Eddie Park House Rental Deposit 9/10/16	101-0000-0000-2920-001	250.00
Inv R75075		Total	250.00
195545		Total:	250.00
SVEN2920 - Svensson, Naomi		Total:	250.00
TRAS998 - Transtech Engineers Inc.		Line Item Account	
195546	10/05/2016		
Inv 20162284			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2016	Bldg Svcs & Plan Check Svcs 8/16	101-7010-7011-8180-000	22,195.76
Inv 20162284		Total	22,195.76
Inv 20162285			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2016	Bldg Svcs & Plan Check Svcs 8/16	101-7010-7011-8180-000	13,922.62
Inv 20162285		Total	13,922.62
Inv 20162286			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2016	Fire Code Adoption	101-5010-5011-8020-000	877.25
Inv 20162286		Total	877.25
195546		Total:	36,995.63

Check Number	Check Date		Amount
TRA5998 - Transtech Engineers Inc. Total:			36,995.63
UCL6115 - UCLA Center for Prehospital Care Line Item Account			
195547	10/05/2016		
Inv	1613		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2016	FD Paramedic Training 9/16	101-5010-5011-8170-000	1,928.08
Inv 1613 Total			1,928.08
195547 Total:			1,928.08
UCL6115 - UCLA Center for Prehospital Care Total:			1,928.08
UQMS8010 - Unique Mgmt Svcs Inc. Line Item Account			
195548	10/05/2016		
Inv	432627		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2016	Recovering Agency Svcs 8/16	101-8010-8011-8180-000	232.70
Inv 432627 Total			232.70
195548 Total:			232.70
UQMS8010 - Unique Mgmt Svcs Inc. Total:			232.70
VVLC5270 - Valencia, Veronica Line Item Account			
195549	10/05/2016		
Inv	R74809		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2016	Refund Cancelled Park Rsvp	101-0000-0000-5270-005	110.00
Inv R74809 Total			110.00
195549 Total:			110.00
VVLC5270 - Valencia, Veronica Total:			110.00
VPSI407 - Valley Power Systems Inc. Line Item Account			
195550	10/05/2016		
Inv	124587 013070		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2016	FD Emergency Repairs Made on E-81	101-5010-5011-8100-000	21,905.08
Inv 124587 013070 Total			21,905.08

Check Number	Check Date	Amount
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195550 Total:		21,905.08
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<b>VPSI407 - Valley Power Systems Inc. Total:</b>		21,905.08
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**VEBU3010 - Verizon Business Svcs Line Item Account**

195551	10/05/2016	
Inv	69848365	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2016	Phone Conferencing Svcs 7/16	101-2010-2021-8090-000	2.27

Inv 69848365 Total		2.27
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Inv	69894796	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	Phone Conferencing Svcs 8/16	248-2010-2011-8020-000	1.50
09/20/2016	Phone Conferencing Svcs 8/16	101-2010-2013-8090-000	1.50

Inv 69894796 Total		3.00
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195551 Total:		5.27
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<b>VEBU3010 - Verizon Business Svcs Total:</b>		5.27
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**VIPI3032 - Vision Technology Solutions Line Item Account**

195552	10/05/2016	
Inv	33393	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2016	Web Hosting 9/16	101-3010-3032-8180-000	231.52

Inv 33393 Total		231.52
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195552 Total:		231.52
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<b>VIPI3032 - Vision Technology Solutions Total:</b>		231.52
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**WES4152 - West Coast Arborists, Inc. Line Item Account**

195553	10/05/2016	
Inv	118050-A	

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2016	Arroyo Park Trees Inspection Svcs 8/1-15/16	101-6010-6410-8180-000	825.00
08/15/2016	Perform Svc Orders for Emergency Response TreeRelated Issues8/1	215-6010-6310-8180-000	3,386.00
08/15/2016	Tree Pruning Svcs Phase 1 for Grid 9 8/1-15/16	215-6010-6310-8180-000	1,870.00
08/15/2016	Grid Pruning Svcs Phasse 2 8/1-15/16	215-6010-6310-8180-000	2,065.00

Inv 118050-A Total		8,146.00
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Inv	118584	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
08/31/2016	Tree Pruning Svcs Phase 1 for Grid 9 8/16-31/16	215-6010-6310-8180-000	18,700.00
Inv 118584 Total			18,700.00
Inv 118639			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2016	Additional Removals & Tree Trimming @ The Dog Park 8/3/16	275-9000-9190-9190-000	440.00
Inv 118639 Total			440.00
Inv 18584			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2016	Perform Svc Orders for Emergency Response Tree RelatedIssues8/1	215-6010-6310-8180-000	2,160.00
Inv 18584 Total			2,160.00
195553 Total:			29,446.00
<b>WES4152 - West Coast Arborists, Inc. Total:</b>			29,446.00
<b>WIT6353 - Wittman Enterprises LLC Line Item Account</b>			
195554	10/05/2016		
Inv 1608059			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2016	Paramedic Payment 8/16	101-0000-0000-5290-001	3,803.92
Inv 1608059 Total			3,803.92
195554 Total:			3,803.92
<b>WIT6353 - Wittman Enterprises LLC Total:</b>			3,803.92
Total:			513,750.91

**ATTACHMENT 4**  
**Payroll 09-23-16**

**PAYROLL ACCOUNT RECONCILIATION**  
**City of South Pasadena**  
**for Payroll 09.23.16**

Account Number	Account Name	10.05.16
101-0000-0000-1010-000	General Fund - Payroll cash	668,035.52
	Other Withholding Payables	\$ 407,715.25
<hr/>		
101-0000-0000-1010-000	Net General Fund - Payroll Cash	260,320.27
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	8,454.61
207-0000-0000-1010-000	Prop C - Payroll Cash	6,649.11
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	16,529.59
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR Ca	7,553.17
218-0000-0000-1010-000	Clean Air Act	565.84
227-0000-0000-1010-000	CRA - Payroll Cash	
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	14,969.37
274-0000-0000-1010-000	Homeland Security Grant	-
310-0000-0000-1010-000	Sewer Capital Projects Fund	-
500-0000-0000-1010-000	Water Fund - Payroll Cash	63,229.38
700-0000-0000-2210-000	Internal Revenue Service	69,718.80
700-0000-0000-2230-000	Internal Revenue Service	17,587.04
<b>Total Checks &amp; Direct Deposits</b>		<b>465,577.18</b>
Checks		26,984.52
Direct Deposits		351,286.82
I.R.S Payments		87,305.84
		<hr/> <b>465,577.18</b>
To 700		759,002.07
Other PR Payable		407,715.25
ACH Payable		<hr/> <b>351,286.82</b>

**ATTACHMENT 5**  
**Redevelopment Successor Agency Check Summary Total**

Redevelopment Successor Agency Check Summary Total

Agency Warrants 10.05.16

<u>Vendor</u>	<u>Invoice #</u>	<u>Check #</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
Colantuono, Highsmith & Whatl	31513	195414	227-7200-7210-8160	Legal Svcs 8/16-Suc. Agency	\$ 23.50

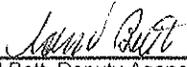
RSA Report Total \$ 23.50

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Diana Mahmud, Agency Chair

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Evelyn G. Zneimer, Agency Secretary

  
David Balt, Deputy Agency Treasurer

# City of South Pasadena Agenda Report

*Diana Mahmud, Mayor  
Michael A. Cacciotti, Mayor Pro Tem  
Robert S. Joe, 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 5, 2016

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager 

FROM: Anthony J. Mejia, Chief City Clerk 

SUBJECT: **Second Reading and Adoption of an Ordinance to Amend the South Pasadena Municipal Code to Change General Municipal Election Dates to Coincide with Statewide General Elections in November of Even-Numbered Years and Resolution to Declare Intent to Submit an Initiative Measure Related to the City's Utility Users Tax for the November 2018 General Election**

## **Recommendation**

It is recommended that the City Council:

1. Adopt an ordinance entitled "An Ordinance of the City Council of the City of South Pasadena, California, amending Section 299-33 'General municipal election' of the South Pasadena Municipal Code relating to changing the general municipal election date to the first Tuesday after the first Monday in November of each even-numbered year, commencing with the General Municipal Election of November 2017," and waive further reading.
2. Adopt a resolution entitled "A Resolution of the City Council of the City of South Pasadena, California, declaring its intent to submit to the voters at the General Municipal Election to be held on Tuesday, November 6, 2018, an initiative measure repealing the City of South Pasadena Utility Users Tax in its entirety, and rescinding Resolution No. 7448."

## **Fiscal Impact**

The fiscal impacts associated with this item are unknown at this time. Election costs vary based on the number of agencies consolidating in a particular election, number of candidates, number of polling sites, etc. It is possible that election costs could decrease as more jurisdictions are required to consolidate with statewide elections.

## **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

## **Background**

On September 1, 2015, Governor Brown signed into law Senate Bill 415 (SB 415) "Voter Participation" which prohibits local governments, beginning January 1, 2018, from holding an election on any date other than on a statewide election date if doing so has resulted in voter turnout being at least 25% below the average turnout in that jurisdiction in the previous four statewide general elections. Pursuant to Elections Code (EC) Section 1001, statewide election dates are recognized to occur in June and November of each even-numbered year.

The City of South Pasadena’s (City) general municipal elections are now held in November of odd-numbered years to elect five members of City Council, one City Treasurer, and one City Clerk (collectively, “City Officers”). In accordance with SB 415, the City Clerk’s Division conducted an analysis of voter turnout and determined that the City is required to conduct its general municipal elections to coincide with statewide elections. Pursuant to EC Section 10403.5(b) the City Council may increase or decrease any terms of office by not more than 12 months.

On September 7, 2016, on a motion by Mayor Pro Tem Cacciotti, seconded by Councilmember Joe, carried 5-0, the City Council directed staff to proceed with Option 1:

*Option 1. Beginning November 2018, synchronize with statewide elections in November of each even-numbered year, extending City Officeholder terms of office by one year.*

	<b>Elected</b>	<b>End of Term</b>	<b>New End of Term</b>
(I) Two Councilmembers, City Treasurer, and City Clerk	11/2013	11/2017	11/2018
(I) Three Councilmembers	11/2015	11/2019	11/2020

On September 21, 2016, on a motion by Mayor Pro Tem Cacciotti, seconded by Councilmember Joe, carried 5-0, the City Council introduced an ordinance to amend Section 299-33 of the South Pasadena Municipal Code to effectuate the change to the general municipal election date.

**Analysis**

Pursuant to EC Section 1301, the City Council must enact an ordinance (Attachment 1) to effectuate the change to the City’s general municipal election date. However, any ordinance adopted shall only become operative upon approval by the Los Angeles County Board of Supervisors (Supervisors). Los Angeles County Registrar of Voters (Registrar) staff has advised that if the City Council adopts an ordinance to synchronize its general municipal election date with statewide elections, it would evaluate the City’s electoral history including the number of candidates and ballot measures to determine whether its current voting system could accommodate the consolidation request and would then present its recommendation to the Supervisors. If approved by the Supervisors, the next General Municipal Election will occur on November 6, 2018, rather than November 7, 2017.

*Initiative Measure on Utility Users Tax (UUT)*

In late 2015, an initiative petition to repeal the City’s UUT was circulated and received a minimum of 5% of registered voters’ signatures to necessitate the placement of the initiative measure on the next General Municipal Election. However, the proponents did not gather a minimum of 15% of registered voter’s signatures to prompt the calling of a Special Municipal Election. As such, on February 3, 2016, the City Council adopted Resolution No. 7448 (Attachment 2) to place the initiative measure on the General Municipal Election scheduled for November 7, 2017.

Pursuant to the subject ordinance, the City will no longer hold its general municipal elections in November of odd-numbered years. Therefore, the City Council will need to rescind Resolution No. 7448 and declare its intent to place the initiative measure on the General Municipal Election of November 6, 2018 (Attachment 2).

SB 415 "Voter Participation" - Change to General Municipal Election Dates

October 5, 2016

Page 3 of 3

*Next Steps*

If adopted by City Council, staff will submit the ordinance to the Supervisors for consideration and approval. Upon approval, the ordinance and resolution will become operative. Within 30 days of becoming operative, the City Clerk's Division shall cause notice to be mailed to all registered voters informing the voters of the change in the election date and that, as a result of the change in election date, the terms of office of City officeholders will be extended by 12 months, pursuant to Election Code Section 10403.5(e).

**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. Ordinance
2. Resolution

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**ATTACHMENT 1**  
Ordinance

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 299-33 “GENERAL MUNICIPAL ELECTION” OF THE SOUTH PASADENA MUNICIPAL CODE RELATING TO CHANGING THE GENERAL MUNICIPAL ELECTION DATE TO THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER OF EACH EVEN-NUMBERED YEAR, COMMENCING WITH THE GENERAL MUNICIPAL ELECTION OF NOVEMBER 2017**

**WHEREAS**, the City of South Pasadena’s (City) general municipal elections are now held in the month of November of odd-numbered years to coincide with the uniform district elections for the purpose of electing five members of City Council, one City Treasurer, and one City Clerk (hereinafter “City Officers”); and

**WHEREAS**, Senate Bill 415 (SB 415) “Voter Participation” prohibits local governments, beginning January 1, 2018, from holding an election on any date other than a statewide election date if doing so has resulted in voter turnout being at least 25% below the average turnout in that jurisdiction in the previous four statewide general elections, except as specified; and

**WHEREAS**, in accordance with SB 415, the City has determined that it must adopt a transition plan to consolidate its general municipal elections with a statewide election date to occur not later than November 8, 2022; and

**WHEREAS**, Sections 1301 and 10403.5 of the California Elections Code, authorize the City Council to change the general municipal election date and to increase or decrease any terms of office by not more than 12 months; and

**WHEREAS**, the City Council desires to change its general municipal election date to the first Tuesday after the first Monday in November of even-numbered years to coincide with the statewide general elections beginning in November 2018.

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

**SECTION 1. Change of Election Day.** Pursuant to Sections 1000 and 1301 of the California Elections Code, as of November 2017, the City’s general municipal election date shall be moved, from November of odd-numbered years, to the first Tuesday after the first Monday in November of even-numbered years, to coincide with the statewide general elections.

**SECTION 2. Code Amendment.** Section 2.99-33 of the South Pasadena Municipal Code is hereby amended to read:

**“2.99-33 General municipal election.**

Pursuant to Section 36503 of the California Government Code and Sections 1000 and 1301 of the California Elections Code, the general municipal elections of the City of South Pasadena, commencing with the 2017 election, shall be held on the first Tuesday after the first Monday in November of even-numbered years to coincide with statewide general elections.”

**SECTION 3. Adjustment to Terms of Office.** In accordance with Sections 1301 and 10403.5 of the California Elections Code, the term of any elected City Officeholder that would have expired in November 2017 and 2019 shall, instead, expire in the same manner, but after the occurrence of the November 2018 and 2020 general municipal elections established by this Ordinance.

**SECTION 4. Consolidated Elections.** Pursuant to Section 1301 and 10403.5 of the California Elections Code, the City hereby requests the County of Los Angeles approve this ordinance and allow for consolidation of the City’s general municipal election with the statewide general election conducted by the County in November of each even-numbered year, beginning in November 2018.

**SECTION 5. Effective Date.** This Ordinance shall become operative upon approval by the Los Angeles County Board of Supervisors as provided by California Elections Code Sections 1301(b)(1) and 10403(a)(1).

**SECTION 6. Notice to Voters.** Pursuant to Section 10403.5(e) of the California Elections Code, within 30 days after this Ordinance becomes operative, the City elections official shall cause notice to be mailed to all registered voters informing the voters of the change in the election date made by this Ordinance and that, as a result of the change in election date, the terms of office of City Officeholders will be extended by not more than 12 months.

**SECTION 7. Request to the County.** The City Clerk shall forward a copy of this Ordinance to the Los Angeles County Board of Supervisors with a request that it be approved pursuant to California Elections Code Sections 1301 and 10403.5.

**SECTION 8. Certification.** Within fifteen (15) days after its passage of this Ordinance, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED, APPROVED, AND ADOPTED ON this 5<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

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

**I HEREBY CERTIFY** the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 5<sup>th</sup> day of October, 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

**ATTACHMENT 2**  
Resolution

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DECLARING ITS INTENT TO SUBMIT TO THE VOTERS AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2018, AN INITIATIVE MEASURE REPEALING THE CITY OF SOUTH PASADENA UTILITY USERS TAX IN ITS ENTIRETY, AND RESCINDING RESOLUTION NO. 7448**

**WHEREAS**, the City of South Pasadena (City) has had a Utility Users Tax (UUT) in place since 1983 and the existing form of the UUT was adopted by South Pasadena voters in 2011, in accordance with their rights under Proposition 218; and

**WHEREAS**, pursuant to authority provided by statute, a petition has been filed with the legislative body of the City, signed by at least five (5%) percent of the number of registered voters of the City who voted for any gubernatorial candidate at the last election (November 4, 2014) to submit a proposed ordinance amending the South Pasadena Municipal Code by repealing the UUT in its entirety; and

**WHEREAS**, the City Clerk's Office, with assistance from the Los Angeles County Registrar-Recorder/County Clerk examined the records of registration and ascertained that pursuant to California Proposition 218 (California Constitution Article XIII C, Section 3) the petitions are signed by the requisite number of voters, and has so certified; and

**WHEREAS**, on January 6, 2016, the City Council accepted, received, and filed the Certificate of Sufficiency of Initiative Petition for the repeal of the City's UUT from the Chief Deputy City Clerk and ordered a report on the initiative measure pursuant to Elections Code Section 9212; and

**WHEREAS**, on February 3, 2016, the City Council received and filed a preliminary impact analysis of the Initiative Measure on the City's finances and its ability to provide public services which showed that UUT accounts for approximately 15% of the City's operating budget; and

**WHEREAS**, the City's UUT was adopted by the voters at the General Municipal Election held on November 8, 2011, and as such, any amendments to the UUT, or repeal of the UUT in its entirety, must be submitted directly to the voters; and

**WHEREAS**, the City Council's usual practice is not to place a matter on the November ballot for a General Municipal Election until it actually calls the election in June of the applicable year; and

**WHEREAS**, on February 3, 2016, the City Council adopted Resolution No. 7448 declaring its intent to submit to the voters at the General Municipal Election to be held on November 7, 2017, an initiative measure repealing the City's UUT in its entirety; and

**WHEREAS**, Senate Bill 415 (SB 415) “Voter Participation” prohibits local governments, beginning January 1, 2018, from holding an election on any date other than a statewide election date if doing so has resulted in voter turnout being at least 25% below the average turnout in that jurisdiction in the previous four statewide general elections, except as specified; and

**WHEREAS**, in accordance with SB 415, the City has determined that it must adopt a transition plan to consolidate its general municipal elections with a statewide election date to occur not later than November 8, 2022; and

**WHEREAS**, on September 7, 2016, the City Council provided direction that the general municipal election date be changed to the first Tuesday after the first Monday in November of even-numbered years to coincide with statewide general elections, commencing with the General Municipal Election of November 2017; and

**WHEREAS**, on September 21, 2016, the City Council introduced an ordinance to amend Section 299-33 “General municipal elections” of the South Pasadena Municipal Code to effectuate the change to the general municipal election date; and

**WHEREAS**, on October 5, 2016, the City Council, at the same time as this resolution, will consider adoption of the proposed ordinance and as a result this action it is necessary to rescind Resolution No. 7448 and declare the City’s intent to submit the initiative measure to the voters at the General Municipal Election to be held on November 6, 2018, subject to the ordinance becoming operative.

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

**SECTION 1.** The City Council intends to submit the proposed ordinance to the voters at the General Municipal Election to be held on November 6, 2018, in accordance with Election Code Section 1405(b).

**SECTION 2.** The City Clerk is instructed and directed to return to the City Council at the appropriate time for the purpose of calling and giving notice of a General Municipal Election to be held on November 6, 2018, and to place the initiative measure on said ballot.

**SECTION 3.** The text of the proposed ordinance to be submitted to the voters is attached hereto as Exhibit “A.”

**SECTION 4.** The above listed actions shall become effective upon approval of the concurrent ordinance by the Los Angeles County Board of Supervisors.

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

**PASSED, APPROVED AND ADOPTED ON** this 5<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
Diana Mahmud, 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 5<sup>th</sup> day of October, 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

# **EXHIBIT A**

## **ORDINANCE NO.**

### **Stop the Utility User's Tax ("UUT")**

**THE PEOPLE OF THE CITY OF SOUTH PASADENA DO ORDAIN AS FOLLOW:**

#### **Section 1. Findings and Declarations**

**WHEREAS**, the people of the City of South Pasadena find and declare that federal, state and local taxation has reached confiscatory levels; that unrestrained spending and regulation at all levels of government, are excessive, improvident, contrary to our rights as free people and are thereby destructive to Life, Liberty and the pursuit of Happiness; and

**WHEREAS**, it is the intent and purpose of this initiative that the current City of South Pasadena utility taxes be repealed.

#### **Section 2. Name of Measure and Effective Date**

This measure shall be known as the Stop the Utility Users' Tax and shall become effective as provided by law.

#### **Section 3. Repeal of Utility Tax.**

The existing Utility Users Tax as set forth in Chapter 34B of the South Pasadena Municipal Code is repealed in its entirety.

#### **Section 4. Severability**

The provisions of this initiative are severable. If any provision of this measure or application thereof is held invalid, that invalidity shall not affect other provisions or applications if they can be given effect without the invalid provision or application.

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# City of South Pasadena Agenda Report

*Diana Mahmud, Mayor  
Michael A. Cacciotti, Mayor Pro Tem  
Robert S. Joe, 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 5, 2016

TO:                              Honorable Mayor and City Council

VIA:                             Sergio Gonzalez, City Manager *SG*

FROM:                          Paul Toor, Public Works Director *PT*

   Kristine Courdy, P.E., Public Works Operations Manager *KC*

SUBJECT:                      **Award of Contract for Great Match Consulting to Provide Supplemental Staffing on an As-Needed Basis**

## **Recommendation**

It is recommended that the City Council authorize the City Manager to execute an agreement with Great Match Consulting for an amount not to exceed \$40,000 to provide supplemental staffing on an as-needed basis.

## **Fiscal Impact**

There are sufficient funds available in the Public Works operations budget for Fiscal Year (FY) 2016-17 to cover these services.

## **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

## **Background**

The Public Works Department (Department) has initiated an aggressive maintenance program of its streets, storm drains, sewers, sidewalks, as well as the upkeep of its urban forestry. The Public Works Operation Divisions have limited staffing to address the day to day work load even though the ongoing Department practice is to cross train employees so they can fill in the gaps in various Divisions when necessary. There are times when supplemental staffing is needed, and from time to time, staff is faced with additional work that cannot be completed in a timely fashion with the current workforce.

In addition, it is essential to have a standby work force available to assist City of South Pasadena (City) staff in the event of heavy winds, rainfall, or for urgent repairs that may be necessary. By having the ability to call upon supplemental staffing on an as-needed basis, a valuable resource will be available.

The City will only pay the hourly rate for any temporary worker hired, and Great Match Consulting will be responsible for all payroll taxes, workers' compensation insurance, along with all required deductions as required by law, as well as employee benefits. Records of all these deductions and benefits will be maintained by Great Match Consulting.

### **Analysis**

In August 2015, Staff contacted three (3) agencies that specialize in providing individuals who possess the desired skills required to assist the Department. This information was presented to the City Council on September 15, 2015, and the City Council approved an agreement with Great Match Consulting based on a favorable hourly rate and a proven track record with the City.

Great Match Consulting is responsible for all payroll related matters including all deductions as required by law. They will also handle all workers' compensation requirements, and will provide liability insurance naming the City as additionally insured on its insurance policy as set forth in the agreement attached herewith.

Their past performance in recruiting, screening, reference checking, and testing personnel have proven effective at providing City Staff with individuals capable of undertaking and successfully completing the tasks required. Additionally, with offices located within South Pasadena, a quick response time to any requests that might arise is expected.

Over the past year, Great Match Consulting has provided the City with reliable service and proficient supplemental staff. The firm is willing to provide the services for FY 2016-17 at the same hourly rate under the same terms and conditions. Therefore, it is prudent and Staff recommends that a contract be awarded to Great Match Consulting for continuing temporary staffing service on an as-needed basis.

### **Legal Review**

The City Attorney has reviewed the Great Match Consulting 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 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: Proposed Great Match Consulting Agreement

AGREEMENT  
FOR SERVICES

THIS AGREEMENT ("Agreement") is made as of this 5<sup>th</sup> day of October, 2016 by and between the CITY OF SOUTH PASADENA ("City") and GREAT MATCH CONSULTING ("Consultant").

1. **CONSULTANT'S SERVICES.** Consultant agrees to perform during the term of this Agreement, the tasks, obligations, and services set forth in the "Scope of Services" attached to and incorporated into this Agreement as Exhibit A (the "Services"). Contractor shall not assign any employee with previously earned California Public Employees Retirement System ("CalPERS") retirement benefits to provide services to the City, or permit any of its employees to individually exceed an average of 19 hours per week of service in the performance of this Agreement within a six month period.
2. **TERM OF AGREEMENT.** The term of this Agreement shall be from the effective date pursuant to Paragraph "38" of this Agreement and shall end on June 30, 2017 or when the work is satisfactorily completed, whichever occurs first, unless extended by a supplemental agreement. The executed agreement will be for a period of one year, and the City Manager may extend this agreement at his discretion for one (1) extension of one (1) year under the same terms and conditions.
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 schedule included in the scope of services.
4. **PAYMENT FOR SERVICES.** City shall pay for the services performed by Consultant pursuant to the terms of this Agreement, the compensation set forth in the "Schedule of Compensation" attached to and incorporated into this Agreement as Exhibit B. The fees for services shall not exceed the authorized amount of \$40,000 unless the CITY has given specific advance approval in writing.
5. **TIME FOR PERFORMANCE.** Consultant shall not perform any work under this Agreement until (a) Consultant furnishes proof of insurance as required under

Paragraph "8" 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.

6. DESIGNATED REPRESENTATIVE. Consultant hereby designates Georginna Ramos as the Consultant Representative, and said Representative shall be responsible for job performance, negotiations, contractual matters, and coordination with the City. Consultant's professional services shall be actually performed by, or shall be immediately supervised by, the Consultant Representative.
7. HOLD HARMLESS; INDEMNIFICATION. Consultant hereby agrees to protect, indemnify and hold City and its employees, officers and servants free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including, but not limited to, the amounts of judgment, interests, court costs, legal fees and other expenses incurred by the City arising in favor of any party, including claims, liens, debts, personal injuries, including employees of the City, death or damages to property (including property of the City) and without limitation by enumeration, all other claims or demands of every character occurring or arising directly out of the negligent acts, recklessness or willful misconduct of Consultant in the performance of its services under this Agreement. This provision is not intended to create any cause of action in favor of any third party against Consultant or the City or to enlarge in any way the Consultant's liability but is intended solely to provide for indemnification of the City for liability for damages or injuries to third persons or property arising from Consultant's negligent performance hereunder.
8. INSURANCE. Consultant shall procure and maintain at all times during the term of this Agreement insurance as set forth in Exhibit "C" 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's City Attorney.
9. 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.
10. INDEPENDENT CONTRACTOR STATUS. City and Consultant agree that Consultant, in performing the Services herein specified, shall act as an independent Contractor and shall have control of all work and the manner in which it is performed. Consultant shall be free to contract for similar services to be performed for other entities while under contract with City. Consultant is not an agent or employee of City, and is not entitled to participate in any pension plan, insurance, bonus or similar benefits City provides for its employees. Consultant shall be responsible to pay and hold City harmless from any and all payroll and other taxes and interest thereon and penalties, therefore, which may become due as a result of services performed hereunder.

11. ASSIGNMENT. This Agreement is for the specific services with Consultant as set forth herein. Any attempt by Consultant to assign the benefits or burdens of this Agreement without written approval of City is prohibited and shall be null and void; except that Consultant may assign payments due under this Agreement to a financial institution.
12. STANDARD. 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. Consultant shall re-perform any of said services, which are not in conformity with standards as determined by the City.
13. 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.
14. RECORDS AND INSPECTIONS. 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. Consultant shall also provide the City with a quarterly report documenting the man power Consultant has assigned in compliance with Section 1 of this Agreement regarding limitations on PERS membership eligibility.
15. OWNERSHIP OF CONSULTANT'S WORK PRODUCT. All reports, documents, all analysis, computations, plans, correspondence, data, information, computer media, including disks or other written material developed and/or gathered by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Such Material shall not be the subject of a copyright application by Consultant. Any re-use by City of any such materials on any project other than the project for which they were prepared shall be at the sole risk of City unless City compensates Consultant for such use. Such work product shall be transmitted to City within ten (10) days after a written request therefore. Consultant may retain copies of such products.
16. NOTICES. All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by mail. Notice sent by mail shall be addressed as follows:

City: Sergio Gonzalez, City Manager  
City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030

Contractor: Ms. GeorGINna Ramos  
1510 Oxley Street #G  
SOUTH Pasadena, CA. 91030

If the name of the principal representative designated to receive the notices, demands or communications, or the address of such person, is changed, written notice shall be given within five (5) working days of said changes.

17. 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.
18. 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. Consultant agrees to comply with prevailing wage requirements as specified in the California Labor Code, Sections 1770, et seq.
19. RIGHT TO UTILIZE OTHERS. City reserves the right to utilize others to perform work similar to the Services provided hereunder.
20. 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 of South Pasadena.
21. PERS ELIGIBILITY INDEMNITY. 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 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.

22. TRAVEL/EXPENSES. Any reimbursement expenses must be pre-authorized and shall be based upon the approved rates of L.A. County Auditor-Controller.
23. CONFLICT OF INTEREST. Consultant agrees that any conflict or potential conflict of interest shall be fully disclosed prior to execution of contract and Consultant shall comply with all applicable federal, state and county laws and regulations governing conflict of interest.
24. 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.
25. 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.
26. NON-DISCRIMINATION. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age physical or mental handicap, medical condition, or sexual orientation. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and 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.
27. AUDIT OR EXAMINATION. Consultant shall keep all records of funds received from City and make them accessible for audit or examination for a period of three years after final payments are issued.
28. MODIFICATION OF AGREEMENT. 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.
29. WAIVER. If at any time one party shall waive any term, provision or condition of this Agreement, either before or after any breach thereof, no party shall thereafter be deemed to have consented to any future failure of full performance hereunder.

30. 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.
31. RIGHT TO TERMINATE. City may terminate this Agreement at any time, with or without cause, in its sole discretion, with thirty (30) days written notice.
32. EFFECT OF TERMINATION. Upon termination as stated in Paragraph "31" of this Agreement, City shall be liable to Consultant only for work performed by Consultant up to and including the date of termination of this Agreement, unless the termination is for cause, in which event Consultant need be compensated only to the extent required by law. Consultant shall be entitled to payment for work satisfactorily completed to date, based on proration of the monthly fees set forth in Exhibit "B" attached hereto. Such payment will be subject to City's receipt of a close-out billing.
33. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.
34. LITIGATION FEES. Should litigation arise out of this Agreement for the performance thereof, the court shall award costs and expenses, including attorney's fees, to the prevailing party. In awarding attorney's fees, the court shall not be bound by any court fee schedule but shall award the full amount of costs, expenses and attorney's fees paid and/or incurred in good faith. "Prevailing Party" shall mean the party that obtains a favorable and final judgment or order from a court of law described in paragraph "33." This paragraph shall not apply and litigation fees shall not be awarded based on an order or otherwise final judgment that results from the parties' mutual settlement, arbitration, or mediation of the dispute.
35. SEVERABILITY. If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions nevertheless will continue in full force and effect without being impaired or invalidated in any way.
36. 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.
37. INTEGRATED AGREEMENT. This Agreement, together with Exhibits "A," "B" and "C" supersede any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. 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. Any modification of the Agreement shall be effective only if it is in writing and signed by all parties.

38. EFFECTIVE DATE. The effective date of this Agreement is the date the Notice to Proceed is received by Consultant, and shall remain in full force and effect until amended or terminated.

Dated: \_\_\_\_\_

“CITY”

By: \_\_\_\_\_  
Sergio Gonzalez, City Manager

Dated: \_\_\_\_\_

“CONSULTANT”

By: \_\_\_\_\_  
Georginna Ramos

APPROVED AS TO FORM:

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

## **EXHIBIT "A"**

### **SCOPE OF SERVICES**

The work included as part of this agreement shall be for additional as-needed interim work, in order to assist City crews when additional staffing is required. The work shall consist of manual labor, and no special skills requiring licenses and/or certificates will be necessary. The temporary as-needed workers will only be called upon when additional work is created from unforeseen conditions, which necessitates additional labor to assist the City in maintaining its infrastructure and facilitates.

The description of work for these as-needed workers shall include but not limited to the following tasks: Assist City crews with storm drain cleaning, sidewalk repairs, removal of trash and removal of tree trimmings from City streets.

## EXHIBIT "B"

### SCHEDULE OF COMPENSATION

- I. AMOUNT OF COMPENSATION. For performing and completing all services pursuant to Exhibit "A" Scope of Services, is for a total amount not to exceed \$40,000.
- II. BILLING. At the end of each calendar month in which services are performed or expenses are incurred under this Agreement, Contractor shall submit an invoice 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) Purchase order number;
  - 2) Project name/description;
  - 3) Name and hours worked by each person who performed services during the billing period;
  - 4) The title/classification under which they were billed;
  - 5) The hourly rate of pay;
  - 6) Actual out-of-pocket expenses incurred in the performance of services; and,
  - 7) Other such information as the City may reasonably require.
- III. METHOD OF PAYMENT. Payment to Contractor for the compensation specified in Section I, above, shall be made after the City Manager or designee determines that the billing submitted pursuant to Section II, above, accurately reflects work satisfactorily performed. City shall pay Contractor within thirty (30) days therefrom.

## EXHIBIT "B"

### SCHEDULE OF COMPENSATION

September 22, 2016

EXCLUSIVE RATES & TERMS FOR:

City Of South Pasadena

Position

Mark Up

---

Labor Workers

Pay Rate \$14.00

Bill Rate \$20.58

The terms of this agreement will be effective upon signature of this agreement. If the State of California should approve of any additional increases to minimum wage and / or Worker's Compensation Insurance, the bill rate will also be modified accordingly.

Should Great Match Consulting provide a large volume of temporary employees and City Of South Pasadena decides to discontinue the business relationship; City Of South Pasadena will notify Great Match Consulting within 30 days, in writing, in order to avoid any financial burden.

#### ADDITIONAL BENEFITS OF UTILIZING GREAT MATCH CONSULTING

- Wake up calls to all new employees, to ensure employees are ready to work.
- Check in calls, to verify new employees have arrived in a timely manner
- Follow up calls, to ensure our clients are satisfied with employees sent.
- Personal Cellular phone numbers available, so that our clients may contact their representatives before or after office hours.
- Handle injuries and Worker's Compensation claims.
- Handle Unemployment Insurance and claims.
- Handle Payroll, federal and state taxes.
- Issue W-2 Forms.
- Handle garnishment of wages.
- Handle administrative tasks performed by employer.
- Employee paychecks, accurately, and in a timely manner.
- Special project recruitment and job fairs.
- Safety Belts, Safety Glasses and Gloves can be provided

## EXHIBIT "C"

The Consultant shall maintain 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, 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.

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
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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.

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.

# City of South Pasadena Agenda Report

*Diana Mahmud, Mayor  
Michael A. Cacciotti, Mayor Pro Tem  
Robert S. Joe, 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 5, 2016  
TO: Honorable Mayor and City Council  
VIA: Sergio Gonzalez, City Manager   
FROM: Anthony J. Mejia, Chief City Clerk   
SUBJECT: **Consideration of Adoption of a Resolution Approving the  
Records Management Policy**

## **Recommendation**

It is recommended that the City Council adopt a resolution entitled “A Resolution of the City Council of the City of South Pasadena, California, approving the Records Management Policy.”

## **Fiscal Impact**

No fiscal impact associated with this matter.

## **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

## **Background**

On June 19, 2013, the City Council adopted Resolution No. 7300, which updated the City of South Pasadena’s (City) Records Retention Schedule and criteria for destroying records that were no longer needed. However, a records retention schedule is only one component of a comprehensive Records Management Program. A Records Management Policy has been prepared for the City Council’s consideration that establishes record-keeping authority, assigns responsibilities for carrying out the Records Management Program, and creates the administrative framework through which the purposes of the Records Management Program are to be achieved.

## **Analysis**

The City Council has the ultimate responsibility for establishing policies that govern the keeping, producing, and management of all City records. As such, the proposed Records Management Policy provides for the efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, retention, and disposition of City records.

The City Council's adoption of the proposed Records Management Policy formally supports the establishment of a comprehensive Records Management Program by:

- Identifying the ownership and custody of City records;
- Outlining the duties and responsibilities of the City officers and employees as it relates to the City records;
- Establishing records management standards, policies, and procedures for the administration of the City records and the Records Retention Schedule;
- Addressing proper electronic mail retention and storage management; and
- Permitting the conversion of hard copy records to electronic records, consistent with the California Secretary of State's Local Government Records Management Guidelines.

The combination of a Records Management Policy and Records Retention Schedule will constitute a comprehensive City Records Management Program. The City Clerk's Division will facilitate the development and circulation of instructions for the necessary and proper implementation of the Records Management Program and provide for the necessary training for City officers and employees.

**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. Resolution
2. Records Management Policy

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
APPROVING THE RECORDS MANAGEMENT POLICY**

**WHEREAS**, the City Council recognizes its responsibility and obligation to foster efficient and cost-effective government and further recognizes the importance of the managements and protection of City of South Pasadena (City) records; and

**WHEREAS**, it is the policy of the City Council to provide for the efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, retention, and disposition of City records; and

**WHEREAS**, the City's Records Management Program, a comprehensive program of integrated policies, records retention schedules, and instructions for the management of records from their creation to their ultimate disposition, is consistent with federal, state, and local regulations as well as accepted records management practices; and

**WHEREAS**, the declared purpose of the Records Management Policy is to establish the authority and assign responsibility for carrying out the comprehensive Records Management Program and to create the administrative framework through which the purposes are to be achieved; and

**WHEREAS**, an effective Records Management Program demonstrates to legal and regulatory authorities that the City is making every reasonable effort to retain and dispose of its records in a responsible manner and in accordance with federal, state, and local regulations, applicable guidelines, and good business practices.

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

**SECTION 1.** The Records Management Policy as set forth in Exhibit "A" is hereby adopted in its entirety.

**SECTION 2.** 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 5<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
Diana Mahmud, 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 5<sup>th</sup> day of October, 2016, by the following vote:

**AYES:**

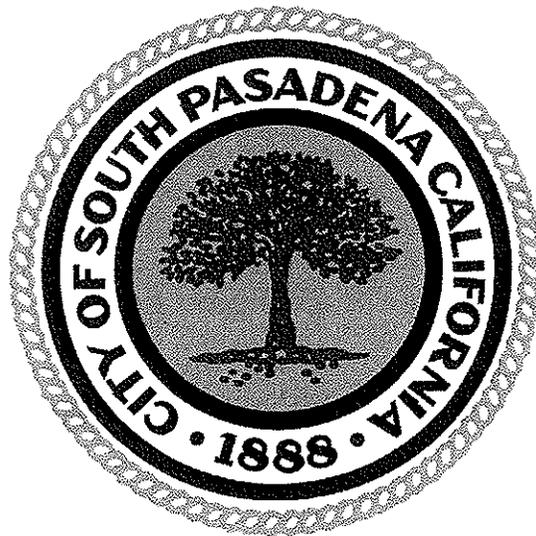
**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

**POLICY FOR THE  
PRESERVATION, PROTECTION, RETENTION AND  
LEGAL DISPOSITION OF CITY RECORDS**



CITY COUNCIL RESOLUTION No. XXXX  
OCTOBER 5, 2016

## SECTION 1. OVERVIEW OF RECORDS MANAGEMENT

One of the purposes for records management is to ensure that information is available when it is needed. To do this efficiently and thoroughly, records must be identified, organized, maintained for the requisite number of years, and then documented when destroyed. Records management encompasses all of the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations, seeking to control and manage records through the entirety of their life cycle, from creation to final disposition.

A sound records management program doesn't cost—it pays. It pays by improving customer service, increasing staff efficiency, allocating scarce resources, and providing a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology. Microfilm, optical disk, optical character recognition, workflow, e-mail, and other related technologies cannot be adequately evaluated and cost-justified without a good records management program. Other benefits include:

- ❖ Providing public access to and protecting the public's rights to inspect public records in accordance with the California Public Records Act;
- ❖ Preservation of records with long-term or permanent value;
- ❖ Protection of records vital to City government in the event of a disaster;
- ❖ Protection of records essential to City government, but which are referenced infrequently;
- ❖ Demonstration of compliance with legal retention requirements established by federal, state, and local authorities;
- ❖ Orderly retirement and destruction of records no longer required by statute to be retained or needed for reference;
- ❖ Elimination of duplicate records filed in several departments;
- ❖ Ensuring proper administration of records not subject to disclosure;
- ❖ Providing protection in litigation, audits, and other disputes;
- ❖ Saving space; and
- ❖ Increased efficiency in information retrieval.

Understanding the importance of a good records management program is to establish policies and procedures for the efficient and economical management of the creation, utilization, maintenance, retention, preservation, and disposal of City records, based on federal and state statutes governing public records. And, further, to ensure that a responsible program of records management is practiced within the City organization, serving the best interest of the City and its citizens.

## **SECTION 2. DEFINITIONS**

### **Public Record**

Any writing containing information relating to the conduct of the City's business prepared, owned, used, or retained by the City regardless of physical form or characteristics.

### **Active Record**

Records kept in the office and referred to on a regular basis.

### **Archives**

A repository for housing historical records (whether in paper, microfilm, or digital) which should be protected or preserved.

### **Disposition**

The length of time a record is kept, which may be permanent.

### **Historical Record**

The retention of records that have enduring value because they reflect significant historical events or document the history and development of the City.

### **Inactive Record**

Any public record transferred to a records center for storage until disposition is reached.

### **Non-Record**

Materials that are not retained in the normal course of business, such as records that contain no information of significant or lasting value such as transmittal letters, acknowledgements, drafts, rough notes, and calculations created and used in the preparation or analysis of other documents.

### **Records Management**

The systematic control of the creation, processing, use, protection, storage, and final disposition of all public records pursuant to federal, state, and local laws and regulations.

### **Records Retention Schedule**

The document identifying the length of time a record is maintained, including disposition.

### **Transitory Records**

Records whose value is comparatively short-lived and should be discarded when they have fulfilled their purpose for which they were created. Examples: 1) copies of reproduced/printed material of general information; 2) originals/copies of documents kept solely for tickler, suspense, or follow-up; 3) preliminary work materials used for preparation of reports, studies, etc.; 4) duplicates/extra copies of records; and 6) appointment logs/calendars.

### **Vital Record**

Records contain information essential for the resumption of operation after a disaster or the reestablishment of the legal and financial status of the organization.

### **SECTION 3. OWNERSHIP OF PUBLIC RECORDS**

All public records are the property of the City and shall be delivered by outgoing officials and employees to their successors. Public records are to be maintained in active file areas or in a designated records center.

### **SECTION 4. RECORD-KEEPING RESPONSIBILITIES**

#### **City Council**

The ultimate policies for the keeping, producing, permitting copies, and management of all public records of the City shall rest with the City Council.

#### **Officers and Employees**

Each officer and employee of the City has the duty to protect, preserve, store, transfer, destroy or otherwise dispose of, use and manage public records in accordance with applicable federal and state regulations, or such rules as may be approved by the City Council.

#### **City Attorney**

The duty of the City Attorney shall be to review and consent to requests to dispose of records in accordance with the City's adopted Records Retention Schedule; and to provide legal guidance to the Chief City Clerk in any review of and amendment to the retention schedule, in accordance with federal, state and local regulations.

#### **Chief City Clerk**

The Chief City Clerk is designated at the City's Records Manager and as such is the City's official custodian of records.

The Chief City Clerk may, for the proper and efficient management of the public records:

1. Develop and circulate instructions necessary and proper to implement the Records Management Program.
2. Advise and assist City departments in the preparation of records inventories, retention periods, and make recommendations to the City Attorney.
3. Maintain archives to protect records of historic nature, which should not be destroyed.

#### **City Department Heads**

Each City Department Head shall establish and maintain an active, continuing program for the economical and efficient management of the public records of that department. Such program shall, among other things, provide for:

1. Effective controls over the creation, maintenance, and use of public records in the conduct of business.
2. The maintenance and security of records deemed appropriate for preservation.
3. Segregation and disposal of records of temporary value in accordance with the established retention schedule and this policy.

## SECTION 5. HANDLING DOCUMENTS FROM INCEPTION TO DESTRUCTION

### Creating Files

Department personnel are advised to begin new files with an eye to the future disposition of the file being created. For example, by knowing that the information/materials contained within a new file will be retained for a specific number of years, it would be prudent to create the file on a calendar year or perhaps fiscal year basis. Planning ahead avoids separating files later when it comes time for storage and/or destruction. Also, reviewing the department's retention schedule beforehand can avoid the necessity and time-consuming activity of separating permanent information/documents from short-term materials prior to time of destruction.

One other suggestion is to ensure some level of consistency in labeling and identifying files within a department, particularly at the time of creating new ones.

### Converting Hard Copy to Electronic Formats

Government Code Section 34090.5 authorizes the conversion of hard copy materials and records onto other electronic mediums (*i.e.*, burning CDs or DVDs or other format reasonably accepted within the industry, as may be determined by the Chief City Clerk) as long as the following conditions are met:

1. The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images, recorded in electronic data processing system, recorded on optical disk, or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document;
2. The device or method used to reproduce the record, paper, or document reproduces the original in all details and does not permit additions, deletions, or changes to the original document images;
3. The reproductions are made accessible for public reference as the original records were; and
4. A true copy of archival quality of the film, optical disk, or any other medium reproductions shall be kept in a safe and separate place for security purposes.

If the above conditions are met, subject to system verification by the Chief City Clerk, the public official having custody of the records (Department Head) may convert the hard copy to a permissible electronic format and destroy the hard copy.

The California Secretary of State's Local Government Records Management Guideline, Trustworthy Electronic Document or Records Preservation Standards, and Association for Information and Image Management's Recommended Practice for Analysis, Selection, and Implementation of Electronic Document Management Systems are on file with the City Clerk's Division.

### Practical Application with Current Technology

In accordance with the Secretary of State's guidelines on "trustworthy electronic document or records preservation" documents scanned and electronically stored in JPEG, JBIG, JPEG 2000, TIFF, or PDF-A image format, retained in a document/library service such as Laserfiche, and the images/documents are twice duplicated onto a trusted electronic media, such as Archival Grade DVD-R – Said hard copies may be destroyed. Here is an example how this process might work:

1. Scan a document into Laserfiche.
  - a. Documents should be stored as JPEG, JBIG, JPEG 2000, TIFF, or PDF-A images.
2. Place the original hard copy (now scanned) in a banker box for pending destruction.
3. Now that several boxes of documents have been scanned and are electronically stored in Laserfiche:
  - a. Back-up the current Laserfiche volume onto an Archival Grade DVD-R.
  - b. Repeat the process to create a second duplicate copy.
  - c. Retain one back-up DVD on-site and one back-up DVD off-site.
  - d. Create a new volume in Laserfiche.
4. Now that the original hard copy has been scanned, stored in Laserfiche, and twice duplicated onto trusted media – The original hard copy may be destroyed.

## **SECTION 6. ELECTRONIC MAIL RETENTION**

The City's email system is intended to be a medium of communication. The email system is not intended to be and may not be used for the electronic storage or maintenance of City records. The email system, to function as intended, anticipates and requires that employees regularly delete communications from the system.

Routine email messages comparable to telephonic communications are non-records. They are not intended to be retained in the ordinary course of City business, and the informational content of such communications is neither necessary nor intended to be preserved for future City-use or reference. For file management and storage purposes, email messages that are non-records or transitory documents should only be retained for as long as needed. In most instances, this means deleting messages as soon as you have read them, and shortly after you have sent them.

However, depending on its purpose and record type, some email messages are subject to longer retention periods based on adopted retention schedules. In this case, email message should be stored outside of the email system, either by saving them to the appropriate network drive and folder; or printing hard copies of the message and filing them in an appropriate hard copy file. The email message themselves should then be deleted.

An email is considered destroyed as soon as it has been deleted from a user's mailbox, even though it is temporarily stored in the trash folder before being purged from the email system. This action is analogous to throwing a paper document into an office trashcan.

### **External Personal/Business Email Accounts**

City officers and employees that receive City-business related emails through personal/business email accounts shall store and retain such emails in accordance with this policy and provide responsive records when requested by the City Clerk's Division pursuant to a Public Records Act request and/or subpoena.

## **SECTION 7. DISASTER PREVENTION AND STORAGE OF INACTIVE RECORDS**

To insure that records are protected from natural and man-made disasters and neglect, the public official having custody of the records (Department Head) shall be responsible to ensure that all reasonable efforts are taken to prevent damage to said records. While temporary on-site storage of inactive records may be appropriate, all efforts should be taken to avoid storing records near water pipes, air conditioning units, heat sources, direct sunlight, or directly on the floor.

The City Clerk's Division shall arrange for an appropriate off-site records storage facility to house inactive records. The public official having custody of the records (Department Head) shall be responsible for preparing an accurate inventory of records to be transferred. The City Clerk's Division shall maintain a master inventory of all transferred records.

In the event that records are damaged, records should be assessed for damage and reasonable recovery procedures should be performed. Unrecoverable records (such as records damaged with mold) may be disposed of immediately. Unrecoverable and disposed records shall be reported to the City Clerk's Division and a final disposition report shall be distributed to the City Council for notification purposes.

## **SECTION 8. DISPOSITION OF PUBLIC RECORDS**

At least annually, each Department is responsible for reviewing all records in its custody. Records that have reached the end of their retention period are to be destroyed pursuant to the Destruction of Public Records section of this manual. Electronic versions of those records must also be deleted at the same time.

The City Council, by adopting the Records Retention Schedule, authorizes City Department Heads to destroy duplicate records less than two years old if the records are no longer required in accordance with adopted retention schedules.

All original records to be destroyed must be inventoried. Requests for the destruction of original records must receive consent to the destruction by the Chief City Clerk and City Attorney and approval by the City Council prior to destruction. Original requests for Authority to Destroy Obsolete Records (Sample 1) shall be filed with the City Clerk's Division.

Note: Once authority has been received to destroy records, all forms of that record must be destroyed (or deleted): paper, microfilm/fiche, electronic format.

This section does not authorize the destruction of the following original records:

- A. Records affecting the title to real property or liens thereon;
- B. Records required to be kept by statute;
- C. Records less than two years old; or
- D. Minutes, ordinances, or resolutions of the City Council or of a City Advisory Body.

The City has identified that shredding and recycling the paper produced from the destruction of these records is the most appropriate method of disposal. Accordingly, although the specific method used for destruction shall be at the discretion of the Department Head, it shall reflect a method of destruction that recycles any paper products and avoids the use of sanitary landfill sites.

#### **SECTION 9. PRESERVATION OF PERMANENT/HISTORICAL RECORDS**

A fundamental obligation of the City is to care for records with historical significance. Such records typically have enduring administrative, fiscal, legal, or historical value, or otherwise required to be maintained permanently by statute. Examples include minutes, resolutions, and ordinances of the City Council and City Advisory Bodies. When a record is being evaluated for final disposition, City staff should take into consideration the historical relevance of the record. It is encouraged that records that have been identified as permanent and/or historical be transferred to the designated off-site records storage facility. When appropriate, permanent records may be converted and retained in electronic format pursuant to Section 5 of this policy.



Sample 2 – Conversion to Electronic Records

**MEMORANDUM**

DATE XX/XX/XX  
TO: Chief City Clerk  
FROM: Department Head  
SUBJECT: CONVERSION OF HARD COPY TO ELECTRONIC RECORDS

In accordance with the City’s Records Management Policy, certain records have been identified as being eligible for conversion from hard copy to electronic copy and will be maintained with a trusted system as described in the California Secretary of State Guidelines for Trustworthy Electronic Document or Records Preservation Standards.

Record Titles to be eligible for electronic retention:

*Example:*

Payroll

- Payroll Charges
- Payroll Reports
- Time Sheets

Please sign below indicating that the record titles are appropriate for electronic retention and the retention system meets the requirements of the records retention policy.

\_\_\_\_\_  
Department Head                      Date

\_\_\_\_\_  
Chief City Clerk                      Date

**Original: City Clerk’s Office**  
Copy: Department

# City of South Pasadena Agenda Report

*Diana Mahmud, Mayor  
Michael A. Cacciotti, Mayor Pro Tem  
Robert S. Joe, 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 5, 2016

TO:                              Honorable Mayor and City Council

VIA:                             Sergio Gonzalez, City Manager 

FROM:                         Anthony J. Mejia, Chief City Clerk 

SUBJECT:                    **Consideration of Adoption of a Resolution to Submit a  
Nomination to San Gabriel Basin Water Quality Authority**

## **Recommendation**

It is recommended that the City Council determine whether to submit a nomination for a board member to the San Gabriel Water Quality Authority, and if so, adopt a resolution entitled "A Resolution of the City Council of the City of South Pasadena, California, submitting a nomination to represent cities with prescriptive water rights on the Board of the San Gabriel Basin Water Quality Authority."

## **Fiscal Impact**

No fiscal impact associated with this matter.

## **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

## **Background**

On February 11, 1993, the San Gabriel Basin Water Quality Authority (WQA) was established under Senate Bill 1679 with a mission to develop, finance, and implement groundwater treatment programs in the San Gabriel Valley. The WQA is a seven-member board consisting of representatives from the three overlying water districts, one city with water pumping rights, one from a city without water pumping rights, and two representing water producers in the San Gabriel Basin.

Nominations are being solicited for candidates to represent cities with prescriptive water pumping rights, for a full-term of four years. Each city may only nominate one candidate. Nominations must be submitted via the attached resolution (Attachment 1). The candidate receiving the highest number of votes cast by cities with pumping rights shall be elected. The candidate receiving the next highest number of votes, who is not a City Councilmember from the same city as the candidate receiving the highest number of votes, shall be elected as the alternate member. Nominations must be submitted beginning September 22– October 21, 2016. The election will take place on December 21, 2016, and the candidate will take office on January 2, 2017.

Regular Meetings are held on the third Wednesday of every month at 12:00 p.m. located at 1720 West Cameron Avenue, Suite 100, West Covina, California. Board Members receive a stipend of \$149.43 per meeting, with compensation provided for a maximum of six meetings (board and/or subcommittee meetings) per month.

**Current San Gabriel Basin Water Quality Authority**

<b>Board Member</b>	<b>Representing</b>
Bryan Urias Upper San Gabriel Valley Municipal Water District	Overlying Water District
Bob Kuhn Three Valleys Municipal Water District	Overlying Water District
John S. Leung San Gabriel Valley Municipal Water District	Overlying Water District
Luis Ayala City of Alhambra	Cities with Water Pumping Rights
Vacant	Cities without Water Pumping Rights
Tim Miller Cal America Water	Water Producers
Michael Whitehead San Gabriel Valley Water Company	Water Producers

**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. Resolution
2. Letter Calling for Nominations, dated August 23, 2016

**ATTACHMENT 1**  
**Proposed Resolution**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
SUBMITTING A NOMINATION TO REPRESENT CITIES  
WITH PRESCRIPTIVE WATER RIGHTS ON THE BOARD OF  
THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY**

**WHEREAS**, on September 22, 1992, Senate Bill 1679 was signed into law by Governor Pete Wilson authorizing the creation of the San Gabriel Basin Water Quality Authority; and

**WHEREAS**, the Board of the San Gabriel Basin Water Quality Authority is composed of seven members with three appointed members from each of the three municipal water district, one elected city council person from cities in the San Gabriel Basin with prescriptive water pumping rights, one elected city council person from cities in the San Gabriel Basin without prescriptive water pumping rights, and two members representing water producers in the San Gabriel Basin; and

**WHEREAS**, the City of South Pasadena is one of the cities in the San Gabriel Basin with prescriptive water pumping rights; and

**WHEREAS**, the City of South Pasadena may nominate a representative by resolution from September 22, 2016, through October 21, 2016.

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

**SECTION 1.** The City Council of the City of South Pasadena nominates Councilmember \_\_\_\_\_ as the representative for cities in the San Gabriel Basin with prescriptive water pumping rights.

**SECTION 2.** The City Clerk of the City of South Pasadena shall cause a certified copy of the resolution to be transmitted to the San Gabriel Basin Water Quality Authority prior to the deadline of October 21, 2016.

**SECTION 3.** 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 5<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
Diana Mahmud, 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 5<sup>th</sup> day of October, 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

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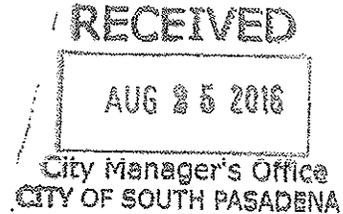
**ATTACHMENT 2**  
Letter Calling for Nominations



# San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

August 23, 2016



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

RE: NOMINATION FOR WQA BOARD MEMBER AND ALTERNATE REPRESENTING CITIES WITH PRESCRIPTIVE WATER PUMPING RIGHTS

Dear City Manager:

The San Gabriel Basin Water Quality Authority (WQA) was established by the State Legislature (SB 1679) on February 11, 1993 to develop, finance and implement groundwater treatment programs in the San Gabriel Valley. The WQA is under the direction and leadership of a 7-member board, one member of each of the three overlying municipal water districts, one from a city with prescriptive water pumping rights, one from a city without prescriptive water pumping rights, and two representing water producers in the San Gabriel Basin. As stipulated in our enabling legislation, the term of the board member and alternate representing cities with pumping rights will expire January 1, 2017. An election for this seat will take place on *December 21, 2016 at 12:00 p.m. at the WQA office.*

A city is not limited to nominating its own council members and may vote in the election whether or not it nominated a candidate. Listed below are cities from which city council members are eligible:

## CITIES WITH PRESCRIPTIVE WATER PUMPING RIGHTS

Alhambra  
Azusa  
El Monte  
Industry  
Monterey Park  
South Pasadena

Arcadia  
Covina  
Glendora  
Irwindale  
Monrovia  
Whittier

Please find enclosed a "Call for Nomination" form, sample resolution, and a copy of WQA's Election Procedures. Please read through the enclosures and forward copies to your council members. We will accept nominations made only by resolution from September 22, 2016 through October 21, 2016 at 5:00 p.m. Nominations arriving before or after the nomination period WILL NOT BE ACCEPTED.

To ensure that we receive your nominations, we ask that the resolution be sent by certified mail, FedEx or UPS with a SIGNATURE REQUIRED or hand delivered to our office at which time a signature will confirm receipt. If we do not sign for your delivery it will not be accepted. After nominations are collected, a list of candidates and ballots will be sent to the cities no later than November 4, 2016.

Please note that this is a "call for nominations only" and the voting for this election cannot take place until the nomination period has ended.

If I can be of any assistance, please contact me at the phone number or email address listed below.

Sincerely,



Stephanie Moreno  
SAN GABRIEL BASIN  
WATER QUALITY AUTHORITY  
1720 W. Cameron Ave., Suite 100  
West Covina, CA 91790  
(626) 338-5555  
[Stephanie@wqa.com](mailto:Stephanie@wqa.com)

Enclosures

**\*\*NOMINATIONS CAN NOT BE ACCEPTED PRIOR TO  
SEPTEMBER 22, 2016.\*\***

**\*\*NOMINATIONS MUST BE SENT OR DELIVERED WITH A  
"SIGNATURE REQUIRED" TO CONFIRM DELIVERY OR THEY  
WILL NOT BE ACCEPTED\*\***

**CALL FOR NOMINATIONS  
FOR  
ELECTION OF CITY MEMBER AND ALTERNATE FROM  
CITIES WITH PUMPING RIGHTS  
TO THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY  
PURSUANT TO SB 1679**

CITY: SOUTH PASADENA

TO THE CITY COUNCIL:

The ELECTION OF the city member and alternate of the Board of the San Gabriel Basin Water Quality Authority ("the Authority") from cities with pumping rights will take place at the regularly scheduled meeting of the Board of the Authority set for December 21, 2016 at 12:00 p.m., at 1720 W. Cameron Ave., Suite 100, West Covina, California.

Nominations for candidates for a city member elected by cities with pumping rights may be made by any city with pumping rights. Each city may nominate only one candidate.

The member and alternate shall be City Council members or Mayors from cities with pumping rights. An alternate member acts in the place, and performs all the duties, of the city member selected by the same cities if that city member is absent from a meeting of the Authority or has vacated his or her office until the vacancy is filled pursuant to the provisions of SB 1679.

No person who, directly or indirectly, at the time of election, receives, or during the two-year period immediately preceding election received, 10 percent or more of his or her income from any person or public entity subject to regulation by, or that received grants from or contracts for work with, the Authority may serve as a member of the Authority.

Your city may nominate one candidate by resolution of the City Council. Your nomination must be submitted to the Authority at least 60, but not more than 90 days preceding the meeting at which the election is to be held.

# City of South Pasadena Agenda Report

*Diana Mahmud, Mayor  
Michael A. Cacciotti, Mayor Pro Tem  
Robert S. Joe, 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 5, 2016  
TO: Honorable Mayor and City Council  
VIA: Sergio Gonzalez, City Manager   
FROM: Lucy Demirjian, Assistant to the City Manager   
Samuel Zneimer, Management Analyst   
SUBJECT: **First Reading and Introduction of an Ordinance to Amend the South Pasadena Municipal Code (SPMC) to Prohibit Overnight Parking at City-owned Public Parking Lots**

## **Recommendation**

It is recommended that the City Council read by title only, waive further reading, and introduce an ordinance entitled “An Ordinance of the City Council of the City of South Pasadena, California, amending Section 19.58 of the South Pasadena Municipal Code to prohibit overnight parking at City-owned public parking lots.

## **Fiscal Impact**

None.

## **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

## **Background**

The City has observed vehicle parking overnight in the Hope/Mound lot. The overnight parking ordinance was intended to permit residents or guests to park overnight on city streets near their homes with the purchase of an overnight parking permit. The Hope/Mound lot is the only city-owned parking lot that allows for overnight parking with a permit. Staff is recommending that the SPMC be amended by removing reference to the Hope/Mound lot from the overnight parking ordinance, and clarifying overnight parking is prohibited at city-owned public parking lots.

## **Analysis**

Restricting overnight parking at the Hope/Mound lot would bring uniformity to all city-owned parking lots and garages. Staff is recommending amending this section by removing reference to the Hope/Mound lot and clarifying that overnight parking is prohibited in all city-owned public parking lots.

**19.58 Required.**

- (a) It is unlawful for any person to stop, stand or park a motor vehicle on any public street or in any city-owned parking lot ~~or in the city-owned parking lot at the southeast corner of Mound Avenue and Hope Street~~ for a period of time longer than thirty minutes between the hours of two a.m. and six a.m. of any day, unless in accordance with an all-night parking permit issued in accordance with this division.
- b) Parking is prohibited in any city-owned public parking lot for a period of time longer than thirty minutes between the hours of two a.m. and six a.m. of any day, except in accordance with Section 19.55-3 of this Code.

The Hope/Mound lot is located within the Mission Street Business District and adjacent to South Pasadena Civic Center. The enforcement of the restriction will allow for more parking options for business customers and the City. The City has updated signs throughout the Hope/Mound lot clearly indicating the current two-hour parking restriction. This is part of the City's continued effort to unify the parking regulations within the City's businesses districts. The specific time restrictions reflect the uses; the two-hour parking limitation between 6:00 a.m. and 6:00 p.m. allows patrons ample time to shop at multiple shops along Mission Street. In addition, the unlimited parking after 6:00 p.m., while prohibiting overnight parking, will allow for extended parking for those patronizing restaurants.

**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: Ordinance amending Section 19.58 of the SPMC

**ORDINANCE NO. XXXX**

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
AMENDING SECTION 19.58 OF THE SOUTH PASADENA  
MUNICIPAL CODE TO PROHIBIT OVERNIGHT PARKING AT  
CITY-OWNED PUBLIC PARKING LOTS**

WHEREAS, the City of South Pasadena (City) owns the parking lot located at the southeast corner of Mound Avenue and Hope Street (Hope/Mound Lot), and regulates parking restrictions related to operations at Hope/Mound Lot; and

WHEREAS, the City would like to amend the overnight parking restrictions to prohibit overnight parking at City-owned public parking lots.

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

**SECTION 1.** The City Council hereby amends Division 2 (All-Night Parking Permit) of Article III (Stopping, Standing and Parking) of Chapter 19 (Motor vehicles and traffic) of the South Pasadena Municipal Code with the addition of the following Section 19.58 Required:

**19.58 Required.**

(a) It is unlawful for any person to stop, stand or park a motor vehicle on any public street or in any city-owned parking lot ~~or in the city-owned parking lot at the southeast corner of Mound Avenue and Hope Street~~ for a period of time longer than thirty minutes between the hours of two a.m. and six a.m. of any day, unless in accordance with an all-night parking permit issued in accordance with this division.

b) Parking is prohibited in any city-owned public parking lot for a period of time longer than thirty minutes between the hours of two a.m. and six a.m. of any day, except in accordance with Section 19.55-3 of this Code.

**SECTION 2.** This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

**PASSED, APPROVED, AND ADOPTED ON** this 5<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
Diana Mahmud, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

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

**I HEREBY CERTIFY** the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 5<sup>th</sup> day of October, 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

# City of South Pasadena Agenda Report

*Diana Mahmud, Mayor  
Michael A. Cacciotti, Mayor Pro Tem  
Robert S. Joe, 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 5, 2016  
TO: Honorable Mayor and City Council  
VIA: Sergio Gonzalez, City Manager   
FROM: Arthur Miller, Chief of Police   
Brian Solinsky, Police Captain   
SUBJECT: **Approval of a Memorandum of Understanding (MOU) with the City of West Covina Regarding the City's Participation with the West Covina Police Department's Special Enforcement Team**

## **Recommendation**

It is recommended that the City Council authorize the City Manager to execute the Memorandum of Understanding (MOU) with the City of West Covina authorizing the City of South Pasadena's (City) membership and participation with the West Covina Police Department's Special Enforcement Team (WCSET).

## **Fiscal Impact**

The fiscal impact for a Police Detective assigned to the WCSET including salary and benefits is \$139,255 per year. This amount does not include overtime or travel, which would be an additional cost paid from the South Police Department Budget Fiscal Year (FY) 2016-17. Refer to attached MOU.

## **Commission Review and Recommendation**

This matter was reviewed by the Public Safety Commission and unanimously recommended for participation.

## **Background**

In 1983, the West Covina Police Department's Special Enforcement Team (WCSET) was founded. WCSET is a local narcotics interdiction team aimed at deterring trafficking and related crimes in areas determined to be critical drug-trafficking regions with close proximity to Mexico, such as the City of Los Angeles and the San Gabriel Valley.

The WCSET is currently comprised of three local law enforcement agencies (West Covina, Alhambra, and the California Highway Patrol), whose primary focus is to investigate major crimes with emphasis on dismantling sophisticated high-level narcotic trafficking and criminal gang organizations. The Drug Enforcement Agency is looking to join WCSET within the year. The WCSET frequently conducts criminal investigations throughout various areas of the United

States, and is partnered with federal law enforcement as the prevalence and complexity of drug trafficking grows.

During the FY 2014-15, WCSET seized approximately \$7 million dollars in drug-related currency and a large quantity of narcotics with a street value of over \$15 million dollars. In addition, several firearms were seized and a number of narcotic traffickers prosecuted. In July 2016, WCSET seized over \$6.2 million dollars in U.S. currency.

### **Analysis**

The WCSET is an innovative and progressive unit operating across the United States, with its primary focus in the San Gabriel Valley. Many of the team members are seasoned investigators with dual state and federal law enforcement authority from a myriad of different disciplines, including expertise in the realm of narcotics enforcement, financial crimes, and weapons trafficking. This enables the WCSET to provide a diverse range of investigative services in the area of financial crimes, crimes against persons, trafficking, and extensive surveillance resources. As a participating member of this team, all of these resources would become available upon request.

Since 2013, the South Pasadena Police Department has investigated and conducted 57 felony narcotics arrests, and participated in an additional 20 large scale narcotic operations involving outside law enforcement agencies. In 2014, the Los Angeles County Sheriff's Department conducted an investigation in the City resulting in a seizure of over \$250 million dollars. In 2015, the Police Department assisted in an investigation of the Mexican Drug Cartel operating from the Garment District in Los Angeles. The investigation led to several arrests and the recovery of over \$120 million dollars in cash and other assets. South Pasadena is eligible to receive a portion of those assets; however, it is estimated it will take three to four years before the judicial process is completed.

Joining the WCSET will not only provide resources needed to combat the increasing drug trade, but also the ability to offset some of the costs associated with the expense of conducting time consuming and complex investigations. The MOU agreement will entitle the SPPD to receive 4% of the total asset forfeiture recovered by WCSET. The 4% return is consistent with the MOU Alhambra is in the process of signing; however, the California Highway Patrol will receive only 1.25%. All seized assets and their distribution is governed through the U.S. Department of Justice Equitable Sharing Program.

There are several local taskforces in the San Gabriel Valley; however, only two others specifically target narcotic enforcement. Those two taskforces are LA Impact and LA High Intensity Drug Trafficking Area (LA HIDTA). LA HIDTA and LA Impact offer the same asset forfeiture rate of return at 1%; however, these taskforces are often pulled away from their primary duties to assist with various other criminal investigations. LA Impact is a local taskforce managed by the Los Angeles Police Department. Personnel and financial shortages have plagued

this taskforce for years with fairly low returns, limited investigations, and potential decommission.

Based on the SPPD's current staffing level, the impact on the day-to-day operations would be minimal as we already have a Police Detective assigned to WCSET on a temporary basis. The SPPD expects to be fully staffed at 36 officers within nine months. The SPPD has 35 officers working, with the final hire expected in December 2016.

The Detective assigned to WCSET is gaining invaluable experience on a regular basis that would normally take a lifetime to achieve in South Pasadena. The Detective frequently returns to South Pasadena and imparts his newly gained knowledge with other personnel, which also enhances their operational skills.

Over the last 30-years, the SPPD has traditionally participated in regional law enforcement activities. These activities include a wide variety of disciplines including; narcotic enforcement (L.A. Impact), Taskforce for Regional Auto Theft Prevention (TRAP), San Gabriel Valley Arson Taskforce, and most recently the West San Gabriel Valley Taskforce. The West San Gabriel Valley Taskforce began in 2011 as a way to combat the rise in property crimes related to the passage of Assembly Bill 109. In October 2015, the West San Gabriel Valley Taskforce was disbanded due to staffing and funding issues of a few of the participating agencies.

The participation in regional programs has brought numerous benefits to not only the SPPD, but the residents of South Pasadena. These resources include personnel with expertise in specific investigative techniques, equipment, and training for both the SPPD and community members.

As we have seen over the years, South Pasadena is not immune from crime trends typically seen in larger jurisdictions. In 2013, a serial arsonist plagued South Pasadena igniting over 21 fires. Our relationship and participation in a regional taskforce allowed us to add additional officers to the case resulting in hundreds of hours of investigative time, ultimately leading to the suspects capture.

In 2014, two local teens devised a plot to shoot students and staff at the South Pasadena High School. Although the SPPD handled the investigation, outside agencies were brought in to assist and advise on various matters. The relationships previously built through regional activities not only prevented a tragedy, but led to the successful prosecution of the two teens.

Today more than ever, police departments are continually asked to do more with less. Police officers frequently spend a great part of their day performing non-traditional law enforcement responsibilities. As head of the Emergency Management Group, the Police and Fire Department recently completed the City's Emergency Operation Plan. The plan is a step-by-step playbook on how the City will operate in a disaster.

In most cities, the Emergency Management Group is run by dedicated personnel specified for that task. In addition, the SPPD is working with our Fire Department to begin construction on a new Emergency Operations Center. Neither of these tasks would have been possible if not for our networking and regional participation, as we received a significant amount of assistance for both of these projects.

The City will assign one detective to the WCSET to participate in specialized narcotics enforcement actions primarily within Los Angeles and the surrounding counties. The term of the MOU is a two-year agreement from the time of signing, with the opportunity to extend it on a yearly basis. Early termination of the MOU is possible with or without cause with a 30-day written 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*.

Attachments:

1. Agreement between the City of South Pasadena and the City of West Covina regarding the assignment of a Police Detective to the West Covina Police Department's Special Enforcement Team

**ATTACHMENT 1**  
West Covina MOU

Narcotics Task Force Officer Agreement

Between the City of West Covina and the City of South Pasadena

**1. PARTIES AND DATE.**

This agreement is made and entered into this 6<sup>th</sup> day of September, 2016 by and between the City of West Covina, a California municipal corporation (hereinafter referred to as "West Covina") and the City of South Pasadena, a California municipal corporation (hereinafter referred to as "South Pasadena"). West Covina and South Pasadena may hereinafter be referred to individually as "Party" or collectively as the "Parties."

**2. RECITALS.**

2.1 There is evidence that trafficking in narcotics and dangerous drugs exists in Los Angeles County and surrounding areas and that such illegal activity has a substantial and detrimental effect on health and general welfare of the people of the Los Angeles County.

2.2 West Covina has a unit within the Investigative Services & Support Division of the Police Department identified as the Special Enforcement Team. This team of police officers is experienced in specialized narcotics enforcement action. Currently, South Pasadena does not have a separate division in its Police Department for enforcement of major narcotics related crimes.

2.3 South Pasadena desires to assign one of its police officers to West Covina's Special Enforcement Team to participate with West Covina's Special Enforcement Team in specialized narcotics enforcement actions primarily within Los Angeles and surrounding counties.

2.4 By this agreement, the Parties desire to set forth the terms and conditions under which the South Pasadena officer will be assigned to West Covina's Special Enforcement Team.

2.5 The Parties are authorized to enter into this Agreement pursuant to California Government Code Section 55632.

**3. TERMS**

3.1 Recitals. The Recitals listed above are incorporated into and hereby made a part of this agreement.

3.2 Term. The term of this agreement shall be for a period of two (2) years commencing on September 6, 2016 and expiring on September 6, 2018, unless earlier terminated as provided herein. The term agreement can be extended on a yearly basis, if both parties agree to the extension. Either party may terminate the whole or any part of this Agreement at any time without cause by giving written notice to the other Party of such termination, and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

3.3 Assignment to West Covina's Special Enforcement Team. South Pasadena shall assign one (1) experienced police officer ("South Pasadena Officer") who is interviewed and approved by West Covina to be assigned to West Covina's Special Enforcement Team to fulfill the following objectives:

3.3.1 Disrupt the illicit drug traffic in Los Angeles and surrounding County areas by immobilizing targeted violators and trafficking organizations;

3.3.2 Gather and report intelligence data relating to trafficking in narcotics and dangerous drugs; and

3.3.3 Conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that the Special Enforcement Team activities will result in effective prosecution before the courts of the United States and the State of California.

3.3.4 Any investigations and confidential informants managed by the South Pasadena Officer while assigned to West Covina shall remain exclusive to West Covina.

3.4 Supervision of South Pasadena Officer by West Covina. The South Pasadena Officer shall be under the direct supervision and control of the West Covina Sergeant assigned to the Special Enforcement Team while participating in activities of the Special Enforcement Team. The South Pasadena Officer shall adhere to all policies and procedures of the West Covina Police Department pertaining to the activities of the Special enforcement Team. The duty hours of the South Pasadena Officer shall be determined by the West Covina Police Department Sergeant assigned to the Special Enforcement Team.

3.5 Employee of South Pasadena. The South Pasadena Officer shall at all times be an employee of South Pasadena. South Pasadena pays all wages, salaries, benefits, overtime and other amounts due to the South Pasadena Officer while assigned to West Covina's Special Enforcement Team pursuant to this Agreement and as required by law. South Pasadena shall be responsible for all reports and obligations respecting the South Pasadena Officer, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, retirement benefits and workers' compensation insurance. South Pasadena shall have the exclusive power and authority to hire, discharge, evaluate and discipline the South Pasadena Officer. South Pasadena shall provide the South Pasadena Officer with all supplies necessary to perform his duties under this Agreement, including, without limitation, uniforms, weapons, vehicles and gas and maintenance for the vehicles.

3.6 Asset Forfeiture Allocation. West Covina and South Pasadena shall each separately submit applications for transfer of forfeited property forms to the Federal Government or State Government to obtain asset forfeiture funds. For each seizure that is the result of a case originated by West Covina, South Pasadena will apply for no more than 4% of the gross amount of the seizure. If West Covina is eligible to submit an application for transfer of forfeited property forms to the Federal Government or State Government for assisting another agency with a case not originating from West Covina, South Pasadena shall submit a request based on the man-hours contributed by their Officer. Currency/assets recovered as a result of a West Covina Police Department members' assignment to specialized state and federal taskforce operations shall be allocated entirely to West Covina.

3.6.1 South Pasadena must use asset forfeiture funds in accordance with the US Department of Justice guide to equitable sharing for state and federal law enforcement agencies or state guidelines.

3.7 Representatives. West Covina and South Pasadena hereby designate their respective Police Chiefs, or their designees, to act as their representatives for the performance of this Agreement. Each representative shall have the power to act on behalf of their respective Party for all purposes under this Agreement.

3.8 Insurance.

3.8.1 Workers' Compensation. West Covina and South Pasadena shall maintain Workers' Compensation Insurance or self-insurance for their own employees without cost to the other Party. In the event that a West Covina employee pursues a workers' compensation claim for an incident which occurred while that employee was acting pursuant to this Agreement, the Parties understand and acknowledge and agree that West Covina shall be responsible and liable to process, defend and/or pay the claim as necessary. In the event that a South Pasadena employee pursues a workers' compensation claim for an incident which occurred while that employee was acting pursuant to this Agreement, the Parties understand, acknowledge and agree that South Pasadena shall be responsible and liable to process, defend and/or pay the claim as necessary. Each party shall defend, indemnify and hold harmless, pursuant to Section 3.9 below, the other party with respect to workers' compensation claims filed by their own employees.

3.8.2 Additional Insurance. In addition, each party shall provide its own insurance or self-insurance for its own vehicle, equipment and employees, including general liability insurance and automobile insurance.

3.9 Indemnification. Pursuant to California Government Code Section 895 et seq., each Party agrees to defend, indemnify and hold the other Party and their elected officials, officers, employees, contractors, volunteers and agencies, mutually free and harmless from any and all claims, demands, causes of action, costs, expenses, losses, damages, injuries or liabilities, including wrongful death and attorney's fees, arising from their own performance of this Agreement, except to the extent that such liability is caused by the negligence of the other Party.

3.10 Attorney's Fees. In the event of a dispute between the Parties arising over the interpretation or operation of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs.

3.11 Notices. Any notices required to be given under this Agreement shall be deemed to have been properly delivered, served, or given for all purposes when personally delivered to the Party to whom it is directed to, or in lieu of such personal service, when mailed, postage prepaid to the following addresses:

**South Pasadena:**  
Police Chief  
City of S. Pasadena Police Department  
1422 Mission Street  
South Pasadena, CA. 91030

**West Covina:**  
Police Chief  
City of West Covina Police Department  
1444 W. Garvey Avenue  
West Covina, CA. 91790

Any Party may change its address for the purposes of this paragraph by giving written notice of such change in the manner prescribed by this paragraph.

3.12 Third Party Rights. West Covina and South Pasadena agree that the provisions of this Agreement are not intended to create or clarify any rights in third parties not a party to this Agreement. In addition, no third party shall have any right of action hereunder. This Agreement shall not be enforceable by any parties other than West Covina and South Pasadena.

3.13 Privileges and Immunities. All privileges and immunities of West Covina and South Pasadena provided by state or federal law shall remain in full force and effect.

3.14 Entire Agreement. This agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements.

3.15 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Los Angeles County.

3.16 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties, and shall not be assigned by either Party without the prior written consent of the other.

3.17 Counterparts. This agreement may be executed in counterparts, each of which shall constitute an original.

3.18 Days. Unless otherwise specified, "days" shall mean calendar days.

3.19 Amendments. All amendments to his Agreement must be made in a signed writing by all of the Parties hereto, or their respective successors or assigns.

3.20. Severability. In the event that any provision or portion of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable for any reason, such provision or portion shall be severable from this Agreement. Such invalidity, illegality or unenforceability shall not be construed to have any effect on the validity, legality or enforceability of the remaining provisions or portions of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this instrument to be signed and executed on the date first hereinabove written.

*[Signatures on following page]*

SIGNATURE PAGE TO NARCOTICS TASK FORCE OFFICER AGREEMENT  
BETWEEN THE CITIES OF WEST COVINA AND SOUTH PASADENA

CITY OF SOUTH PASADENA

By: \_\_\_\_\_  
Sergio Gonzalez, City Manager

Attest:

By: \_\_\_\_\_  
Anthony J. Mejia, MMC, Chief Deputy City Clerk

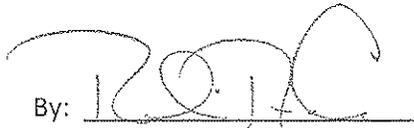
Attest:

By: \_\_\_\_\_  
South Pasadena City Attorney

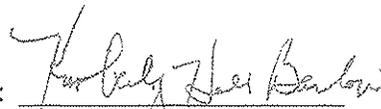
CITY OF WEST COVINA

By:   
Chris Freeland, City Manager

Attest:

By:   
Rosalia Conde, Assist. City Clerk/Dept. Head

Attest:

By:   
West Covina City Attorney

# City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: October 5, 2016  
TO: Honorable Mayor and City Council  
VIA: Sergio Gonzalez, City Manager   
FROM: Sheila Pautsch, Community Service Director   
SUBJECT: **First Reading and Introduction of an Ordinance to Amend to the South Pasadena Municipal Code by adopting Chapter 21B Entitled Dog Parks and to Approve an Official Name for the Dog Park**

## **Recommendation**

It is recommended that the City Council:

1. Read by title only for first reading, waiving further reading, and introduce an ordinance entitled “An ordinance of the City Council of the City of South Pasadena, California, creating Chapter 21B of the South Pasadena Municipal Code relating to Dog Parks”; and
2. Approve an official name for the Dog Park.

## **Fiscal Impact**

None.

## **Commission Review and Recommendation**

This ordinance was reviewed by the Parks and Recreation Commission (Commission) at the June 13, 2016 meeting. The Commission had an opportunity to review, modify, and edit the Dog Park rules. The Animal Commission reviewed the ordinance at their September 19, 2016 meeting. Both Commissions recommend that the City Council adopt South Pasadena Municipal Code Chapter 21B entitled “Dog Parks”.

The Parks and Recreation Commission discussed the naming of the Dog Park at their February 15, 2015 meeting. The top three names recommended by the Commission to the City Council are South Paws-adena Dog Park, The Dog Spot, and Arroyo Seco Dog Park.

## **Background**

With the Dog Park opening soon, rules need to be established for guidance to Dog Park users. Staff, along with the Animal and Parks and Recreation Commission, evaluated several city Dog Park ordinances to assist in the creation of the draft Dog Park rules.

The rules were first shared with the Friends of the South Pasadena Dog Park (Friends) to obtain input from these stakeholders. The Friends had minor edits to the rules that were then sent to the Commission for review.

The Commission reviewed and accepted the edits of the Friends at their June 13, 2016 meeting. The Animal Commission reviewed the rules from the Commission at their September 19, 2016 meeting. The Animal Commission made proposed two edits which was to modify the hours of operations from 7:00 a.m. to dusk to 6:00 a.m. to 10:00 p.m. and to add to section 21B-5 (f) "and/ or physical control" which will read as "Owners must be in the park, within view, and be able to maintain voice and or physical control of their dog(s)". The Animal Commission accepted and approved the final rules.

The Community Services Department along with Girl Scout Troop 11231 held a Dog Park Naming Contest to name the Dog Park in South Pasadena. Entry forms were available on the City web site and at the Recreation offices starting on January 12, 2015. Entries were due on Monday, February 2, 2015. A total of 131 Dog Park name entries were received.

On February 2, 2015, Recreation staff and Girl Scout Troop 11231 tallied the entries which are listed below. The names that received multiple submissions or have a similar type name are as follows:

---

<b>Ranking by Most Votes</b>	
South Paws-adena Dog Park	8
Bark Park	5
The Dog Spot or The Spot	4
Arroyo Seco Dog Park	4
South Paws Park or Paws Park	4
Unleashed Dog Park	3
Central Bark	3
Paws Park	2
Paws And Play	2
Scentral Park	2
Bow Wow Park	2
Barks and Recreation	2

The list was presented at the February 5, 2015 Commission meeting and the top three recommendations are being presented to the City Council for consideration this evening. The Commission's recommendations are South Paws-adena Dog Park, The Dog Spot, and Arroyo Seco Dog Park.

First Reading and Adoption of a Dog Park Ordinance and Approve of Dog Park Name  
October 5, 2016  
Page 3 of 3

**Analysis**

The proposed ordinance will assist the Community Services and Police Departments with addressing matters that may arise at the Dog Park as well as assist the Police Department with enforcement when necessary.

Staff recommends that the Dog Park be named South Paws-adena Dog Park as it received the most votes. Below is a sample graphic for City Council consideration.

**SOUTH PAWS-ADENA  
DOG PARK**

**Legal Review**

The City Attorney drafted the ordinance which was also reviewed by the South Pasadena Police Department.

**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: Proposed Ordinance

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ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
CREATING CHAPTER 21B OF THE SOUTH PASADENA  
MUNICIPAL CODE RELATING TO DOG PARKS**

**WHEREAS**, pursuant to the City of South Pasadena's (City) law enforcement jurisdiction, as granted broadly under Article XI, Section 7, of the California Constitution, the City Council has the authority to enact and enforce ordinances and regulations for the public peace, moral, safety, and welfare of the South Pasadena Community; and

**WHEREAS**, the City Council determines that this ordinance is further in accord with the public purposes and provisions of applicable state and local laws and requirements.

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

**SECTION 1. MUNICIPAL CODE AMENDMENT.** Chapter 21B to be entitled, "Dog Parks" is hereby added in its entirety to the South Pasadena municipal code to read as follows:

**CHAPTER 21B DOG PARKS**

**21B-1 Purpose**

This chapter is intended to establish rules and regulations with respect to dog parks in a manner that is consistent with state law.

**21B-2 Definitions**

As used in this Chapter:

- (a) "Director" means the community services director or their designee as the person responsible for administering the provisions of this chapter.
- (b) "Dog" shall mean and include any canine (*Canis familiaris*).
- (c) "Dog park" shall mean and include a fenced area of any city park, or any portion of a city park or any other city-owned land approved and designated by the city council for the exercise and recreation of dogs, including areas designated off-leash by city signage.
- (d) "Owner" means a person either owning or having the charge, care, control, possession or custody of a dog.

(e) "Vicious dog" means (i) any dog that bites or attempts to bite any human or dog without provocation, or which has a disposition or propensity to attack, bite or menace any human or dog without provocation and endangers the health and safety of any person, or (ii) any dog previously declared vicious pursuant to Section 5.48 of this code, and/or any other state or local law.

**21B-3 Applicability of chapter – use of dog park**

The prohibition set forth in Section 21.23 of the municipal code against having a dog in any city park shall not apply to dogs which are in a dog park designated by the city council for the exclusive purpose of exercise and recreation by dogs and so long as the rules and regulations with respect to the use of the dog park set forth in this chapter are followed.

**21B-4 Administration**

The prohibition set forth in Section 21.23 of the municipal code against having a dog in any city park shall not apply to dogs which are in a dog Park designated by the city council for the exclusive purpose of exercise and recreation by dogs and so long as the rules and regulations with respect to the use of the dog park set forth in this chapter are followed.

**21B-5 Dog park rules and regulations**

The following rules and regulations apply to the use of any dog park:

- (a) The hours of operation shall be from 6:00 a.m. to 10:00 p.m.
- (b) Owners must be in attendance at all times within the dog park while their dogs are present.
- (c) Owners must have a visible leash at all times.
- (d) Owners are required to immediately pick up and dispose of their dog's waste in the provided waste receptacles.
- (e) Owners are personally liable for any damage and/or injury caused by their dogs.
- (f) Owners must be in the park, within view, and be able to maintain voice and/or physical control of their dog(s).
- (g) Owners must deter their dog(s) from digging any holes.
- (h) No aggressive dog behavior allowed at any time such as growling, snarling, snapping, lunging, biting, humping, or hysterical barking.
- (i) Vicious dogs are not permitted.
- (j) No animals other than dogs are permitted in the dog park.

- (k) No more than 3 dogs per owner are permitted.
- (l) No female dogs in heat are allowed in off-leash areas.
- (m) No person shall enter the dog park other than during hours of operation.
- (n) No food of any kind is allowed in the dog park.
- (o) All dogs must wear a collar with current tags and be vaccinated and have a current license.
- (p) All dogs must be maintained on a leash while entering and exiting the designated off-leash area.
- (q) Dogs must never be left unattended.
- (r) Puppies under 4 months of age are not permitted in the dog park.
- (s) Professional dog trainers/handlers are not permitted to use the facility for instruction unless authorized by the Community Services Department.
- (t) Children 14 and under must be supervised by an adult at all times. Parents and/or guardian of children shall not be permitted to run, shout, scream, or wave their arms or otherwise excite or antagonize dogs.
- (u) Anyone using the dog park (human and/or dogs) must do so at their own risk. Pursuant to Government Code Section 831.7.5 the city is immune from liability for an injury or death of a person or a pet resulting from the actions of a dog in the dog park.
- (v) Both gates must be closed and latched after entering or exiting the area.
- (w) Smoking and alcohol are prohibited within the dog park.
- (x) The City reserves the right to refuse patron access.
- (y) The off-leash area is subject to closure without notice for maintenance.

**21B-6 Violation; enforcement**

Any city employee may request anyone who violates a posted rule to leave the dog park. It is unlawful for any person to fail to leave the dog park for violating any posted rule after being requested to do so by a city employee. It shall be unlawful for any person to violate or fail to comply with the provisions of this chapter. Violation of or noncompliance with this chapter shall constitute a crime punishable as a misdemeanor or infraction in the discretion of the city attorney, or may be punished as an administrative matter in accordance with the civil fines and the administrative procedures for the

imposition, enforcement, collection, and administrative review of civil fines set forth in chapter 1A of the municipal code. The remedies and penalties provided herein are cumulative, alternative, and nonexclusive. The use of one does not prevent the use of any other criminal, civil, or administrative remedy or penalty authorized by, or set forth in, the South Pasadena Municipal Code or under state statute which may be available to enforce this chapter or to abate a public nuisance.

**SECTION 2. SEVERABILITY.** If any provision, section, paragraph, sentence or word of this ordinance, or the application thereof to any person or circumstance, is rendered or declared invalid by any court of competent jurisdiction, the remaining provisions, sections, paragraphs, sentences or words of this ordinance, and their application to other persons or circumstances, shall not be affected thereby and shall remain in full force and effect and, to that end, the provisions of this ordinance are severable.

**SECTION 3. CEQA.** This ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to 14 Cal. Code Regs. Section 15378(b)(5) as an agency organizational or administrative activity that produces no physical changes to the environment.

**SECTION 4. EFFECTIVE DATE.** This ordinance shall take effect thirty (30) days after its passage and adoption pursuant to California Government Code Section 36937.

**SECTION 5.** This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

**PASSED, APPROVED, AND ADOPTED** this 5<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
Diana Mahmud, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

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

**I HEREBY CERTIFY** the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 5<sup>th</sup> day of October, 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

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# City of South Pasadena Agenda Report

*Diana Mahmud, Mayor  
Michael A. Cacciotti, Mayor Pro Tem  
Robert S. Joe, 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 5, 2016  
TO: Honorable Mayor and City Council  
VIA: Sergio Gonzalez, City Manager   
FROM: Sheila Pautsch, Community Service Director   
SUBJECT: **Direction Regarding an Appropriate Memorial for Former Councilmember David Margrave**

## **Recommendation**

It is recommended that the City Council provide direction regarding an appropriate memorial for former Councilmember David Margrave (Margrave).

## **Fiscal Impact**

No fiscal impact at this time.

## **Commission Review and Recommendation**

This matter was reviewed by the Parks and Recreation Commission (Commission). The matter first came to the Parks and Recreation Commission at their July 13, 2015 meeting. At that time, the Commission agreed to acknowledge Section 4.41 of the Naming Policy which states the individual must be deceased at least one year. This item was discussed again at the June 13, 2016 and July 11, 2016 Commission meetings at which time the Commission recommended by a majority vote the option to name either Arroyo North or Arroyo South soccer field after Margrave. The Commission also proposed no other options for possible locations be recommended for naming after Margrave. This motion passed with a majority vote. The Commission recommends that no other locations be considered.

## **Background**

At the July 1, 2015 City Council Meeting, Councilmember Schneider requested that with the City Council's approval, he would like to ask the Commission to consider an appropriate memorial at the Garfield Youth House to honor Margrave. He requested that the type of memorial be discussed and that a recommendation be brought back to the City Council. This was seconded by then Councilmember Cacciotti.

## **Analysis**

Margrave was a longtime resident and business owner in South Pasadena as well as a past City

Direction Regarding an Appropriate Memorial for Former Councilmember David Margrave  
October 5, 2016  
Page 2 of 2

Councilmember who served on the South Pasadena City Council from 1982 to 1986 and again in 2003-2007. Each year, his business participates in the Festival of Balloons Parade. He was instrumental in the planning and construction of the Youth House at Garfield Park and volunteered a tremendous amount of hours as a coach and referee with the South Pasadena American Youth Soccer Organization (AYSO) in South Pasadena. Margrave passed away on June 11, 2015.

Naming of the soccer field in memory of Margrave is within City Council's authority per the City's Policy and Procedures for Naming of City Facilities.

Arroyo North baseball fields are named after Dave Nelson, Florence Clarich and Frank Burke respectfully. Arroyo South is currently not named.

**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: Policy and Procedures for the Naming of City Facilities

POLICY AND PROCEDURES  
FOR THE  
NAMING OF CITY FACILITIES  
CITY OF SOUTH PASADENA

1. **PURPOSE:**

To define the policies, responsibilities and procedures associated with the naming of (existing and new) City Facilities.

2. **BACKGROUND:**

The City of South Pasadena has lacked an authorized policy to guide staff and the City council in the naming of City facilities, including buildings, support facilities, park sites and recreation facilities. The development of a Policy/Procedure to guide the naming of City facilities is intended to enable the process to be applied in a fair, objective and consistent manner.

3. **DEFINITIONS:**

- 3.1 "Support Facilities" are City owned facilities that are used to support field operations. Support facilities may include, but are not limited to the Public Works Yard, Reservoirs and Pump Stations.
- 3.2 "Park Sites" are City owned parks, open space and trail areas. Park sites include developed and undeveloped park areas and designated open space areas.
- 3.3 "Recreation Facilities and Amenities" are facilities/amenities used primarily for recreation and leisure activities, including, but not limited to athletic fields, recreation centers, meeting rooms, pavilions, skate park, and tennis courts.
- 3.4 "Historical" Sites: Are facilities on the City's inventory of historical properties or are identified as having contributed significantly to the City's heritage.

4. **POLICY:**

- 4.1 **General.** The policy of the City is to name facilities in a manner that will provide an easy and recognizable reference for the City's customers. Therefore, naming options will always consider a name based on the facility's geographic location. However, the policy also establishes conditions for the consideration of naming options based on other factors.
- 4.2 **Geographic Location.** Whenever possible, all City facilities will be named for their geographic location. The geographic location may be based on the identification of the facility with a specific place, neighborhood, major street, regional area of the City or the City itself if the facility is deemed to serve the entire community or the surrounding areas.
- 4.3 **Other Considerations.** Consideration of names for facilities may also include prominent form of topography, a prominent plant, bush or tree and historical precedent.

- 4.4 Individual/Organizational Recognition. The naming of City facilities in honor of individuals or community organizations may be considered when one of the following 2 criteria are met:
- 4.41 A.) The individual must be deceased at least one (1) year. B.) If named in memorial, person should have been a resident of South Pasadena and/or have made a significant contribution to the community in terms of improvement of quality of life.
- 4.42 The significance of the contribution from the individual/organization can be evaluated. Individuals and organizations that have made contributions of significance may be considered for naming of facilities within the City, including recreational facilities and amenities within city parks.
- 4.5 Guidelines associated with Fundraising Campaigns. The naming of facilities in association with fundraising campaigns may be considered under the following conditions:
- 4.51 Organizations affiliated with the City that desire to raise funds for a city-sponsored project must receive approval from the City Council prior to attaching naming opportunities to the fundraising campaign.
- 4.52 Naming proposals that promoted alcohol, tobacco products or political organizations will not be considered.
- 4.53 Organizations conducting fundraising campaigns with naming opportunities attached must immediately notify City staff when a naming proposal is under consideration in order to facilitate an administrative review.
- 4.54 Acceptance of a naming proposal by an organization conducting a fundraising campaign must be considered conditional pending review and recommendation by the appropriate Commission and FINAL approval by the City Council.

## 5. PROCEDURE:

### 5.1 New Facilities

- 5.11 At least 120 days prior to opening a new City facility, City Council shall direct the appropriate Commission to review and make recommendations on the naming of the city facility. The assigned commission will use this policy in recommending a name for the site or facility. The assigned commission should solicit ideas and suggestions from the community.
- 5.12 Groups or individuals may submit nominations for naming a new facility in writing on a form provided. Recommendations may also come from other City boards and/or commissions. All recommendations will be given the same consideration without regard to the nomination source.

- 5.13 Each facility will be named by a separate nomination process and will be evaluated as provided herein.
- 5.14 The appropriate Commission shall review and make recommendations to the City Council on the proposed name.
- 5.15 The South Pasadena City Council is responsible for the final approval of the proposed name. Its decision will be final.

5.2 Existing Facilities:

- 5.21 Requests to rename existing facilities shall be made by completing the nomination form provided. Staff will review the form for completeness and forward to the appropriate Commission for consideration.
- 5.22 Care and sensitivity should be given to an existing facility named for historical reasons. Great care in considering a renaming request when existing name relates to an event, era or a person or family of historical relevance.
- 5.23 Consideration may be given to naming City owned land or facility after an individual, when a significant percentage of the land or cost for development has been donated to the City.
- 5.24 The recommendations of the appropriate Commission will be forwarded to the City Council. The decision of the City Council will be FINAL.

**CITY OF SOUTH PASADENA**  
**Naming of City Owned Facilities to Recognize an Individual or Organization**  
(Please refer to Facility Naming Policy and Procedures for timeline and submittal process)

**NOMINATION FORM**

Nomination for consideration in the naming of a City-owned facility. Please type or print clearly and submit to the:

Appropriate City Department and Commission

.....  
Date \_\_\_\_\_

I. Name of Individual/Organization Submitting Nomination: \_\_\_\_\_

Address \_\_\_\_\_ Telephone (Wk & H) \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

II. Nominee:       Individual       Organization       Club

1. Name: \_\_\_\_\_

2. Telephone: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

Does the person live in South Pasadena? If so, how many years? \_\_\_\_\_

If not, number of years in South Pasadena Area \_\_\_\_\_

Recommended Name of Facility \_\_\_\_\_

Description/Location of Facility \_\_\_\_\_

Explanation of why this individual/organization should be considered. (This information will be used by the commission to determine the basis for their decision.) Use additional paper if needed.

.....  
.....  
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.....

FOR STAFF USE ONLY

Reviewing Commission: \_\_\_\_\_

Recommendation:                       APPROVE                       DECLINE

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

City Council Action:                       APPROVE                       DECLINE

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

\_\_\_\_ Nomination Withdrawn                      Date: \_\_\_\_\_

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# City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: October 5, 2016  
TO: Honorable Mayor and City Council  
VIA: Sergio Gonzalez, City Manager   
FROM: Lucy Demirjian, Assistant to the City Manager   
SUBJECT: **Discussion and Direction on Establishing a Policy for City Membership to Regional, State, and National Organizations**

## Recommendation

It is recommended that the City Council provide direction on establishing a policy for the City's membership to regional, state, and national organizations.

## Fiscal Impact

Membership dues vary yearly. The majority of dues are based on population. Funding is included in each year's budget.

League of CA Cities	\$10,114.00
League of CA Cities - LA County Division	\$1,181.25
San Gabriel Valley COG	\$13,790.33
Independent Cities Association of Southern California	\$1,075.00
Arroyo Verdugo Subregion	\$2,002.35
Southern California Association of Governments	\$2,798.00
San Gabriel Valley Economic Partnership <i>(Not current member)</i>	\$2,625.00
National League of Cities <i>(Not current member)</i>	\$1,861.00

## Commission Review and Recommendation

This matter was not reviewed by a Commission.

## Background

At the June 1, 2016 City Council Meeting, Mayor Mahmud requested discussion of establishing a policy to address City membership to outside organizations, seconded by Councilmember Schneider.

## Analysis

Membership in regional, state, and national organizations provides many benefits to the City. From specialized programming and advocacy services, they offer significant resources to inform

and educate leaders and policymakers. Members receive discounts on registration to conference and seminars which allow City officials to be part of the dialogue on current and relevant issues facing the City. Benefits specific to each organization are outlined in an attachment to this report.

City staff also hold individual memberships to professional organizations paid for by the City. Appropriation of membership dues are accounted for in each department's operational budget and approved by the City Council through the annual budget process. These memberships provide continued education and professional development opportunities throughout the year. They enable staff to stay on top of current trends and best practices in their respective field.

**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: List of Regional, State, and National Organizations

## Memberships to Regional, State, and National Organizations

### **League of CA Cities**

The League of California Cities is an association of California city officials who work together to enhance their knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities. Membership benefits include:

- Advocacy at the ballot box, in the Legislature, and in the courts.
- Communication on the latest advocacy efforts with news about legislative developments that affect your city. Vehicles include CA Cities Advocate, social media, and e-mail updates. In addition, *Western City* magazine, the League's monthly publication, provides substantive analysis of broader statewide policy issues for local officials.
- Member-Driven Priorities developed by local leaders. Regional divisions, professional departments, caucuses, and policy committees meet throughout the year to address policy issues.
- Best Practices and practical tools for local officials are provided by the Institute for Local Government on topics including public engagement, sustainability, ethics, Local Government 101, and more. These valuable resources can save your city time and money by offering expert information in a concise format, reducing the need for city staff research.
- Professional Development offered through the League's educational conferences and events is geared to the unique needs of local government officials and city staff. Meetings and webinars present essential information from experts and provide a forum for exploring solutions to the challenges facing California's cities.

### **League of CA Cities - LA County Division**

The Los Angeles County Division is made up of 86 cities within Los Angeles County, and provides members with the opportunity to exchange ideas and information and share the advantages of cooperative advocacy.

Elected city officials and professional city staff attend division meetings throughout the year to share what they are doing and advocate for their interests in Sacramento.

Division members also participate in the development of League policy through representation on:

- The League Board of Directors;
- Policy Committees;
- The Annual Conference Resolution Committee; and
- The Annual Conference Program Committee.

### **San Gabriel Valley COG**

The San Gabriel Valley Council of Governments (SGVCOG) is a joint powers authority made up of representatives from 31 cities, 3 Los Angeles County Supervisorial Districts, and the 3 Municipal Water Districts located in the San Gabriel Valley. The SGVCOG serves as a regional voice for its member agencies and works to improve the quality of life for the more than 2 million residents living in the San Gabriel Valley. The SGVCOG works on issues of importance to its member agencies, including transportation, housing, economic development, the environment, and water, and seeks to address these regionally. The City of South Pasadena became a member in 1994 when the organization was established and before that with its predecessor, the San Gabriel Valley Association of Cities.

### **Independent Cities Association of Southern California**

ICA is a 501 (c)(3) nonprofit, public benefit corporation created in 1960. It is made up of 48 member cities in the Southern California area. The organization focuses on education, legislative advocacy, intergovernmental relationships and other major issues that transcend the boundaries of its member cities. ICA holds two Annual Seminars bringing together city council members, other city officials and business partners for the purpose of being better informed and to share relevant experiences. The Winter Seminar addresses public safety and the Summer Seminar focuses on contemporary issues.

The City of South Pasadena has been a member since 2014.

### **Arroyo Verdugo Cities**

The Arroyo Verdugo Subregion (AVS) was assembled in 1993 as a method of coordinating information and providing a forum of discussion on issues of mutual interest and concern, consider regional programs and initiatives, and conduct studies, primarily related to transportation. The Subregion includes the cities of Burbank, Glendale, La Cañada Flintridge, Pasadena, and South Pasadena. The AVS is not constituted as a Council of Governments (COG) in that it does not have a joint powers agreement entered into by the cities, as COGs have. At the time of its inception, Pasadena and South Pasadena were members of the San Gabriel Valley COG and the other three cities were not members of any COG.

The respective City Councils of the AVS have approved receiving Measure R2 funds via the AVS. The expressed reason for this preference is to maintain local control over these funds.

### **Southern California Association of Governments**

The Southern California Association of Governments (SCAG) takes a role as liaison among city and county elected officials, urban planners and community organizations. Elected officials from member agencies are eligible to serve on SCAG's Regional Council and Policy Committees. SCAG's 86 Regional Council members have the key responsibility for representing the Southern California region on issues such as transportation investments, growth strategies and the allocation of future housing needs. Regional Council members have an important voice in short- and long-term planning and access to the insight provided on ongoing state activities affecting constituents.

Through active participation, SCAG members know they are providing a voice for their community and their region. Since 1965, SCAG has conceptualized many regionally significant projects and programs, including the Alameda Corridor, Metrolink, Heal the Bay, the Salton Sea Authority and the High Occupancy Vehicle (HOV system). SCAG is a place to introduce, test and nurture new ideas.

Staff closely monitors legislation in the State Legislature and Congress and informs the Regional Council about key legislative and administrative agency developments. SCAG also coordinates regular Regional Council member visits with elected and appointed officials of the executive and legislative branches of the federal and state governments. Members receive SCAG's e-alert, SCAG Update and the monthly e-newsletter, SCAG Spotlight. Members also receive free and/or discounted entry to SCAG-sponsored conferences and summits featuring the latest information and insights on issues of regional significance (e.g., the Southern California Economic Recovery & Job Creation Strategy). In addition, members receive a password to access the resources of the National Association of Regional Councils (NARC) through SCAG's primary membership. Members can learn from each other's policies and experiences through numerous networking opportunities, including the annual Regional Conference & General Assembly and Regional Council Retreat.

### **San Gabriel Valley Economic Partnership**

The San Gabriel Valley Economic Partnership is a regional, non-profit corporation supported and directed by its members and committed to the continued successful economic development of the San Gabriel Valley. A collaboration of business, local government, institutions of higher education and non-profit organizations, the Partnership pursues this commitment by engaging in public policy, marketing the San Gabriel Valley, fostering the success of business, and connecting people, companies, and organizations in the San Gabriel Valley. The Partnership is primarily funded by membership dues and special events. Membership dues invest in the long term success of the region and provide member companies and organizations with strategic partnerships throughout the community, up-to-date information on business and political issues, economic data and resources, and many other member benefits. The Partnership Board of Directors is comprised of key member representatives from businesses, colleges, universities and cities who have a stake in the economic vitality of the region.

## Memberships to Regional, State, and National Organizations

### **National League of Cities**

The National League of Cities (NLC) is dedicated to helping city leaders build better communities. Working in partnership with the 49 state municipal leagues, NLC serves as a resource to and an advocate for the more than 19,000 cities, villages and towns it represents.

- advocates for cities and towns in Washington, D.C. through full-time lobbying and grassroots campaigns
- provides programs and services that give local leaders the tools and knowledge to better serve their communities
- provides opportunities for involvement and networking to help city officials seek ideas, share solutions, and find common ground for the future
- keeps leaders informed of critical issues that affect municipalities and warrant action by local officials
- strengthens leadership skills by offering numerous training and education programs
- recognizes municipal achievements by gathering and promoting examples of best practices and recognizing cities and towns for model programs and initiatives
- partners with state leagues to supplement resources and strengthen the voice of local government in the nation's capital and all state capitols
- promotes cities and towns through an aggressive media and communications program that draws attention to city issues and enhances the national image of local government.

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