



**CITY COUNCIL CLOSED SESSION
REGULAR MEETING AGENDA**

**South Pasadena City Council
City Manager's Conference Room, Second Floor
1414 Mission Street, South Pasadena, CA 91030
Wednesday, June 3, 2015, at 6:30 p.m.**

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

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

Sergio Gonzalez, City Manager
Evelyn G. Zneimer, City Clerk
Sally Kilby, Interim Chief Deputy City Clerk
Teresa L. Highsmith, City Attorney

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

Closed Session Agenda	Description
1. Roll Call	Mayor Joe, Councilmembers Cacciotti, Khubesrian, Mahmud, Schneider
2. Public Comments	Public comments on Closed Session items only
3. Conference with Legal Counsel—Pending Litigation	Pursuant to Government Code Section 54956.9 (d)(1) Name of case: City of South Pasadena et al v. Federal Highway Administration: CA Department of Transportation et al. [United States District Court CV 98-6996]
4. Initiation of Litigation	Pursuant to Government Code Section 54956.9 (d)(4) CONFERENCE WITH LEGAL COUNSEL—INITIATION OF LITIGATION
5. Personnel Item	Pursuant to Government Code Section 54957 (b) (1) Performance Evaluation of City Attorney

Accommodations

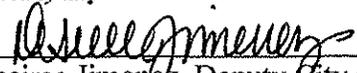


Meeting facilities are accessible to persons with disabilities. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 403-7230. Hearing assistive devices are available in the Council Chambers. Notification at least 72 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

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

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

05/28/2015
Date

 1
Desiree Jimenez, Deputy City Clerk

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**JOINT CITY COUNCIL /
REDEVELOPMENT SUCCESSOR AGENCY /
PUBLIC FINANCING AUTHORITY
REGULAR MEETING AGENDA**

**Amedee O. "Dick" Richards, Jr., Council Chambers,
1424 Mission Street, South Pasadena, CA 91030
Wednesday, June 3, 2015, at 7:30 p.m.**

City Council

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

Councilmembers / Agency Members / Authority Members
Michael A. Cacciotti; Marina Khubesrian, M.D.; Richard D. Schneider, M.D.

Sergio Gonzalez, City Manager / Agency Executive Director / Authority Executive Director
Evelyn G. Zneimer, City Clerk / Agency Secretary / Authority Secretary
Sally Kilby, Interim Chief Deputy City Clerk / Interim Chief Deputy Agency Secretary /
Interim Chief Deputy Authority Secretary
Teresa L. Highsmith, City Attorney / Agency Counsel / Authority Counsel

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

Presentations and Announcements

Roll Call, Invocation* (Councilmember Schneider)
Pledge of Allegiance

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

1. Closed Session Announcements — a Closed Session Agenda has been posted separately
2. Presentation of a Certificate of Appreciation to Bill Bogaard, Former Mayor, City of Pasadena, for serving four Mayoral terms and over 16 years of dedication and commitment to enhance the Cities of Pasadena and South Pasadena and the San Gabriel Valley
3. Announcement of 5th Grade Winners of the Festival of Balloons 4th of July Poster Contest depicting the Theme "Special Olympics"
4. Presentation of a Certificate of Appreciation to Orchard Supply Hardware for generous donations to the South Pasadena Community Garden
5. Councilmembers' Comments

6. City Manager Communications
7. Reordering of and additions to the Agenda

Opportunity to Comment on Consent Calendar

In order to address the Council, please complete a Public Comment Card. Time allotted per speaker: 3 minutes. Items listed under the consent calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless an audience member or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

Consent Calendar

8. Approval of the minutes of the Special City Council Meeting of May 13, 2015
9. Discretionary fund request from Councilmember Cacciotti in the amount of \$250 for the purpose of the Greenest Fastest Mile
10. Purchase of a 2016 Ford F250 regular cab Compressed Natural Gas service truck
11. Resolution authorizing the submittal of a grant application with the Los Angeles County Regional Parks and Open Space District for the creation of a Rest Area/Dog Park linking to the Arroyo Seco Bicycle and Pedestrian Trail

City Council/Redevelopment Successor Agency/ Public Financing Authority

12. Approval of prepaid warrants in the amount of \$1,459,459.76, General City warrants in the amount of \$1,172,933.24, and payroll in the amount of \$414,631.48

Public Comments and Suggestions

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

Action/Discussion

13. Adoption of resolution approving the Fiscal Year 2015-16 Engineer's Report declaring the City's intention to provide for an annual levy and collection of assessments and setting a date and time for a Public Hearing
14. Direction regarding Library Special Tax renewal options
15. Adoption of resolution and approval of a proposed reorganization resulting in significant cost-savings by establishing a Management Services Department that combines the City Manager's and City Clerk's Offices
16. Input regarding the 2016 San Gabriel Valley Golden Streets Festival

Reports

17. Report on financial policies

Adjournment

FUTURE CITY COUNCIL MEETINGS (OPEN SESSION)

Wednesday, June 17, 2015	Regular City Council Meeting	Council Chambers	7:30 p.m.
Wednesday, July 1, 2015	Regular City Council Meeting	Council Chambers	7:30 p.m.
Wednesday, July 15, 2015	Regular City Council Meeting	Council Chambers	7:30 p.m.

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

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

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

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

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

Accommodations

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05/28/2015
Date


Desiree Jimenez, Deputy City Clerk

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THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION



Bill Bogaard

Former Mayor, City of Pasadena

In appreciation for serving four Mayoral terms and over 16 years as the City of Pasadena's first directly elected Mayor and for invaluable selfless efforts to enhance economic vitality, artistic diversity, and quality of life throughout the Cities of Pasadena, South Pasadena, and throughout the San Gabriel Valley

Dated this 3rd day of June, 2015

Robert S. Joe, Mayor

Evelyn G. Zneimer, City Clerk

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THE CITY OF SOUTH PASADENA EXPRESSES

APPRECIATION



Orchard Supply Hardware

In appreciation of the generous contribution made to the South Pasadena Community Garden, including a \$5,000 donation, gifting of two sheds, wheelbarrows, and various garden tools, and for continuing to enrich the City's economic vitality, while enhancing the quality of life throughout the South Pasadena community

Dated this 3rd day of June, 2015

Robert S. Joe, Mayor

Evelyn G. Zneimer, City Clerk

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**MINUTES OF THE SPECIAL MEETING OF THE
CITY COUNCIL OF THE CITY OF SOUTH PASADENA CONVENED
THIS 13th DAY OF MAY 2015, AT 6:30 P.M.
SOUTH PASADENA MIDDLE SCHOOL AUDITORIUM
1500 FAIR OAKS AVENUE, SOUTH PASADENA, CA 91030**

1. ROLL CALL

Mayor Joe convened the Special Meeting of the South Pasadena City Council at 6:39 p.m.

Present were City Councilmembers Cacciotti (arriving at 6:43 p.m.), Khubesrian, and Schneider; Mayor Pro Tem Mahmud; and Mayor Joe.

Absent: None.

Other Officials and staff present: City Manager Gonzalez; City Attorney Highsmith; Principal Management Analyst Lin; Management Intern Zneimer; City Clerk Zneimer; and Interim Chief Deputy City Clerk Kilby.

PLEDGE OF ALLEGIANCE

Harry Knapp, Former Mayor, City of South Pasadena (City) led the Pledge of Allegiance.

2. PUBLIC COMMENT

Without objection, Mayor Joe moved the Public Comment section to the end of the Meeting so that all attending could hear from the presenters and to keep the meeting on schedule.

Mayor Joe provided introductory comments. He said the purpose of the presentation is to inform residents about the City's history related to the proposed State Route 710 (SR-710) North Extension, the current Draft Environmental Impact Report/Environmental Impact Statement (Draft EIR/EIS) and the destructive impacts of the alternatives. He said the Meeting will demonstrate how the City Council has been working to protect the residents' interests. He invited residents to submit individual comments regarding the

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issue tonight and by July 6, 2015, to the California Department of Transportation (Caltrans). He invited the Councilmembers to ask questions after each presenter. All presentations were accompanied by PowerPoint slides.

Antonio Rossmann, Special Counsel, Rossmann and Moore, LLP, provided a history of the City's efforts to oppose the proposed North Extension.

Principal Management Analyst Lin presented the alternatives offered in the Draft EIR/EIS and responded to questions.

Avrum D. Gold, West Pasadena Residents' Association and SR-710 Working Group, presented potential tunnel-boring risks and responded to questions.

Jeffrey Tumlin, Consultant, Nelson Nygaard Consulting Associates, who Mayor Joe said has been working with the 5-Cities Alliance (Glendale, La Cañada Flintridge, Pasadena, Sierra Madre, and South Pasadena) to analyze the deficiencies of the Draft EIR/EIS, as well as Connected Cities and Communities to develop a multimodal vision, presented key findings and a multimodal vision related to the Draft EIR/EIS. He responded to questions.

Councilmember Khubesrian presented the City's collaborative approach and responded to questions.

Delaine Shane, Environmental Planning Professional, presented public comment and hearing procedures for responding in writing to the Draft EIR/EIS. She responded to questions.

Mayor Joe read excerpts from a letter dated May 7, 2015, from Adam B. Schiff, Congressman, 28th Congressional District, to the Metropolitan Transportation Agency (Metro) Board. In the letter, Congressman Schiff said, among other things, "... a tunnel would be cost prohibitive and detrimental to the communities overall...." Insofar as the communities along the path, "... it is a consensus against the proposal, finding it too costly, too disruptive and too backward a solution to transportation needs in the 21st Century." He said "... communities want new and innovative ways to move people and improve air quality, not more freeways above or below ground with their smokestacks for ventilation and even more vehicles belching exhaust through their neighborhoods."

Mayor Joe opened the Public Comment section, limiting comments to three minutes each and only on the subject on the Special City Council Meeting Agenda.

Dianna Martinez-Lilly, South Pasadena Resident, said that the City should look at a tunnel system. What is missing from the Draft EIR/EIS is the incorporation of "smart planning," looking at ways that parkways can connect different places, and at corridors

SUBJECT TO REVISION: UNAPPROVED UNTIL RATIFIED BY CITY COUNCIL

that are opened up by Caltrans-owned public lands that can be turned into parks or public spaces. South Pasadena Resident Martinez-Lilly said there is an environmental justice issue in East Los Angeles with another project that will be a visual eyesore and remove more businesses. There is a need to look holistically so that it fits everyone. She said the meeting was one-sided and urged the City Council to be more open to options. She said the City is pitting neighborhoods against one another when there is an opportunity to resolve the issues together.

Don Jones, Member, No 710 Action Committee, said his family has opposed the proposed SR-710 North Extension for 23 years. He said many friends and neighbors who fought this issue throughout the years are no longer alive. He said that although victory seems near, they have been there before. Member Jones provided history of the opposition. If vacant parks become available, he advised naming a park or public place in the City after the individuals who have passed away who put many years into fighting the North Extension.

Kathryn Martorano, South Pasadena Resident, said that with all of the alternatives, residents and businesses will suffer and pay a price. The issues with the tunnel have been presented, but there are negative aspects with the alternatives. The widening of streets would lead to a loss of residential and business property. She supported the idea of distributing transit passes to students, which would not impact residents or businesses. When bike lanes are added, parking spaces will be removed, negatively impacting businesses. In addition, congestion increases due to the loss of lanes. Risks for cyclists increases. Cars should be primary on streets, she said.

Christopher Sutton, Attorney, Law Office of Christopher Sutton, representing Caltrans tenants, stated he has been involved in the issue for 45 years. He represents tenants who live in the Caltrans houses taken for the surface SR-710 North Extension, which began in 1965. He said the Draft EIR/EIS ignores the impacts on the Caltrans tenants and contains no plans for the disposition or rehabilitation of some 400-500 homes. He urged those who are commenting on the Draft EIR/EIS to address the issue. He urged Caltrans to adopt a plan to preserve in place the existing tenants, allow the tenants to purchase the properties under state law, outline methods of restoring the properties, and focus on preserving the neighborhoods where these houses exist.

Jan Soohoo, La Cañada Flintridge Resident, said she has been involved in opposing the SR-710 North Extension for five years. She referenced Bent Flyvbjerg, Professor, University of Oxford, and a world-renowned expert on infrastructure megaprojects, such as the proposed SR-710 tunnel. His research indicates that 90 percent of bridge and tunnel projects become over budgeted and over scheduled. Thus, the \$5.65 billion estimate is grossly underestimated. She evaluated the Seattle State Route 99 (SR-99) tunnel project, the SR-710 project, and the Sepulveda Pass Corridor Tunnel. The estimate for the SR-710 is \$5.65 billion; yet the Sepulveda Pass Corridor Tunnel is estimated to

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cost \$10 billion. She said the estimate for the SR-710 is being purposefully underestimated.

Kathy Jones, South Pasadena Resident, said she frequently utilizes rapid transit and that more bus lanes are not needed, rather more buses are needed.

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

Councilmember Khubesrian made a motion to place an item on a future City Council Meeting Agenda to look at updating the City's existing resolution on the SR-710 to discuss and provide direction to staff to bring back a resolution to consider opposing the SR-710 North Extension. In addition to that, to look at the other alternatives that were presented at this meeting and to consider making a finding about the Draft EIR/EIS as being inadequate with a flawed purpose and needs, and to consider opposing the Light Rail Transit (LRT) route alignment that is in the Draft EIR/EIS. In addition, consideration would be given to look at and make decisions about the Bus Rapid Transit (BRT), the Transportation Demand Management/Transportation System Management (TDM/TSM)/, and the no-build alternatives, seconded by Mayor Pro Tem Mahmud.

Mayor Pro Tem Mahmud announced that an additional Public Hearing will be held, sponsored by Caltrans and Metro. When it is scheduled, the City will notify the public. She said that at these meetings, there will be an opportunity to ask questions. She said that the Executive Summary of the Draft EIR/EIS, which totals approximately 40 pages, can provide a way for the public to become familiar with the document and which sections may be of further interest.

Mayor Joe thanked the panel members and expressed appreciation to the audience for attending. Councilmember Khubesrian expressed appreciation to the Freeway and Transportation Commission. Mayor Pro Tem Mahmud said the City is fortunate to have so many involved, knowledgeable activists from throughout the area.

Councilmember Cacciotti, seconded by Mayor Pro Tem Mahmud, made a motion to adjourn. Without objection, Mayor Joe adjourned the Special Meeting of the South Pasadena City Council at 8:55 p.m.

Evelyn G. Zneimer
City Clerk

Robert S. Joe
Mayor

Minutes approved by the South Pasadena City Council on June 3, 2015.

SUBJECT TO REVISION: UNAPPROVED UNTIL RATIFIED BY CITY COUNCIL

City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: June 3, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager *AA*
FROM: David Batt, Finance Director *DB*
SUBJECT: **Discretionary Fund Request From Councilmember Cacciotti in the Amount of \$250 for the Purpose of the Greenest Fastest Mile**

Recommendation

It is recommended that the City Council approve the request by Councilmember Cacciotti designating \$250 for the purpose of the Greenest Fastest Mile.

Fiscal Impact

Funds are available in the FY 2014-15 Budget.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

In September 2004, the City Council approved the creation of discretionary spending budgets which allow each councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. The City Council adopted the FY 2014-15 budget with \$20,000 in the Discretionary Fund, \$4,000 designated for each councilmember/mayor. Discretionary funds must be used for a public purpose benefiting the City.

On August 17, 2011, the City Council approved Resolution No. 7174, establishing guidelines for discretionary budget accounts. The resolution states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$10,000 per councilmember account. Said unallocated funds need not be encumbered by a purchase order in order to be carried over to the following fiscal year. The table below displays the current Discretionary Fund balances, and excludes the requests being considered in this staff report.

Analysis

The 6th annual Greenest Fastest Mile Race will be held on July 19, 2015 in conjunction with the Green Living Expo.

Discretionary Fund Request for the Greenest Fastest Mile

June 3, 2015

Page 2 of 3

City Councilmembers Discretionary Funds Fiscal Year 2013/14						
Date		<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesrian</u>	<u>Mahmud</u>	<u>Schneider</u>
	Prior Year Balance >	\$3,000	\$6,000	\$2,700		\$4,000
Pledged	Plus Current Year Balance >	\$4,000	\$4,000	\$4,000	\$2,000	\$4,000
7/3/2013	Mural Project at Senior Center			(500)		
7/3/2013	Orange Grove Park Mural			350		400
10/2/2013	Nature Park Plants					500
11/20/2013	Nature Park Surveillance Camera					400
2/5/2014	Crossing Guard at Mission/Marengo	1,000				
3/19/2014	Dog Park Planning & Design	1,000				
4/9/2014	The Place Teen Center			500		
6/4/2014	Comm. Emergency Response Team		5,000			
	<i>YTD Appropriations</i>	<i>2,000</i>	<i>5,000</i>	<i>350</i>	<i>0</i>	<i>1,300</i>
Available at 6/30/14		\$5,000	\$5,000	\$6,350	\$2,000	\$6,700

City Councilmembers Discretionary Funds Fiscal Year 2014/15						
Date		<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesrian</u>	<u>Mahmud</u>	<u>Schneider</u>
	Prior Year Balance >	\$5,000	\$5,000	\$6,350	\$2,000	\$6,700
Pledged	Plus Current Year Balance >	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
9/2/2014	Tourn. of Roses Souvenir Booth	2,072				
9/2/2014	10th Anniversary of the Nature Park	250	250			
11/5/2014	Materials for "Tough Guise 2"			650		
4/8/2015	Eddie Park Bridge Project	200				
4/8/2015	Acquisition of Leo Politi Sculpture					3000
4/22/2015	Host Town for the Special Olympics		1000			
4/22/2015	Community Garden				1000	
5/6/2015	Acquisition of Leo Politi Sculpture			2000		
5/6/2015	Host Town for the Special Olympics			1000		
5/6/2015	Community Garden			700		
5/20/2015	Acquisition of Leo Politi Sculpture		800			
	<i>YTD Appropriations</i>	<i>2,522</i>	<i>2,050</i>	<i>4,350</i>	<i>1,000</i>	<i>3,000</i>
Available at 6/3/15		\$6,478	\$6,950	\$6,000	\$5,000	\$7,700

Legal Review

The City Attorney has not reviewed this item. 16

Discretionary Fund Request for the Greenest Fastest Mile
June 3, 2015
Page 3 of 3

Public Notification of Agenda Item

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

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City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: June 3, 2015

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager 

FROM: Sheila Pautsch, Community Services Director 
Angela Loera, Management Aide 

SUBJECT: **Purchase of a 2016 Ford F250 Regular Cab Compressed Natural Gas Service Truck**

Recommendation

It is recommended that the City Council:

1. Accept a bid dated December 9, 2014, from Raceway Ford for the purchase of a 2015 Ford F250 regular cab Compressed Natural Gas (CNG) truck;
2. Reject all other bids received; and
3. Authorize the City Manager to enter into a contract with Raceway Ford for a not-to-exceed amount of \$33,985.14 (including taxes and fees).

Fiscal Impact

There are sufficient funds available in the Proposition C account 207-4200 to purchase the CNG vehicle. Transit has identified \$39,000 of Proposition C funds for this item.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

The City of South Pasadena (City) recognizes that the region has an air quality problem, which is related to all vehicle operations, especially the operation of heavy-duty vehicles. Public agencies have a significant role to play in improving air quality by reducing the emissions from all fleet operations. On November 16, 2005, the City Council adopted a low-emission vehicle (LEV) acquisition policy which requires the purchase of low-emission vehicles when practical for equipment fleets and requires that existing vehicles be retrofitted if and when practical.

The City is committed to being a community leader by showing how fleets (large and small) can aggressively incorporate low emission vehicles into fleet operations. Currently, Transit's vehicle fleet consists of five CNG vehicles. Staff is proposing to purchase one non-revenue Ford F250 regular cab CNG vehicle. The purchase of this vehicle will enable staff to complete offsite non-revenue duties and responsibilities, per their job description. The City's Public Work's

department recently purchased a vehicle from Raceway Ford in January 2015 through a competitive bidding process. The Community Services department was quoted a piggyback price, by Raceway Ford, for a similar vehicle, consistent with the procedures set forth in South Pasadena Municipal Code Section 2.99-29(21).

Analysis

Sealed bids were solicited from various vendors, in addition to the standard advertising in compliance with the Public Contract Code in a newspaper of general circulation in the City.

On December 9, 2014, the City Clerk received and opened two (2) bids. The table below summarizes the bids that were received:

Vendor	Bid Amount
Raceway Ford, Riverside, CA	\$38,455
Star Ford Lincoln, Glendale, CA	\$42,504

Staff has checked Raceway Ford’s references, and their work was verified to be of good quality. Similar vehicles were satisfactorily built and delivered for many other agencies, including such agencies as the City of Glendale, City of Pasadena, and City of Riverside. The Vendor is expected to deliver the service truck within 180 calendar days from the date the notice of award is issued.

Currently, staff is without a non-revenue vehicle to complete various essential assignments such as field inspections, attend trainings, and complete routine purchase of necessary equipment for vehicle maintenance. Additionally, the vehicle will provide staff with the means to respond to any accident/incidents out on the field. The purchase of this vehicle will allow staff to fulfill their assigned duties, while reducing City liability with the use of a personal vehicle.

The dealerships will handle the conversion of the gas fuel tanks to CNG. CNG conversions for these types of vehicles are done aftermarket, and will meet California Air Resource Board (CARB) certifications. The installation of the conversion kits does not affect the original manufacturer warranties. The vehicle will be delivered to the City as completed vehicle.

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: Written declaration by Raceway to honor additional purchases from the City

RACEWAY FORD

5900 Sycamore Canyon Blvd.
Riverside, Ca. 92507
(951) 784-1000

Lyle Nielsen
Municipal Fleet Mgr.
(619) 449-2379-Direct
(619) 253-9836-Mobile
(619)449-8883-Fax
E-mail: lylenielsen@cox.net

Quote to: CITY OF SOUTH
PASADENA

Address: 1414 MISSION ST.
SOUTH PASADENA, CA. 91030

Phone: 626-403-7368

MAY 23, 2015
ATTN: ANGELA LOERA

RACEWAY FORD IS PLEASED TO EXTEND PIGGYBACK PRICING FOR A
2016 FORD F250 REGULAR CAB WITH CNG FUEL SYSTEM PER CITY OF
SOUTH PASADENA PURCHASE ORDER NO. 15203. DELETE \$4,100.00
FOR THE PACIFIC SERVICE BODY AND RACK.

\$35,271.00
LESS \$ 4,100.00
TAX \$2,805.00
TIRE FEE \$ 8.75
TOTAL \$33,985.14

THANK YOU,

LYLE NIELSEN
RACEWAY FORD

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City of South Pasadena Agenda Report

Robert S. Joe, Mayor
Diana Mahmud, Mayor Pro Tem
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Evelyn G. Zneimer, City Clerk
Gary E. Pia, City Treasurer

COUNCIL AGENDA: June 3, 2015

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager 

FROM: Sheila Pautsch, Community Services Director 

SUBJECT: **Resolution Authorizing the Submittal of a Grant Application with the Los Angeles County Regional Parks and Open Space District for the Creation of a Rest Area/Dog Park Linking to the Arroyo Seco Bicycle and Pedestrian Trail**

Recommendation

It is recommended that the City Council:

1. Adopt a resolution approving the submittal of a grant application in the amount of \$208,000 for a Rest Area/Dog Park linking the Arroyo Seco Bicycle and Pedestrian Trail Dog Park to the Los Angeles County Regional Parks and Open Space District 2015 Countywide Competitive Grant Program; and
2. Authorize the City Manager to sign the application and all related grant documents.

Fiscal Impact

The grant request is in the amount of \$208,000 to assist with the \$508,000 estimated cost of the Rest Area/Dog Park linking to the Arroyo Seco Bicycle and Pedestrian Trail. Currently there is \$100,000 designated from the General Fund and \$200,000 of Park Impact Fees committed to the project by the City Council. The application and accompanying resolution does require that the City of South Pasadena (City) maintain the project in perpetuity. The long term costs for the maintenance and repair of the project are unknown.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

Los Angeles County voters approved the allocation of grant funds in the Safe Neighborhood Parks Proposition of 1992 under Sections 8(a)(1), 8(a)(2), 8(b)(1), 8(b)(2), and 8(d); and in the Safe Neighborhood Parks Proposition of 1996 under Sections 3(a)(1), 3(b), 3(c)(1), 3(c)(2), and 24. These funds are administered through the 2015 Countywide Competitive Grant Program.

The Los Angeles County Regional Parks and Open Space District announced the availability of

approximately \$5,154,680 for the 2015 Countywide Competitive Grant Program. There are two categories to apply for, Rivers and Streams and Santa Monica Bay. Applicants are strongly encouraged to demonstrate matching funding commitments of at least 25%.

Analysis

The Rest Area/Dog Park linking to the Arroyo Seco Bicycle and Pedestrian Trail will be constructed across from the trailhead giving dog owners and their dogs a safe place to rest and play off leash. The trail along the front of the Rest Area/Dog Park will connect to an existing trail. The existing trail traverses to the north through Arroyo Park, south to the Arroyo Woodland and Wildlife Park as well as up Stoney Drive to Arroyo Drive giving ample connection to Rest Area/Dog Park and Arroyo Seco Trail. The entire project is about \$508,000 which includes a little over a half acre of open space, benches, trash receptacle, drinking fountains, dog waste station, kiosk, irrigation, signage and other safety enhancements for dogs and their owners to socialize and enjoy the view of the Arroyo Seco Trail. The City will submit a grant application for \$208,000 for the site construction of the dog park such as grading, and drainage, electrical work and installation of water connection, and area lighting to ensure a safe park for year-round use.

The City has already committed \$100,000 from the General Fund in 2014-2015 and an additional \$200,000 of Park Impact Fees to be approved with the proposed FY 2015-16 Budget.

Legal Review

The City Attorney has reviewed this item.

Public Notification of Agenda Item

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

Attachment: Resolution Approving Application for the 2015 Countrywide Competitive Grant Program

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING THE APPLICATION FOR GRANT FUNDS
FROM THE LOS ANGELES COUNTY REGIONAL PARK AND
OPEN SPACE DISTRICT FOR FIFTH SUPERVISORIAL DISTRICT
2015 COUNTYWIDE COMPETITIVE GRANT FUNDING
FOR THE REST AREA/DOG PARK LINKING TO THE
ARROYO SECO BIKE AND PEDESTRIAN TRAIL
AND APPROVE THE ADOPTION OF
A YOUTH EMPLOYMENT PLAN**

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

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

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

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

WHEREAS, said application contains assurances that the City of South Pasadena must comply with, including the commitment of at least 25% matching funds; and

WHEREAS, the City of South Pasadena certifies, through this resolution, that the application is approved for submission to the District; and

WHEREAS, the City of South Pasadena will enter into an Agreement with the District to provide funds for acquisition and development projects; and

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

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

SECTION 1. Approves the filing of an application with the Los Angeles County Regional Park and Open Space District for \$208,000 of 2015 Countywide Competitive Grant Program Funding for the above project.

SECTION 2. Certifies that the City of South Pasadena understands the assurances and certification in the application form.

SECTION 3. Certifies that the City of South Pasadena has, or will have, sufficient matching funds to construct the project and sufficient funds to operate and maintain the project in perpetuity.

SECTION 4. Certifies that the City of South Pasadena will sign and return, within 30 days, both copies of the project agreement sent by the District for authorizing signature.

SECTION 5. Approves the adoption of a Youth Employment Plan for the project (Exhibit A).

SECTION 6. Appoints the city manager, or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of the aforementioned project.

SECTION 7. 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 3rd day of June, 2015.

Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 3rd day of June, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

**City of South Pasadena
Youth Employment Plan
Rest Area/Dog Park
linking the Arroyo Seco
Bicycle and Pedestrian Trail**

Project Description:

Grant funding will be used for site construction of a rest area and dog park including clearing and grubbing, grading and drainage, water connection and electrical. This is part of Rest Area and Dog Park to be used for recreation purposes. The entire project is little over a half acre of open space, benches, trash receptacle, drinking fountains, dog waste station, kiosk, irrigation, signage and other safety enhancements for dogs and their owners to socialize and enjoy the view of the Arroyo Seco Trail.

Scope of Work:

This project includes the grading and construction of the Rest Area and Dog Park, purchase and installation of benches, installation of drinking fountain and supply line, purchase and installation of dog waste stations and kiosk and pedestrian access gate. The total project cost is estimated at \$508,000.

The awarded contractor for the new Rest Area/Dog Park linking the Arroyo Seco Bicycle and Pedestrian Trail will be required to use a portion of their contract towards an at-risk youth labor organization which is approved by the County.

Tasks That May Be Performed by At-Risk Youth: Rest area and dog park preparation such as grading and digging a trench for the drinking fountain supply line.

Estimated Cost of Youth Employment: \$15,000

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

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

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

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

COUNCIL AGENDA: June 3, 2015
 TO: Honorable Mayor and City Council
 VIA: Sergio Gonzalez, City Manager 
 FROM: David Batt, Finance Director 
 SUBJECT: **Approval of Prepaid Warrants in the Amount of \$1,459,459.76,
General City Warrants in the Amount of \$1,172,933.24 and Payroll
in the Amount of \$414,631.48**

Recommendation

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

Fiscal Impact

Prepaid Warrants:		
Warrant # 188471 – 188533		\$ 1,459,459.76
General City Warrants:		
Warrant # 188534 – 188656		\$ 1,172,933.24
Payroll 05-22-15		\$ 414,631.48
Total		\$ 3,047,024.48

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
June 3, 2015
Page 2 of 2

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 05-22-15
5. Redevelopment Successor Agency Check Summary Total

ATTACHMENT 1
Warrant Summary

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

Fund No.	Date 06.03.15 Amounts			
	Prepaid	Written	Payroll	
General Fund	101	187,960.62	193,431.53	230,286.92
Insurance Fund	103			
Facilities & Equip.Cap. Fund	105		4,286.25	
Local Transit Return "A"	205	1,276.72	99.19	4,495.34
Local Transit Return "C"	207	2,339.70		7,631.44
Sewer Fund	210	1,259.20	4,683.55	12,071.64
CTCTraffic Improvement	211			
Street Lighting Fund	215	42,712.27	9,339.06	9,747.56
Public,Education & Govt Fund	217			
Clean Air Act Fund	218			
Business Improvement Tax	220			
Gold Line Mitigation Fund	223			
Mission Meridian Public Garage	226	2,274.81	4,370.00	
Housing Authority Fund	228			
State Gas Tax	230	2,045.49	2,240.46	17,449.33
County Park Bond Fund	232			
Measure R	233			
MSRC Grant Fund	238			
Bike & Pedestrian Paths	245			
Capital Growth Fund	255			
CDBG	260			
Asset Forfeiture	270	4,639.05		
Police Grants - State	272	7,099.61		
Police Subventions-CLEEP	273			
Homeland Security Grant	274			
Park Impact Fees	275			
Public Library Fund Grant	280			
Arroyo Seco Golf Course	295			
Sewer Capital Projects Fund	310		27,972.50	179.19
Water Fund	500	956,741.50	919,210.70	53,741.50
Public Financing Authority	550		5,550.00	
Payroll Clearing Fund	700	250,779.27		72,164.66
Employee Special Event Fund	900			
Redev.Oblig.Retirement Fund	927			
Column Totals		1,459,128.24	1,171,183.24	407,767.58
City Report Totals			3,038,079.06	

Fund No.	Amounts			
	Prepaid	Written	Payroll	
RSA	227	331.52	1,750.00	6,863.90
Column Totals		331.52	1,750.00	6,863.90
RSA Report Totals			8,945.42	

Grand Report Total	Amounts		
	Prepaid	Written	Payroll
	1,459,459.76	1,172,933.24	414,631.48
Grand Report Total		3,047,024.48	

Robert S. Joe, Mayor


David Batt, Finance Director

Evelyn G. Zneimer, City Clerk

ATTACHMENT 2
Prepaid Warrant List

Acorn Technology Corp.

Inv. 17134				
03/31/15	PD Additional IT Support Svcs		101-4010-4011-8170-000	667.50
Ck. 05/21/15 188509	Total			667.50

Ameritas

Inv. P/R/E 5/18/15				
05/19/15	Vision Ins. Jun-15		700-0000-0000-2268-000	2,645.92
Ck. 05/21/15 188497	Total			2,645.92

AT & T

Inv. 000006435266				
04/10/15	2790 212 3/4-4/3/15		500-6010-6710-8150-000	30.90
Inv. 000006438580				
04/20/15	0587 025 3/4-4/3/15		101-3010-3032-8150-000	193.07
Inv. 000006438581				
04/20/15	9465 054 3/4-4/3/15		101-3010-3032-8150-000	193.32
Inv. 000006443037				
04/04/15	5778 627 3/4-4/3/15		500-6010-6710-8150-000	154.54
Inv. 000006445644				
04/04/15	5005 942 3/4-4/3/15		500-6010-6710-8150-000	37.20
Inv. 000006453086				
04/20/15	4049 244 3/4-4/3/15		101-3010-3032-8150-000	195.64
Inv. 00000645563				
04/20/15	1352 024 3/4-4/3/15		101-3010-3032-8150-000	125.26
Inv. 000006455664				
04/20/15	1986 425 3/4-4/3/15		101-3010-3032-8150-000	17.49
Inv. 000006455666				
04/20/15	9048 875 3/4-4/3/15		101-3010-3032-8150-000	33
Inv. 000006455667				
04/10/15	4358 152 3/4-4/3/15		500-6010-6710-8150-000	81.45
Inv. 000006459878				
04/20/15	0905 346 3/4-4/3/15		101-3010-3032-8150-000	102.21
Inv. 000006459879				
04/10/15	2124 371 3/4-4/3/15		500-6010-6710-8150-000	15.63
Inv. 000006459880				
04/20/15	2452 103 3/4-4/3/15		101-3010-3032-8150-000	34.54
Inv. 000006459881				
04/10/15	3711 371 3/4-4/3/15		500-6010-6710-8150-000	15.63
Inv. 000006459882				
04/20/15	407 783 3/4-4/3/15		101-3010-3032-8150-000	47.77
Inv. 000006459883				
04/20/15	4956 974 3/4-4/3/15		101-3010-3032-8150-000	370.10
Inv. 000006459884				
04/20/15	9100 538 3/4-4/3/15		101-3010-3032-8150-000	48.01
Inv. 000006460291				
04/20/15	2870 423 3/4-4/3/15		101-3010-3032-8150-000	59.68
Inv. 000006460292				
04/20/15	2856 294 3/4-4/3/15		101-3010-3032-8150-000	59.68
Inv. 000006460293				
04/20/15	2095 213 3/4-4/3/15		101-3010-3032-8150-000	96.28
Inv. 000006460299				
04/20/15	2841 274 3/4-4/3/15		101-3010-3032-8150-000	30.28
Inv. 000006460346				
04/20/15	3075 470 3/4-4/3/15		101-3010-3032-8150-000	65.38
Inv. 000006467879				
04/20/15	6412 115 3/27-4/26/15		101-3010-3032-8150-000	817.2°
Inv. 000006475005				
04/20/15	2407 991 3/4-4/3/15		101-3010-3032-8150-000	55. .
Inv. 000006475006				
04/10/15	6163 371 3/4-4/3/15		500-6010-6710-8150-000	15.53

Inv. 000006496074				
04/20/15	8022 114 3/4-4/3/15		101-3010-3032-8150-000	612.06
Inv. 000006502168				
04/10/15	0086 810 3/4-4/3/15		500-6010-6710-8150-000	353.25
Inv. 000006502169				
04/20/15	0087 658 3/27-4/26/15		101-3010-3032-8150-000	137.03
Inv. 000006502175				
04/20/15	0743 422 3/27-4/26/15		101-3010-3032-8150-000	203.91
Inv. 000006502198				
04/20/15	3048 942 3/4-4/3/15		101-3010-3032-8150-000	125.61
Inv. 000006502205				
04/20/15	0099 018 3/4-4/3/15		101-3010-3032-8150-000	137.03
Inv. 000006502218				
04/20/15	1753 935 3/27-4/26/15		101-3010-3032-8150-000	547.41
Inv. 000006502219				
04/10/15	1754 936 3/4-4/3/15		500-6010-6710-8150-000	558.66
Inv. 000006502303				
04/20/15	2994 203 3/4-4/3/15		101-3010-3032-8150-000	282.63
Inv. 000006503793				
04/20/15	0802 338 3/27-4/26/15		101-3010-3032-8150-000	98.13
Inv. 000006503794				
04/20/15	0756 338 3/4-4/3/15		101-3010-3032-8150-000	98.13
Inv. 000006517138				
04/20/15	CLADPSOPAS 3/27-4/26/15		101-3010-3032-8150-000	930.90
Inv. 000006519545				
04/10/15	0951 665 3/4-4/3/15		500-6010-6711-8150-000	51.88
Inv. 000006519546				
04/20/15	2319 371 3/27-4/26/15		500-6010-6710-8150-000	458.52
Inv. 000006519548				
04/20/15	0182 661 3/4-4/3/15		101-3010-3032-8150-000	99.84
Inv. 000006519549				
04/20/15	0384 071 3/4-4/3/15		101-3010-3032-8150-000	323.91
Inv. 000006519550				
04/20/15	0675 233 3/4-4/3/15		101-3010-3032-8150-000	227.91
Inv. 000006519551				
04/20/15	1191 293 3/27-4/26/15		101-3010-3032-8150-000	541.09
Inv. 000006519552				
04/20/15	2876 572 3/27-4/26/15		101-3010-3032-8150-000	99.46
Inv. 000006519553				
04/20/15	3596 634 3/4-4/3/15		101-3010-3032-8150-000	279.57
Inv. 000006519554				
04/20/15	4602 889 3/4-4/3/15		101-3010-3032-8150-000	51.88
Inv. 000006519556				
04/20/15	6301 234 3/4-4/3/15		101-3010-3032-8150-000	219.44
Inv. 000006519557				
04/20/15	6317 525 3/4-4/3/15		101-3010-3032-8150-000	208.31
Inv. 000006519558				
04/20/15	6359 881 3/4-4/3/15		101-3010-3032-8150-000	280.13
Inv. 000006519560				
04/20/15	8174 053 3/4-4/3/15		101-3010-3032-8150-000	281.45
Inv. 000006519561				
04/10/15	9413 903 3/4-4/3/15		500-6010-6710-8150-000	46.42
Inv. 000006520031				
04/20/15	2513 652 3/4-4/3/15		101-3010-3032-8150-000	309.41
Inv. 000006520032				
04/20/15	6497 357 3/4-4/3/15		101-3010-3032-8150-000	1.01
05/14/15 188471	Total			10,461.32
Inv. 065 081-5011				
05/01/15	5011 938 2 4/13-5/12/15		101-3010-3032-8150-000	143.18

Ck. 05/14/15 188472	Total		143.10
Inv. 248 134-6100			
05/11/15	5/1-31/15	101-3010-3032-8150-000	0.02
Inv. 626 405-0051			
05/11/15	5/11-6/10/15	101-3010-3032-8150-000	280.55
Inv. 626 441-6497			
05/11/15	5/13-6/12/15	101-3010-3032-8150-000	135.59
Inv. 626 577-6657			
05/11/15	5/13-6/12/15	101-3010-3032-8150-000	50.41
Ck. 05/21/15 188510	Total		466.57
AT&T --Cingular Wireless			
Inv. 287258938988X04			
04/19/15	PW Cell Phones 3/20-4/19/15	210-6010-6501-8020-000	115.00
04/19/15	PW Cell Phones 3/20-4/19/15	101-6010-6601-8020-000	115.00
04/19/15	PW Cell Phones 3/20-4/19/15	210-6010-6501-8020-000	115.00
04/19/15	PW Cell Phones 3/20-4/19/15	215-6010-6310-8020-000	115.00
04/19/15	PW Cell Phones 3/20-4/19/15	101-6010-6011-8020-000	115.00
04/19/15	PW Cell Phones 3/20-4/19/15	500-6010-6710-8020-000	135.43
04/19/15	PW Cell Phones 3/20-4/19/15	500-6010-6711-8020-000	136.00
Ck. 05/14/15 188473	Total		846.43
Athens Disposal Company			
Inv. April 2015			
05/13/15	Low Income Fees 4/15	101-0000-0000-4210-001	3,036.66
05/13/15	Yard Waste Fees 4/15	500-0000-0000-5525-000	16,689.13
Inv. May 2015			
05/13/15	Estimate Recycling Fees 5/15	500-0000-0000-5360-000	6,812.
05/13/15	Estimate Rubbish Fees 5/15	500-0000-0000-5360-000	312,996.56
Ck. 05/14/15 188474	Total		339,534.63
Azusa Valley Water Company			
Inv. 4076			
05/13/15	Lease Water Rights-Water Purch	500-6010-6711-8233-000	612,430.00
Ck. 05/14/15 188475	Total		612,430.00
CA American Water Co.			
Inv. 101521002151102			
04/23/15	WilsonWell#2 Water Svc 3/24-4/	500-6010-6711-8231-000	47.62
Ck. 05/21/15 188511	Total		47.62
Ca. State Disbursement Unit			
Inv. P/R/E 5/18/15			
05/19/15	Garnishment	700-0000-0000-2264-000	400.50
Ck. 05/21/15 188498	Total		400.50
Ca. State Disbursement Unit			
Inv. P/R/E 5/18/15			
05/20/15	Garnishment	101-0000-0000-2910-200	525.00
Ck. 05/21/15 188499	Total		525.00
CAL PERS 457 PLAN			
Inv. P/R/E 5/18/15			
05/19/15	Deferred Comp	700-0000-0000-2260-000	3,357.07
Ck. 05/21/15 188500	Total		3,357.07
City of San Marino			
Inv. 1/1-3/30/15			
03/30/15	Shared Fire Com Staff Svcs 1/1	101-5010-5011-8183-000	60,674.37

Inv. 10/1-12/31/14			
03/30/15	Shared Fire Com Staff Svcs 10/	101-5010-5011-8183-000	53,061.74
Ck. 05/21/15 188512	Total		113,736.11
CPOA			
Inv. 6/4-5/15			
05/13/15	PD TrainingRegistrationSgt.Bri	101-4010-4011-8210-000	250.00
Ck. 05/14/15 188476	Total		250.00
Creek, Michael			
Inv. P/R/E 5/18/15			
05/20/15	Movie Detail 5/7/15	101-0000-0000-2910-200	752.50
Ck. 05/21/15 188501	Total		752.50
Delta Dental			
Inv. P/R/E 5/17/15			
05/21/15	Dental Ins. Jun-15	700-0000-0000-2267-000	11,503.85
Ck. 05/21/15 188513	Total		11,503.85
Deser, Abigail			
Inv. R59324			
05/13/15	Refund WMB Deposit 5/2/15	101-0000-0000-2920-000	500.00
Ck. 05/14/15 188477	Total		500.00
E. D. D.			
Inv. P/R/E 5/18/15			
05/19/15	State w/h Tax	700-0000-0000-2220-000	18,119.82
05/21/15 188502	Total		18,119.82
Ellen's Silkscreening			
Inv. S55500			
04/30/15	Summer 2015 Camp Med T-Shirts	101-8030-8032-8268-000	1,052.26
Ck. 05/21/15 188514	Total		1,052.26
Extendobed			
Inv. 214547			
03/19/15	ATF Approved Storage	101-0000-0000-2700-000	(542.61)
03/19/15	ATF Approved Storage	272-4010-4018-8540-000	7,099.61
Ck. 05/14/15 188478	Total		6,557.00
FreeMotion Fitness			
Inv. WFMFQ90947			
04/27/15	PD/FD Fitness Equipment	270-4010-4015-8520-000	4,639.05
04/27/15	PD/FD Fitness Equipment	101-5010-5011-8020-000	4,639.05
Ck. 05/21/15 188515	Total		9,278.10
Giron, Aaron			
Inv. P/R/E 5/18/15			
05/20/15	Movie Detail 5/17/15	101-0000-0000-2910-200	523.50
Ck. 05/21/15 188503	Total		523.50
Gorlitz Sewer & Drain Inc.			
Inv. 0124250			
02/24/15	Facility Maint. Hydro Jetter	101-6010-6601-8520-000	5,526.30
Ck. 05/14/15 188479	Total		5,526.30
Hollywood Outdoor Movies			
Inv. 5/15/15 Bal			
05/13/15	Movies in the Park 2015 Balanc	101-8030-8032-8264-000	955.50

Ck. 05/14/15 188480	Total		955.00
ICMA			
Inv. P/R/E 5/18/15			
05/19/15	Deferred Comp	700-0000-0000-2260-000	3,922.55
Ck. 05/21/15 188504	Total		3,922.55
Izurieta Fence Company			
Inv. 01104			
04/15/15	Community Garden Temp. Fence	101-9000-9185-9185-000	975.00
Ck. 05/14/15 188481	Total		975.00
Kennedy, Paula			
Inv. R59403			
05/18/15	Refund Tennis Class	101-0000-0000-5270-002	54.00
Ck. 05/21/15 188516	Total		54.00
Kiwanis Club of So. Pasadena			
Inv. 2651726			
04/14/15	CM Kiwanis Dues & Meals: Jan -	101-2010-2011-8060-000	216.00
Ck. 05/14/15 188482	Total		216.00
Kushigemachi, Michiyo			
Inv. R59404			
05/18/15	Refund Tennis Class	101-0000-0000-5270-002	54.00
Ck. 05/21/15 188517	Total		54.00
L.A.C. P.C. A.			
Inv. 6/25-26/15			
05/19/15	2015StrategicPlanning-PD Chief	101-4010-4011-8090-000	200.00
Ck. 05/21/15 188518	Total		200.00
L.A.C. Registrar-Recorder			
Inv. 15302			
05/12/15	NoticeExemption-FY14-15St.Impr	101-6010-6011-8020-000	75.00
Ck. 05/14/15 188483	Total		75.00
Inv. 15302			
05/20/15	NoticeExemption-El Centro St.I	101-6010-6011-8020-000	75.00
Ck. 05/21/15 188519	Total		75.00
L.A.C. Registrar-Recorder			
Inv. 1773			
05/21/15	Negative Declaration-1553 Cami	101-7010-7101-8040-000	75.00
Ck. 05/21/15 188520	Total		75.00
Lee Ko, Mariam			
Inv. 5/12/15			
05/12/15	Reimb.EmployeeAppreciationLunc	101-2010-2013-8020-000	205.70
Ck. 05/14/15 188484	Total		205.70
Miller, Arthur			
Inv. 4/20-24/15			
04/27/15	Reimb. LACPC Spring Conf. Expe	101-4010-4011-8090-000	554.71
Ck. 05/14/15 188485	Total		554.71
Mission Inn Foundation			
Inv. 6/4/15			
05/18/15	Sr.Center Field Trip 6/4/15 De	101-8030-8021-8264-000	275.00

Ck. 05/21/15 188521	Total		275.00
Mission-Meridian Village			
Inv. 88888-7			
05/11/15	Property Owners Assn Dues-Hosp	226-2010-2029-8060-000	857.56
Inv. 88888-8			
05/11/15	Property Owners Assn Dues-Park	226-2010-2029-8060-000	41.08
05/11/15	Property Owners Assn Dues-Park	207-2010-2260-8061-000	1,700.00
Inv. 88888-9			
05/11/15	Property Owners Assn Dues-Util	226-2010-2029-8060-000	1,376.17
Ck. 05/14/15 188486	Total		3,974.81
MMASC			
Inv. 1087			
05/14/15	Membership Renewal-Lucy Kbjian	101-2010-2011-8060-000	75.00
Inv. 2015			
05/14/15	New Membership-Margaret Lin	101-2010-2011-8060-000	75.00
Ck. 05/21/15 188522	Total		150.00
Onshine Photobooth			
Inv. 5/21/15			
05/21/15	Health Fair Photobooth 5/21/15	101-8030-8021-8020-000	200.00
Ck. 05/21/15 188523	Total		200.00
Pers Health Insurance			
Inv. P/R/E 5/18/15			
05/19/15	Health Ins. Jun-15	227-7200-7210-7131-000	331.52
05/19/15	Health Ins. Jun-15	207-2010-2260-7131-000	639.70
05/19/15	Health Ins. Jun-15	205-2010-2210-7131-000	798.46
05/19/15	Health Ins. Jun-15	210-6010-6501-7131-000	929.20
05/19/15	Health Ins. Jun-15	215-6010-6310-7131-000	1,270.06
05/19/15	Health Ins. Jun-15	230-6010-6116-7131-000	1,391.47
05/19/15	Health Ins. Jun-15	500-6010-6711-7131-000	2,255.30
05/19/15	Health Ins. Jun-15	500-6010-6710-7131-000	2,255.30
05/19/15	Health Ins. Jun-15	101-3010-3041-7131-000	36,822.53
05/19/15	Health Ins. Jun-15	700-0000-0000-2262-000	102,759.91
Ck. 05/21/15 188505	Total		149,453.45
Pers Retirement			
Inv. P/R/E 5/18/15			
05/19/15	Retirement Svc Period 5/4-5/17	700-0000-0000-2240-000	105,813.65
Ck. 05/21/15 188506	Total		105,813.65
Pitney Bowes Reserve Account			
Inv. 21706007			
04/20/15	Replenish Postage Meter Account	101-8010-8011-8010-000	1,000.00
Ck. 05/14/15 188487	Total		1,000.00
Platinum Plus Busn. Card			
Inv. 0641			
04/17/15	Water C3 Mtg -Vons	101-2010-2021-8090-000	4.54
Inv. 0641 A			
04/18/15	Grand Ave. LA Parking-AMPCO	101-2010-2011-8090-000	11.30
Inv. 0641 B			
04/27/15	Mayor,CM,MTA StaffLunchMtg-TRA	101-1010-1011-8090-000	87.21
Inv. 0641 C			
04/28/15	C3 Lunch Meeting-Pavilions	101-2010-2021-8090-000	44.53
Inv. 0641 D			
04/29/15	LA Div CM Mtg Event-League CA	101-2010-2011-8090-000	40.00

Ck. 05/21/15 188524	Total		187.50
Rajan, Susmintha			
Inv. R59325			
05/12/15	Refund Youth House Deposit 5/2	101-0000-0000-4894-000	250.00
Ck. 05/14/15 188488	Total		250.00
Rushing, Ben			
Inv. 5/21/15			
05/21/15	Health Fair DJ Music Entertain	101-8030-8021-8020-000	150.00
Ck. 05/21/15 188525	Total		150.00
Salcido, Juan			
Inv. 5/13/15			
05/13/15	Reimb. Dremel Saw for Detectiv	101-4010-4011-8020-000	108.99
Ck. 05/14/15 188489	Total		108.99
San Gabriel Valley Water Assn.			
Inv. 5/20/15			
05/14/15	Qrty Lunch Mtg-P.Toor & A.Tesf	500-6010-6711-8020-000	50.00
Ck. 05/14/15 188490	Total		50.00
So. CA Edison Co.			
Inv. 3-008-8091-11			
05/08/15	4/1-5/1/15	215-6010-6201-8140-000	3,741.71
Inv. 3-008-8091-12			
05/08/15	4/1-5/1/15	215-6010-6115-8140-000	840.91
Inv. 3-008-8091-13			
05/08/15	4/1-5/1/15	215-6010-6201-8140-000	8,077.00
Inv. 3-008-8091-14			
05/08/15	4/1-5/1/15	215-6010-6201-8140-000	12.00
Inv. 3-008-8091-16			
05/08/15	4/6-5/6/15	215-6010-6201-8140-000	129.94
Inv. 3-008-8091-17			
05/08/15	4/6-5/6/15	215-6010-6201-8140-000	59.17
Inv. 3-008-8091-18			
05/08/15	4/6-5/6/15	215-6010-6201-8140-000	52.51
Inv. 3-008-8091-19			
05/08/15	4/6-5/6/15	215-6010-6201-8140-000	43.71
Inv. 3-008-8091-20			
05/08/15	4/6-5/6/15	215-6010-6201-8140-000	64.26
Inv. 3-008-8091-21			
05/08/15	4/6-5/6/15	215-6010-6201-8140-000	73.90
Inv. 3-008-8091-22			
05/08/15	4/6-5/6/15	215-6010-6201-8140-000	45.24
Inv. 3-008-8091-23			
05/08/15	4/6-5/6/15	215-6010-6201-8140-000	73.04
Inv. 3-008-8091-24			
05/08/15	4/6-5/6/15	215-6010-6201-8140-000	70.35
Inv. 3-008-8436-55			
05/08/15	4/6-5/6/15	215-6010-6201-8140-000	125.88
Inv. 3-025-4910-19			
05/08/15	4/6-5/6/15	215-6010-6115-8140-000	115.14
Inv. 3-026-6343-40			
05/08/15	4/6-5/6/15	215-6010-6115-8140-000	27.40
Ck. 05/21/15 188526	Total		13,552.21
So. Cal. Gas Co.			
Inv. 196-493-8529 1			
04/06/15	Natural Gas 3/15 & 4/15	210-6010-6501-8020-000	100.00
04/06/15	Natural Gas 3/15 & 4/15	500-6010-6710-8020-000	280.00

04/06/15	Natural Gas 3/15 & 4/15	205-8030-8025-8105-000	478.26
Ck. 05/21/15 188527	Total		858.26
Stonefire Grill			
Inv. E15714			
05/12/15	Employee Appreciation Lunch-Bala	101-2010-2013-8020-000	353.98
Ck. 05/14/15 188491	Total		353.98
Tesfaye, Anteneh			
Inv. 5/6/15			
05/18/15	Reimb. Grade T2 Treatment Rene	500-6010-6711-8200-000	110.00
Ck. 05/21/15 188528	Total		110.00
Time Warner Cable			
Inv. 008 0012179			
05/16/15	PD Cable 5/16-6/15/15	101-4010-4011-8110-000	193.37
Inv. 008 0269985			
05/17/15	City Hall 2nd Modem 5/17-6/16/	101-3010-3032-8150-000	144.04
Ck. 05/14/15 188492	Total		337.41
Inv. 008 0011783			
05/19/15	Camp Med Internet 5/19-6/18/15	101-8030-8031-8180-000	156.76
Ck. 05/21/15 188529	Total		156.76
Torres, Paris			
Inv. R59150			
05/05/15	Refund Park Rsvp	101-0000-0000-5270-005	110.00
05/14/15 188493	Total		110.00
UC Regents			
Inv. 6/2/15			
05/18/15	Seminar-Gonzalo Maravilla & Ru	101-6010-6410-8200-000	80.00
Ck. 05/21/15 188530	Total		80.00
United States Postal Services			
Inv. 5/18/15			
05/18/15	FD 300 Pink Cards Prepaid Post	101-5010-5011-8010-000	145.00
05/18/15	FD 300 Pink Cards Prepaid Post	101-5010-5011-8050-000	177.00
Ck. 05/21/15 188531	Total		322.00
United Way			
Inv. P/R/E 5/18/15			
05/19/15	Payroll Deduction	700-0000-0000-2258-000	6.00
Ck. 05/21/15 188507	Total		6.00
Verizon Wireless			
Inv. 9744516645			
04/23/15	Mobile Broadband 3/24-4/23/15	101-3010-3032-8150-000	16.03
Ck. 05/14/15 188494	Total		16.03
Inv. 9744253619			
04/19/15	Water Dept. Scada System 3/20-	500-6010-6711-8020-000	70.24
Ck. 05/21/15 188532	Total		70.24
va Financial			
Inv. P/R/E 5/18/15			
05/19/15	Deferred Comp	700-0000-0000-2260-000	2,250.00
Ck. 05/21/15 188508	Total		2,250.00

Vulcan Materials Co. & Affilia

Inv. 70765359			
05/07/15	Cold Mix	230-6010-6116-8020-000	654.02
05/07/15	Cold Mix	500-6010-6710-8020-000	654.03
Ck. 05/14/15 188495	Total		1,308.05

West Coast Arborists, Inc.

Inv. 105371			
04/30/15	Tree/Stump Removal & Planting	101-9000-9181-9181-000	3,659.00
04/30/15	Tree/Stump Removal & Planting	215-6010-6310-8180-000	27,775.00
Ck. 05/21/15 188533	Total		31,434.00

Wong, Pauline

Inv. April 2015			
05/04/15	Instructor Line Dance Class	101-8030-8032-8267-000	100.10
Inv. Feb 2015			
05/11/15	Instructor Line Dance Class	101-8030-8032-8267-000	93.60
Ck. 05/14/15 188496	Total		193.70

Total **1,459,459.76**

ATTACHMENT 3
General City Warrant List

Acorn Media

Inv. 00035603			
05/07/15	Automatic Water Faucet	500-3010-3012-8032-000	289.89
Ck. 06/03/15 188534	Total		289.89

AED Institute of America Inc.

Inv. 051215W6			
05/12/15	Lib New AED Equipment Package	101-8010-8011-8020-000	2,376.20
Ck. 06/03/15 188535	Total		2,376.20

Alhambra Car Wash

Inv. 4/15			
05/05/15	PD Car Washes 4/15	101-4010-4011-8100-000	154.00
Ck. 06/03/15 188536	Total		154.00

Amaro, Amy

Inv. R59406			
05/22/15	Refund Cancelled Park Rsvp	101-0000-0000-5270-005	55.00
Ck. 06/03/15 188537	Total		55.00

Amazon/SYNCB

Inv. 0187856CM-00Q0S			
04/16/15	Comm. Svcs Dept. Supplies CRED	101-8030-8021-8020-000	(0.24)
Inv. 028879798981			
04/10/15	Comm. Svcs Dept. Supplies	101-8030-8032-8110-000	104.43
Inv. 030486938314			
04/28/15	Comm. Svcs Dept. Supplies	101-8030-8031-8000-000	83.37
Inv. 076108033625			
04/04/15	Comm. Svcs Dept. Supplies	101-9000-9258-9258-000	532.
Inv. 106948065306			
04/14/15	Comm. Svcs Dept. Supplies	101-9000-9258-9258-000	939.99
Inv. 190167085263			
04/29/15	Comm. Svcs Dept. Supplies	101-8030-8021-8020-000	8.71
Inv. 218101688852			
04/27/15	Comm. Svcs Dept. Supplies	101-8030-8031-8000-000	43.48
Inv. 270175606082			
04/07/15	Comm. Svcs Dept. Supplies	101-8030-8032-8020-000	17.52
Inv. 286656103420			
04/29/15	Comm. Svcs Dept. Supplies	101-8030-8021-8020-000	10.00
Ck. 06/03/15 188538	Total		1,740.23

Ameron Pole Products

Inv. 101552			
04/29/15	St.Light 6 Globe Holders	215-6010-6201-8020-000	474.72
Ck. 06/03/15 188539	Total		474.72

Amtech Elevator Services

Inv. DVA08398415			
03/20/15	Citywide Elevator Maint. 4/15	101-6010-6601-8120-000	376.35
Ck. 06/03/15 188540	Total		376.35

Antrim's Security Co., Inc.

Inv. 47778			
02/19/15	Library Lock Replacement Keys	101-6010-6601-8020-000	27.11
02/19/15	Library Lock Replacement Keys	101-6010-6601-8120-000	27.12
Ck. 06/03/15 188541	Total		54.23

Aramark Uniform Services

Inv. 530628899			
05/14/15	Uniform Svc	500-6010-6711-8132-000	13.30

05/14/15	Uniform Svc	500-6010-6710-8132-000	13.30
05/14/15	Uniform Svc	230-6010-6116-8132-000	13.30
05/14/15	Uniform Svc	210-6010-6501-8132-000	13.30
05/14/15	Uniform Svc	215-6010-6201-8132-000	13.30
05/14/15	Uniform Svc	215-6010-6310-8132-000	13.30
05/14/15	Uniform Svc	101-6010-6601-8132-000	13.34
Ck. 06/03/15 188542	Total		93.14

ARC

Inv. 8029558			
04/20/15	Garfield Rsvr Printing Svcs	500-9000-9266-9266-000	1,954.52
Ck. 06/03/15 188543	Total		1,954.52

Arcadis US Inc.

Inv. 0716637			
05/07/15	Const. Mgmt & Inspect. Svcs 3/	500-9000-9266-9266-000	57,950.08
Ck. 06/03/15 188544	Total		57,950.08

Artic Mechanical Inc.

Inv. 140712-682			
01/22/15	FD Dept. Svc Call	101-6010-6601-8120-000	212.50
Ck. 06/03/15 188545	Total		212.50

Baker & Taylor Entertainment

Inv. T19102280			
04/13/15	CD's & DVD's	101-8010-8011-8080-000	65.28
Inv. T19479510			
04/24/15	CD's & DVD's	101-8010-8011-8080-000	57.21
Inv. T19878410			
05/01/15	CD's & DVD's	101-8010-8011-8080-000	120.07
Inv. T19993430			
05/12/15	CD's & DVD's	101-8010-8011-8080-000	20.15
Ck. 06/03/15 188546	Total		262.71

Baker & Taylor Inc.

Inv. 3020209486			
04/10/15	Books	101-8010-8011-8080-000	168.13
Inv. 3020224121			
04/17/15	Books	101-8010-8011-8080-000	588.71
Inv. 3020253548			
04/30/15	Books	101-8010-8011-8080-000	24.67
Inv. 4011192072			
04/07/15	Books	101-8010-8011-8080-000	743.11
Inv. 4011195461			
04/08/15	Books	101-8010-8011-8080-000	1,006.67
Inv. 4011199169			
04/10/15	Books	101-8010-8011-8080-000	540.49
Inv. 4011201306			
04/15/15	Books	101-8010-8011-8080-000	872.52
Inv. 4011202184			
04/13/15	Books	101-8010-8011-8080-000	34.94
Inv. 4011203972			
04/16/15	Books	101-8010-8011-8080-000	534.80
Inv. 4011204011			
04/14/15	Books	101-8010-8011-8080-000	303.03
Inv. 4011204247			
04/15/15	Books	101-8010-8011-8080-000	372.87
Inv. 4011204319			
04/15/15	Books	101-8010-8011-8080-000	17.82
Inv. 4011206927			
04/21/15	Books	101-8010-8011-8080-000	276.81

Inv. 4011210560				
04/23/15	Books	101-8010-8011-8080-000		245.74
Inv. 4011216219				
04/27/15	Books	101-8010-8011-8080-000		121.89
Inv. 4011219256				
05/01/15	Books	101-8010-8011-8080-000		1,257.95
Inv. 4011221538				
05/04/15	Books	101-8010-8011-8080-000		2,746.42
Ck. 06/03/15 188547	Total			9,856.57
Balloon Emporium				
Inv. 21168				
05/15/15	Helium Tank Refill	101-8030-8021-8110-000		467.59
Ck. 06/03/15 188548	Total			467.59
Banzali, Yvonne				
Inv. Spring 2015				
05/26/15	Instructor Pet FirstAid/CPR CI	101-8030-8032-8267-000		195.00
Ck. 06/03/15 188549	Total			195.00
CA Linen Services				
Inv. 1147408				
05/18/15	FD Dept. Supplies	101-5010-5011-8020-000		120.04
Ck. 06/03/15 188550	Total			120.04
CA Maintenance & Environmental				
Inv. 21129				
05/01/15	Performed AQMD Testing Svcs	101-2010-2011-8100-000		9.
05/01/15	Performed AQMD Testing Svcs	101-6010-6011-8100-000		9
05/01/15	Performed AQMD Testing Svcs	101-7010-7101-8100-000		9.50
05/01/15	Performed AQMD Testing Svcs	101-5010-5011-8100-000		37.20
05/01/15	Performed AQMD Testing Svcs	101-4010-4011-8105-000		399.90
Inv. 21131				
05/01/15	Annual Fuel Monitor Certificat	101-6010-6011-8100-000		9.87
05/01/15	Annual Fuel Monitor Certificat	101-7010-7101-8100-000		9.87
05/01/15	Annual Fuel Monitor Certificat	101-2010-2011-8100-000		9.87
05/01/15	Annual Fuel Monitor Certificat	101-5010-5011-8100-000		39.50
05/01/15	Annual Fuel Monitor Certificat	101-4010-4011-8105-000		424.60
Ck. 06/03/15 188551	Total			958.71
Catering Systems Inc.				
Inv. 3525				
05/12/15	Sr. Center Meals w/ 5/4-8/15	101-8030-8021-8180-000		2,001.57
Ck. 06/03/15 188552	Total			2,001.57
CBE Los Angeles				
Inv. 1683499				
05/20/15	PW Copier Overages 4/20-5/19/1	101-6010-6011-8050-000		34.98
Ck. 06/03/15 188553	Total			34.98
CBE Los Angeles				
Inv. 1683674				
05/20/15	FD Copier Overages 4/20-5/19/1	101-5010-5011-8170-000		15.82
Ck. 06/03/15 188554	Total			15.82
Chang, Ian				
Inv. R05784				
05/20/15	Refund Lost & Paid Library Ma	101-0000-0000-5260-003		6.
Ck. 06/03/15 188555	Total			6.00

Chicago Distribution Center

Inv. 8337924			
05/15/15	PW Urban Bikeway Design Guide	101-6010-6011-8050-000	53.75
Ck. 06/03/15 188556	Total		53.75

Code Blue

Inv. INP214969			
03/27/15	LED Light Replacements	215-6010-6115-8020-000	453.00
Ck. 06/03/15 188557	Total		453.00

Colantuono, Highsmith & Whatley

Inv. 28851			
05/13/15	Legal Svcs 4/15 Adv. John Doe	101-2010-2501-8160-000	94.00
Inv. 28852			
05/13/15	Legal Svcs 4/15 Downtown Proje	101-0000-0000-2990-013	8,507.00
Inv. 28854			
05/13/15	Legal Svcs 4/15 Transportation	101-2010-2021-8160-000	305.50
Inv. 28855			
05/13/15	Legal Svcs 4/15 Labor & Equipm	101-2010-2013-8160-000	1,715.50
Inv. 28856			
05/13/15	Legal Svcs 4/15 Misc. Litigati	101-2010-2501-8160-000	1,480.50
Inv. 28858			
05/13/15	Legal Svcs 4/15 Tax & Assessme	101-2010-2501-8160-000	6,251.00
Inv. 28859			
05/13/15	Legal Svcs 4/15 Water & Utilit	101-2010-2501-8160-000	4,888.00
Inv. 28866			
05/13/15	Legal Svcs 4/15 General	101-2010-2501-8160-000	8,194.19
06/03/15 188558	Total		31,435.69

Colorado, Andrea

Inv. R59256			
05/12/15	Refund Cancelled Park Rsvp	101-0000-0000-5270-005	27.50
Ck. 06/03/15 188559	Total		27.50

CoreLogic Information Solution

Inv. 81484056			
04/30/15	PW Realquest.com Svc 4/15	101-6010-6011-8020-000	270.17
Inv. 81484634			
04/30/15	Plan/Bldg Realquest.com Svcs 4	101-7010-7101-8020-000	131.67
Ck. 06/03/15 188560	Total		401.84

Curet, Zulma

Inv. R59614			
05/22/15	Refund Cancelled Park Rsvp	101-0000-0000-5270-005	55.00
Ck. 06/03/15 188561	Total		55.00

D & S Printing

Inv. 9042			
05/15/15	FD Pink Card Notification Noti	101-5010-5011-8020-000	120.00
Inv. 9045			
05/18/15	Plan/Bldg Inspection Request P	101-7010-7101-8050-000	76.30
Ck. 06/03/15 188562	Total		196.30

D'Angelo Company

Inv. S1246125.001			
04/22/15	Water Main Break Diamond/Spruc	500-6010-6710-8020-000	311.13
06/03/15 188563	Total		311.13

De Lage Landen

Inv. 45508140			
05/02/15	Copier Lease 5/15-6/14/15	101-2010-2011-8300-000	127.58
05/02/15	Copier Lease 5/15-6/14/15	101-1020-1021-8300-000	127.58
05/02/15	Copier Lease 5/15-6/14/15	101-6010-6011-8300-000	127.58
Ck. 06/03/15 188564	Total		382.74

Dell Marketing L.P.

Inv. XJP2K9KN1			
05/04/15	Computers	101-8030-8032-8110-000	694.72
05/04/15	Computers	105-3010-3032-8530-000	2,778.86
Inv. XJP486C14			
05/10/15	Computers	105-3010-3032-8530-000	1,507.39
Ck. 06/03/15 188565	Total		4,980.97

Demco

Inv. 5597233			
05/08/15	Tech. Svc Supplies	101-8010-8011-8020-000	815.71
Ck. 06/03/15 188566	Total		815.71

Dept of Justice

Inv. 098234			
05/05/15	PD Applicant Fingerprinting Sv	101-4010-4011-8020-000	514.00
Ck. 06/03/15 188567	Total		514.00

Dr. Detail Ph.D

Inv. 00026			
05/15/15	Clean Water Damages & Enzyme S	101-8010-8011-8120-000	225.00
Ck. 06/03/15 188568	Total		225.00

Eurofins Eaton Analytical

Inv. L0209855			
04/01/15	Water Quality Testing	500-6010-6711-8170-000	85.00
Inv. L0210070			
04/02/15	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv. L0210776			
04/07/15	Water Quality Testing	500-6010-6711-8170-000	85.00
Inv. L0211407			
04/10/15	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv. L0211538			
04/11/15	Water Quality Testing	500-6010-6711-8170-000	255.00
Inv. L0211539			
04/11/15	Water Quality Testing	500-6010-6711-8170-000	85.00
Inv. L0212188			
04/16/15	Water Quality Testing	500-6010-6711-8170-000	30.00
Inv. L0212609			
04/20/15	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv. L0213305			
04/24/15	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv. L0214655			
05/05/15	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv. L0215307			
05/08/15	Water Quality Testing	500-6010-6711-8170-000	85.00
Inv. L0215319			
05/08/15	Water Quality Testing	500-6010-6711-8170-000	85.00
Inv. L0215320			
05/08/15	Water Quality Testing	500-6010-6711-8170-000	255.00
Inv. L0215322			
05/08/15	Water Quality Testing	500-6010-6711-8170-000	10.00
Inv. L0215546			
05/11/15	Water Quality Testing	500-6010-6711-8170-000	117.00

Ck. 06/03/15 188569	Total		1,727.00
Federal Express			
Inv. 5-026-13262			
05/08/15	Finance Overnight Shipping	101-3010-3011-8010-000	25.96
Ck. 06/03/15 188570	Total		25.96
Francis, Mary Jane			
Inv. 2014-2015			
05/26/15	Refund St.Light & Lib.Assessme	101-0000-0000-4150-000	24.00
05/26/15	Refund St.Light & Lib.Assessme	215-0000-0000-4100-000	78.92
Ck. 06/03/15 188571	Total		102.92
Freddie Mac's Inc			
Inv. 343723			
04/30/15	Tow Unit# 12	500-6010-6710-8100-000	250.00
Ck. 06/03/15 188572	Total		250.00
Garda CL West Inc.			
Inv. 20075361			
04/30/15	Armored Car Svc Excess Svcs 4/	101-3010-3011-8020-000	37.75
Ck. 06/03/15 188573	Total		37.75
GE Capital			
Inv. 62738164			
05/10/15	Copier Lease	101-8030-8021-8300-000	99.19
05/10/15	Copier Lease	101-8030-8031-8300-000	99.19
05/10/15	Copier Lease	101-8030-8032-8300-000	99.19
05/10/15	Copier Lease	205-8030-8025-8300-000	99.19
Ck. 06/03/15 188574	Total		396.76
George L.Throop Co.			
Inv. 01-672169-00			
05/05/15	Concrete & Safety Supplies	101-9000-9287-9287-000	333.16
Inv. 01-672378-00			
05/07/15	Mission/MeridianMedianConcrete	215-6010-6310-8020-000	231.08
Inv. 01-672391-00			
05/07/15	Mission/MeridianMedianConcrete	215-6010-6310-8020-000	346.62
Inv. 01-672903-00			
05/13/15	Concrete	101-9000-9287-9287-000	720.36
Inv. 01-672962-00			
05/14/15	Eddie Park Cobble Stones	101-6010-6601-8020-000	380.82
Inv. 01-672992-00			
05/15/15	Concrete	230-6010-6116-8020-000	677.98
Inv. 01-673155-00			
05/18/15	Concrete & Supplies	230-6010-6116-8020-000	593.43
Inv. 01-673263-00			
05/19/15	Concrete & Safety Supplies	230-6010-6116-8020-000	198.91
Ck. 06/03/15 188575	Total		3,482.36
Gilmartin, Kristin			
Inv. Spring 2015			
05/19/15	Instructor Baseball Class	101-8030-8032-8267-000	74.75
Ck. 06/03/15 188576	Total		74.75
en State Overnight			
Inv. 2828031			
05/15/15	PW Overnight Shipping	101-6010-6011-8010-000	10.26
Ck. 06/03/15 188577	Total		10.26

Golden West Electric

Inv. 2972				
04/21/15	Westside Pwr Panel Emergency R	500-6010-6711-8110-000		665.00
Inv. 2973				
04/23/15	Install Pwr Indication Lights	500-6010-6711-8110-000		1,572.95
Inv. 2975				
04/30/15	Westside Station Replace Damag	500-6010-6711-8110-000		498.22
Ck. 06/03/15 188578	Total			2,736.17

Grainger

Inv. 9732402939				
05/04/15	Citywide Water Filters	101-6010-6601-8020-000		223.51
Inv. 9732733754				
05/05/15	Garfield Park Water Faucet Val	101-6010-6601-8020-000		24.44
Inv. 9733593298				
05/05/15	PD Electrical Room Signs	101-6010-6601-8020-000		64.09
Inv. 9733593306				
05/05/15	Electrical Hazardous Warning S	101-6010-6601-8020-000		41.86
Inv. 9742246961				
05/14/15	WMB Secondary Cable	215-6010-6115-8020-000		102.13
05/14/15	WMB Secondary Cable	215-6010-6201-8020-000		103.13
Ck. 06/03/15 188579	Total			559.16

Graves, Karina

Inv. R59255				
05/12/15	Refund Cancelled Park Rsvp	101-0000-0000-5270-005		55.00
Ck. 06/03/15 188580	Total			55.00

Great Match Consulting

Inv. 1690003068				
04/28/15	Temp Workers w/e 4/26/15	101-9000-9287-9287-000		4,033.68
Inv. 1690003080				
05/13/15	Temp Workers w/e 5/10/15	101-9000-9287-9287-000		4,033.68
Ck. 06/03/15 188581	Total			8,067.36

Greg's Automotive Services

Inv. 10640				
04/30/15	Unit# 12 Vehicle Maint. Repair	500-6010-6710-8100-000		102.29
Ck. 06/03/15 188582	Total			102.29

Hach Company

Inv. 9330253				
04/14/15	Chlorine Analyser	500-6010-6711-8020-000		82.20
Ck. 06/03/15 188583	Total			82.20

Han, Michelle

Inv. 38267				
05/15/15	Refund Permit	101-0000-0000-4460-000		75.00
Ck. 06/03/15 188584	Total			75.00

Haynes Building Services LLC

Inv. 7759				
05/08/15	Citywide Monthly Cleaning Svcs	101-6010-6601-8180-000		9,416.47
Ck. 06/03/15 188585	Total			9,416.47

Hose-Man, Inc.

Inv. 2295304-001-02				
04/30/15	Water Repair Compress Air Hose	500-6010-6710-8020-000		10.00
Inv. 2295982-0001-02				
05/14/15	Water Div. Hose Repair	500-6010-6710-8020-000		6.21

ck. 06/03/15 188586	Total		16.86
Inter-Con Security Systems Inc			
Inv. 420423			
05/07/15	PD Parking Enforcement Svcs 4/	101-4010-4011-8180-000	6,024.80
Ck. 06/03/15 188587	Total		6,024.80
JHM Supply			
Inv. 15662/1			
05/06/15	Irrigation Supplies	215-6010-6310-8020-000	316.22
Inv. A07739			
03/09/15	Irrigation Supplies CREDIT	215-6010-6310-8020-000	(274.99)
Ck. 06/03/15 188588	Total		41.23
John L. Hunter Associates, In			
Inv. SOPASFOG0315			
04/16/15	FOG Control Svcs 3/15	210-6010-6501-8170-000	3,985.25
Inv. SOPASNP0315			
04/16/15	NPDES Consult Svcs 3/15	101-6010-2015-8170-000	2,737.75
Ck. 06/03/15 188589	Total		6,723.00
Kabbara Engineering			
Inv. 1244			
05/18/15	Engineering Design Svcs 4/1-5/	101-9000-9203-9203-000	4,004.25
Ck. 06/03/15 188590	Total		4,004.25
Jenks/Jenks Consultants			
Inv. 92144			
05/07/15	Const. Engineering Svcs 4/15	500-9000-9266-9266-000	14,043.75
Ck. 06/03/15 188591	Total		14,043.75
Kilby, Sally			
Inv. 5/20/15			
05/20/15	Reimb. Recording Supplies	101-1020-1021-8000-000	39.55
Ck. 06/03/15 188592	Total		39.55
Kim-West, Stephanie			
Inv. R59615			
05/22/15	Refund Dropped Sum Camp Class	101-0000-0000-5270-002	333.00
Ck. 06/03/15 188593	Total		333.00
L.N. Curtis & Sons			
Inv. 1354667-00			
05/04/15	FD Equipment Maint.	101-5010-5011-8110-000	148.32
Ck. 06/03/15 188594	Total		148.32
LACMA			
Inv. 54			
05/19/15	Sr.Center Field Trip 6/25/15 D	101-8030-8021-8264-000	200.00
Ck. 06/03/15 188595	Total		200.00
LDI Color ToolBox			
Inv. 1007322			
05/04/15	Copier Overages 4/1-30/15	101-2010-2011-8300-000	163.26
05/04/15	Copier Overages 4/1-30/15	101-1020-1021-8300-000	163.26
05/04/15	Copier Overages 4/1-30/15	101-6010-6011-8300-000	163.27
06/03/15 188596	Total		489.79

Lemus, Judith

Inv. 1501216				
05/20/15	Refund Permit			
Ck. 06/03/15 188597	Total	101-0000-0000-4460-000		25.00
				25.00

Library Associates Inc.

Inv. 6549-002				
05/06/15	Temp. Ref. Librarian Svcs 4/15			
Ck. 06/03/15 188598	Total	101-8010-8011-8180-000		4,230.00
				4,230.00

Lock-Up Inc.

Inv. 9393				
05/07/15	FD Emergency Repairs-Apparatus			
Inv. 9469				
05/08/15	FD Emergency Repairs-Apparatus			
Inv. 9471				
05/06/15	FD Emergency Repairs-Apparatus			
Ck. 06/03/15 188599	Total	101-5010-5011-8120-000		900.00
		101-5010-5011-8120-000		625.00
		101-5010-5011-8120-000		899.00
				2,424.00

Louie, Spencer

Inv. 5/14/15				
05/15/15	Reimb. PD Training Expense			
Ck. 06/03/15 188600	Total	101-4010-4011-8210-000		30.43
				30.43

Martinez, Alma

Inv. Spring 2015				
05/18/15	Instructor Zumba Class			
Ck. 06/03/15 188601	Total	101-8030-8032-8267-000		97.50
				97.50

Maxima Group LLC

Inv. 2149				
05/08/15	710 Project Consult Svcs 4/15			
Ck. 06/03/15 188602	Total	101-2010-2021-8170-000		5,455.00
				5,455.00

Mergent Inc.

Inv. 162947				
05/01/15	Million Dollar Directory 8/201			
Ck. 06/03/15 188603	Total	101-8010-8011-8080-000		996.26
				996.26

Monroy, Maria T

Inv. 2014-2015				
04/08/15	Refund St.Light & Lib.Assessme			
04/08/15	Refund St.Light & Lib.Assessme			
Ck. 06/03/15 188604	Total	101-0000-0000-4150-000		24.00
		215-0000-0000-4100-000		77.70
				101.70

Morrow & Holman Plumbing Inc

Inv. P-5478				
04/18/15	OrangeGrovePark Mens Restroom			
Inv. P-5531				
04/18/15	Clear City Main Line-1494 Indi			
Ck. 06/03/15 188605	Total	101-6010-6601-8120-000		197.43
		210-6010-6501-8180-000		685.00
				882.43

National Construction Rentals

Inv. 4138960				
04/22/15	Temp Fence Wilson Well #2			
Ck. 06/03/15 188606	Total	500-6010-6711-8020-000		29.70
				29.70

Natural Gas Systems Inc.

Inv. 3677				
05/01/15	Monthly Maint. 4/15			
		101-6010-6601-8180-000		375.00

Ck. 06/03/15 188607	Total		375.00
Nelson Nygaard Consult. Assoc.			
Inv. 63934			
05/14/15	SR 710 N. Extension DEIR/EIS 3	101-0000-0000-2990-015	16,636.75
Ck. 06/03/15 188608	Total		16,636.75
O' Reilly Automotive Inc.			
Inv. 3213-343154			
04/28/15	Parks Dept. Vehicle Maint. Par	215-6010-6310-8100-000	270.03
Inv. 3213-344091			
05/06/15	FacilityMaint. Dept. Vehicle M	101-6010-6601-8100-000	142.51
Ck. 06/03/15 188609	Total		412.54
OverDrive Inc.			
Inv. 1148190536980			
04/22/15	Books	101-8010-8011-8080-000	368.82
Inv. 1148190615900			
04/22/15	Books	101-8010-8011-8080-000	438.66
Inv. 1148190652127			
04/22/15	Books	101-8010-8011-8080-000	430.73
Inv. 1148190730347			
04/22/15	Books	101-8010-8011-8080-000	440.69
Ck. 06/03/15 188610	Total		1,678.90
Pacific Hydrotech Corp.			
Inv. #1			
05/20/15	Garfield Reservoir Replacement	500-9000-9266-9266-000	838,356.86
Ck. 06/03/15 188611	Total		838,356.86
Pasadena Lawnmower's Shop			
Inv. 9337			
04/02/15	Parks- Small Tools	215-6010-6310-8130-000	225.86
Inv. 9392			
04/28/15	Shrubs Replaced When Fire Hydr	500-6010-6710-8020-000	179.85
Ck. 06/03/15 188612	Total		405.71
Perez, Christopher A.			
Inv. 5/19/15			
05/21/15	Reimb. PD Training Expense	101-4010-4011-8200-000	18.40
Ck. 06/03/15 188613	Total		18.40
Personal Court Reporters Inc.			
Inv. 49968			
05/06/15	Transcribing Svcs SP PC Mtg 4/	101-7010-7101-8170-000	625.50
Inv. 50001			
05/04/15	Transcribing Svcs SP CC Mtg 4/	101-7010-7101-8170-000	618.00
Ck. 06/03/15 188614	Total		1,243.50
Picrow Inc			
Inv. GortimerGibbons			
05/04/15	Refund Filming Deposit	101-0000-0000-2910-200	980.00
Ck. 06/03/15 188615	Total		980.00
Pitney Bowes Global Fin. Svc L			
Inv. 8346314-AP15			
05/13/15	Postage Meter Lease	101-4010-4011-8110-000	103.68
05/13/15	Postage Meter Lease	101-3010-3011-8110-000	103.68
05/13/15	Postage Meter Lease	101-7010-7101-8110-000	103.68
05/13/15	Postage Meter Lease	101-2010-2011-8110-000	103.68

05/13/15	Postage Meter Lease	101-2010-2013-8110-000	103.00
05/13/15	Postage Meter Lease	101-1020-1021-8110-000	103.68
05/13/15	Postage Meter Lease	101-6010-6011-8110-000	103.68
05/13/15	Postage Meter Lease	101-5010-5011-8110-000	103.68
05/13/15	Postage Meter Lease	500-6010-6710-8110-000	103.68
05/13/15	Postage Meter Lease	500-3010-3012-8110-000	103.72
Ck. 06/03/15 188616	Total		1,036.84
Plumbing Wholesale Outlet Inc			
Inv. S100013258.001			
04/29/15	Citywide Plumbing Supplies	101-6010-6601-8020-000	120.47
04/29/15	Citywide Plumbing Supplies	101-6010-6601-8120-000	120.47
Ck. 06/03/15 188617	Total		240.94
Post Alarm Systems			
Inv. 780371			
05/04/15	WMB Monitoring Fee 6/15	101-8030-8031-8180-000	42.95
Ck. 06/03/15 188618	Total		42.95
PQL			
Inv. 372141			
05/05/15	Garfield Walking Path LED Stre	215-6010-6201-8020-000	419.38
Inv. 372142			
05/05/15	Garfield LED Street Lamp	215-6010-6201-8020-000	444.55
Ck. 06/03/15 188619	Total		863.93
Rahmani, Mary			
Inv. R59254			
05/12/15	Refund Cancelled Park Rsvp	101-0000-0000-5270-005	165.00
Ck. 06/03/15 188620	Total		165.00
Randolph, Katherine			
Inv. 2014-2015			
05/26/15	Refund St.Light & Lib.Assessme	101-0000-0000-4150-000	24.00
05/26/15	Refund St.Light & Lib.Assessme	215-0000-0000-4100-000	104.09
Ck. 06/03/15 188621	Total		128.09
RCB Protective Coatings Inc.			
Inv. 14421			
05/08/15	Unit #624 Truck Bed Protective	215-6010-6115-8020-000	245.54
05/08/15	Unit #624 Truck Bed Protective	215-6010-6201-8020-000	245.55
Inv. 14422			
05/08/15	Unit #624 Truck Bed Coating Ma	215-6010-6201-8020-000	129.39
05/08/15	Unit #624 Truck Bed Coating Ma	215-6010-6115-8020-000	129.40
Ck. 06/03/15 188622	Total		749.88
Robledo, Shannon			
Inv. 4/6-10/15			
05/14/15	Reimb. PD Training Expense	101-4010-4011-8200-000	40.00
Ck. 06/03/15 188623	Total		40.00
S.P.Review			
Inv. 3665			
05/14/15	Public Notice Ord. 2282	101-1020-1021-8040-000	144.00
Ck. 06/03/15 188624	Total		144.00
San Pascual Stables			
Inv. Spring 2015			
05/26/15	Instructor Horsemanship Classe	101-8030-8032-8267-000	1,620.00

Ck. 06/03/15 188625	Total		1,620.00
Saragueta, Karen			
Inv. R59405			
05/22/15	Refund Dropped Sum Class	101-0000-0000-5270-002	164.00
Ck. 06/03/15 188626	Total		164.00
Security Design Systems, Inc.			
Inv. 198710			
05/01/15	PD Maint. on Cameras 6/15	101-4010-4011-8110-000	65.00
Inv. 198831			
05/14/15	PD Svc Call - 50 Access ID Car	101-4010-4011-8110-000	600.00
Ck. 06/03/15 188627	Total		665.00
Showcases			
Inv. 285811			
05/07/15	Tech. Svc Supplies	101-0000-0000-2700-000	(11.63)
05/07/15	Tech. Svc Supplies	101-8010-8011-8020-000	151.20
Inv. 285812			
05/07/15	Tech. Svc Supplies	101-0000-0000-2700-000	(20.77)
05/07/15	Tech. Svc Supplies	101-8010-8011-8020-000	269.96
Ck. 06/03/15 188628	Total		388.76
Staples Business Advantage			
Inv. 3253516999			
01/09/15	CMO & Community Forum Office S	101-2010-2011-8020-000	19.18
01/09/15	CMO & Community Forum Office S	101-2010-2011-8000-000	34.88
01/09/15	CMO & Community Forum Office S	101-1010-1011-8090-000	144.10
Inv. 3253517003			
01/09/15	CMO & Community Forum Office S	101-1010-1011-8090-000	17.25
Inv. 3253517004			
01/09/15	Plan/Bldg Office Supplies CRED	101-7010-7101-8000-000	(39.45)
Inv. 3254932280			
01/24/15	Plan/Bldg Office Supplies CRED	101-7010-7101-8000-000	(40.10)
Inv. 3255226475			
01/28/15	Library Office Supplies	101-8010-8011-8000-000	24.30
Inv. 3255226476			
01/28/15	Library Office Supplies	101-8010-8011-8000-000	156.65
Inv. 3255226477			
01/28/15	Library Office Supplies	101-8010-8011-8000-000	8.38
Inv. 3255226478			
01/28/15	Plan/Bldg Office Supplies	101-7010-7101-8000-000	119.62
Inv. 3256368903			
02/03/15	Library Office Supplies	101-8010-8011-8000-000	24.73
Inv. 3256476582			
02/05/15	Library Office Supplies	101-8010-8011-8000-000	6.20
Inv. 3256977448			
02/11/15	Library Office Supplies	101-8010-8011-8000-000	182.34
Inv. 3261076843			
03/27/15	Library Office Supplies	101-8010-8011-8000-000	180.64
Inv. 3263095006			
04/14/15	Yard Office Supplies	500-6010-6711-8020-000	55.80
Inv. 3263347621			
04/17/15	CMO, CCO & PW Office Supplies	101-2010-2011-8000-000	38.66
04/17/15	CMO, CCO & PW Office Supplies	101-1010-1011-8090-000	38.67
04/17/15	CMO, CCO & PW Office Supplies	101-6010-6011-8020-000	38.67
Inv. 3263486568			
04/18/15	Plan/Bldg Office Supplies	101-7010-7101-8000-000	77.39
04/18/15	Finance Office Supplies	101-3010-3011-8000-000	208.08
Inv. 3264285513			
04/28/15	PD Office Supplies	101-4010-4011-8000-000	276.30

Inv. 3264285515				
04/28/15	Yard Office Supplies	500-6010-6711-8020-000		243.88
Inv. 3264337096				
04/29/15	CMO, CCO & PW Office Supplies	101-2010-2011-8000-000		110.35
04/29/15	CMO, CCO & PW Office Supplies	101-2010-2011-8020-000		152.90
Inv. 3264337101				
04/29/15	Yard Office Supplies	230-6010-6116-8020-000		217.39
Inv. 3264753144				
05/01/15	PD Office Supplies	101-4010-4011-8000-000		296.76
Inv. 3265063643				
05/02/15	Finance Office Supplies	101-3010-3011-8000-000		526.50
Inv. 3265427384				
05/06/15	Finance Office Supplies	101-3010-3011-8000-000		335.14
Ck. 06/03/15 188629	Total			3,455.21
Sun Badge Company				
Inv. 358335				
05/14/15	PD Detective Badges	101-4010-4011-8020-000		599.42
Inv. 360053				
05/13/15	PD Badge Repairs	101-4010-4011-8020-000		181.04
Ck. 06/03/15 188630	Total			780.46
SupplyWorks				
Inv. 2911213-00				
05/14/15	Library Janitorial Supplies	101-8010-8011-8120-000		293.76
Ck. 06/03/15 188631	Total			293.76
Szenczi, Chris				
Inv. Spring 2015				
05/13/15	Reimb. Fire Command 2 B Certif	101-5010-5011-8090-000		265.00
Ck. 06/03/15 188632	Total			265.00
Tardue, Lisa				
Inv. 211126633				
05/20/15	Refund Citation	101-0000-0000-4610-000		48.00
Ck. 06/03/15 188633	Total			48.00
The House of Printing, Inc.				
Inv. 150114				
05/07/15	Busn Cards-Mayor Pro Tem	101-1010-1011-8020-000		134.07
Ck. 06/03/15 188634	Total			134.07
Tom's Clothing & Uniforms Inc				
Inv. 79899				
05/05/15	PD Cadet Accessories	101-4010-4011-8134-000		14.17
Ck. 06/03/15 188635	Total			14.17
Toro Enterprises Inc.				
Inv. RET 6934 #3				
04/28/15	Sidewalk Project Construction	101-9000-9287-9287-000		2,435.93
04/28/15	Sidewalk Project Construction	101-9000-9287-9287-000		3,934.87
Ck. 06/03/15 188636	Total			6,370.80
Trakul, Virginia				
Inv. R59617				
05/22/15	Refund Dropped Sum Camp Classe	101-0000-0000-5270-002		328.00
Ck. 06/03/15 188637	Total			328

ranstech Engineers Inc.

Inv. 15051201				
05/01/15	Bldg & Safety Svcs 4/15		101-7010-7101-8180-000	21,961.01
Ck. 06/03/15 188638	Total			21,961.01

TruGreen Landcare-West

Inv. 7896274				
02/28/15	Monthly Landscape Svcs 2/15		215-6010-6416-8180-000	5,012.36
02/28/15	Monthly Landscape Svcs 2/15		101-6010-6410-8180-000	12,061.64
Ck. 06/03/15 188639	Total			17,074.00

Tumbleweed Press Inc.

Inv. 65403				
05/31/15	Subscription 6/30/15-6/30/16		101-8010-8011-8031-000	599.00
Ck. 06/03/15 188640	Total			599.00

ULINE

Inv. 67290687				
05/05/15	Comm. Svcs Kitchen Staff Apron		101-8030-8021-8020-000	75.46
Ck. 06/03/15 188641	Total			75.46

Underground Service Alert

Inv. 420150679				
05/01/15	Underground Service Alerts 4/1		500-6010-6710-8020-000	144.00
Ck. 06/03/15 188642	Total			144.00

er S.G.Mun. Water Dist.

Inv. 2/03-15				
04/17/15	KolleAve./MontereyRd.Water Sup		500-6010-6711-8231-000	202.80
Ck. 06/03/15 188643	Total			202.80

Urban Futures Inc.

Inv. CD 0515-092				
05/20/15	2013 Water Rev. Bonds		550-6010-6712-8333-000	1,200.00
05/20/15	2013 Water Rev. Refunding Bond		550-6010-6712-8333-000	1,850.00
Inv. CD 0515-093				
05/20/15	Dwtm Revitalization Tax Bond F		227-7200-7211-8170-000	1,750.00
Ck. 06/03/15 188644	Total			4,800.00

Valley Construction Mgmt

Inv. SD0415-7				
05/13/15	Construct, Mgmt & Inspect Svcs		310-6010-6501-8170-000	27,972.50
Ck. 06/03/15 188645	Total			27,972.50

Vander, Evelyn

Inv. 211127166				
05/21/15	Refund Citations		101-0000-0000-4610-000	108.00
Ck. 06/03/15 188646	Total			108.00

Verizon Wireless

Inv. 9744667111				
04/26/15	City Ipad's 3/27-4/26/15		101-3010-3032-8150-000	266.07
Inv. 9744667112				
04/26/15	PD Air Cards 3/27-4/26/15		101-4010-4011-8150-000	759.80
Ck. 06/03/15 188647	Total			1,025.87

mon Library Supplies Inc

Inv. 0077836				
05/13/15	Library Supplies		101-0000-0000-2700-000	(49.68)
05/13/15	Library Supplies		101-8010-8011-8000-000	622.61

Ck. 06/03/15 188648	Total		572.00
Vision Electric Wholesale Inc.			
Inv. 19651			
05/12/15	Electrical Supplies	101-6010-6601-8020-000	61.04
Inv. 19663			
05/13/15	Electrical Supplies	215-6010-6115-8020-000	62.13
Inv. 19677			
05/14/15	Electrical Supplies	215-6010-6201-8020-000	54.99
Inv. 19700			
05/18/15	Electrical Supplies	215-6010-6201-8020-000	60.66
Ck. 06/03/15 188649	Total		238.82
VR Auto Repair			
Inv. 184773			
05/14/15	PD Unit# 1201 Tire Change	101-4010-4011-8100-000	25.00
Ck. 06/03/15 188650	Total		25.00
Vulcan Materials Co. & Affilia			
Inv. 70770063			
05/14/15	Crushed Aggregate Base	500-6010-6710-8020-000	299.92
05/14/15	Crushed Aggregate Base	230-6010-6116-8020-000	299.92
Ck. 06/03/15 188651	Total		599.84
Wells Fargo Bank			
Inv. 1190661			
05/01/15	PFA 09 Water Rev. Bonds 5/21/1	550-6010-6712-8232-000	2,500.00
Ck. 06/03/15 188652	Total		2,500.00
Western Fence			
Inv. 17714			
03/10/15	Meridian Garage Stairwell Proj	226-2010-2029-8120-000	4,370.00
Ck. 06/03/15 188653	Total		4,370.00
Wilson Geosciences Inc.			
Inv. 1741			
05/09/15	Proj 2014-07-24 5 CitiesAllian	101-0000-0000-2990-015	19,310.00
Ck. 06/03/15 188654	Total		19,310.00
Y Tire Sales			
Inv. 116610			
05/06/15	Unit# 54 Tire Repair	230-6010-6116-8100-000	239.53
Ck. 06/03/15 188655	Total		239.53
Yerly, Catherine			
Inv. R59407			
05/22/15	Refund Cancelled Park Rsvp	101-0000-0000-5270-005	27.50
Ck. 06/03/15 188656	Total		27.50
Total			1,172,933.24

ATTACHMENT 4
Payroll 05-22-15

PAYROLL ACCOUNT RECONCILIATION
City of South Pasadena
for Payroll 05.22.15

Account Number	Account Name	06.03.15
101-0000-0000-1010-000	General Fund - Payroll cash	583,134.86
	Other Withholding Payables	\$ 352,847.94
101-0000-0000-1010-000	Net General Fund - Payroll Cash	230,286.92
	Insurance Adjustment	-
204-0000-0000-1010-000	Traffic Improvement	
205-0000-0000-1010-000	Prop A - Payroll Cash	4,495.34
207-0000-0000-1010-000	Prop C - Payroll Cash	7,631.44
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	12,071.64
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Aessment - PR C	9,747.56
218-0000-0000-1010-000	Clean Air Act	-
227-0000-0000-1010-000	CRA - Payroll Cash	6,863.90
229-0000-0000-1010-000	CRA Housing - Payroll Cash	-
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	17,449.33
247-0000-0000-1010-000	SGVCOG Grant Fund	-
260-0000-0000-1010-000	CDBG - Payroll Cash	-
274-0000-0000-1010-000	Homeland Security Grant	-
310-0000-0000-1010-000	Sewer Capital Projects Fund	179.19
500-0000-0000-1010-000	Water Fund - Payroll Cash	53,741.50
700-0000-0000-2210-000	Internal Revenue Service	57,028.24
700-0000-0000-2230-000	Internal Revenue Service	15,136.42
Total Checks & Direct Deposits		414,631.48
Checks		26,577.44
Direct Deposits		315,889.38
I.R.S Payments		72,164.66
		<u>414,631.48</u>
To 700		668,737.32
Other PR Payable		352,847.94
ACH Payable		<u>315,889.38</u>

ATTACHMENT 5
Redevelopment Successor Agency Check Summary Total

Redevelopment Successor Agency Check Summary Total

Agency Warrants 06.03.15

<u>Vendor</u>	<u>Invoice #</u>	<u>Check #</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
City of South Pasadena	P/R/E 05/17/15	ACH	227.0000.0000.1010.000	Payroll PE 05.17.15	\$ 6,863.90
Urban Futures Inc.	CD 0515-093	188644	227.7200.7211.8170.000	Dwtn Revitalization Tax Bond FY 14-15	\$ 1,750.00
Pers Health Insurance	P/R/E 05/17/15	188505	227.7200.7210.7131.000	Health Ins. Jun-15	\$ 331.52

RSA Report Total \$ 8,945.42

Robert S. Joe, Agency Chair

Evelyn G. Zneimer, Agency Secretary



 David Batt, Agency Treasurer

City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: June 3, 2015

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager *JA*

FROM: Paul Toor, Director of Public Works *PT*
Leonna DeWitt, Public Works Assistant *LD*

SUBJECT: **Adoption of Resolution Approving the Fiscal Year 2015-16 Engineer's Report Declaring the City's Intention to Provide for an Annual Levy and Collection of Assessments and Setting a Date and Time for a Public Hearing**

Recommendation

It is recommended that the City Council:

1. Adopt the attached resolution approving the Fiscal Year (FY) 2015-16 Engineer's Report declaring the City of South Pasadena's intention to provide for an annual levy and collection of assessments; and
2. Set a time and place for a Public Hearing for the FY 2015-16 Lighting and Landscaping Maintenance District (LLMD).

Fiscal Impact

The LLMD is the major funding source to maintain the street lights and urban forestry in the City of South Pasadena. The assessed revenue for FY 2014-15 is \$890,310 and the proposed assessment for FY 2015-16 is \$890,874. The costs of district operations, maintenance and engineering services to support the legally required proceedings are funded through the following accounts: traffic signals, sidewalk maintenance, street lighting, street trees and street medians.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

The purpose of the LLMD is to provide the legal means to annually re-establish the revenue to cover costs related to the maintenance operation of the LLMD. The District boundaries coincide with the City of South Pasadena boundaries. The costs are distributed by assessing properties in accordance with the Engineer's Report. The City Council has previously approved the methodology for the assessments and the same methodology will be used this year.

Over the last three decades, the Engineer's Report has been prepared adhering to the procedures established in the 1972 Landscaping and Lighting Act, which govern the LLMD. As in previous

years, the City must follow the same procedure, including the preparation of an Engineer's Report and holding a public hearing in order to proceed with levying assessments.

On April 8, 2015, the City Council approved a resolution authorizing the preparation of an Engineer's Report in which the total maintenance costs, the parcels to be assessed, the assessment methodology, and the specific assessment for each parcel in the district are summarized.

A copy of the Engineer's Report is attached and available for viewing at the Public Works Department, City Clerk's Office and the City Library. The Engineer's Report is also posted on the City's website.

Analysis

The resolution approves the Engineer's Report and declares the intention of moving forward with levying and collecting assessment to cover LLMD costs. The resolution also sets the time and place for a Public Hearing, which allows comment by the property owners and is legally required to annually re-establish LLMD revenues.

As a result of Proposition 218, new or increased assessments may not be imposed to fund District costs unless the necessary balloting and compliance requirements of the proposition are met.

The assessment is composed of a citywide component and a local benefits component. Ongoing increase costs of operations have created a challenge for staff to maintain the level of service by implementing advance technology coupled with effective delivery of services.

Assessments are computed based on the number of equivalent single-family dwelling units (EDU) in the district. The equivalent dwelling unit calculation is adjusted for commercial, vacant, and multi-residential property in a manner detailed on pages 6-8 in the Engineer's Report. Local benefits are divided into four zones depending upon the type of street lighting in the neighborhood.

- Zone 1 - properties are adjacent to major thoroughfares, which are served by higher levels of lighting compared to residential areas.
- Zone 2 - properties are primarily residential served by streetlights owned and maintained by the City.
- Zone 3 - properties are primarily residential served by streetlights owned and maintained by Southern California Edison.
- Zone 4 - properties are in areas without local street lighting, and which pay no local benefit assessment.

The annual assessment rates for a single-family property in each of these zones are as follows:

Zone	Assessment (\$/EDU)		
	City Wide	Local Benefits	Total
1	\$71.26	\$25.85	\$97.12
2	\$71.26	\$32.83	\$104.09
3	\$71.26	\$7.66	\$78.92
4	\$71.26	none	\$71.26

Properties owned by the City (parks, municipal facilities, etc.), the School District, the State (Caltrans properties), or the U.S. Government (post office) are exempt from LLMD assessments.

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. FY 2015-16 Street Lighting and Landscaping Maintenance District Assessment Engineer’s Report

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ATTACHMENT 1
Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DECLARING ITS INTENTION TO PROVIDE AN ANNUAL LEVY
AND COLLECTION OF ASSESSMENTS FOR CERTAIN
MAINTENANCE IN AN EXISTING DISTRICT, PURSUANT TO
THE PROVISIONS OF DIVISION 15, PART 2 OF THE STREETS
AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA AND
SETTING A TIME AND PLACE FOR A PUBLIC HEARING**

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

WHEREAS, at this time, this City Council desires to conduct proceedings to provide for the annual levy of assessments for Fiscal Year (FY) 2015-16 to provide for the costs and expenses necessary for continual maintenance of improvements within said District; and

WHEREAS, City Council approved the Engineer's Report (Report) as required by law, and the City Council desires to conduct the proceedings for said annual levy.

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

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

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

SECTION 3. REPORT. That the Report regarding the annual levy for said District, which Report is for maintenance for the FY 2015-2016, is hereby approved and is directed to be filed in the Office of the City Clerk.

SECTION 4. ASSESSMENT. That the public interest and convenience requires, and it is the intention of the City Council to order the annual assessment levy for the District as set forth and described in said Report, and further it is determined to be in the best public interest and convenience to levy and collect annual assessments to pay the costs and expense of said maintenance and improvement as estimated in said Report.

SECTION 5. DESCRIPTION OF MAINTENANCE. The assessments levied and collected shall be for the maintenance of certain street lighting and landscaping improvements, as set forth in the Report, referenced and so incorporated herein.

SECTION 6. The County Auditor shall enter on the County Assessment Roll the amount of the assessments, and shall collect said assessments at the time and in the same manner as County taxes are collected. After collection by the County, the net amount of the assessments, after the deduction of any compensation due to the County for collection, shall be paid to the County Treasurer for purposes of paying for the costs and expenses of said District.

SECTION 7. SPECIAL FUND. That all monies collected shall be deposited in a special fund known as the "SPECIAL FUND CITY OF SOUTH PASADENA, LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT." Payment shall be made out of said fund only for the purpose of provided for in this resolution and in order to expedite the making of this maintenance and improvement, the City Council may transfer into said funds as it may deem necessary to expedite the proceedings. Any funds shall be repaid out of the proceeds of the assessments provided for in this resolution.

SECTION 8. BOUNDARIES OF DISTRICT. Said contemplated maintenance work in, in the opinion of this City Council, of direct benefit to the properties within the boundaries of the District, and this City Council makes the costs and expenses of said maintenance chargeable upon District, which District said City Council hereby declares to be the further assessed to pay the costs and expenses thereof. Said District shall include each parcel of land within the boundaries of said District as shown on the map as approved by this City Council and on file in the Office of the City Clerk and so designated by the name of the District.

SECTION 9. PUBLIC PROPERTY. Any lots or parcels of land known as public property, as the same are defined in Section 22663 of Division 15, Part 2 of the Streets and Highways Code of the State of California, which are included within the boundaries of the District, shall be omitted and exempt from any assessment to be made under these proceedings to cover any of the costs and expenses of said improvement and maintenance work.

SECTION 10. PUBLIC HEARING. NOTICE IS HEREBY GIVEN THAT WEDNESDAY, THE 1ST DAY OF JULY, 2015, AT THE HOUR OF 7:30 PM, AT THE REGULAR MEETING OF THE SOUTH PASADENA CITY COUNCIL, IN THE

AMEDEE O. "DICK" RICHARDS, JR. COUNCIL CHAMBERS, 1424 MISSION STREET, SOUTH PASADENA, CALIFORNIA 91030, IS THE TIME AND PLACE FIXED BY THE CITY COUNCIL FOR THE PUBLIC HEARING ON THE ANNUAL LEVY OF ASSESSMENTS.

SECTION 11. NOTICE. That the City Clerk is hereby authorized and directed to publish, pursuant to Government Code Section 6061, a copy of this resolution in a newspaper of general circulation within said City, said publication shall be not less than ten (10) days before the date set for said Public Hearing.

SECTION 12. That the City Clerk is further directed to cause a copy of the Resolution of Intention to be posted upon the official bulletin board customarily used for the posting of notices.

SECTION 13. That this resolution shall take effect immediately upon its adoption.

SECTION 14. For any and all information relating to the proceedings, protect procedure, any documentation and/or information of a procedural or technical nature, the designated contact person is as follows:

Paul Toor, P.E., Director of Public Works
City of South Pasadena
1414 Mission Street, South Pasadena, CA
(626)403-7240

SECTION 15. 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 3rd day of June, 2015.

Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 3rd day of June, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

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ATTACHMENT 2
FY 2015-16 Street Lighting and Landscaping
Maintenance District Assessment Engineer's Report

**STREET LIGHTING AND LANDSCAPING
MAINTENANCE DISTRICT**

ASSESSMENT ENGINEER'S REPORT

PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972, PART 2
DIVISION 15 OF THE STREETS AND HIGHWAYS CODE, ARTICLE XIII.D. OF
THE CALIFORNIA CONSTITUTION AND THE PROPOSITION 218 OMNIBUS
IMPLEMENTATION ACT (GOVERNMENT CODE SECTION 53750 ET SEQ)

Fiscal Year 2015-16

Prepared for:



Prepared by:

Community Economic Solutions

May 2015

**CITY OF SOUTH PASADENA
STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT
ENGINEER'S REPORT**

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Part C - Assessment District Boundary Map & Assessment Diagram 5

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**FISCAL YEAR 2015-16
CITY OF SOUTH PASADENA
ASSESSMENT ENGINEER'S REPORT PREPARED
PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972
SECTION 22500 THROUGH 22679
OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Whereas the Council of the City of South Pasadena, California, did, pursuant to the provisions of the Landscape and Lighting Act of 1972, being Part 2 of Division 15 of the Streets and Highways Code of the State of California, adopt the Resolution of Initiation ordering the preparation and filing of the Assessment Engineer's Report in accordance with Chapter 1, Article 4 commencing with Section 22565.

Section 22567 directs that the report shall refer to the City of South Pasadena Street Lighting and Landscaping Maintenance District (the "Assessment District") by its distinctive designation, specify the fiscal year to which the report applies, and, with respect to that year, shall contain all of the following:

- Part A - Plans and specifications for the improvements.
- Part B - An estimate of the costs of the improvements.
- Part C - A diagram for the assessment district.
- Part D - An assessment of the estimated costs of the improvements.
- Part E - If bonds or notes will be issued pursuant to Section 22662.5, an estimate of their principal amount. (Not applicable).

A preliminary report is then filed with the City Clerk in accordance with Section 22623 for submission to the legislative body. The legislative body may approve the report as filed, or it may modify the report and approve it as modified. Now, therefore, the following Assessment Engineer's Report is hereby submitted consisting of five (5) parts as follows:

PART A

This part contains the plans and specifications which are required to show and describe the existing and proposed improvements in accordance with Section 22568. The plans and specifications need not be detailed, but shall be sufficient if they show or describe the general nature, location, and extent of the improvements. If the assessment district is divided into zones, the plans and specifications shall indicate the class and type of improvements to be provided for each such zone. The Plans and specifications for the improvements listed in Part A are on file in the Office of the Clerk of the City. Such plans and specifications are incorporated herein by reference.

PART B

This part contains an estimate of the costs for maintenance of the improvements within the District for Fiscal Year 2015-16 pursuant to section 22569, including incidental costs and expenses in connection therewith. This estimate is on file in the Office of the Clerk of the City. The estimate of the costs of the improvements for the fiscal year shall contain estimates for all of the following:

- (a) The total costs for improvements to be made that year, being the total costs of constructing or installing all proposed improvements and of maintaining and servicing all existing and proposed improvements, including all incidental expenses.
- (b) The amount of any surplus or deficit in the improvement fund to be carried over from a previous fiscal year.

(c) The amount of any contributions to be made from sources other than assessments levied pursuant to this part.

(d) The amount, if any, of the annual installment for the fiscal year where the legislative body has ordered an assessment for the estimated cost of any improvements to be levied and collected in annual installments.

(e) The net amount to be assessed upon assessable lands within the assessment district, being the total improvement costs, as referred to in subdivision (a), increased or decreased, as the case may be, by any of the amounts referred to in subdivision (b), (c), or (d).

PART C

This part incorporates, by reference, the "Assessment Diagram", which is a diagram of the Assessment District showing the exterior boundaries of the Assessment District and the lines and dimensions of each lot or parcel of land within the Assessment District in accordance with Sections 22570 and 22571. The diagram for an assessment district shall show (a) the exterior boundaries of the assessment district, (b) the boundaries of any zones within the district, and (c) the lines and dimensions of each lot or parcel of land within the district. Each lot or parcel shall be identified by a distinctive number or letter. The lines and dimensions of each lot or parcel of land shown on the diagram shall conform to those shown on the county assessor's maps for the fiscal year to which the report applies. The Diagram has been prepared and is on file with in the Office of the Clerk of the City. The Assessor's maps and records are incorporated by reference herein and made part of this Report.

PART D

This part contains an assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the Assessment District in accordance with Section 22572. The assessment shall refer to the fiscal year to which it applies and shall do all of the following:

(a) State the net amount, determined in accordance with Section 22569, to be assessed upon assessable lands within the assessment district, which shall include an amount sufficient to pay the principal and interest due during the fiscal year from each parcel on any bonds or notes issued pursuant to Section 22662.5.

(b) Describe each assessable lot or parcel of land within the district.

(c) Assess the net amount upon all assessable lots or parcels of land within the district by apportioning that amount among the several lots or parcels in proportion to the estimated benefits to be received by each lot or parcel from the improvements.

According to Section 22573, the net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

PART E

This part contains a list of the County of Los Angeles Assessor's parcel numbers, and the net amount to be assessed upon benefited lands within the Assessment District. A list of the names and addresses of the owners of real property within this Assessment District, as shown on the last equalized roll of the Assessor of the County of Los Angeles. The list is keyed to the records of the Assessor of the County of Los Angeles, which are incorporated herein by reference.

**PART A
PLANS AND SPECIFICATIONS**

The facilities, which have been constructed within the City of South Pasadena, and those which may be subsequently constructed, will be operated, serviced and maintained as generally described as follows:

**DESCRIPTION OF IMPROVEMENTS
FOR THE CITY OF SOUTH PASADENA
STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT
FISCAL YEAR 2015-16**

The proposed improvements for Fiscal Year 2015-16 may be generally described as the continued maintenance and operation of streets and sidewalks within the Assessment District, including the construction, operation, servicing and maintenance of landscaping, lighting and appurtenant facilities, including but not limited to, personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services described as follows:

Landscaping and Appurtenant Facilities

Landscaping, planting, shrubbery, trees, irrigation systems, hardscapes, fixtures, sidewalk and curb and gutter maintenance adjacent to street trees, and appurtenant facilities, in public street and sidewalk rights-of-way, including parkways, medians and dedicated easements within the boundary of said Assessment District.

Lighting and Appurtenant Facilities

Poles, fixtures, bulbs, conduits, equipment including guys, anchors, posts and pedestals, metering devices and appurtenant facilities as required to provide safety lighting and traffic signals in public street and sidewalk rights-of-way and easements within the boundaries of said Assessment District. Servicing of the Southern California Edison Company-owned lights shall be furnished by Southern California Edison Company or its successors or assignees and shall be adequate for the intended purpose. Rates for power and maintenance shall be authorized by the Public Utilities Commission, State of California.

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of the landscaping, public lighting facilities and appurtenant facilities, including repair, removal or replacement of all or part of any of the landscaping, public lighting facilities or appurtenant facilities providing for the life, growth, health and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing and treating for disease or injury; the removal of trimmings, rubbish, debris and other solid waste; and the cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti.

Servicing means the furnishing of water for the irrigation of the landscaping and the maintenance of any of the public lighting facilities or appurtenant facilities and the furnishing of electric current or energy, gas or other illuminating agent for the public lighting facilities, or for the lighting or operation of landscaping or appurtenant facilities.

The plans and specifications for the improvements, showing the general nature, location, and the extent of the improvements, are on file in the office of the City Clerk and are incorporated herein by reference.

**PART B
 ESTIMATE OF COST**

The estimated cost of the construction, operation, servicing and maintenance of the street and sidewalk improvements for Fiscal Year 2015-16, as described in Part A, are summarized herein and described below. All costs include administration and utilities where applicable.

**Street Lighting and Landscaping Maintenance Budget
 Fiscal Year 2015-16**

		<u>Local</u>	<u>City-Wide</u>	<u>Budget</u>
<u>I. Landscape Maintenance</u>				
Street Trees			\$288,700	\$288,700
Medians			\$64,000	\$64,000
Sidewalk Replacement			\$10,000	\$10,000
Subtotal			\$362,700	\$362,700
<u>II. Street Lighting</u>				
Operations				
Major Thoroughfare	60%	\$48,796	\$146,388	\$195,184
City Owned System	25%	\$81,327		\$81,327
Edison Owned System	15%	\$48,796		\$48,796
Subtotal		\$178,918	\$146,388	\$325,306
<u>III. Traffic Signals</u>				
			\$190,320	\$190,320
Total Budget		\$178,918	\$699,408	\$878,326
Other				
Capital Improvements		\$0	\$0	\$0
Reserves	50%	\$89,500	\$349,700	\$439,163
Fund Balance (credit)		(\$44,491)	(\$173,919)	(\$218,410)
TOTAL COSTS		\$223,927	\$875,189	\$1,099,079
Assessment Revenue FY 2015-16		\$160,706	\$730,167	\$890,874
Damage to City Property			\$10,000	\$10,000
TOTAL REVENUE		\$160,706	\$740,167	\$900,874
Estimated Operating Reserve FY 2015-16		\$26,279	\$214,678	\$240,958

The costs for street lighting on the major thoroughfares, which are the main travel-ways of the City, are estimated at approximately 60% of the Street Lighting budget. Additionally, it is estimated that approximately 25% of the total street lighting system cost is attributable to the City-owned system in the residential areas and approximately 15% is attributable to the Edison-owned lighting system in the residential areas.

The 1972 Act requires that a special fund be set-up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance or deficit remaining on July 1 must be carried over to the next fiscal year.

PART C
ASSESSMENT DISTRICT BOUNDARY MAP
AND ASSESSMENT DIAGRAM

The boundaries of the District are coterminous with the boundaries of the City of South Pasadena. A diagram showing the exterior boundaries of the District and the lines and dimensions of each lot or parcel of land within the District has been submitted to the office of the City Clerk of the City of South Pasadena, and is hereby made a part hereof by reference.

The lines and dimensions of each lot or parcel within the District are those lines and dimensions shown on the maps of the Assessor of the County of Los Angeles. The Assessor's maps and records are incorporated by reference herein and made part of this report.

PART D
ASSESSMENT OF THE ESTIMATED COSTS OF THE IMPROVEMENTS

GENERAL

Part 2 of Division 15 of the Streets and Highways Code, the Landscaping and Lighting Act of 1972, permits the establishment of assessment districts by cities for the purpose of providing certain public improvements which include construction, operation, maintenance and servicing of street lights, traffic signals, parks and landscaping.

The 1972 Act requires that maintenance assessments be levied according to benefit rather than according to assessed value. Section 22573 provides that:

The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefit to be received by each such lot or parcel from the improvements.

The Act permits the designation of zones of benefit within any individual assessment district if "by reasons or variations in the nature, location, and extent of the improvements, the various areas will receive different degrees of benefit from the improvement" (Sec. 22547). Thus, the 1972 Act requires the levy of a true "assessment" rather than a "special tax."

Excepted from the assessment would be the areas of all publicly owned property in use in the performance of a public function. The City has made a determination to also exempt public utilities rights-of-way.

EQUIVALENT DWELLING UNITS

The Equivalent Dwelling Unit method uses the single family home as the basic unit of assessment. A single family home equals one Equivalent Dwelling Unit (EDU). Every other land-use is converted to EDU's based on an assessment formula appropriate for the City. Multi-family and condominium parcels are converted to EDU's based on the number of dwelling units on each parcel of land; Commercial and Industrial parcels are converted to EDU's based on the lot size of each parcel of land.

Single Family Residential. The single family parcel has been selected as the basic unit for calculation of the benefit assessments. This basic unit shall be called an Equivalent Dwelling Unit (EDU). Parcels designated as single family residential per the Los Angeles County land-use code are assessed 1 EDU.

Multiple Residential. Multiple family uses, as well as condominiums, are given a factor of .80 EDU per dwelling unit. Based on data from representative cities in Southern California, the multiple residential factor of 80 percent is determined by the statistical proportion of relative trip generation from various types of residential uses, in combination with population density per unit.

Commercial/Industrial. Commercial/Industrial properties are designated as commercial, industrial, recreational, institutional or miscellaneous uses per the Los Angeles County land-use codes. In converting improved Commercial/Industrial properties to EDUs, the factor used is the City of South Pasadena's average single family residential lot size of 7,500 square feet, or 5.808 dwelling units per acre. The Commercial/Industrial parcels will be assessed 5.808 EDU for the first acre or any portion thereof, and then 25% of 5.808 EDUs (1.4520) for every additional acre or portion thereof, as the utilization of that portion of non-residential property greater than one acre is reduced and will be treated as vacant land. The minimum number of EDUs per parcel will be 1 EDU.

Vacant Property. Vacant property is described as parcels with no improved structures. Property values in a community increase when public infrastructure is in place, improved, operable, safe, clean and maintained, all properties, including vacant parcels, receive benefits as this is the basis of their value. Based upon the opinions of professional appraisers, appraising current market property values for real estate in Southern California, the land value portion of a property typically ranges from 20 to 30 percent; in South Pasadena, we find that the average is about 50 percent. Additionally, the utilization of vacant property is significantly less than improved property and vacant property has a traffic generation rate of 0. Therefore, we recommend that vacant property be assessed at the rate of 25 percent of improved property.

Vacant Residential. Parcels defined as single family residential parcels which do not have structures on the parcels are assessed 25% of a single family dwelling. The parcels will be assessed 0.25 EDU per parcel.

Vacant Non-Residential. Parcels defined as parcels which are not single family residential and which do not have structures on the parcel are assessed based upon the acreage of the parcel. The parcels will be assessed at the rate of 25% of the developed non-residential properties, or 1.4520 EDU per acre or any portion thereof, with a minimum of .25 EDU per parcel.

Landlocked parcels and small parcels vacated by the City are not assessed; nor are public streets, public properties, utility easements, right-of-way, public schools, public parks, and common areas. These are all exempt parcels.

The land-use classification for each parcel has been based on the Los Angeles County Assessor's Roll.

BENEFIT DETERMINATION

There are two types of benefits: City-wide Benefits and Local Benefits.

Benefits which are received by all parcels in the City are considered to be City-wide Benefits, and the associated costs of these benefits are spread equally, based on Equivalent Dwelling Units, to all parcels within the District. Citywide Benefits enhance the value of all properties within the District.

LANDSCAPING

- The City maintains trees and miscellaneous shrubbery throughout the City. The trees and shrubbery are located within the public street and sidewalk rights-of-way, including in medians and parkways. These trees and shrubbery provide an aesthetically pleasing environment, shade, beautification, and according to some authorities, air purification and sound attenuation. These positive attributes increase the desirability of all properties throughout the City.

All parcels in the City receive benefit from the landscaping maintenance funded by the District. This includes the maintenance of street trees and leaf debris removal, sidewalk, curb and gutter repair adjacent to trees throughout the City, medians on Huntington Drive, Monterey Avenue and Fair Oaks. The City costs to administer these programs are also considered a citywide benefit. Trees and landscaping, if well maintained, provide beautification, shade and enhancement of the desirability of the surroundings, and therefore increases property value.

LIGHTING

- The proper functioning of street lighting and traffic signals is imperative for the welfare and safety of the public and property throughout the City. Proper maintenance and servicing of the street lighting system benefits properties within the District by providing proper illumination for ingress and egress and safe traveling at night. Properties within the District also benefit from the proper functioning of the District's traffic signal system. Proper operation of the streetlight and traffic signal systems is imperative to public convenience, orderly traffic flow, enhanced congestion management and safety. Improved security, fuel conservation, protection of property from crime and vandalism, and reduction of traffic accidents, are special and direct benefits to all properties within the City; lighting benefits are directly related to public safety and property protection and therefore increase desirability and property values. The City costs to administer the improvements are also considered a benefit to all properties.

Street lighting on the major thoroughfares and traffic signals are considered city-wide benefits, as all property in the City derive benefit from the convenience, safety and protection of people and property they provide. It is estimated that 75% of the Major Thoroughfare Street Lighting budget and 100% of the Traffic Signal budget are attributable as citywide benefits, and are assessed to all parcels in the District. The City costs to administer these programs are also considered a citywide benefit.

Zones of Benefit

There are four types of local lighting benefits within the City associated with the intensity or degree of illumination provided within the various sections of the District. These costs vary with the type of street, spacing of streetlights and owning agency. These zones of benefit are described below:

- **Zone 1** - This zone consists of all property which is adjacent to the major thoroughfares in the District. 25% of the Major Thoroughfare Street Lighting budget is considered to be a local benefit attributable to these properties.
- **Zone 2** - This zone consists primarily of residential property which is served by the City-owned street lighting system.
- **Zone 3** - This zone consists primarily of residential property which is served by the Southern California Edison Company-owned street lighting system.
- **Zone 4** - This zone consists of parcels which do not have a local street lighting benefit and therefore receive only the citywide benefit.

SUB-ZONES

A system of sub-zones has been developed to classify the different land use types in the City. Those sub-zones, with their equivalency factors, are shown below:

Sub-Zone Category	Basic Unit		Recommended EDU Factor		EDU Rates
0. Exempt			0.00		
1. Single Family Residential (SFR)	1 D.U.	x	1.00	=	1.0 EDU/DU
2. Multiple Family Residential and Condominiums	1 D.U.	x	0.80	=	0.8 EDU/DU
3. Commercial/Industrial	1 Acre	x	5.81	=	5.808 EDU/Ac
Based on the average size for SFR lots in the City of 7,500 SF which equals 5.808 Dwelling Units / Acre			1.45	=	1.452 EDU/Ac
					for the first acre (min. 1 EDU/pcl) after the first acre
4. Vacant SFR	1 Parcel	x	0.25	=	0.25 EDU/pcl
5. Vacant Non-SFR	1 Acre	x	1.45	=	1.452 EDU/Ac (min. .25 EDU/pcl)

INVENTORY OF PARCELS

The following information was obtained from the Los Angeles County Assessor's Roll, Assessor's Parcel Maps, and the City of South Pasadena's Planning Department.

Land-Use	Parcels	Dwelling Units (DU's)	Acres
0. Exempt	-	n/a	n/a
1. Single Family Residential (SFR) Parcels	4,356	4,356	n/a
2. Multi-Family Residential Parcels	1,981	6,474	n/a
3. Commercial/Industrial	322	n/a	122.96
4. Vacant Residential Parcels	203	n/a	n/a
5. Vacant Commercial/Industrial Parcels	20	n/a	3.51
Totals:	6,882	10,830	126.47

The distribution of EDUs per Zone is as follows:

Zone	EDU's
1	1,852.85
2	2,048.36
3	5,945.72
4	399.60
Total:	10,246.53

ASSESSMENTS

The estimated costs shown in Part B of this report have been allocated to the zones as shown below.

CITYWIDE BENEFITS

All parcels within the City receive the city-wide landscaping and lighting benefits. The assessments associated with these are therefore calculated as follows:

Street Trees	\$288,700		
Medians	\$64,000		
Sidewalk Replacement	\$10,000		
Major Thoroughfare Lighting *	\$146,388		
Traffic Signals	\$190,320		
Capital Improvements	\$0		
Reserves	\$349,700		
Fund Balance	(\$174,368)		
Total to City-wide Benefit	\$874,740		
City-wide EDU	÷ 10,247		
Calculated Rate per EDU	\$85.37	\$71.26	Assessment Rate Limit

* Approximately 75% of Major Thoroughfare Lighting Budget

LOCAL BENEFITS

In addition to the city-wide benefit assessment, those parcels located within Zones 1, 2 and 3 receive an additional local benefit which is calculated as follows:

	Zone 1	Zone 2	Zone 3	Zone 4
Major Thoroughfare Lighting *	\$48,796	\$0	\$0	\$0
City Owned System	\$0	\$81,327	\$0	\$0
Edison Owned System	\$0	\$0	\$48,796	\$0
Reserves	\$24,409	\$40,682	\$24,409	\$0
Fund Balance	(\$12,165)	(\$20,275)	(\$12,165)	\$0
Total to Local Benefit :	\$61,040	\$101,733	\$61,040	\$0
EDU in Zone ÷	1,853	2,048	5,946	400
Calculated Rate per EDU	\$32.94	\$49.67	\$10.27	\$0.00

* Approximately 25% of Major Thoroughfare Lighting Budget

ASSESSMENT RATE SUMMARY

The following tables indicate the rates per EDU for each zone as calculated based on the Fiscal Year 2015-16 proposed budget. The actual rates per EDU to be assessed for each zone are unchanged from Fiscal Year 2014-15.

	EDU	Fully Funded Assessment Rates			Assessed 15-16 Rate
		Local	City-Wide	Total	
Zone 1	1,853	46.07	85.37	131.44	97.12
Zone 2	2,048	69.45	85.37	154.82	104.09
Zone 3	5,946	14.36	85.37	99.73	78.92
Zone 4	400	-	85.37	85.37	71.26
Total EDU	10,247				

	EDU	Assessment Rate Limits			Assessed 15-16 Rate
		Local	City-Wide	Total	
Zone 1	1,853	25.85	71.26	97.12	97.12
Zone 2	2,048	32.83	71.26	104.09	104.09
Zone 3	5,946	7.66	71.26	78.92	78.92
Zone 4	400	-	71.26	71.26	71.26
Total EDU	10,247				

PART E
PROPERTY OWNER LIST AND
ASSESSMENT ROLL

The assessment set forth for each parcel is shown on the Assessment Roll for the District, submitted separately, as "Assessment Roll for City of South Pasadena, Street Lighting & Landscaping Maintenance District, Fiscal Year 2015-16", which exhibit is incorporated by reference herein and is on file in the Office of the City Clerk.

The Assessment Roll lists all parcels within the boundaries of the District as shown on the Assessment Diagram, Part C herein, and on the last equalized roll of the Assessor of the County of Los Angeles, which is by reference made part of this report.

A list of names and addresses of the owners of all parcels within this District is shown on the last equalized Property Tax Roll of the Assessor of the County of Los Angeles, which by reference is hereby made a part of this report. This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll on file in the office of the City Clerk of the City of South Pasadena.

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City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: June 3, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager *AG*
FROM: Steve Fjeldsted, Director of Library, Arts, and Culture *SFJ*
SUBJECT: **Direction Regarding Library Special Tax Renewal Options**

Recommendation

It is recommended that the City Council:

1. Approve a measure to be included on the ballot for the November 3, 2015, General Municipal Election to place a question asking voters about renewing the existing Library Special Tax in accordance with recommendations of the Measure L Committee and the general consensus of the Library Board of Trustees:
 - Increase the rates by 33 1/3% for the first year;
 - Include an additional Consumer Price Index (CPI) factor for years two (2) through seven (7); and
 - Extend the tax for seven (7) years from July 1, 2016, until June 30, 2023.
2. Request of the Los Angeles County Registrar –Recorder/County Clerk that the Measure be named “Measure L,” with a second choice of “Measure LL,” and a third choice of “Measure B;” and
3. Direct staff to return at the June 17, 2015 City Council Meeting with a resolution calling the November 3, 2015 General Municipal Election, to include placing the question of renewing the existing Library Special Tax with the provisions noted above, and including all resolutions pertinent to placing a measure on the ballot.

Fiscal Impact

The Library Special Tax currently provides approximately \$230,000 each fiscal year (FY) to the Library Budget to pay for the maintenance, operating, and administrative costs of the Library. If the Special Tax expires in June 30, 2016, the City general fund will be called upon to absorb all the costs of the library budget. In order to qualify to receive the funds, the City must allocate sufficient funds to meet the maintenance of effort requirement (prior year’s maintenance of effort amount adjusted by CPI). The cost per residential parcel currently ranges from \$24-\$48/year, as the rates have stayed the same since 1994. The other amounts for multi-family residential units at \$12 each and non-residential parcels from \$32-\$96/year have remained unchanged since 1994 as well.

Library Special Tax Renewal Option

June 3, 2015

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If the recommended rates are approved by the City Council and the Measure is approved by voters during the November 3, 2015 election, approximately \$300,000 from the Library Special Tax would be available for the Library FY 2016/-7 budget.

Commission Review and Recommendation

This matter was discussed by the Library Board of Trustees (Board) at its May 14, 2015 meeting and it indicated unanimous general consensus for the City to encourage the placement of a ballot measure for the November 3, 2015 election seeking renewal of the Library Special Tax. The Board's general consensus also included encouragement for the ballot measure to extend the Library Special Tax for seven (7) years at rates increased by 25% to 50% and that it also contain a CPI component adjustment for each of the subsequent six (6) years.

The Measure L Committee (Committee) met on May 18, 2015 and recommends a measure being placed on the ballot for the November 3, 2015 election to extend the Library Special Tax rates for seven (7) years, with rates increased by 33 1/3% beginning in its first year and that it contain a CPI adjustment for subsequent years. The Committee also recommends that the City submit Measure "L" as the measure name, with Measure "LL" as the second choice and Measure "B" as the third choice.

Background

The Library Special Tax was first approved in June 1994 for a term of five years. The Library Special Tax has been renewed by voters in 1999, 2005, and 2009 without an increase in the rates, the term, or any CPI adjustment to account for cost-of-living or inflationary increases. During the May 6 2015 meeting, the City Council encouraged the Measure L Committee by general consensus to seek higher rates, a CPI increase, and a longer term.

November 3, 2015 is the date of the next General Municipal Election. Placing the Measure on the November 3, 2015 ballot would enable voters to have the possibility of renewing the measure to allow Library funding from the Special Tax initiative to continue for the next seven (7) years at an increased rate that would help to make up for increases in the CPI of approximately 58% since 1994 and to keep up with cost-of-living increases for the following six (6) years. If the initial Library Special Tax ballot measure that was approved by voters in 1994 and its three (3) subsequent renewals by voters during elections would have contained CPI factors, Measure L would have generated approximately 3% more each year on the average, and would be generating around \$363,000 for the Library budget this year.

Many much-needed Library improvements have been called for by the community, Library staff, and the Library Board of Trustees in the "Library Strategic Plan, 2011 to 2015." Many of these are also contained and expanded upon in the "Library Operations Study," which began in 2014. However, no new funding has been available to the Library to achieve these updates and enhancements. These include the addition of more public computer workstations; the availability

Library Special Tax Renewal Option

June 3, 2015

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more electronic resources including e-books, more self-service technologies to improve efficiencies; more options for patrons to receive information from the Library such as emailed notifications and announcements; an improved online catalog that enables users to discover the Library's books, music, movies, and e-resources seamlessly with a single search; a makeover and updating of the facility's interior including improvements to the Teen and Children's rooms. In addition, the Library needs better Wi-Fi coverage and more bandwidth for computer speed for the downloading of large files, updated staff computers, and audio-visual upgrades to the Community Room.

Analysis

Any revenue generated by the Library Special Tax can only be used for the maintenance, operating, and administrative costs of the Library. That restricted use of the Library Special Tax revenue would continue to apply if the measure is adopted.

The annual rate by category for the Special Tax would increase the first year by 33 1/3 % over the current rate:

<i>Property Type</i>	<i>Square Feet</i>	<i>Current Annual Tax (shall not succeed)</i>	<i>Recommended Annual Tax for first year after passage (shall not exceed)</i>
Single family residences, condos	Less than 2,000 square feet (buildable area)	\$24	\$32
	Between 2,001-4,000 square feet (buildable area)	\$32	\$48
	More than 4,000 square feet (buildable area)	\$48	\$64
Multi-family residential units		\$12/ dwelling unit on a multi-family residential parcel	\$16/dwelling unit on a multi-family residential parcel
Non-residential parcels	¼ acre or less lot acre	\$24	\$32
	¼ to ½ acre lot area	\$48	\$64
	½ acre to ¾ acre lot area	\$12	\$96
	More than ¾ acre lot area	\$24	\$128

The following types of property would remain exempt from the tax:

1. Parcels owned by charitable or community service organizations or churches that qualify for an exemption from ad valorem taxation under California law.
2. Vacant parcels.
3. Parcels owned by the federal, state or local government, or any state or local agency.
4. Any owner who has income, adjusted for family size, at or below eighty percent (80%) of the area median income as determined under the Section 8 Income Limits for Los Angeles County. (These limits are published by the U.S. Department of Housing and Urban Development).

In addition to the foregoing, the following restrictions would also continue:

If in any year the City Council does not budget and appropriate sufficient funds for the basic level of library services, the Special Tax would be fixed at a reduced level in relation to any reduction in the budget.

Any surplus amounts raised by the Special Tax in any one year may only be used for the purposes described in South Pasadena Municipal Code Section 2.89-4, and must be carried over to the following fiscal year. The existence of a surplus in one year must be considered by the City in levying the Special Tax for the next year.

The term of the Special Tax, if approved by two-thirds (2/3) of the voters voting on the measure, will be extended for seven (7) years (from July 1, 2016 through June 30, 2023) and any further extension must be approved by two-thirds (2/3) of the voters voting on such extension at another municipal election.

The Special Tax will continue to be collected by the Los Angeles County Assessor in the same manner as property taxes.

The direction from the City Council regarding the renewal of the Measure will be incorporated into the resolution calling the General Municipal Election on November 3, 2015.

Legal Review

The City Attorney has reviewed and approved 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*.

City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: June 3, 2015
TO: Honorable Mayor and City Council
FROM: Sergio Gonzalez, City Manager *NA*
SUBJECT: **Adoption of Resolution and Approval of a Proposed Reorganization Resulting in Significant Cost-Savings by Establishing a Management Services Department that Combines the City Manager's and City Clerk's Offices**

Recommendation

It is recommended that the City Council:

1. Approve an amendment to the proposed operating budget for the City Manager's and City Clerk's Offices by combining the two offices into a Management Services Department; and
2. Adopt a resolution authorizing the reclassification of the Human Resources Manager and Chief Deputy City Clerk, and approving the creation of a new classification of Assistant to the City Manager within the Unrepresented Management Employees group.

Fiscal Impact

It is anticipated that the proposed reorganization will yield a cost savings of at least \$135,000 for FY 2015-16 and reduce the number of Full Time Employees (FTE) from 147 to 146.

Commission Review and Recommendation

This matter was not reviewed by a commission.

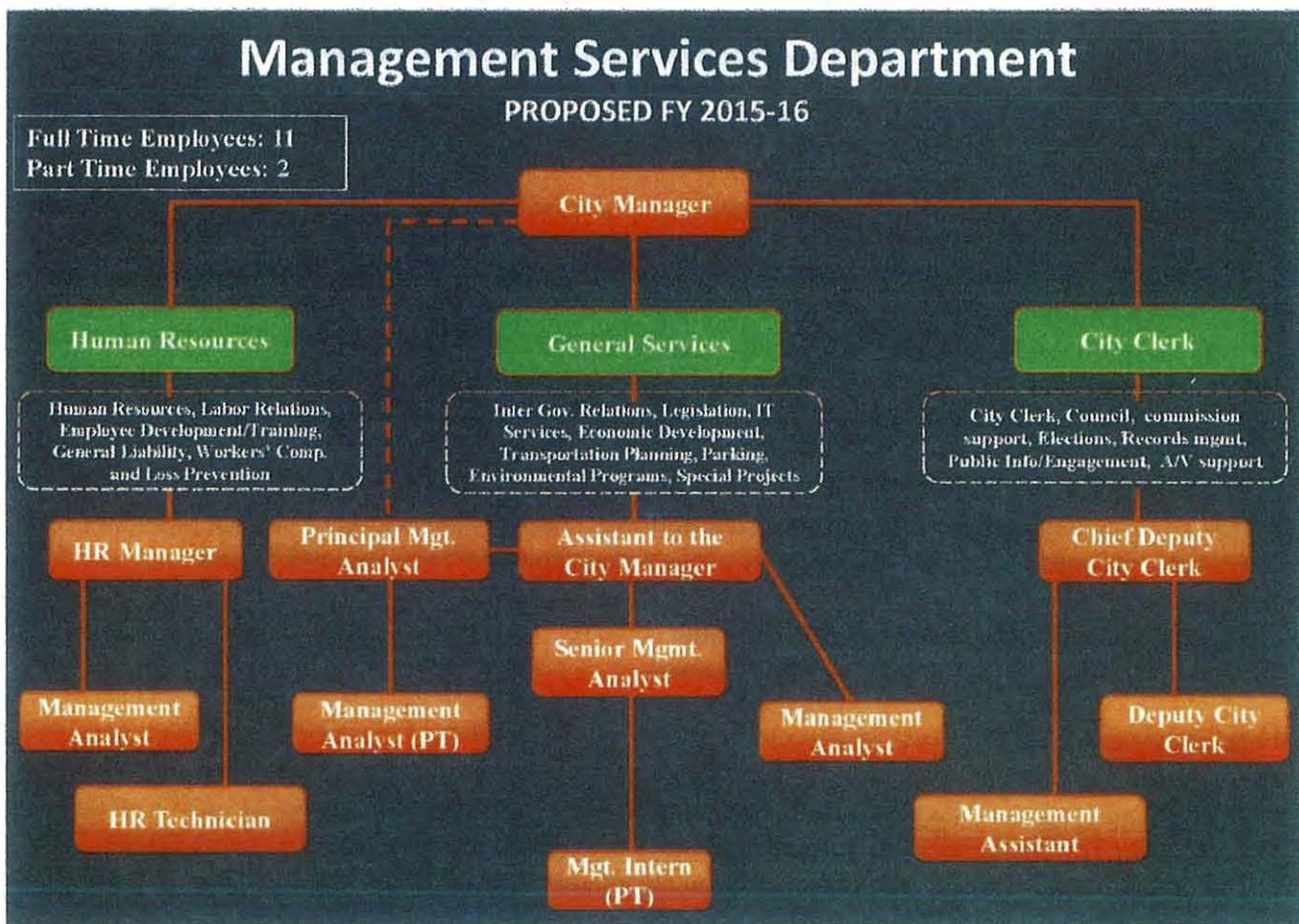
Background

As part of the strategic planning process, City Council directed the City Manager to perform operational studies of City departments to identify ways to streamline operations and implement best/current practices. With the recent vacancies created by the resignation of the Assistant City Manager and the Chief Deputy City Clerk, a significant opportunity exists to reduce costs and realign staff in a more efficient manner.

Analysis

To provide appropriate staffing levels to meet the needs of the organization and core functions of the City Manager's and City Clerk's Offices, staff proposes a restructuring of these offices into a single department, "Management Services Department," which will consist of three core divisions:

Human Resources:	Human Resources Management, Recruitment, Employee Training, Risk Management and Labor Relations
General Services:	Transportation, Parking, Legislative Affairs, Environmental Services, Economic Development, Information Technology and Special Projects
City Clerk:	Records Management, Elections, Public Information/Engagement, Boards, Commissions, and City Council support, Audio Visual support



The consolidation of the City Manager’s and City Clerk’s Offices represents a cost savings to the City and introduces internal efficiencies in the organization. Many of the essential functions of these offices overlap. A combined department will integrate functions and maximize existing talent and resources for greater efficiencies and allow staff to work harmoniously on projects.

As part of the proposed reorganization, the Assistant City Manager position and the Executive Assistant to the City Manager position will become dormant/unfunded, but can be reactivated in the future should there be a need. Removing the Assistant City Manager position will flatten the

Amendment to CMO and CCO Operating Budget

June 3, 2015

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organizational chart. Essential duties of the Assistant City Manager position will be reassigned to various staff for a more efficient allocation of resources. Accordingly, certain positions will require modifications to their individual job descriptions and classifications, bringing them much closer to market for retention and future recruitment purposes. This will also provide leadership opportunities for talented and promising professionals on staff.

The reorganization will also advance three positions within the Management Series, including one full-time Management Analyst, one part-time Management Analyst, and one full-time Management Assistant position. There are no meet and confer issues with this proposed reorganization. The elevation of positions within the management series does not require approval from any labor group as the implementation of the series has previously been approved by the South Pasadena Public Service Employees' Association (PSEA) and can be activated by management right.

Council action is required to approve a job description for a new position, Assistant to the City Manager, and for the reclassification of two existing positions: Human Resources Manager and Chief Deputy City Clerk. These three positions will essentially serve as Division Managers for their respective operational areas within the Management Services Department.

The following chart outlines the organization of the new Management Services Department and notes the proposed changes to existing positions:

Existing Position:	Proposed Position:	Council action required:
City Manager	City Manager	N/A
Assistant City Manager	N/A	N/A - position becomes dormant
Human Resources Manager	Human Resources Manager*	Approval of reclassification, revised job description and salary range
<i>NEW</i>	Assistant to the City Manager	Approval of a new job description and salary range
Executive Assistant	N/A	N/A - position becomes dormant
Chief Deputy City Clerk	Chief Deputy City Clerk	Approval of reclassification, revised job description and salary range
Principal Management Analyst	Principal Management Analyst	N/A
Senior Management Analyst	Senior Management Analyst	N/A
Management Analyst	Management Analyst	N/A
Management Aide	Management Analyst*	N/A – PSEA approved
Deputy City Clerk	Deputy City Clerk	N/A
Human Resources Technician	Human Resources Technician	N/A
Management Aide	Management Assistant	N/A – PSEA approved
Management Intern (PT)	Management Analyst (PT)	N/A – PSEA-PT approved
Management Intern (PT)	Management Intern (PT)	N/A
TOTAL FTE: 12	TOTAL FTE: 11	

*The salaries for Human Resources Manager and Management Analyst have been included within the FY 2015-16 proposed budget. Total projected savings are based upon leaving the Assistant City Manager position dormant.

The salary scale for the proposed classification of Division Managers (Human Resources Manager, Assistant to the City Manager, and Chief Deputy City Clerk) will match the Principal Management Analyst:

Step A	Step B	Step C	Step D	Step E	Step F	Step G
\$ 7,215	\$ 7,576	\$ 7,955	\$ 8,352	\$ 8,770	\$ 9,209	\$ 9,669

Legal Review

The City Attorney has reviewed this item.

Public Notification of Agenda Item

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

Attachment: Resolution authorizing the reclassification of the Human Resources Manager and Chief Deputy City Clerk and establishing the Assistant to the City Manager as Unrepresented Management Employees, providing for the salaries and benefits and approving the classification job description.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
AUTHORIZING THE RECLASSIFICATION OF
HUMAN RESOURCES MANAGER AND CHIEF
DEPUTY CITY CLERK POSITIONS AND
ESTABLISHING THE ASSISTANT TO THE CITY
MANAGER POSITION AS UNREPRESENTED
MANAGEMENT EMPLOYEES, PROVIDING FOR
THE SALARIES AND BENEFITS, AND APPROVING
THE CLASSIFICATION JOB DESCRIPTION**

WHEREAS, the City Council, at the City of South Pasadena's ("City") Strategic Planning process, directed the City Manager to identify and streamline operational efficiencies and implement best practices; and

WHEREAS, due to the recent resignation and vacancy of the Assistant City Manager and Chief Deputy City Clerk, there exists an opportunity to examine the current organizational structure to identify efficiencies and operational cost savings; and

WHEREAS, in order to streamline operations, it is recommended that the Assistant City Manager and Executive Assistant to the City Manager positions become dormant and unfunded but can be reactivated in the future should there be a need, an Assistant to the City Manager position be created, and the Human Resources Manager and Chief Deputy City Clerk be reclassified; and

WHEREAS, in doing so, a need has been identified to create an Assistant to the City Manager classification and to better classify the position of Human Resources Manager and Chief Deputy City Clerk to expand and include additional job duties and responsibilities associated with the reorganization of the City Manager's and City Clerk's Office into one Management Services Department.

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

SECTION 1. This resolution supersedes Resolution No. 7384 to include the new salary scales for Human Resources Manager, Chief Deputy City Clerk, and Assistant to the City Manager, and shall include the Assistant to the City Manager classification in Section 2 (Classifications) of Management Benefits, attached hereto as Exhibit A.

SECTION 2. The job description for Assistant to the City Manager, attached hereto as Exhibit C, and salary scale is approved and adopted. The salary scale for the Assistant to the City Manager classification is reflected below:

<i>Assistant to the City Manager</i>	Step A	Step B	Step C	Step D	Step E	Step F	Step G
	\$ 7,215	\$ 7,576	\$ 7,955	\$ 8,352	\$ 8,770	\$ 9,209	\$ 9,669

SECTION 3. The reclassification of the Human Resources Manager, revised job description, attached hereto as Exhibit D, and updated salary scale, is approved and adopted. The change in salary scale is reflected below:

<i>Human Resources Manager</i>	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Existing	\$ 6,232	\$ 6,543	\$ 6,870	\$ 7,214	\$ 7,574	\$ 7,953	\$ 8,351
Reclassification	\$ 7,215	\$ 7,576	\$ 7,955	\$ 8,352	\$ 8,770	\$ 9,209	\$ 9,669

SECTION 4. The reclassification of the Chief Deputy City Clerk, revised job description, attached hereto as Exhibit E, and updated salary scale, is approved and adopted. The change in salary scale is reflected below:

<i>Chief Deputy City Clerk</i>	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Existing	\$ 6,232	\$ 6,543	\$ 6,870	\$ 7,214	\$ 7,574	\$ 7,953	\$ 8,351
Reclassification	\$ 7,215	\$ 7,576	\$ 7,955	\$ 8,352	\$ 8,770	\$ 9,209	\$ 9,669

SECTION 5. The Management Salary Schedule listing of Management classifications and compensation, attached hereto as Exhibit B, is approved and adopted.

SECTION 6. All changes associated with the proposed reorganization and restructuring of the Management Services Department shall be effective the first pay period of Fiscal Year 2015-16.

SECTION 7. 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 3rd day of June, 2015.

Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk
(seal)

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 3rd day of June, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

MANAGEMENT BENEFITS

The following shall be the classifications, compensation and benefit plan for management employees:

SECTION 1. TERM

The following established classifications, salaries and benefits of employment for management employees shall be in effect upon adoption by the City Council.

SECTION 2. CLASSIFICATIONS

Police Chief
Public Works Director
Fire Chief
Assistant City Manager
Deputy Fire Chief
Finance Director
Planning & Building Director
Police Captain
Community Services Director
City Librarian
Deputy Director of Public Works
Fire Division Chief
Principal Management Analyst
Assistant to the City Manager
Human Resources Manager
Chief Deputy City Clerk
Assistant Finance Director
Public Works Operations Manager
Water Operations Manager
Executive Assistant
Community Services Supervisor

SECTION 3. SALARY

The salaries for management employees shall be those contained in Exhibit B, "Management Salary Schedule."

SECTION 4. RETIREMENT

A. The City agrees to participate in the California Public Service Employees' Retirement System (CalPERS). Classic CalPERS safety members (Police Chief, Fire Chief, Deputy Fire Chief, Fire Division Chief

and Police Captains) i.e., those that do not qualify as “new” members under the California Public Employees’ Pension Reform Act of 2013 (“PEPRA” or “AB 340”) shall participate in the 2%@50 plan with single highest year compensation. Per AB 340, new CalPERS safety members shall participate in the 2.7%@57 plan with the highest average annual pensionable compensation earned during a period of 36 consecutive months rather than single highest year. For all non-safety Management employees, Classic CalPERS members shall participate in the 2%@55 plan with single highest year final compensation and per AB 340, new members shall participate in the 2.0%@62 plan with highest average annual pensionable compensation earned during a period of 36 consecutive months.

B. Classic members are statutorily subject to a member contribution rate of 7% (nonsafety) or 9% (safety) of compensation and shall pay that rate. New members shall pay 50% of annual normal cost (as determined by CalPERS) of their pension benefit as their member contribution.

C. The City’s plan shall provide the sick leave conversion benefit.

SECTION 5. RETIRED EMPLOYEE’S MEDICAL COVERAGE

Employees who retire from City service prior to July 1, 2012 shall receive City payment of 100% of the medical insurance premium for the retired employee only, with said payment not exceeding the premium requirement for insurance programs offered through CalPERS, both prior to and after becoming Medicare eligible. All employees who retire from City service on and after July 1, 2012, shall receive a City retiree medical contribution as prescribed in Government Code Section 22892, as that amount may from time to time be adjusted upward and/or downward. As of July 1, 2011, said amount for Management employees is \$715.00 monthly.

SECTION 6. DEFERRED COMPENSATION

The City shall pay the equivalent of 1% of each management employees’ salary into a deferred compensation plan.

SECTION 7. SICK LEAVE

A. Sick leave shall be earned at the rate of eight (8) hours per month of service to the City.

B. Management employees may accrue unlimited sick leave.

C. At the employee’s termination, the accumulated sick leave hours shall have no cash value.

SECTION 8: CONVERSION TO CALPERS SERVICE CREDIT

Upon retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. According to CalPERS, in order to receive sick leave credit, the employees' retirement date must be within 120 days from the date of separation from the City.

SECTION 9. BEREAVEMENT LEAVE

A. Bereavement leave shall be granted by the City Manager for the death of a spouse, parents, step-parents, child, step-child, grandparents, grandchildren, brothers, and/or sisters, for three work days per each fiscal year.

B. Additional occurrences shall be deducted from the employee's own sick leave.

C. Bereavement leave may be used not only for attendance at funerals, but for time spent in assisting in the preparation of funerals.

SECTION 10. MANAGEMENT LEAVE

A. Employees shall receive 80 hours of management leave each fiscal year.

B. Employees may cash out up to sixty (60) hours of unused Management Leave during a fiscal year. Consistent with the City's practice of granting Administrative or Management Leave prospectively, cash out of unused Management Leave is an annual compensation benefit for management staff, and as such will be distributed prospectively during the course of each fiscal year in accordance with this resolution.

C. Beginning July 1, 2014, employees can cash out up to thirty (30) hours of Management Leave, should they elect to do so, during a special payroll that will occur between the first and second regular payrolls in July of each year, and may cash out another thirty (30) hours of Management Leave, should they elect to do so, during a special payroll that will occur between the first and second regular payrolls in December of each year.

D. Unused or non-cashed out management leave may not at any time be carried over to the next fiscal year.

SECTION 11. VACATION

A. Vacation shall be accrued based on the years of service as follows:

1 – 5 years	120 hours
6 – 10 years	128 hours
11 – 15 years	136 hours
16 – 20 years	152 hours
Over 20 years	160 hours

B. Employees who have achieved more than twenty years of service with the City as of the date of this resolution and whose vacation benefits are subject to the terms of this resolution as of July 7, 1999 shall be allowed to accrue vacation pursuant to the schedule contained in City Council Resolution No. 6558.

C. Employees with twenty years of service with South Pasadena and who are appointed to management positions after July 7, 1999 shall receive vacation benefits in accordance with the provisions of Section 11A above.

D. Employees subject to this resolution shall endeavor to take annual vacation leave equal to the time accrued. An employee's accrued vacation shall be capped at two years' worth of vacation hours. Employees will cease accruing vacation hours until the accrued hours fall below the maximum accumulation allowed. Employees may carry over up to two (2) years accumulation of vacation time.

SECTION 12. HOLIDAYS

Employees shall receive the following eleven paid holidays per fiscal year:

1. January 1 – New Year's Day
2. 3rd Monday in January – Martin Luther King, Jr. Birthday
3. 3rd Monday in February – President's Day
4. Last Monday in May – Memorial Day
5. July 4 – Independence Day
6. 1st Monday in September – Labor Day
7. 2nd Monday in October – Columbus Day
8. November 11 – Veteran's Day
9. 4th Thursday in November – Thanksgiving Day
10. Friday after Thanksgiving – Substitute for Admission's Day
11. December 25 – Christmas Day

If a holiday falls on a Saturday, the previous Friday shall be deemed the holiday and City Hall will be closed. If a holiday falls on a Sunday, the following Monday shall be deemed the holiday and City Hall will be closed.

B. Management employees shall receive two (2) floating holidays per fiscal year. Floating holidays may not be carried over to the next fiscal year.

SECTION 13. INSURANCE

A. City paid medical insurance coverage is provided up to \$715 per month.

B. City paid dental coverage is provided up to \$75 per month.

- C. City paid vision care coverage is provided up to \$20 per month.
- D. City paid life insurance policy in the sum of \$50,000 provided.
- E. City paid accidental death & dismemberment insurance policy in the sum of \$50,000 provided. Additional coverage up to \$500,000 available at employee's expense.

SECTION 14. LONG TERM DISABILITY

A. For full-time employees who have been employed by the City for six months, the City shall provide long-term disability coverage under a self-insured status. The City may require reasonable proof of the disabling illness and retains the right to define "long term disability." The City will pay two-thirds of the employee's monthly salary effective the day disability is approved and for the duration the employee continues to be disabled or for one year, whichever is less.

B. There is a 30-day elimination period during which the employee must use his or her accrued sick leave. If the employee has less than 30 days of accrued sick leave, the employee may choose to use other accrued leave or take the remaining days unpaid.

C. Benefits shall be paid for one year for the approved disability. The City Manager may, upon review of the nature of the disability, grant up to one additional year of disability benefits.

D. The City shall continue to pay all of the insurance premiums listed in Section 13 during the City-recognized period of long term disability.

SECTION 15. UNIFORMS

Full-time Fire Chief, Police Chief and Police Captains shall receive \$1,000 annually for the cleaning of and maintenance of their uniforms. Full-time Deputy Fire Chief and Fire Division Chief shall receive \$675 annually for the cleaning of and maintenance of their uniforms.

SECTION 16. WORK SCHEDULE

9/80 work schedule available.

EXHIBIT B

MANAGEMENT SALARY SCHEDULE

	A	B	C	D	E	F	G
Police Chief	\$ 9,644	\$ 10,126	\$ 10,632	\$ 11,164	\$ 11,722	\$ 12,308	\$ 12,923
Public Works Director	\$ 9,226	\$ 9,687	\$ 10,171	\$ 10,680	\$ 11,214	\$ 11,775	\$ 12,363
Fire Chief	\$ 8,863	\$ 9,306	\$ 9,771	\$ 10,260	\$ 10,773	\$ 11,311	\$ 11,877
Assistant City Manager	\$ 8,799	\$ 9,239	\$ 9,701	\$ 10,186	\$ 10,695	\$ 11,230	\$ 11,791
Deputy Fire Chief	\$ 8,482	\$ 8,906	\$ 9,351	\$ 9,819	\$ 10,310	\$ 10,825	\$ 11,367
Finance Director	\$ 8,383	\$ 8,802	\$ 9,242	\$ 9,704	\$ 10,189	\$ 10,699	\$ 11,234
Planning & Building Director	\$ 7,895	\$ 8,290	\$ 8,704	\$ 9,140	\$ 9,597	\$ 10,076	\$ 10,580
Police Captain	\$ 7,852	\$ 8,244	\$ 8,656	\$ 9,089	\$ 9,544	\$ 10,021	\$ 10,522
Community Services Director	\$ 7,500	\$ 7,875	\$ 8,269	\$ 8,682	\$ 9,116	\$ 9,572	\$ 10,051
City Librarian	\$ 7,464	\$ 7,837	\$ 8,229	\$ 8,641	\$ 9,073	\$ 9,526	\$ 10,003
Deputy Director of Public Works	\$ 7,457	\$ 7,830	\$ 8,222	\$ 8,633	\$ 9,065	\$ 9,518	\$ 9,994
Fire Division Chief *	\$ 7,380	\$ 7,749	\$ 8,136	\$ 8,543	\$ 8,970	\$ 9,419	\$ 9,890
Principal Management Analyst	\$ 7,215	\$ 7,576	\$ 7,955	\$ 8,352	\$ 8,770	\$ 9,209	\$ 9,669
Assistant to the City Manager	\$ 7,215	\$ 7,576	\$ 7,955	\$ 8,352	\$ 8,770	\$ 9,209	\$ 9,669
Human Resources Manager	\$ 7,215	\$ 7,576	\$ 7,955	\$ 8,352	\$ 8,770	\$ 9,209	\$ 9,669
Chief Deputy City Clerk	\$ 7,215	\$ 7,576	\$ 7,955	\$ 8,352	\$ 8,770	\$ 9,209	\$ 9,669
Assistant Finance Director	\$ 6,232	\$ 6,543	\$ 6,870	\$ 7,214	\$ 7,574	\$ 7,953	\$ 8,351
Public Works Operations Manager	\$ 6,232	\$ 6,543	\$ 6,870	\$ 7,214	\$ 7,574	\$ 7,953	\$ 8,351
Water Operations Manager	\$ 6,232	\$ 6,543	\$ 6,870	\$ 7,214	\$ 7,574	\$ 7,953	\$ 8,351
Executive Assistant	\$ 5,014	\$ 5,265	\$ 5,528	\$ 5,805	\$ 6,095	\$ 6,400	\$ 6,720
Community Services Supervisor	\$ 4,220	\$ 4,431	\$ 4,652	\$ 4,885	\$ 5,129	\$ 5,385	\$ 5,655

*Special arrangement for additional hours	\$ 42.57	43.40	45.58	47.86	50.24	52.76	55.40
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Effective the first pay period of Fiscal Year 2015-16

EXHIBIT C

City of South Pasadena

Assistant to the City Manager (Full-time, Management At-Will)

Purpose

Under the direction of the City Manager, this is a highly responsible, confidential and complex administrative position that oversees General Services Division within the Management Services Department. The Assistant to the City Manager assists in the analysis and solution of municipal problems, with particular emphasis on citywide administrative programs, policies and procedures and oversees interdepartmental coordination of significant special projects proposed in the city.

Distinguishing Characteristics

The Assistant to the City Manager reports to the City Manager. This position is classified as Management At-Will and is responsible for overseeing one of three divisions and working collaboratively with all three divisions within the Management Service Department of the City Manager's Office.

Examples of Duties and Essential Functions

The following are typical duties for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs responsible and complex administrative work.
- Directs or conducts special surveys and studies.
- Work involves extensive public contact, interaction with the City Council, department heads and other agency representatives.
- Oversees and coordinates the work of subordinate clerical, technical and professional personnel.

Essential Functions:

- Works to improve departmental and inter-departmental operations and administrative matters; analyzes complex problems and situations; recommends solutions.
- Manages programs and projects, such as Information Technology Services, Environmental/Water Conservation.
- Interprets laws and regulations as they relate to municipal government; analyzes the impacts of federal, state and county legislation.
- Participates in special projects including planning and implementation of special programs and events.
- Prepares and delivers presentations on a wide variety of issues to the City Council, other City boards and commissions, and community groups.
- Participates in the development and implementation of goals, objectives, and priorities for assigned functions and programs; recommends and implements resulting policies and procedures.

- Participates in the development and administration of the department budget; submits budget recommendations; monitors expenditures.
- Directs, supervises and coordinates staff to implement strategies and initiatives related to programs and projects.
- May supervise the work of Management Services Department personnel.
- Maintains a physical presence in the office which is necessary to perform essential administrative and supervisory tasks.
- Provides information requiring specific and technical knowledge of citywide policies and procedures.
- Participates in the selection of assigned staff; provides or coordinates staff training; prepares and conducts performance evaluations.
- Works with employees to correct deficiencies, implements discipline procedures.
- Represents the City and may represent the City Manager at inter-departmental, inter-governmental, and community activities and meetings.
- Serves as staff to a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondences.
- Interacts with the public courteously and diplomatically; organizes, and ensures systemic, timely responses and review of issues, complaints, and requests; answers inquiries concerning city standards and procedures.
- Schedules and maintains calendar of meetings and events for the City Manager; coordinates activities with the City Council, department heads, the public and outside agencies.

Employment Standards

Education/Experience:

A bachelor's degree from an accredited college or university with major course work in public administration, or a related field is required. A master's degree in the above discipline or a related field is highly desirable. Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: At least five (5) years of increasingly responsible analytical and administrative experience with a governmental agency, preferably including at least two (2) years in a supervisory or administrative capacity.

Knowledge of:

Extensive knowledge of public sector administrative procedures, including the organization and functions of municipal government; considerable knowledge of office management, and the principles and practices of effective supervision; Strong customer service orientation and ability to foster a similar commitment throughout the organization; Practical familiarity with State Redevelopment law; Economic development techniques suitable for South Pasadena; and legislative and political processes and techniques of maintaining effective public/staff relations; Experience in the following areas desired: Legislative Affairs, Information Technology, or Environmental programming.

Ability to:

Oversee and assist with the daily operations of the Management Services Department; Solve complex administrative problems and make recommendations for solutions; Recommend and implement goals and objectives for program areas assigned; Oversee, direct, and coordinate the work of staff; Select, supervise, train, and evaluate staff; Effectively delegate, plan, direct and coordinate city-wide project activities; Interpret and explain department and City policies and procedures; Edit and organize information into an appropriate format for presentation; Compose reports, press releases and letters using computer technology; Analyze complex projects and administrative problems and suggest solutions; Analyze a variety of public policy issues and be able to recommend alternative solutions; Quickly anticipate, and respond to, organizational and community needs; Communicate clearly and concisely, both verbally and in writing, and appropriately to inquiries from the community at large, community groups, media, public officials other agencies. Comprehend, analyze and understand written material in the English language; Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to exert light to moderate physical effort, and exert sufficient force to lift, carry, push, pull, or otherwise move objects up to 25 pounds. Ability to remain in a sitting/standing position for extended periods of time. Ability to hear and speak to the general public and City staff on the telephone and in person. Hand and eye coordination are needed to operate office equipment. Strength, dexterity, coordination and vision to use keyboard and video display terminal. Driving to offsite locations is sometimes required.

Special Requirements:

Possession of a valid Class "C" California Driver's License with a safe driving record.

Working Conditions

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Video terminal is used on a daily basis. Requires traveling throughout the City and adjacent areas for meetings, and the attendance of night meetings.

FLSA Status

Exempt

Original 6/3/2015

EXHIBIT D

City of South Pasadena

Human Resources Manager (Full-time, Management At-Will)

Purpose

Under the direction of the City Manager, oversees the Human Resources Division of the Management Services Department. The Human Resources Manager plans, organizes, directs and coordinates a comprehensive Personnel and Risk Management program; directs and administers worker's compensation and liability claims, recommends coverages and purchase of insurance and directs the conduct of safety and training programs; and develops and administers policies and best practices related to human resources, personnel and risk management.

Distinguishing Characteristics

The Human Resources Manager reports to the City Manager. This position is classified as Management At-Will and is responsible for overseeing one of three divisions and working collaboratively with all three divisions within the Management Service Department of the City Manager's Office.

Examples of Duties and Essential Functions

The following are typical duties for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, directs, coordinates, supervises and performs professional personnel work involved in the administration, and maintenance of City recruitment, selection, employee orientation, classification and salary, labor relations, performance evaluation, counseling and grievance matters.
- Plans, organizes, directs, coordinates, supervises and performs professional work involved in the administration and maintenance of the City's Risk Management Program.

Essential Functions:

- Develops, administers and interprets personnel and salary policies, regulations and procedures.
- Coordinates with departmental and administrative officials in the development or improvement of personnel procedures, standards, regulations and forms.
- Advises departments on organization, design and staffing.
- Coordinates contracted testing and selection processes.
- May coordinate and assist departments in the preparation of departmental agenda items and may attend meetings of the City Council.
- Serves as administrator of web-based human resources software utilized for recruitment of personnel, personnel performance evaluation and personnel training modules.
- Periodically reviews and updates City job classifications.

- Directs and conducts personnel management, salary and benefit surveys and prepares recommendations and reports.
- Provides information and technical assistance on personnel policies and procedures, supplementary employee benefits and other personnel matters.
- Directs the maintenance of confidential records and files.
- Reviews and makes recommendations on improvements to personnel practices and procedures.
- Serves on the management team in the City negotiating process; implements and monitors MOU'S; counsels and advises on a range of labor-management matters.
- Reviews and analyzes pertinent legislation affecting human resource management.
- Supervises the work of and prepares and conducts performance evaluations on division personnel and staff. May supervise the work of Management Services Department personnel.
- Maintains a physical presence in the office which is necessary to perform essential administrative and supervisory tasks.
- Serves as the Americans with Disabilities Act (ADA) Compliance Officer and ensures city-wide compliance with ADA regulations.
- Directs and manages the purchase of Property, Vehicle, Casualty, Liability, and Workers' Compensation insurance.
- Recommends coverages, deductible amounts, and retention levels.
- Manages the City's claims defense and settlement process.
- Coordinates the City's recovery actions in cases of negligence by a third party.
- Coordinates and monitors the work of claims adjusters and attorneys representing the City.
- Performs research and analysis and prepares reports, charts, tables, and other forms of analysis in order to provide the department and the City with necessary risk management information.
- Presents reports and information to the City Council.
- Develops procedures and recommends methods for funding, program, and organizational risks.
- Works with City's risk pool in the review of proposed programs, contracts, facilities, and activities under consideration by the City, and advises on the risk implications.
- Confers with managers to determine, implement and practice loss prevention and safety.
- Works with departmental safety committees on loss control activities.
- Develops, improves and contracts for the presentation of safety and training programs.
- Serves as City representative on Human Resources and Risk Management groups and associations.

Employment Standards

Education/Experience:

A bachelor's degree from an accredited college or university with major course work in public administration, business administration, human resources, or a related field is required. A master's degree in one of the above disciplines or a related field is highly desirable. Any

combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: At least five (5) years of progressively responsible analytical, administrative experience with a governmental agency and/or professional experience in human resources and risk management, preferably including at least two (2) years in a supervisory or administrative capacity.

Knowledge of:

Modern principles, practices and procedures of human resources administration, including labor relations, affirmative action, classification and compensation, recruitment, selection, performance evaluation and training; Federal and State laws, regulations and administrative rules as they relate to human resource management, risk management, workers' compensation, safety, and loss control; Risk management techniques and principles; Fiscal planning and budget allocation techniques; claims processing, adjusting and reporting techniques; Office management and recordkeeping principles, methods and procedures; Statistical, research and survey methods and techniques, Principles and practices of supervision, training and budget administration; Labor relations laws, practices and procedures; Pertinent Federal, State and local laws, codes and regulations relating to ADA compliance; Computers and computer applications; Report writing methods and techniques.

Ability to:

Plan, organize, direct, coordinate and perform professional level work involved in a comprehensive Human Resource and Risk Management program; Develop, manage and oversee the human resource section of the City Manager's budget, relating to staffing, materials, and supplies, monitor and approve expenditures and implement budget adjustments; Participate in the development of division goals, objectives and procedures; Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; Research, analyze and evaluate new service delivery methods and techniques; Conduct and improve recruitment, selection, evaluation, training, classification audit and personnel recordkeeping activities; Initiate research studies and reports including the collection, organization, analysis and development of administrative and management recommendations; Advise City officials and staff on Human Resource and Risk Management related programs and services; Work with Department Heads, managers, supervisors and employees to correct employee deficiencies, implement discipline and termination procedures; Consult with and assist Department Heads on Civil Service Rules, human resources policies and procedures, labor agreements, disciplinary procedures and due process requirements, grievances and administrative hearing matters; Direct or conduct investigations on allegations of sexual harassment, discrimination or unfair treatment; Respond to equal employment opportunity complaints; Oversee the administration of employee benefits programs including supervising the administration of the health, dental, life and disability benefits program; Prepare and present comprehensive written and oral reports; Develop and improve training and safety programs; Assist with identifying and resolving various Labor Relations and Risk Management related problems in the City's work force; Establish and maintain cooperative work relationships with those contacted in the course of work; Supervise, train and evaluate subordinate personnel; Communicate clearly and concisely, both verbally and in writing; and Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to exert light to moderate physical effort, and exert sufficient force to lift, carry, push, pull, or otherwise move objects up to 25 pounds. Ability to remain in a sitting/standing position for extended periods of time. Ability to hear and speak to the general public and City staff on the telephone and in person. Hand and eye coordination are needed to operate office equipment. Strength, dexterity, coordination and vision to use keyboard and video display terminal. Driving to offsite locations is sometimes required.

Special Requirements:

Possession of a valid Class "C" California Driver's License with a safe driving record.

Working Conditions

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Video terminal is used on a daily basis. Requires traveling throughout the City and adjacent areas for occasional meetings, and the attendance of occasional night meetings.

FLSA Status

Exempt

Original 7/2009
Reclassified 6/3/2015

EXHIBIT E

City of South Pasadena

Chief Deputy City Clerk (Full-time, Management, At-Will)

Purpose

Under the direction of the City Manager, oversees the City Clerk's Division of the Management Services Department. The Chief Deputy City Clerk is responsible for budgeting, long range-planning, records management, public information, and public engagement.

Distinguishing Characteristics

The Chief Deputy City Clerk reports to the City Manager and functions in a collaborative role with the Elected City Clerk. This position is classified as Management At-Will and is responsible for overseeing one of three divisions and working collaboratively with all three divisions within the Management Service Department of the City Manager's Office.

Examples of Duties and Essential Functions

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Oversees the daily operations of the division, including assuming responsibilities for City Council meetings.
- Responsible for public engagement and the management and distribution of public information, official documents, electronic communications and documentation.
- Oversees and manages claims filed with the City.
- Responsible for Municipal Code updates.
- Manages personnel training and supervision.
- Provides for City Council administrative support.

Essential Functions

- Serves as Public Information Officer (PIO) during emergencies/disaster.
- Oversees, plans and directs special programs, events and meetings such as the City's Strategic Planning.
- Oversees provision of City Council support, including scheduling, correspondence, special events, ceremonial appearances, filings, certificates, presentations, and travel.
- Performs all of the duties required of the City Clerk's Office as stipulated in California Government Code Sections 40801-40814 (with the exception of City-wide accounting, assessor, and financial duties).
- Performs duties required of the City Clerk's Office by the South Pasadena Municipal Code Section 2.11 (powers and duties of the office of the City Clerk) and those required of the elected City Clerk if not assumed by that official.

- Oversees the processing of claims against the City and serves as a liaison with claims-related legal representatives. Collaborates with the City Attorney and third party administrators on lawsuits and other legal matters.
- Ensures provision of such audiovisual operations as broadcasting/web-streaming, in-house presentations, cable channel transmission and content, and teleconferencing.
- Prepares annual budgets and monitors expenditures. Sets short and long-range goals.
- Supervises staff and prepares and conducts performance evaluations of employees, interns, and others assigned to the division. May supervise the work of Management Services Department personnel.
- Maintains a physical presence in the office which is necessary to perform essential administrative and supervisory tasks.
- Proposes programs and technologies to enhance effectiveness and improve efficiencies.
- Serves as the Filing Officer for Fair Political Practices Commission filings.
- Oversees General Municipal Elections in conjunction with the Los Angeles County Registrar-Recorder/County Clerk, and conducts Special Elections as required.
- Oversees records management and coordinates City-wide records-management projects, including records retention and storage, and the development of processes and procedures.
- Oversees codification of the Municipal Code in hardbound and Internet versions.
- Oversees development, review, distribution and posting of numerous public communications and web-related documents via the media, internet and social media.
- Maintains and updates internal and external directories.
- Ensures that Public Records Act requests are fulfilled in accordance with legal requirements.
- Oversees the conduct of research for City staff, elected officials, and other agencies.
- Serves as the Recording Secretary for City Council meetings, and ensures that minutes are prepared in a timely manner and timely submitted for City Council approval.
- Oversees the coordination of commissions, committees, and boards. Oversees document imaging system and software and other internal resource databases and ensures their integrity.
- Performs record certifications, oaths, and related duties.

Employment Standards

Education/Experience:

A bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field; or possession of a Certified Municipal Clerk (CMC) designation by the International Institute of Municipal Clerks (IIMC), or Master Municipal Clerk (MMC); or ability to obtain a CMC designation by the IIMC, or MMC within the first year of employment is required.

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: At least five (5) years of progressively responsible analytical and administrative experience with a

governmental agency, three (3) years of which must have been in a City Clerk's department or related organization that staffs a city council or city commission. Experience must also include at least two (2) years in a lead/supervisory or administrative capacity.

Knowledge of:

Knowledge of the following legal requirements and customary practices: Brown Act, agenda packet preparation, Public Records Act requests, records management, elections, claims, City Council relations, community relations, disaster preparedness, and other related areas.

Knowledge of current methods for delivering information, e.g., social media, website, email, broadcasting.

Ability to:

Ability to manage personnel and operations, prepare and publish City Council agenda packets, serve as the Fair Political Practices Commission (FPPC) filing officer, oversee audiovisual and web-streaming operations, oversee the response to public records and internal research requests, communicate with the media, and oversee office and city-wide records management issues.

Ability to read, write and understand English-language documents and communicate effectively with customers, department personnel, elected officials, management, and the general public verbally and in writing. Ability to utilize multiple methods of delivering information e.g. social media, website to deliver information to the public, city officials and city staff. Proficient in Microsoft Office and Laserfiche or other document imaging programs and software. Ability to compose documents independently, utilizing existing research or information gathered through surveys or other means. Ability to review and edit documents at an advanced level.

Ability to coordinate General Municipal Elections with the Los Angeles County Registrar-Recorder/County Clerk, or to manage stand-alone elections.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to exert light to moderate physical effort, and exert sufficient force to lift, carry, push, pull, or otherwise move objects up to 25 pounds. Ability to remain in a sitting/standing position for extended periods of time. Ability to hear and speak to the general public and City staff on the telephone and in person. Hand and eye coordination are needed to operate office equipment. Strength, dexterity, coordination and vision to use keyboard and video/computer display terminal. Driving to offsite locations is sometimes required.

Special Requirements:

Requires a valid Class "C" California Driver's License with a safe driving record.

Working Conditions

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Video terminal is used on a daily basis. Requires traveling throughout the City and adjacent areas for occasional meetings, and the attendance of night meetings.

FLSA Status

Exempt

Original 10/2/2013
Reclassified 6/3/2015

City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: June 3, 2015
TO: Honorable Mayor and City Council
FROM: Sergio Gonzalez, City Manager 
VIA: Margaret Lin, Principal Management Analyst 
Samuel Zneimer, Management Intern 
SUBJECT: **Input Regarding the 2016 San Gabriel Valley Golden Streets Festival**

Recommendation

It is recommended that the City Council provide input regarding the 2016 Golden Streets Festival.

Fiscal Impact

No fiscal impact.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

In the spring of 2014, the Los Angeles County Metropolitan Transportation Authority (Metro) released a Request for Proposals designating \$2 million in competitive funding for Los Angeles County cities to host "Open Streets" events. The City submitted an application with Bike San Gabriel Valley (BikeSGV), a non-profit bicycling advocacy group, to host an open streets event that would traverse approximately 18.5 miles, through at least eight jurisdictions, and coincide with the grand opening of Metro's Gold Line Foothill extension to Azusa. On June 18, 2014, Metro awarded \$393,600 to the City for the San Gabriel Valley Golden Streets Festival.

Analysis

In preparation for the Golden Streets Festival the following input has been requested of all participating cities:

- Saturday or Sunday event preference
- Blackout dates
- Event start time preference
- Alternative routing preference
- Estimated public safety cost

Staff has identified the following:

- Potential blackout dates between March and June of 2016:
 - May 7, 2016 - Eclectic Music Festival
- Alternative routing options:
 - Start at the Mission/Meridian Gold Line station; head east along Mission Street to Route 66/Fair Oaks Avenue; head south to Huntington Drive; and then east along Huntington Drive.
 - Start at the Mission/Meridian Gold Line station; head east along Mission Street to Garfield Avenue; head south along Garfield Avenue to Huntington Drive; and then east along Huntington Drive.
 - Local Option - Start at Garfield Park; head west along Mission Street to Diamond Avenue; head south along Diamond Avenue to El Centro Street; head west along El Centro Street to Meridian Avenue; head north along Meridian Avenue to the Mission/Meridian Gold Line station; and then take the Gold Line to the next stop.
- Estimated costs:
 - Site policing and planning time
 - 30 Police Officers X 20-hours X \$75 (includes overtime) = \$45,000
 - Public works set-up/break-down
 - 2-miles X \$2,500 (per mile cost estimate) = \$5,000
 - Additional costs
 - Staff planning time and event management = \$10,000
 - Permits = \$500
 - Equipment rentals (signs, barricades, etc.) = \$6,000
 - Total estimate = \$66,500

The current Metro Open Streets Grant includes a 20% local match. If the funds are distributed equally among the eight cities, each city would receive \$49,200 and be required to contribute \$9,840 for the local match (providing a total of \$59,040 per city). These funds would be used to offset the cost to the City. However, additional funding will be required to fund the event. BikeSGV is currently exploring co-sponsorship and partnership opportunities.

Legal Review

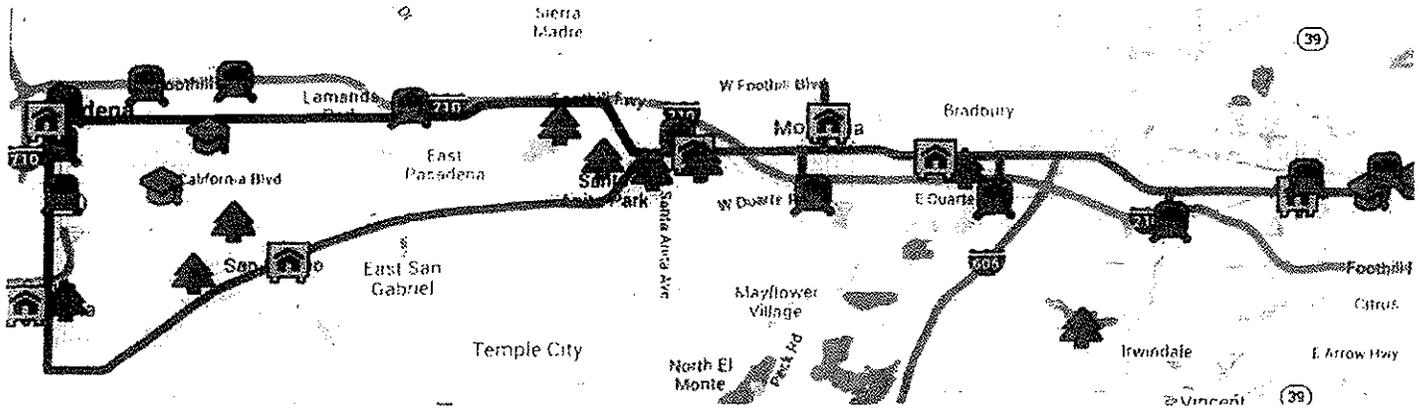
The City Attorney has not reviewed this item.

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: San Gabriel Valley Golden Streets Festival Overview

SAN GABRIEL VALLEY GOLDEN STREETS FESTIVAL



Background:

In Spring 2014 the Los Angeles County Metropolitan Transportation Authority (METRO) released an RFP designating \$2 million in competitive funding available for LA County cities to host "Open Streets" events, which open streets for a few hours (usually on a Sunday morning) for community members of all ages to walk, bike, dance, play, jog, run, socialize and more! The East LA County AQMD team proposed to participate in this first-of-a-kind opportunity in Los Angeles County by facilitating an application involving several San Gabriel Valley cities in conjunction with the opening of the Gold Line extension to Azusa. The objectives of this event would be to promote alternative modes of transportation, continued improvements in air quality, health and wellness.

Open Streets events, which have grown tremendously in popularity across the US in recent years, have a wide range of benefits. Indeed, these events help bring communities together, provide family-friendly recreational opportunities, promote active lifestyles, allow residents to experience their community in a novel way and support local businesses.

General Overview:

- The originally proposed route would link the Meridian Gold Line Station in South Pasadena with new Gold Line stations in the Cities of Arcadia, Monrovia, Duarte, Irwindale and Azusa, primarily via Huntington Drive.
- Per Metro, route alternations are possible, including a reduction in the scale/scope of the project, if needed. Final routing does not have to be contiguous, but that remains the goal insofar as it would ease attendee access.
- **Participating Cities:** The original proposal was endorsed by the elected leaders of the Cities of South Pasadena, San Marino, Arcadia, Monrovia, Duarte, Irwindale, Azusa, and LA County.
- **Proposed date:** TBD by participating communities, most likely a Sunday in Summer 2016, following the opening of Metro Gold Line Foothill Extension.
- **Proposed timeline:** 9:00 am - 2:00 pm (with certain activity hubs near/around Gold Line stations and business districts open until 3:00 pm or later to increase economic return and reduce strain on Gold Line trains)
- **Organizers:**
 - **City of South Pasadena** – Lead City and project applicant; fiscal administrator.
 - **BikeSGV** - The San Gabriel Valley's largest bicycle advocacy organization, BikeSGV will serve as a non-profit partner, responsible for convening planning meetings, facilitating collaboration, designing event materials, recruiting volunteers, and conducting community outreach.
 - **Day One** - Pasadena-based public health non-profit dedicated to building vibrant, healthy cities by advancing public health, empowering youth and igniting change. Day One will assist with event outreach, volunteer recruitment and the integration of healthy and fun activities along the route.
 - **Aztlan Athletics** - An event organizer with experience closing down streets for community runs and other activities, Aztlan Athletics will assist with event organization, marketing and outreach.
 - **AQMD** - The South Coast Air Quality Management District - event marketing and financial sponsorship.

Event Goals:

1. Raise awareness about the Gold Line Foothill Extension and promote alternative modes of transportation (transit, walking & biking)
2. Promote play, physical activity and active transportation
3. Educate public about environmental and health issues
4. Integrate community art, music and culture

Public/Economic Benefits:

- Potential increase in retail sales on event day; UCLA Luskin Center calculated a 10% bump in sales at 2013 CicLAvia event
 - The increase was greater among those businesses that engaged with CicLAvia participants such as with a vending table or music. "Active participant" businesses saw their sales increase 57% according to the study, with sales revenue increases of \$1,356 on average compared to \$407 on average for all businesses. (Source: <http://luskin.ucla.edu/news/public-policy/ciclavia-associated-increased-sales-local-businesses>)
- Regional scope of proposed route increases likelihood for overnight stays, especially in local hotels
- Health benefits of promoting active transportation
- FREE, family-friendly event for the community, in contrast to most major events

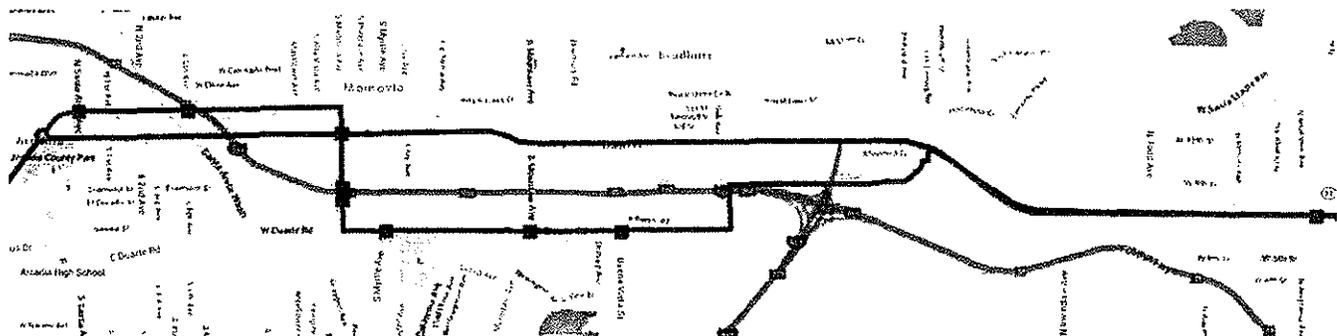
Community Customization:

Each partner City will have the opportunity to highlight unique elements of their community. Examples may include:

- Physical Activity (PA) Zones - mini soccer courts, Zumba, pilates, obstacle course, Cyclocross demo, parcours
- Live Music, performers - local DJs, bands, singers, musicians, spoken word, dance troupes, cheer teams
- Vendor villages - local foods, stores, and shopping in the heart of partner City downtown districts
- Multi-modal Challenge - Run/jog/scoot the route and take Metro back
- Photo booths, Face painting, Giant chess/checkers/jenga
- Local history/architecture walking tours
- Artists (e.g., live murals, chalk artists)
- Bike demos (e.g., electric, commuter, recumbent, road)

Next Steps:

1. Confirm partner communities
2. Update preferred routing, as applicable
3. Identify additional cost needs to facilitate requests to interested event sponsors
4. Submit updated Scope of Work, Financial Plan to Metro
5. Begin standing stakeholder planning meetings (each community shall designate a point person)



Routing options: "New Stations Alternative" – Santa Clara – Magnolia – Duarte Rd – Highland Ave – Central Ave – Huntington Dr.
(Original in black; alternative in blue; Red boxes indicate suggested "soft road closures")

City of South Pasadena Agenda Report

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

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

COUNCIL AGENDA: June 3, 2015
TO: Honorable Mayor and City Council
VIA: Sergio Gonzalez, City Manager 
FROM: David Batt, Finance Director 
SUBJECT: **Report on Financial Policies**

Recommendation

It is recommended that the City Council receive and file the report on financial policies.

Fiscal Impact

There is no fiscal impact associated with this item.

Commission Review and Recommendation

This matter was not reviewed by a Commission.

Background

As a result of recent issues with financial management in neighboring cities, e.g. Pasadena, where millions of dollars were embezzled over a period of many years, the City Council has requested a report on the City's financial practices and internal controls.

Analysis

Fraud is always a risk wherever financial transactions occur. As with virtually any other crime, it is probably impossible to eliminate all fraud completely, but the risk can be minimized with proper internal controls. This can be especially challenging with a small staff, in which complete segregation of duties is not often possible. Identifying persons likely to commit fraud is also difficult, as history shows that fraudsters tend to be those who their co-workers least expect to commit such crimes.

Within the City's financial structure, there are numerous avenues in which fraud can conceivably occur, e.g. cash receipts, vendor payments, payroll, and banking and investment activity. The first step in combatting fraud starts at the top, by setting high expectations of integrity and ethics with employees. Members of the Finance Department know that part of their job is to question anything that appears irregular, e.g. unreconciled receipts, or unusual vendor invoices, and immediately inform management of their concerns. (They also know that if they ever have reason to suspect the Finance Director of being involved in questionable dealings, they are to inform the City Manager immediately).

Without attempting an exhaustive report on all the steps involved in maintaining our internal controls, the following represent some of the main aspects of City policy in this regard.

Cash Collection and Daily Reconciliation

Fundamentally, the first thing the City assures is that no one person has control over an entire transaction cycle. Cash received either at City Hall or at one of the offsite cash collection locations is counted and verified multiple times, first at the site of collection, then again directly by Finance staff prior to being registered, and then again by a different employee prior to being deposited. (The employee preparing the deposit does not have any other cash handling responsibility, e.g. ringing in receipts). The deposits are then reviewed by either the Finance Director or the Assistant Finance Director prior to being recorded to the City's general ledger. Cash held overnight is kept in a locked safe inside a locked closet. All transportation of cash, whether from offsite locations to City Hall, or from City Hall to the bank, is done by armed courier, and all amounts and times of transport are logged and signed for by both staff and the courier. When bank statements arrive, due to the small staff, the initial reconciliation is prepared by an employee who has minimal regular cash handling responsibilities, and then the Assistant Finance Director reviews and verifies all the transactions.

Check Payment

After invoices are received by the departments, their staff verifies receipt of the material, and prepares a Request for Payment. This must be reviewed and signed by the Department Head prior to being processed by Finance. The Accounts Payable Technician then reviews all the material, and after that it is given to the Finance Director for further review and signature. Only at that point can a check be prepared. (The checks themselves are kept in a cabinet which requires two different keys held by different people to open. The numbers on the blank checks are all noted, logged and signed for prior to printing). Both the Mayor and Treasurer's signatures are required on the check for it to be cashed. Once the checks are printed, a digital record is transmitted to Bank of America as part of their Positive Pay implementation, which prevents unauthorized checks from being processed.

Purchasing Process

The South Pasadena Municipal Code provides the main source of procedures for the purchase of supplies, services, equipment, and contracting requirements. Purchase Orders are used for transactions with a minimum cost of \$500. These must be signed by the Department Head and countersigned by the Finance Director prior to purchasing the goods or services.

Payroll

Time cards are signed by the employees and verified and signed by supervisors and/or Department Heads, and then sent to the City's Payroll Coordinator, who again verifies the material and enters data into the system. The Finance Director then reviews all the time cards, verifying the information against the system payroll register before any checks can be printed. (While these checks are different from the general warrant stock, they are also kept in the double-locked cabinet, and logged and signed for when used). Again, a record of the paychecks is then transmitted to Bank of America prior to their being released to the employees.

Investments

City funds are held by the Local Agency Investment Fund (LAIF), Bank of America, and the City's broker, Morgan Stanley. No transfers of funds can occur outside these institutions, and only the City Treasurer, the Finance Director and Assistant Finance Director (who serve as the City's Deputy Treasurers), and the City Manager can authorize any transactions (in the case of broker transactions, the Treasurer, or the Mayor in the Treasurer's absence, and one of the Deputy Treasurers both must authorize the transaction).

Audit

Every year, the City undergoes a complete audit of its financial activity. Part of this process includes a review of the City's internal controls. Following the Enron scandal, auditing standards changed to require a much more rigorous analysis and review of internal control environments. The auditors conduct numerous interviews of staff throughout the City and examine all the avenues by which incoming and outgoing cash is handled. They also provide detailed suggestions on where things may be improved. Furthermore, in order to maintain auditor independence and objectivity, the City is replacing its long-time auditors with a new firm this fiscal year.

Ultimately, the purpose of internal controls is to make it as difficult as possible to commit and conceal fraud. Collusion between employees, or between an employee and a vendor is always a possibility, but the processes the City has in place go a long way towards ensuring and maintaining the City's financial integrity.

Legal Review

The City Attorney has not been asked to review this item.

Public Notification of Agenda Item

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

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