



**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, July 1, 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.*

<b>Closed Session Agenda</b>	<b>Description</b>
1. Roll Call	Mayor Joe, Councilmembers Cacciotti, Khubesrian, Mahmud, Schneider
2. Public Comments	Public comments on Closed Session items only
3. Initiation of Litigation	Pursuant to Government Code Section 54956.9 (d)(4)  CONFERENCE WITH LEGAL COUNSEL—INITIATION OF LITIGATION Number of Cases: 1
4. Personnel Item	Pursuant to Government Code Section 54957 (b)(1)  Performance Evaluation of City Manager
5. Labor Negotiations	Pursuant to Government Code Section 54957.6  Conference with Labor Negotiators regarding labor negotiations with the following: Unrepresented Employee: City Manager

**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.*

06/25/2015

Date

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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, July 1, 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\* (Mayor Joe)

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 by Paul Leon, Mayor, City of Ontario, and City of South Pasadena Representative on the Governing Board of the Metro Gold Line Foothill Extension Construction Authority (Foothill Gold Line): update on the Foothill Gold Line
3. Presentation of a Certificate of Appreciation to Michelle Lindsay, Outgoing Commissioner, Animal Commission, for over two years of service on the South Pasadena Animal Commission
4. Councilmembers' Comments
5. City Manager Communications
6. Reordering of and additions to the Agenda <sup>3</sup>

### **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**

7. Approval of the minutes of the Regular City Council Meeting of June 8, 2015, and the Regular City Council Meeting of June 17, 2015
8. Approval of agreement between the City and the South Pasadena Chamber of Commerce
9. Approval of job descriptions for the Management Services Department
10. Adoption of a resolution authorizing submittal of a grant application to participate in the Used Oil Payment Program
11. Approval of a resolution appointing Councilmember Marina Khubesrian, M. D., as the voting delegate and City Manager Sergio Gonzalez as the alternate voting delegate, representing the City of South Pasadena at the 2015 League of California Cities' Annual Business Meeting on October 2, 2015, in San Jose, California
12. Adoption of a resolution approving program supplemental agreement for design of in-roadway warning lights funded by Highway Safety Improvement Program grant funds
13. Approval of First Amendment to Agreement for Legal Services with Colantuono, Highsmith & Whatley, PC
14. Adoption of resolutions and approval of related matters for the General Municipal Election November 3, 2015, consolidating with the County of Los Angeles, to elect three City Councilmembers and to approve placing on the ballot a question related to extending and increasing the existing Library Special Tax

### *City Council/Redevelopment Successor Agency/ Public Financing Authority*

15. Approval of prepaid warrants in the amount of \$694,580.22, and payroll in the amount of \$407,888.64

### **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*

### **Public Hearing**

16. Adoption of a resolution confirming an annual levy and collection of assessments for the Lighting and Landscaping Maintenance District (LLMD) for Fiscal Year 2015-16

### **Action/Discussion**

17. Direction regarding the purchase of California Department of Transportation vacant parcels and adoption of resolution for intended public use

### **Adjournment**

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

Wednesday, July 15, 2015	Regular City Council Meeting	Council Chambers	7:30 p.m.
Wednesday, August 5, 2015	CANCELED		
Wednesday, August 19, 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](http://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](http://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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06/25/2015  
Date Desiree Jimenez  
Desiree Jimenez, Deputy City Clerk

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THE CITY OF SOUTH PASADENA EXPRESSES

# APPRECIATION



**Michelle Lindsay**

Animal Commission

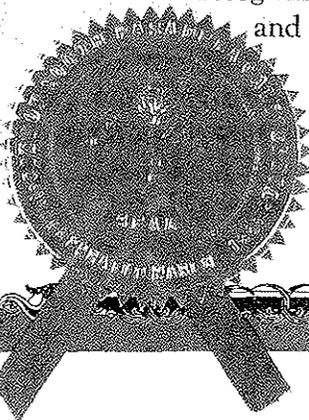
2013 - 2015

In appreciation of over two years of volunteer service on the South Pasadena Animal Commission and dedicated commitment in recognizing the value of promoting humane education, animal welfare, and the attitude of kindness and respect toward all animals throughout the South Pasadena community

Dated this 1<sup>st</sup> day of July, 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 8<sup>th</sup> DAY OF JUNE 2015, AT 6:30 P.M.  
CITY MANAGER’S CONFERENCE ROOM, SECOND FLOOR  
1414 MISSION STREET**

**1. ROLL CALL**

Mayor Joe convened the Special Meeting of the South Pasadena City Council at 6:30 p.m.

Present were City Councilmembers Cacciotti (arriving at 6:40 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; and Principal Management Analyst Lin.

**2. PUBLIC COMMENT**

Prior to Mayor Joe recessing to Closed Session, City Attorney Highsmith had checked the hallway of the City Manager’s Conference Room to ascertain whether any members of the public were present who wanted to provide public comment. No members of the public were present. She returned to the City Manager’s Conference Room.

**3. INITIATION OF LITIGATION  
PURSUANT TO GOVERNMENT CODE SECTION 54956.9 (D)(4)**

**CONFERENCE WITH LEGAL COUNSEL – INTIATION OF LITIGATION  
NUMBER OF CASES: 1**

**4. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION  
PURSUANT TO GOVERNMENT CODE SECTION 54956.9 (D)(1)**

**AGENDA ITEM 7**

**NAME OF CASE: CITY OF SOUTH PASADENA ET AL., V. FEDERAL  
HIGHWAY ADMINISTRATION: CA DEPARTMENT OF TRANSPOR-  
TATION ET AL. [UNITED STATES DISTRICT COURT CV 98-6996]**

**ADJOURNMENT AND CLOSED SESSION REPORTS**

City Attorney Highsmith exited the City Manager's Conference Room at 8:35 p.m. and announced that the Closed Session adjourned at 8:30 p.m. The Closed Session Reports were as follows:

Item No. 3 - The City Council met in Closed Session with legal counsel to discuss a matter of potential initiation of litigation; direction was provided to legal counsel. No action was taken.

Item No. 4 - The City Council received a briefing from legal counsel on the status of negotiations regarding the procedural status of the case. No action was taken.

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Evelyn G. Zneimer  
City Clerk

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Robert S. Joe  
Mayor

Minutes approved by the South Pasadena City Council on July 1, 2015.



**MINUTES OF THE REGULAR MEETING OF THE  
JOINT CITY COUNCIL/REDEVELOPMENT SUCCESSOR AGENCY/  
PUBLIC FINANCING AUTHORITY  
OF THE CITY OF SOUTH PASADENA CONVENED  
THIS 17<sup>TH</sup> DAY OF JUNE 2015, AT 7:30 P.M.  
AMEDEE O. "DICK" RICHARDS, JR., COUNCIL CHAMBERS  
1424 MISSION STREET**

**ROLL CALL**

Mayor Joe convened the Regular Meeting of the South Pasadena Joint City Council/ Redevelopment Successor Agency (Agency)/Public Financing Authority (Authority) at 7:42 p.m.

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

Absent: None.

Other Officials and Staff present: City Manager/Agency/Authority Executive Director Gonzalez; City Treasurer Pia; City Attorney/Agency/Authority Counsel Highsmith; Police Chief Miller; Police Captain Solinsky; Interim Fire Chief Summers; Deputy Fire Chief Riddle; Finance Director Batt; Public Works Director Toor; Planning and Building Director Watkins; Director of Library, Arts, and Culture Fjeldsted; Community Services Director Pautsch; Human Resources Manager Lee Ko; Principal Management Analyst Lin; Executive Assistant Demirjian; and Interim Chief Deputy City Clerk/Interim Chief Deputy Agency/Interim Chief Deputy Authority Secretary Kilby.

**INVOCATION**

Councilmember Khubesrian offered the invocation.

**PLEDGE OF ALLEGIANCE**

Councilmember Khubesrian led the Pledge of Allegiance.

**SUBJECT TO REVISION: UNAPPROVED UNTIL RATIFIED BY CITY COUNCIL**

**1. CLOSED SESSION ANNOUNCEMENTS**

Mayor Joe called the Closed Session of the Regular Meeting of the City Council of June 17, 2015, to order at 6:30 p.m., and all Councilmembers were present, with Councilmember Cacciotti arriving at 6:45 p.m. The Meeting convened into Closed Session to discuss the following items as listed on the Closed Session Regular Meeting Agenda:

3. Conference with Legal Counsel – Initiation of Litigation  
Pursuant to Government Code Section 54956.9 (d)(4)
4. Personnel Item – Performance Evaluation of City Manager  
Pursuant to Government Code Section 54957 (b)(1)
5. Conference with Labor Negotiators regarding labor negotiations with the following Employee organization: Management Unrepresented Employees;  
City Manager  
Pursuant to Government Code Section 54957.6

Item No. 5: City Attorney Highsmith announced that the City Council met in Closed Session with its labor negotiator to obtain a status of negotiations with the unrepresented management group. Direction was provided to the labor negotiator but no action was taken in Closed Session.

Item No. 4: The City Council also met to discuss the annual evaluation of the City Manager to begin that process. This item was continued.

Item No. 3: The City Council met with legal counsel to discuss a matter of potential initiation of litigation; no action was taken but direction was provided to legal counsel.

**2. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO MARIELA CARRILLO, NAOMI LOW, NOUR KHADDAJ MALLAT, AND YVETTE TANNER, OUTGOING MEMBERS, SOUTH PASADENA YOUTH COMMISSION**

Mayor Joe presented Certificates of Appreciation to Mariela Carrillo, Nour Khaddaj Mallat, and Yvette Tanner, outgoing members of the South Pasadena Youth Commission. Mayor Joe noted that Naomi Low was unable to attend tonight's meeting as she is abroad. Commissioners made remarks.

**3. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO SCOTT FELDMANN, FORMER CEO/PRESIDENT, SOUTH PASADENA CHAMBER OF COMMERCE, FOR 11 YEARS OF SERVICE TO THE SOUTH PASADENA COMMUNITY**

SUBJECT TO REVISION: UNAPPROVED UNTIL RATIFIED BY CITY COUNCIL

Mayor Joe presented a Certificate of Appreciation to Scott Feldmann, Former CEO/President, South Pasadena Chamber of Commerce, for 11 years of service to the South Pasadena community. Mayor Joe also presented a Certificate of Recognition from Chris Holden, Assemblymember, District 41, California State Assembly. Mr. Feldmann made remarks.

#### **4. COUNCILMEMBERS' COMMENTS**

Councilmember Schneider reported on: 1) The Public Works Commission's consideration of banning turns at the train tracks at Mission Street and Meridian Avenue and the possibility of removing the crosswalk at Lyndon Street and Fair Oaks Avenue; 2) The Public Safety Commission, where he learned that 911 calls from a landline or cell phone from within the South Pasadena City (City) limits are directed to the South Pasadena Police Station, but that 911 cell phone calls from outside the City limits are directed to the California Highway Patrol; and 3) The Transportation Commission, where the Fair Oaks "hook ramp" project was discussed. He said the Transportation Commission asked whether Multiple Air Toxics Exposure Study (MATES IV), which deals with cancer risk from air pollution, is going to be included in the South Coast Air Quality Management District (AQMD) letter to Caltrans regarding the State Route 710 (SR-710) North Study Draft Environmental Impact Report/Environmental Impact Statement (Draft EIR/EIS).

Councilmember Khubesian reported on a study focusing on sedentary life styles. She said the study results led to the conclusion that "sitting is the new smoking."

Councilmember Cacciotti reported on and displayed a flyer on the annual Electric Lawn Mower Exchange Program taking place at the Santa Anita Racetrack on June 20, 2015. He displayed PowerPoint slides of: 1) Tree trimming in the City; 2) A Gold Line field trip taken by students from Monterey Hills Elementary School; 3) Progress being made on the reconstruction of the Garfield Reservoir; and 4) A ribbon-cutting event at the City's San Pascual Stables (Stables) on June 6, 2015, to commemorate the restoration of the Old Barn, which dates back to the 1800s. Mayor Joe described the event and presented a horseshoe from the event to Councilmember Cacciotti for his efforts on the Stables lease and agreement. Councilmember Cacciotti reported on: 1) The South Pasadena Preservation Foundation meeting held at the historic Rialto Theatre on June 6, 2015; 6) Movie Night at Garfield Park on June 11, 2015; and 7) A meeting with City of Arcadia staff and City Councilmembers as well as representatives of Bike San Gabriel Valley (BikeSGV) to plan the first San Gabriel Valley CicLAvia bicycle event. He requested that an item be added to a future City Council Meeting agenda to consider establishing a committee to review the Arroyo Seco Golf Course (Golf Course) management agreement, which expires June 2017, seconded by Councilmember Schneider. He said this could be a subcommittee of the Natural Resources and Environmental Commission or the Parks and Recreation Commission or a separate committee. The Committee would make recommendations on the following questions: Should the City continue with the existing management agreement or renegotiate an agreement with the

current operator?; should the City issue a Request for Proposals (RFP) to solicit bids?; does the City want to operate the Golf Course itself?; and does the City want to build a banquet facility at the site? If so, should the City issue an RFP for construction of a banquet facility/restaurant or undertake the project itself?

Mayor Pro Tem Mahmud reported on her attendance at the following: 1) A Mobility 21 reception held for the purpose of introducing Phil Washington, new Metropolitan Transportation Authority (Metro) CEO, to elected officials and business groups; 2) A meeting of the Library Board of Trustees; 3) A meeting of the 4<sup>th</sup> of July Festival of Balloons Committee; and 4) The San Gabriel Valley Council of Governments' (COG) Transportation Committee, where a motion was made to support the construction of the SR-710 tunnel that will be considered by the COG Board on June 18, 2015. She acknowledged the efforts of the City's many volunteers. She requested that an inventory of City equipment with a value in excess of \$250 be compiled by department, seconded by Councilmember Schneider.

Mayor Joe announced that on June 11, 2015, he participated in the Annual Law Enforcement Torch Run for the 2015 Special Olympics World Games. He displayed PowerPoint slides, described the event, and acknowledged the participants and organizers.

## **5. CITY MANAGER COMMUNICATIONS**

City Manager Gonzalez reported on and displayed a PowerPoint slide announcing the SR-710 North Extension Public Hearing being held on June 20, 2015, at the D.W. Griffith Middle School Auditorium, 4765 East 4<sup>th</sup> Street, Los Angeles, from 10:00 a.m. to 4:00 p.m. City Manager Gonzalez introduced Kirk Summers, Interim Fire Chief for the Cities of South Pasadena, San Gabriel, and San Marino. Interim Fire Chief Summers made remarks.

## **6. REORDERING OF AND ADDITIONS TO THE AGENDA**

Mayor Joe requested that the meeting be adjourned in memory of David Margrave, former City Councilmember. No objections were voiced.

## **CONSENT CALENDAR**

Mayor Pro Tem Mahmud requested that Item Nos. 8 and 11 be removed from the Consent Calendar for separate consideration.

Councilmember Schneider requested that Item No. 8 be removed from the Consent Calendar for separate consideration.

Councilmember Cacciotti requested that Item Nos. 10, 13, and 20 be removed from the Consent Calendar for separate consideration.

**SUBJECT TO REVISION: UNAPPROVED UNTIL RATIFIED BY CITY COUNCIL**

**MOTION:** M/S Cacciotti/Mahmud to approve Consent Calendar Item Nos. 7, 9, 12, 14, 15, 16, 17, 18, 19, 21, 22, and 23, and including Prepaid Warrants #188657-188702 in the amount of \$235,045.47, General City Warrants #188703-188836 in the amount of \$332,313.11, and Payroll 06-05-15 in the amount of \$431,923.37, totaling \$999,281.95; and seated as the Successor Agency to the Community Redevelopment Agency, approve Redevelopment Successor Agency warrants for \$6,119.80 (included in above total). By roll call vote, the motion passed unanimously. Absent: None.

The Consent Calendar consisted of the following items:

7. **APPROVAL OF THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF MAY 20, 2015 AND REGULAR CITY COUNCIL MEETING OF JUNE 3, 2015**
9. **ADOPTION OF RESOLUTION NO. 7401 DETERMINING AND ESTABLISHING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2015-16 IN ACCORDANCE WITH ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION AND GOVERNMENT CODE SECTION 7910**
12. **AWARD OF CONTRACT TO HANDS ON PAINTING, INC., FOR THE LIBRARY EXTERIOR PAINTING PROJECT**
14. **AWARD OF CONSTRUCTION CONTRACT TO ALL AMERICAN ASPHALT FOR THE CONSTRUCTION OF THE CHELTEN WAY, COLLIS AVENUE, AND HILL DRIVE STREET IMPROVEMENT PROJECT**
15. **AWARD OF CONTRACTS FOR INSPECTION AND CONSTRUCTION MANAGEMENT SERVICES FOR THE FISCAL YEAR 2014-15 STREET IMPROVEMENT PROJECTS (DMR TEAM, INC., AND APA ENGINEERING, INC.)**
16. **AWARD OF TWO CONTRACTS FOR GEOTECHNICAL MATERIALS TESTING SERVICES FOR THE FISCAL YEAR 2014-15 STREET IMPROVEMENT PROJECTS (NINYO & MOORE AND GEO-ADVANTEC, INC.)**
17. **PURCHASE OF A BYRON JACKSON PUMP FOR WILSON WELL #4**
18. **ACCEPTANCE OF PROJECT COMPLETION AND AUTHORIZATION TO FILE A NOTICE OF COMPLETION FOR INFORMATION TECHNOLOGY ROOM REMODEL PROJECT, AND AUTHORIZATION TO RELEASE RETENTION PAYMENT IN THE AMOUNT OF \$3,624 TO MCKELVEY CONSTRUCTION**

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- 19. ACCEPTANCE OF PROJECT COMPLETION AND AUTHORIZATION TO FILE A NOTICE OF COMPLETION FOR THE FOOTHILL STREET, MISSION STREET, AND SAN PASQUAL AVENUE STREET IMPROVEMENT PROJECT, AND AUTHORIZATION TO RELEASE RETENTION PAYMENT IN THE AMOUNT OF \$54,155 TO EXCEL PAVING COMPANY**
- 21. ADOPTION OF RESOLUTION NO. 7402 AUTHORIZING THE RECLASSIFICATION OF ASSISTANT FINANCE DIRECTOR, ENTITLED A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTHORIZING THE RECLASSIFICATION OF ASSISTANT FINANCE DIRECTOR AND APPROVING A NEW UNREPRESENTED MANAGEMENT EMPLOYEES BENEFITS LISTING AND MANAGENT SALARY SCHEDULE, SUPERSEDING RESOLUTION NO. 7400**

*CITY COUNCIL/REDEVELOPMENT SUCCESSOR AGENCY/PUBLIC FINANCING AUTHORITY*

- 22. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$235,045.47, GENERAL CITY WARRANTS IN THE AMOUNT OF \$332,313.11, AND PAYROLL IN THE AMOUNT OF \$431,923.37**
- 23. MONTHLY INVESTMENT REPORTS FOR APRIL 2015**

**ITEMS PULLED FROM THE CONSENT CALENDAR FOR SEPARATE CONSIDERATION**

- 8. APPROVAL OF RESOLUTIONS AND RELATED MATTERS FOR THE GENERAL MUNICIPAL ELECTION NOVEMBER 3, 2015, CONSOLIDATING WITH THE COUNTY OF LOS ANGELES, TO ELECT THREE CITY COUNCILMEMBERS AND TO APPROVE PLACING ON THE BALLOT A QUESTION RELATED TO EXTENDING AND INCREASING THE EXISTING LIBRARY SPECIAL TAX**

Mayor Pro Tem Mahmud requested that Item No. 8 be pulled as she wanted to modify the ballot language that would appear on the ballot for the Library Special Tax Measure to be included in the November 3, 2015, General Municipal Election. Since the City Council Meeting Agenda Packet had been distributed, new language had been proposed. She had editing suggestions for the new proposed language. She displayed a PowerPoint slide with the current proposed language and the new proposed language, which was: "To keep the library open every day, enhance services and assist the library in implementing technological improvements, shall an ordinance be adopted extending the South Pasadena Public Library Special Tax for 7 years; increasing the parcel tax range for residential homeowners to \$32 - \$64/year and for non-residential property owners to \$32 -

**SUBJECT TO REVISION: UNAPPROVED UNTIL RATIFIED BY CITY COUNCIL**

\$128/year, EACH based on square footage; and for multi-property owners to \$16/unit; and adding an annual local Consumer Price Index adjuster?" She made a motion to approve staff recommendations for Item No. 8 with some minor changes to the ballot language, seconded by Councilmember Khubesrian. Discussion followed.

Councilmember Schneider said that he requested that Item No. 8 be pulled because he found the ballot language confusing. He recommended that the language be reworded to clarify how much the tax could increase. Mayor Joe concurred.

Mayor Joe opened the Public Comments section.

Brendan Durrett, Chair, Measure L Committee (Committee), expressed support on behalf of the Committee for the new proposed language because the reasons for renewing the Library Special Tax now appear at the beginning of the ballot question.

Shlomo Nitzani, South Pasadena Resident, said that the South Pasadena Unified School District (District) school tax at one time differentiated between residential and commercial properties. He said that a lawsuit in the City of Stockton resulted in this being struck down. He said that currently the tax is the same on all parcels. Following discussion, Mayor Pro Tem Mahmud said this this is not applicable to the Special Library Tax.

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

Discussion continued on ways to clarify any potential ambiguity. City Attorney Highsmith said it was difficult to accurately explain the parcel tax when three different types of housing are involved—all in 75 words. Interim Chief Deputy City Clerk Kilby said that the detailed language reflected the intent for transparency. She said that there is time to revise the language and return to the City Council for approval at the next Regular City Council Meeting. Councilmember Cacciotti supported further clarification due to "voter fatigue."

Mayor Pro Tem Mahmud withdrew her original motion to approve Item No. 8 with minor suggested changes to the proposed new ballot language for the Library Special Tax, and Councilmember Khubesrian withdrew her second.

9. **MOTION:** M/S Mahmud/Khubesrian to continue Item No. 8, **APPROVAL OF RESOLUTIONS AND RELATED MATTERS FOR THE GENERAL MUNICIPAL ELECTION NOVEMBER 3, 2015, CONSOLIDATING WITH THE COUNTY OF LOS ANGELES, TO ELECT THREE CITY COUNCILMEMBERS AND TO APPROVE PLACING ON THE BALLOT A QUESTION RELATED TO EXTENDING AND INCREASING THE EXISTING LIBRARY SPECIAL TAX.** By roll call vote, the motion passed unanimously. Absent: None.

SUBJECT TO REVISION: UNAPPROVED UNTIL RATIFIED BY CITY COUNCIL

**10. PURCHASE OF A VACUUM SEWER JET TRUCK FROM PLUMBERS DEPOT, INC. FOR \$363,065**

Councilmember Cacciotti requested that Item No. 10 be pulled because he prefers the jet truck with a Compressed Natural Gas (CNG) fueling option instead of the diesel-powered combination vacuum sewer jet truck that staff is recommending. This option will take two more months to build and will cost \$89,293 more. Public Works Director Toor stated that the CNG option was researched thoroughly and that staff believes the best choice is the diesel-powered truck. Public Works Director Toor said it is more effective than the CNG truck. He responded to questions posed by Councilmember Cacciotti.

Mayor Joe opened the Public Comments section.

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

Discussion followed on the City's critical need to procure the most effective equipment available, on the advantages of each option and the comparative effectiveness, power, and capacity, on the City's low-emission vehicle policy, and on the environmental and health impacts of purchasing diesel vehicles. Councilmember Cacciotti said that grants are available for the CNG truck and that an application could be approved in fewer than 120 days. He provided contact information for a program administrator at AQMD.

**MOTION:** M/S Khubesrian/Cacciotti to apply for funding from the South Coast Air Quality Management District and to purchase a Compressed Natural Gas-Powered Combination Vacuum/Sewer Jet Truck (dual rear axle) from Plumbers Depot, Inc., for the amount of \$454,858 (Alternative 2A, including taxes and delivery). By roll call vote, the motion passed 3-2 (Mahmud and Joe: No). Absent: None.

**11. APPROVE AMENDED AGREEMENT WITH CATERING SYSTEMS INC., FOR THE SENIOR MEAL PROGRAM**

Mayor Pro Tem Mahmud requested that Item No. 11 be pulled to reflect that there is a change in the recommendation. Instead of amending the agreement to extend it for four years, it is recommended that the audit term should be four years. The City Council had received the revised document prior to the meeting.

**MOTION:** M/S Mahmud/Cacciotti to approve the amended agreement with the notation above with Catering Systems Incorporated for the senior meal program offered at the Senior Citizens Center (South Pasadena Senior Center). By roll call vote, the motion passed unanimously. Absent: None.

**13. AWARD OF CONSTRUCTION CONTRACT TO VIDO SAMARZICH, INC., FOR THE CONSTRUCTION OF THE EL CENTRO STREET IMPROVEMENT PROJECT PHASE I AND PHASE II**

SUBJECT TO REVISION: UNAPPROVED UNTIL RATIFIED BY CITY COUNCIL

Councilmember Cacciotti requested that Item No. 13 be pulled to consider options to his requested cycleway, which he understood could not be accomplished on El Centro Street from Pasadena Avenue to Orange Grove Avenue. He made a motion to approve the item, which includes a buffer bicycle lane. He asked whether anything could be done between Orange Grove Avenue and Meridian Avenue; City Manager Gonzalez and Public Works Director Toor said options would be explored. As requested by Councilmember Cacciotti, Public Works Director Toor presented PowerPoint slides of the project. Councilmember Schneider and Mayor Joe indicated support for the buffer zone.

Mayor Joe opened the Public Comments section.

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

Discussion continued on the possibility of a cycle track at a cost of \$130,000 and the loss of half of the existing parking spaces. Councilmember Khubesrian suggested that community input be solicited to gauge residents' opinions on losing existing parking places to gain a protected bike lane. The contract could be awarded and then the community could be engaged, City Manager Gonzalez said. Mayor Pro Tem Mahmud said residents in the neighborhood are opposed to losing existing parking spaces. Public Works Director Toor recommended holding a community meeting to allow for public input.

**MOTION:** M/S Mahmud/Joe to: 1) Accept a bid dated June 2, 2015, from Vido Samarzich, Inc., for the construction of the El Centro Street Improvement Project Phase I and Phase II; 2) Reject all other bids received; 3) Authorize the City Manager to enter into a contract with Vido Samarzich, Inc., for a not-to-exceed amount of \$1,048,295; and 4) Acknowledge the project to be categorically exempt under Section 21084 of the Public Resources Code in accordance with Article 19, Section 15301, Class 1, Subsection (c) (existing facilities), pursuant to the findings of Secretary of the Resources Agency. Councilmember Cacciotti proposed an amendment, which was accepted by the maker and seconder of the motion, for staff to conduct a community meeting, inviting residents within the boundaries of Pasadena Avenue to Orange Grove Avenue along with residents living on adjacent streets of Adelaine Avenue, Palm Avenue, and others, to determine residents' desires. By roll call vote, the motion passed unanimously. Absent: None.

## **20. APPROVAL OF CONTRACT EXTENSION WITH HIGH POINT STRATEGIES, LLC FOR PUBLIC RELATIONS AND STRATEGY SERVICES**

Councilmember Cacciotti requested that Item No. 20 be pulled to request that staff explore developing a cohesive, professionally prepared, seven-minute PowerPoint or video presentation to show at various meetings. Councilmember Khubesrian said that presentations must be tailored to each group.

**MOTION:** M/S Cacciotti/Mahmud to authorize the City Manager to engage High Point Strategies, LLC (HPS) to extend its contract for the Connected Cities and Communities (C3). By roll call vote, the motion passed unanimously. Absent: None.

### **PUBLIC COMMENTS**

Mayor Joe opened the Public Comments section.

Lisa Mayo, West Covina Resident, said she represents a nonprofit organization, "They Will Know," which is dedicated to combating domestic violence through the performing arts. She described the organization's work. She announced a fundraiser to be held July 26, 2015, at the Fremont Centre Theatre.

Janet Ferguson, South Pasadena Resident, expressed frustration about noise from 7-days-a-week construction in her neighborhood, the Southwest Monterey Hills. She was dismayed to discover that restrictions put in place in 2007 had been rescinded in 2014. She asked for a prohibition on construction one day per week. Mayor Joe requested that staff members speak with her regarding this matter.

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

### **PUBLIC HEARING**

#### **24. APPROVAL OF A RESOLUTION ADOPTING THE FISCAL YEAR 2015-16 BUDGET**

City Manager Gonzalez provided an overview of the budget process and final proposed budget. He said it is balanced, tight, and responsive to the community's needs and the City Council's policy goals. There will be a \$600,000 fund balance due to the restructuring of the City Manager's/City Clerk's Departments and insurance savings. Finance Director Batt presented the staff report and responded to City Councilmembers' questions. City Manager Gonzalez responded to questions.

Mayor Joe opened the Public Hearing.

Ed Pearson, President, Library Board of Trustees, said that the proposed Library budget is the same as last year's budget. Because of increased personnel costs totaling \$66,000, this meant that cuts had to be made in the book portion of the budget. He requested that the City Council consider easing the impact of that reduction.

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

Discussion followed on whether to supplement the existing Library budget from the anticipated surplus. City Manager Gonzalez and Director of Library, Arts, & Culture Fjeldsted responded to questions.

**MOTION:** M/S Mahmud/Schneider to approve **Resolution No. 7403** OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING THE FISCAL YEAR 2015-16 BUDGET, with one amendment to add \$37,000 to Account Number 8080 of the South Pasadena Public Library's operational budget, which is utilized to purchase books and periodicals in print and electronic formats. By roll call vote, the motion passed unanimously. Absent: None.

#### **ACTION/DISCUSSION**

#### **25. ADOPTION OF A RESOLUTION APPROVING SUBMITTAL OF DRAFT UPPER LOS ANGELES RIVER ENHANCED WATERSHED MANAGEMENT PROGRAM**

Public Works Director Toor presented the staff report and responded to City Councilmembers' questions. He said that Consultant John Hunter was available to answer questions. Mayor Pro Tem Mahmud confirmed that the City legally has no choice but to approve submittal of the Upper Los Angeles River Enhanced Watershed Management Program (Program) to the Regional Water Quality Control Board. City Attorney Highsmith confirmed that this must be submitted by June 28, 2015, to avoid liability, elaborated on the Program, updated the City Council on current developments, and responded to additional questions.

Mayor Joe opened the Public Comments section.

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

**MOTION:** M/S Mahmud/Joe to adopt **Resolution No. 7404** OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING SUBMITTAL OF THE DRAFT UPPER LOS ANGELES RIVER ENHANCED WATERSHED MANAGEMENT PROGRAM TO THE REGIONAL WATER QUALITY CONTROL BOARD. By roll call vote, the motion passed unanimously. Absent: None.

#### **26. REQUEST TO WAIVE CITY PERMIT FEES FOR BLOCK PARTIES HOSTED BY NEIGHBORHOOD WATCH AND COMMUNITY EMERGENCY RESPONSE TEAM (CERT)**

Deputy Fire Chief Riddle presented the staff report, stating that block parties are an effective way to get neighborhoods together in an informal atmosphere and to engage citizens in Neighborhood Watch and the Community Emergency Response Team (CERT) programs. He responded to City Councilmembers' questions.

SUBJECT TO REVISION: UNAPPROVED UNTIL RATIFIED BY CITY COUNCIL

Mayor Joe opened the Public Comments section.

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

**MOTION:** M/S Cacciotti/Mahmud to approve a request to waive City permit fees for block parties hosted by Neighborhood Watch and Community Emergency Response Team (CERT), with the following limitations: requests for fee waivers will be capped at two initial permits (\$375 each) and 15 subsequent renewal requests (\$165 each) for Neighborhood Watch per year; and capped at two initial permits (\$375 each) and four subsequent renewal requests (\$165 each) for CERT per year.

### **ADJOURNMENT**

Mayor Joe asked Councilmember Cacciotti to provide a remembrance of David Margrave, Former City Councilmember, who recently passed away. Councilmember Cacciotti said he knew David Margrave for more than 20 years and said he was an indefatigable worker, untiring in his efforts to support South Pasadena. He was an incredible volunteer, serving on the City Council and on many City commissions as well as volunteering for many years as a soccer coach. Mayor Joe adjourned the Joint City Council/Redevelopment Successor Agency/Public Financing Authority in memory of David Margrave, Former City Councilmember, at 10:29 p.m.

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Evelyn G. Zneimer  
City Clerk

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Robert S. Joe  
Mayor

Minutes approved by the South Pasadena City Council on July 1, 2015.

# City of South Pasadena Agenda Report

*Robert S. Joe, Mayor  
Diana Malnood, 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: July 1, 2015  
TO: Honorable Mayor and City Council  
VIA: Sergio Gonzalez, City Manager   
FROM: Lucy Demirjian, Executive Assistant to City Manager   
SUBJECT: **Approval of Agreement between the City and the South Pasadena Chamber of Commerce**

## **Recommendation**

It is recommended that the City Council authorize the City Manager to execute an agreement with the South Pasadena Chamber of Commerce (Chamber) for continued funding from Business Improvement Tax (BIT) revenues for business improvement activities.

## **Fiscal Impact**

For Fiscal Year (FY) 2015-16, BIT revenues are anticipated in the amount of \$140,000. The City Council has approved a request from the Chamber to increase funding to \$135,500 for FY 2015-16 for business and event promotion. The BIT fund balance is projected to be \$115,000 at the end of FY 2015-16.

## **Commission Review and Recommendation**

The Council Ad Hoc Economic Development Committee, comprised of Mayor Joe and Councilmember Khubesrian, met with the Chamber to discuss their budget proposal in advance of the City Council budget meeting.

## **Background**

In 1977, the City Council adopted Ordinance No. 1738 establishing a BIT to collect funds that may be used for business improvement activities in the City.

The Chamber was established to represent and advocate for the business community in South Pasadena. The City has supported the efforts of the Chamber with BIT funds to allow for programs to promote the business community in order to encourage economic stability and development in the City.

## **Analysis**

The Chamber sponsors the quarterly Art Crawl, and the annual Eclectic Music Festival. These events create the basis of the "Arts Based Economic Development strategy" that help define the quality of life in South Pasadena. In addition, the Chamber operates a business resource center, visitor information center, and a community art gallery. The Chamber is well-respected resource for connecting individuals and organizations in creating a strong community.

Chamber of Commerce Agreement

July 1, 2015

Page 2 of 2

Since 2007, the City has allocated \$120,500 of BIT funds to the Chamber, \$12,000 of which is mandated as a pass-through to the South Pasadena Tournament of Roses. The City Council has approved increasing funding to \$135,500 in the FY 2015-16 Budget. The additional funds will be used to further the programs and projects of the Chamber, per the requirements of the BIT ordinance, including:

1. The coordination of the holiday decorations;
2. Investment in the promotion of public events that take place on or in public places;
3. Furnishing music in public place;
4. Engagement in the general promotion of retail trade activities in the 91030 zip code.

The agreement (attached) outlines the Chamber's work plan which includes services and activities promoting the South Pasadena business community. The term of the agreement is for one year, and may be extended on an annual basis by the City Manager provided that the City approves any subsequent City budget which includes a line item for the expenditure of BIT revenues for uses similar to this Agreement. The Chamber will continue to provide an annual report to the City Council documenting work performed.

**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*.

Attachment: Agreement with South Pasadena Chamber of Commerce for FY 2015-16

AGREEMENT  
BETWEEN THE CITY OF SOUTH PASADENA AND  
THE SOUTH PASADENA CHAMBER OF COMMERCE

THIS AGREEMENT is made and entered into this 1st day of July, 2015 by and between the CITY OF SOUTH PASADENA, a municipal corporation, hereinafter referred to as "City", and the SOUTH PASADENA CHAMBER OF COMMERCE, a California corporation, hereinafter referred to as "Chamber".

WHEREAS, in 1977, the City Council adopted Ordinance No. 1738 establishing a Business Improvement Tax (BIT) to collect funds that may be used for the following four purposes:

1. Decoration of any public place in the area;
2. Promotion of public events which are to take place on or in public places in the area;
3. Furnishing of music in any public place in the area;
4. The general promotion of retail trade activities in the area; and

WHEREAS, a new Chamber of Commerce was established to represent and advocate for the business community in South Pasadena, has created goals and objectives and a work plan and budget, and has submitted a proposal for a scope of work to be funded by BIT funds, and

WHEREAS, the City wishes to have carried out a program to promote the business community in order to encourage economic stability and development, and

WHEREAS, the City wishes to support the efforts of the Chamber of Commerce as permitted under Ordinance No. 1738, and

WHEREAS, Chamber is willing to undertake the services hereinafter set forth on behalf of City in the manner and for the purpose hereinafter provided;

NOW, FOR, AND IN CONSIDERATION of the mutual covenants, promises and agreements contained herein, City and Chamber agree as follows:

1. For the entire term of this Agreement, Chamber agrees to do and perform the following services and activities as part of its work plan during the term of this Agreement:
  - a. Marketing activities including multimedia advertising campaign, branding, and website review, update, and maintenance;

- b. Economic development activities promoting and representing the South Pasadena business community at meetings and functions and in brochures and business directories;
- c. Creating and staffing a business resource center providing information and services to the South Pasadena business community;
- d. Events and programs of interest and support to the South Pasadena business community;
- e. Outreach to all members of the business community in the execution of these activities in order to create a single unified organization for the South Pasadena businesses;
- f. Independently, and at the request of City, confer with business representatives to encourage and urge the establishment of their business, commercial or industrial activities in City;
- g. Participate in, support and cooperate with City, to the best of its ability and to the extent authorized by Chamber's governing body, programs sponsored or encouraged by City for promotion of the business community;
- h. Place on Chamber's board of directors' agenda for policy direction City requests for Chamber cooperation and public support of improvement programs sponsored, advanced or undertaken by City and the Successor Agency to the Community Redevelopment Agency of the City of South Pasadena;
- i. Welcome new businesses to the community by both a written communication of welcome and a personal contact by a representative of Chamber;
- j. Independently, and as requested by City, advertise City at Chamber functions throughout the region at other conferences and activities as may be deemed beneficial to extolling the advantages of business development within City;
- k. Make written progress reports to the City Council no less than once per calendar quarter including showing all information required by City, including, but not limited to the services provided by Chamber hereunder during the applicable quarter;
- l. Meet periodically, but no less than quarterly, with City Manager or his/her designee to review Chamber's progress in meeting its program and budget goals for the year, and to report on the services provided under this contract.

- m. Prior to raising them publicly, make every good faith effort to notify City, through its City Manager of concerns raised by Chamber Board members, regarding actions or inactions of City pursuant to this Agreement;
  - n. Indemnify, hold harmless and defend City, its officers, employees and agents from any and all claims, liabilities, awards, damages and judgments, including attorney's fees and court costs, which result from any personal injury, death or property damage arising out of any action or inaction of Chamber or its officers, employees or agents relating to this Agreement or the use of the compensation paid hereunder; and
  - o. Provide general commercial liability insurance and automobile liability insurance in amounts and with endorsements approved by City Manager, as well as worker's compensation insurance in an amount required by State law.
2. City shall compensate Chamber by the sum of \$135,500 for the 2015-16 fiscal year for the services described above in accordance with the following terms:
- a. *Chamber Budget.* Chamber shall provide City with an adopted annual budget before the first disbursement of City funds; 2 copies of signed and completed Internal Revenue Code documents filed with the IRS for the Chamber when completed during the fiscal year of the effective date of this Agreement and for each complete Chamber fiscal year thereafter for the term of this Agreement. City will not be obligated to make any payments to Chamber until and unless those documents are submitted to the City Manager;
  - b. *Schedule of Disbursement.* The annual compensation shall be disbursed in unequal quarterly installments upon receipt of a Chamber invoice and the written quarterly report; the schedule for payment is as follows: 40% of total amount payable in the first quarter; 20% in the second quarter, 20% in the third quarter and the remainder 20% in the fourth quarter.
  - c. *Disbursement for Various Services and Associations.* The Chamber is required and solely responsible for the disbursement of a portion of its annual allocation for various services and to other Associations in accordance with the City adopted annual budget. The City's adopted budget for FY 2015-16 requires the following disbursement:
    - 1. A minimum of \$12,000 shall be set aside for the South Pasadena Tournament of Roses
  - d. *Payment for Additional Services & Programs.* From time to time the City Council may authorize payment for Chamber services and programs beyond the immediate scope of this Agreement. In such cases, City will pay for such services only after receipt of an invoice from Chamber. Payment is due within 30 days after receipt of required documentation, satisfactory to the City Manager; and

- e. *Discussion of Concerns.* Prior to raising them publicly, City shall make every good faith effort to notify Chamber, through its President/CEO or a majority of Chamber's Executive Board members, of concerns raised by City Council members, or staff regarding actions or inactions of Chamber pursuant to this Agreement.
3. Chamber shall not utilize any monies received under this Agreement for the endorsement, opposition, or participation in any public office campaign or other political or lobbyist activity unless such use is a legally authorized expenditure for City and prior approval of the City Council is obtained.
4. Chamber shall keep such books and records as shall be necessary to perform the services required by this Agreement and to enable City to evaluate the cost and the performance of such services. Books and records shall be kept and prepared in accordance with generally accepted accounting principles and shall be maintained for five years after their preparation.
5. City shall have the right to audit Chamber's records pertaining to this Agreement and the services to be performed hereunder. Chamber agrees to make available all pertinent records for the purpose of conducting such an audit at Chamber offices, during normal business hours. Such records shall be maintained for five years after their preparation.
6. Chamber and any agent or employee of Chamber shall act in an independent capacity and not as officers or employees of City. City assumes no liability for Chamber's actions or performance, nor assumes responsibility for taxes, bonds, payments, or other commitments, implied or expressed, by or for Chamber. Chamber shall not have authority to act as an agent on behalf of City unless specifically authorized to do so in writing. Chamber acknowledges that it is aware that because it is an independent contractor, City is making no deduction from any amount paid to Chamber and is not contributing to any fund on its behalf. Chamber disclaims the right to any fee or benefits except as expressly provided for in this Agreement.
7. This Agreement may be terminated in whole or in part at any time by either party hereto upon 90 days' written notice to the other whereupon all rights and obligations of both parties hereto shall terminate as to the executory provisions of this Agreement, and the payments from City to Chamber hereunder shall be adjusted on a pro rata basis to the date of termination.
8. The term of this Agreement shall be for the period from July 1, 2015 to June 30, 2016; provided, that if the City approves any subsequent City budget which includes a line item for the expenditure of BIT revenues for uses similar to this Agreement, the City Manager is authorized to extend this Agreement for an additional period of time for use of those revenues covered by the approved expenditure and subject to

modifications the parties deem appropriate or the City requires. This Agreement may be extended on an annual basis by the City Manager.

9. Resolution of Disputes:

- A. Disputes regarding the interpretation or application of any provisions of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties.
- B. If any action, at law or in equity, is brought to enforce or to interpret any provisions of this Agreement, the prevailing party in such action shall be entitled to recover reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

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

11. In the performance of this Agreement, Chamber shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age physical or mental handicap, medical condition, or sexual orientation.

12. If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions nevertheless will continue in full force and effect without being impaired or invalidated in any way.

13. This Agreement shall be governed by and construed in accordance with laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

14. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this Agreement shall be valid and binding. Any modification of the Agreement shall be effective only if it is in writing and signed by all parties.

IN WITNESS HEREOF, the parties have executed this Agreement on the dates written on the next page.

CITY OF SOUTH PASADENA:

DATED: \_\_\_\_\_

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

CHAMBER OF COMMERCE:

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
Michele Downing, Board Chair

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
Laurie Wheeler, Executive Director

ATTEST:

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk

APPROVED AS TO FORM:

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

# 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. Zueimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: July 1, 2015  
TO: Honorable Mayor and City Council  
FROM: Sergio Gonzalez, City Manager   
SUBJECT: **Approval of Job Descriptions for the Management Services Department**

## Recommendation

It is recommended that the City Council:

1. Approve the job description for Chief Deputy City Clerk;
2. Approve the job description for Human Resources Manager; and
3. Approve the job description for Assistant to the City Manager.

## Fiscal Impact

There is no fiscal impact associated with the approval of these job descriptions.

## Commission Review and Recommendation

This matter was not reviewed by a commission.

## Background

On June 3, 2015, the City Council approved the reorganization of the City Clerk's and City Manager's Offices into one Management Services Department, including the new staffing structure associated with the department. At the meeting, Council requested that the Chief Deputy City Clerk, Human Resources Manager and Assistant to the City Manager job descriptions be reviewed and edited in order to clarify responsibilities and duties.

## Analysis

Official City job descriptions require City Council approval. City staff have reviewed the job descriptions and made modifications to clarify and expand on job duties and responsibilities. The approval of the job descriptions will allow City staff to move forward with appropriately staffing the newly created Management Services Department.

## 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*.

Approval of job descriptions – Management Services Department  
July 1, 2015  
Page 2 of 2

Attachments:

1. Chief Deputy City Clerk job description
2. Human Resources Manager job description
3. Assistant to the City Manager job description

**ATTACHMENT 1**  
Chief Deputy City Clerk job description

## *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 processing, coordination of claims filed with the City to ensure claims are addressed in a timely manner.
- 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 Human Resources Manager, City Attorney and third party administrators on claims, 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 and in a timely manner.
- 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 processing, 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.

Chief Deputy City Clerk  
Page 4 of 4

**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 7/1/2015

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**ATTACHMENT 2**  
Human Resources Manager job description

*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 which includes: loss prevention and workers compensation and liability claims (i.e. claims filed against the City and claims associated with damage to City property) against the City.

**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 descriptions and 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 workers compensation and liability claims defense and settlement process. Works closely with City Clerk division staff and city-wide department staff to monitor claims filed against the City.
- 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 7/1/2015

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**ATTACHMENT 3**  
Assistant to the City Manager job description

## *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 is responsible for assisting 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 research, 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:**

- Manages programs and projects, such as Information Technology Services, Environmental/Water Conservation.
- Oversees the development and implementation of goals, objectives, and priorities for assigned functions and programs; recommends and implements resulting policies and procedures.
- Works to improve departmental and inter-departmental operations and administrative matters; analyzes complex problems and situations; recommends solutions.
- Collaborates with Department Directors and staff on project matters; monitors and reviews reports and scheduled activities in preparation of meetings; provides appropriate support and services to City Departments to ensure implementation of Council actions and goals.
- Analyzes the impacts of federal, state and county legislation; monitors laws and regulations as they relate to municipal government; coordinates with Department staff to maintain compliance.

- Oversees and directs special projects including planning and implementation of special programs and events.
- Prepares and delivers reports and presentations on pertinent issues to the City Council, other City boards and commissions, and community groups.
- Oversees the development and administration of the division budget; submits budget recommendations; monitors expenditures. Works closely with the Finance Director and Assistant Finance Director in the preparation, coordination, and presentation of the City's annual budget.
- 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.
- Participates in the selection of assigned staff; provides or coordinates staff training; prepares and conducts performance evaluations.
- Works with employees to correct deficiencies which may include implementing discipline procedures.
- Interprets and assists city staff in understanding specific and technical knowledge of citywide policies and procedures.
- Represents the City and may represent the City Manager at inter-departmental, inter-governmental, and community activities and meetings.
- 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.
- Serves as liaison 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.

## **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. Additional experience in the following areas is desired: Legislative Affairs, Information Technology, and Environmental programming.

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; legislative and political processes; and techniques of maintaining effective public/staff relations;

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; Ability to review, edit and generate comprehensive documents or letters at an advanced level; 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 7/1/2015

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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: July 1, 2015  
TO: Honorable Mayor and City Council  
VIA: Sergio Gonzalez, City Manager *OK SG*  
FROM: Paul Toor, Public Works Director  
Debby Figoni, Senior Management Analyst *DF*  
SUBJECT: **Adoption of a Resolution Authorizing Submittal of a Grant Application to Participate in the Used Oil Payment Program**

## **Recommendation**

It is recommended that the City Council:

1. Adopt a resolution authorizing the submittal of a grant application to participate in the State of California Department of Resources Recycling and Recovery's (CalRecycle) Used Oil Payment Program (OPP); and
2. Authorize the City Manager to execute all documents required to obtain the grant.

## **Fiscal Impact**

There is no impact to the General Fund as the expenditures will not exceed the available grant funds. The award amount for Fiscal Year (FY) 2015-16 is unknown at this time, however based on information received from CalRecycle, the City of South Pasadena (City) could reasonably expect to receive approximately \$7,500 to fund the program for the current Fiscal Year.

## **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

## **Background**

The California Oil Recycling Enhancement Act (Act) provides grant opportunities to local jurisdictions to help promote the recycling of used motor oil and motor oil filters, and for implementation of local used oil and filter collection programs. The present OPP replaces the Used Oil Block Grant Program (UBG). The FY 2015-16 is OPP Cycle 6. To apply for an OPP grant, the local jurisdiction must adopt a resolution of support.

## **Analysis**

The City's local used motor oil drop off location is American Premium Gasoline located at 1200 Fair Oaks Avenue. This location is centrally located and convenient for City residents. Used motor oil funds are used to help educate do-it-yourselfer residents on the proper way to dispose of their used oil and filters.

Resolution Authorizing Submittal of a Used Oil Payment Program Grant  
July 1, 2015  
Page 2 of 2

**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

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

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
AUTHORIZING THE SUBMITTAL OF A GRANT  
APPLICATION TO PARTICIPATE IN THE USED OIL  
PAYMENT PROGRAM CYCLE 6 (FISCAL YEAR  
2014-15) FROM THE STATE OF CALIFORNIA  
DEPARTMENT OF RESOURCES RECYCLING AND  
RECOVERY**

**WHEREAS**, pursuant to Public Resources Code Section 48690, the State of California Department of Resources Recycling and Recovery (CalRecycle), formerly known as the California Integrated Waste Management Board, has established a Used Oil Payment Program (OPP) to make payments to qualifying jurisdictions for the implementation of used oil programs; and

**WHEREAS**, in furtherance of this authority, CalRecycle is required to establish a procedure governing the administration of the OPP; and

**WHEREAS**, CalRecycle's procedures for administering the OPP require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the OPP.

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

**SECTION 1.** That the City Council of the City of South Pasadena authorizes the submittal of an OPP grant application to CalRecycle.

**SECTION 2.** That the City Manager or his designee is hereby authorized and empowered to execute in the name of the City of South Pasadena all documents, including but not limited to applications, agreements, annual reports including expenditure reports and amendments necessary to secure said payments to support the OPP.

**SECTION 3.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 1<sup>st</sup> day of July, 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 1<sup>st</sup> day of July, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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

# 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: July 1, 2015  
TO: Honorable Mayor and City Council  
VIA: Sergio Gonzalez, City Manager   
FROM: Lucy Demirjian, Executive Assistant to City Manager   
SUBJECT: **Approval of a Resolution Appointing Councilmember Marina Khubesrian, M. D., as the Voting Delegate and City Manager Sergio Gonzalez as the Alternate Voting Delegate, Representing the City of South Pasadena at the 2015 League of California Cities' Annual Business Meeting on October 2, 2015, in San Jose, California**

## **Recommendation**

It is recommended that the City Council approve a resolution designating Councilmember Marina Khubesrian, M.D., as the City of South Pasadena's (City) voting delegate, and City Manager Sergio Gonzalez as the voting alternate for the League of California Cities' (League) 2015 Annual Business Meeting on Friday, October 2, 2015, at the San Jose Convention Center.

## **Fiscal Impact**

Expenses involved in attending the meeting have been accounted for in the adopted FY 2015-16 budget.

## **Commission Review and Recommendation**

This matter was not reviewed by a commission.

## **Background**

The City received a request from the League to designate a voting delegate to represent the City at the League's 2015 Annual Business Meeting scheduled on October 2, 2015, at the San Jose Convention Center. According to the League's bylaws, the City is required to designate, through City Council resolution, one delegate and up to two alternate voting delegates to the League in order for the City Official to vote during the Annual Business Meeting.

## **Analysis**

To ensure that the City is represented at the League's Annual Business Meeting, City Council action is required no later than September 18, 2015.

## **Legal Review**

The City Attorney has reviewed this item.

Designation of Voting Delegates and Alternates for the League of California Cities  
July 1, 2015  
Page 2 of 2

**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 Appointing Voting Delegate and Alternate
2. Voting Delegate/Alternate Form

**ATTACHMENT 1**  
Resolution Appointing  
Voting Delegate and Alternate

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

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
APPOINTING DELEGATES AND ALTERNATES TO  
THE LEAGUE OF CALIFORNIA CITIES AS  
OFFICIAL REPRESENTATIVES OF THE  
CITY OF SOUTH PASADENA**

**WHEREAS**, the Bylaws of the League of California Cities (League) require the appointment of a voting delegate and up to two alternate voting delegates to the League of California Cities by approval of a majority of the City Council; and

**WHEREAS**, the City Council desires to appoint a voting delegate and alternate for the League of California Cities Annual Business Meeting on Friday, October 2, 2015, at the San Jose Convention Center.

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

**SECTION 1.** Marina Khubesrian, M.D., is hereby appointed to serve as the voting delegate to the League of California Cities representing the City of South Pasadena.

**SECTION 2.** Sergio Gonzalez is hereby appointed to serve as the alternate voting delegate to the League of California Cities representing the City of South Pasadena.

**SECTION 3.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 1<sup>st</sup> day of July, 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 1<sup>st</sup> day of July, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

---

Evelyn G. Zneimer, City Clerk  
(seal)

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**ATTACHMENT 2**  
Voting Delegate/Alternate Form



<b>CITY:</b> <u>South Pasadena</u>
------------------------------------

**2015 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to the League office by Friday, September 18, 2015. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: Marina Khubesrian, M.D.  
Title: Councilmember

**2. VOTING DELEGATE - ALTERNATE**

Name: Sergio Gonzalez  
Title: City Manager

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.**

**OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_ Phone: \_\_\_\_\_  
(circle one) (signature)

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

**Please complete and return by Friday, September 18, 2015**

League of California Cities  
**ATTN: Kayla Gibson**  
1400 K Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

**FAX: (916) 658-8240**  
E-mail: kgibson@cacities.org  
(916) 658-8247

# 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: July 1, 2015

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager 

FROM: Paul Toor, P.E., Public Works Director   
Shin Furukawa, P.E., Deputy Public Works Director 

SUBJECT: **Adoption of a Resolution Approving Program Supplemental Agreement for Design of In-Roadway Warning Lights Funded by Highway Safety Improvement Program Grant Funds**

## Recommendation

It is recommended that the City Council authorize the City Manager to execute Program Supplemental Agreement No. N016 with the State of California Department of Transportation (Caltrans) for the design of in-roadway warning lights (IRWL) funded by Highway Safety Improvement Program (HSIP) grant funds.

## Fiscal Impact

There is no fiscal impact associated with adoption of this resolution. There is a 10% matching funds requirement for the project, which are budgeted in the proposed FY 2015-16 Budget.

## Commission Review and Recommendation

This matter was not reviewed by a Commission.

## Background

The HSIP is a federal-aid program contained in the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Surface Transportation Act signed into law on July 6, 2012. It is a competitive grant program which provides federal funding of up to 90% of the cost of a project which improves safety for users of a public road, bicycle or pedestrian pathway or trail. The City of South Pasadena (City) submitted a grant application to fund a project to install IRWL (commonly known as flashing crosswalks) at the intersections of Mission Street and Diamond Avenue, Mission Street and Fairview Avenue, and Fremont Avenue and Lyndon Street under Cycle 6 of the HSIP. The City was subsequently notified of a successful grant award in the amount of \$145,800 (with a local match requirement of \$16,200), and submitted an Authorization to Proceed. The Authorization to Proceed was received on May 11, 2015.

Prior to receiving any federal-aid or state funds from the Federal-aid Highway Program for a

Resolution to Execute Program Supplemental Agreement for Design of HSIP Flashing  
Crosswalks  
July 1, 2015  
Page 2 of 2

local project, agencies must execute an Administering Agency – State Agreement for Federal-Aid Projects (Master Agreement), which defines the general terms and conditions which must be met. The City executed Master Agreement No. 07-5071R on February 23, 2010.

**Analysis**

A Program Supplement (Supplemental Agreement) amends a Master Agreement to describe the phases, costs and special conditions that apply to a specific project. A Supplemental Agreement must be executed for each individual project, prior to processing of any invoices seeking reimbursement.

Caltrans requires agencies to adopt a resolution identifying the project and the official authorized to execute the Supplemental Agreement. This Supplemental Agreement is only for the design of the project. A separate Supplemental Agreement will be forthcoming for the construction of the project, which is anticipated to begin in early 2016.

**Legal Review**

The City Attorney has reviewed the Resolution and found it acceptable.

**Public Notification of Agenda Item**

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

**Attachments:**

1. Resolution
2. Supplemental Agreement

**ATTACHMENT 1**  
Resolution

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

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ADOPTING PROGRAM SUPPLEMENTAL AGREEMENT  
NO. N016 TO ADMINISTERING AGENCY-STATE AGREEMENT  
FOR FEDERAL-AID PROJECTS NO 07-5071R FOR THE  
DESIGN OF IN-ROADWAY WARNING LIGHTS FUNDED  
BY HIGHWAY SAFETY IMPROVEMENT PROGRAM  
CYCLE 6 GRANT FUNDS**

**WHEREAS**, the City of South Pasadena (City) entered into an Administering Agency–State Agreement for Federal-Aid Projects (Master Agreement) with the State of California Department of Transportation (Caltrans) on February 23, 2010, which defines the general terms and conditions which must be met to receive federal aid or state funds from the Federal-aid Highway Program for a local project; and

**WHEREAS**, on April 26, 2013, the City submitted a grant application for Cycle 6 of the Highway Safety Improvement Program (HSIP) to install in-roadway warning lights at the intersections of Mission Street and Diamond Avenue, Mission Street and Fairview Avenue, and Fremont Avenue and Lyndon Street (Project); and

**WHEREAS**, on November 15, 2013, the City was notified by Caltrans that the aforementioned project had been selected for implementation; and

**WHEREAS**, the City received authorization to proceed with preliminary engineering on April 23, 2015; and

**WHEREAS**, a Program Supplemental Agreement, which amends the Master Agreement to describe the phases, costs and special conditions that apply to a specific project, must be executed prior to processing of any invoices seeking reimbursement on the project.

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

**SECTION 1.** The City, as a condition of the payment by the State of any funds for this project, accepts and will comply with the special covenants or remarks set forth on Program Supplemental Agreement No. N016.

**SECTION 2.** Appoints the City Manager, or his/her 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 3.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 1<sup>st</sup> day of July, 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 1<sup>st</sup> day of July, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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

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**ATTACHMENT 2**  
Supplemental Agreement

**PROGRAM SUPPLEMENT NO. N016**  
to  
**ADMINISTERING AGENCY-STATE AGREEMENT**  
**FOR FEDERAL-AID PROJECTS NO 07-5071R**

**Adv Project ID**                      **Date:** June 2, 2015  
0715000266                      **Location:** 07-LA-0-SPAS  
**Project Number:** HSIPL-5071(019)  
**E.A. Number:**  
**Locode:** 5071

This Program Supplement hereby adopts and incorporates the Administering Agency-State Agreement for Federal Aid which was entered into between the Administering Agency and the State on 02/23/10 and is subject to all the terms and conditions thereof. This Program Supplement is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. \_\_\_\_\_ approved by the Administering Agency on \_\_\_\_\_ (See copy attached).

The Administering Agency further stipulates that as a condition to the payment by the State of any funds derived from sources noted below obligated to this PROJECT, the Administering Agency accepts and will comply with the special covenants or remarks set forth on the following pages.

**PROJECT LOCATION:**

Mission St/Diamond Ave, Mission St/Fairview Ave, and Fremount Ave/Lyndon St

**TYPE OF WORK:** Upgrade crosswalks; Install in-roadway warning lights                      **LENGTH:** 0.0(MILES)

Estimated Cost	Federal Funds		Matching Funds	
	MS3E		LOCAL	OTHER
\$15,000.00		\$13,500.00	\$1,500.00	\$0.00

**CITY OF SOUTH PASADENA**

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Attest \_\_\_\_\_

**STATE OF CALIFORNIA**  
Department of Transportation

By \_\_\_\_\_  
Chief, Office of Project Implementation  
Division of Local Assistance  
Date \_\_\_\_\_

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

**Accounting Officer** *[Signature]*                      **Date** 6/3/2015                      \$13,500.00

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT



**SPECIAL COVENANTS OR REMARKS**

1. A. The ADMINISTERING AGENCY will advertise, award and administer this project in accordance with the current published Local Assistance Procedures Manual.

B. ADMINISTERING AGENCY agrees that it will only proceed with work authorized for specific phase(s) with an "Authorization to Proceed" and will not proceed with future phase(s) of this project prior to receiving an "Authorization to Proceed" from the STATE for that phase(s) unless no further State or Federal funds are needed for those future phase(s).

C. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer within 60 days of project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract.

Failure to do so will cause a delay in the State processing invoices for the construction phase. Attention is directed to Section 15.7 "Award Package" of the Local Assistance Procedures Manual.

D. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current Local Assistance Procedures Manual.

E. Administering Agency shall not discriminate on the basis of race, religion, age, disability, color, national origin, or sex in the award and performance of any Federal-assisted contract or in the administration of its DBE Program Implementation Agreement. The Administering Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Federal-assisted contracts. The Administering Agency's DBE Implementation Agreement is incorporated by reference in this Agreement. Implementation of the DBE Implementation Agreement, including but not limited to timely reporting of DBE commitments and utilization, is a legal

**SPECIAL COVENANTS OR REMARKS**

obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Administering Agency of its failure to carry out its DBE Implementation Agreement, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

F. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

G. As a condition for receiving federal-aid highway funds for the PROJECT, the Administering Agency certifies that NO members of the elected board, council, or other key decision makers are on the Federal Government Exclusion List. Exclusions can be found at [www.sam.gov](http://www.sam.gov).

H. STATE and ADMINISTERING AGENCY agree that any additional funds which are made available for any new phase(s) of work by future Federal obligations will be encumbered on this PROJECT by use of a Federal Highway Administration-approved "Authorization to Proceed" (E-76) STATE Finance Letter. ADMINISTERING AGENCY agrees that Federal funds available for reimbursement will be limited to the amounts obligated by the Federal Highway Administration.

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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: July 1, 2015  
TO: Honorable Mayor and City Council  
FROM: Sergio Gonzalez, City Manager   
SUBJECT: **Approval of First Amendment to Agreement for Legal Services with Colantuono, Highsmith & Whatley, PC**

## **Recommendation**

It is recommended that the City Council approve the attached First Amendment to Agreement for Legal Services, which provides for an increase in the anticipated number of hours of legal retainer services and an increase in the monthly retainer.

## **Fiscal Impact**

Although the monthly retainer will be increased from \$7,875 to \$9,500, which represents an annual increase of \$19,500, this increase is within the approved budget of \$255,000 for legal services for FY 2015-16. The total budget for legal services was not increased from FY 2014-15. All hourly rates and fees for special services remain unchanged.

## **Commission Review and Recommendation**

There was no Commission review of this matter. The City Attorney is a direct report to the City Council.

## **Background**

In July 2014, the City Council appointed the law firm of Colantuono, Highsmith & Whatley, PC to serve as its City Attorney, after initiating and completing a competitive Request for Proposal (RFP) process which resulted in 13 responses and interviews with six different firms. Teresa Highsmith serves as City Attorney and Holly Whatley as Assistant City Attorney (assigned to the Planning Commission).

## **Analysis**

On June 3, 2015, the City Council conducted the City Attorney's annual Performance Evaluation in closed session, pursuant to Government Code Section 54957(b). The attached First Amendment to Agreement for Legal Services amends the retainer provision by increasing the anticipated number of retainer service hours to 50-52, for a monthly retainer of \$9,500. All other terms and conditions of the existing Agreement remain the same (Attachment 2).

## **Legal Review**

The City Attorney prepared the amendment to the Agreement.

First Amendment to Legal Services Agreement  
July 1, 2015  
Page 2 of 2

**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. First Amendment to Agreement for Legal Services
2. Agreement for Legal Services

**ATTACHMENT 1**  
First Amendment to Agreement  
for Legal Services

FIRST AMENDMENT TO AGREEMENT FOR LEGAL SERVICES  
FOR THE CITY OF SOUTH PASADENA

This First Amendment to Agreement ("Amendment") is made and entered into as of July 1, 2015, by and between the law firm of Colantuono, Highsmith & Whatley, PC ("the Firm") and the City of South Pasadena ("City").

R E C I T A L S:

- A. The City retained the Firm as its City Attorney as of June 2014.
- B. The City desires to continue to retain the Firm to discharge the duties of the office of City Attorney of the City of South Pasadena, designate a member of the Firm as City Attorney, and increase the number of hours of general legal service used on a monthly basis.
- B. The attorneys of the Firm are duly licensed under the laws of the State of California and are fully qualified to discharge the duties of the office of City Attorney and to provide the services contemplated by this Agreement.
- C. The City desires to receive legal services with the Firm for a fixed monthly retainer of \$9,500 which anticipates approximately 50-52 hours of general legal services.

NOW, THEREFORE, the parties hereto agree as follows:

**1. Scope of Services.** Paragraph 1 of the Agreement is hereby amended to read as follows:

'A. The Firm shall discharge the duties of the office of City Attorney of the City of South Pasadena and shall use its best efforts to provide legal services in a competent and professional manner. The Firm shall provide all legal services to the City of the kind and nature typically provided by an in-house City Attorney's office and as provided in the South Pasadena Municipal Code unless specifically stated otherwise in this Agreement or otherwise directed in writing by the City. Except where conflict of interest rules require otherwise, the Firm shall supervise the activities of all other counsel retained by or for the City and shall review the work of such counsel on behalf of the City.

B. The legal services to be provided by the Firm shall consist of those set forth in Exhibit "A-1" attached hereto and shall be billed at the rates set forth therein."

Except as modified by this Amendment, the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed as of July 1, 2015.

ATTEST:

CITY OF SOUTH PASADENA

\_\_\_\_\_  
Evelyn Zneimer  
CITY CLERK

By: \_\_\_\_\_  
Robert S. Joe  
MAYOR

COLANTUONO, HIGHSMITH & WHATLEY, PC

By: \_\_\_\_\_  
Teresa L. Highsmith  
Shareholder

## EXHIBIT "A-1"

### SCOPE OF SERVICES AND APPLICABLE BILLING RATES

#### I. GENERAL LEGAL SERVICES

A. *General Rates.* The general legal services to be provided by the Firm to the City shall include the following:

1. Provide routine legal assistance, advice and consultation to the City Council and to City staff relating to general public law issues, potential tort liability and risk management.
2. Prepare and review legal opinions, ordinances, resolutions, agreements and related documents.
3. Attend all meetings of the City Council and the Planning Commission and such meetings of other Boards and Commissions of the City as may from time to time be specified by the City.
4. Monitor pending state and federal legislation and regulations, and new case law, as appropriate.
5. Perform such other or additional general legal services as may be requested by the City, acting by and through the City Council or the City Manager.
6. Administer contracts that the City may have with other legal counsel.
7. Provide attorneys on-site for office hours as requested by the City Manager or the City Council.
8. Monitor the handling of liability cases by outside legal counsel and prepare a status report on all pending liability cases upon request.
9. Perform all duties of the office of City Attorney as provided in the Sierra Madre Municipal Code, except to the extent such duties are provided for in Sections II or III below.

With the exception of special projects which the City Attorney and City Manager agree will require 10 or more hours to complete, the general services described here shall be provided for a fixed monthly retainer of \$9,500. Special Projects within the scope of Section I but requiring 10 or more hours to complete and services outside the Scope of Sections II and III below shall be provided at the \$185/hour rate.

Where the City utilizes less than 38 hours of retainer work within a month, we will include any Special Projects which required 10 hours or more to complete to be captured within the retainer for that month and not billed separately (up to a maximum of 50 retainer hours for that month).

B. *Task Billing.* Upon request by City, Firm will propose flat-fee amounts to cover special projects defined above or specific tasks under Sections II and III below. When such task, flat-fee arrangements have been agreed upon, they shall control over the rates provided by this Agreement.

## II. LITIGATION SERVICES

A. The Firm will provide litigation services to the City in any and all matters assigned by the City, except as delegated pursuant to paragraph 11 of the Agreement, or as otherwise agreed in writing by the Firm and the City.

B. The litigation services specified in paragraph A shall be billed at the regular hourly rates of the attorneys and other professionals providing such services at the time those services are provided to a maximum of \$235 per hour, or as otherwise agreed pursuant to paragraph I.B. above. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

## III. OTHER SPECIALIZED LEGAL SERVICES

The specialized legal services (excluding those described above) to be provided by the Firm to the City shall include the following:

1. Legal services pertaining to labor, employment and personnel matters.
2. Advice regarding taxes, assessments, fees and other Financial Advice.
3. Environmental Legal Services other than routine review of negative declarations, environmental impact reports and other project-level environmental documentation.
4. Real Estate and Eminent Domain Services other than routine review of escrow documents, title reports and contracts of sale.
5. Insurance Coverage Services, such as advice and representation regarding disputes with the California Joint Powers Insurance Authority or another insurance provider.
6. Redevelopment Services.
7. Water Law Services.
8. Such other specialized services as may be required by the City.

The specialized legal services specified in this paragraph shall be billed at the regular hourly rates of the attorneys providing such services at the time those services are provided, up to a maximum of \$235 per hour. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

Exhibit B

Non-Retainer Hourly Billing Rates  
as of January 1, 2014

shareholders and senior contract attorneys	\$235
8 <sup>th</sup> year and more senior associates	\$230
7 <sup>th</sup> year associates	\$220
6 <sup>th</sup> year associates	\$210
5 <sup>th</sup> year associates	\$200
4 <sup>th</sup> year associates	\$195
3 <sup>rd</sup> year associates	\$185
2 <sup>nd</sup> year associates	\$180
1 <sup>st</sup> year associates	\$175
paralegals	\$125
legal assistants	\$100 to \$110

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**ATTACHMENT 2**  
Agreement for Legal Services

AGREEMENT FOR LEGAL SERVICES  
FOR THE CITY OF SOUTH PASADENA

This Agreement is made and entered into by and between the law firm of Colantuono, Highsmith & Whatley, PC ("the Firm") and the City of South Pasadena ("City").

RECITALS:

A. The City desires to retain the Firm to discharge the duties of the office of City Attorney of the City of South Pasadena and to designate a member of the Firm as City Attorney.

B. The attorneys of the Firm are duly licensed under the laws of the State of California and are fully qualified to discharge the duties of the office of City Attorney and to provide the services contemplated by this Agreement.

C. The City desires to receive legal services with the Firm for a fixed monthly retainer of \$7,875 which anticipates approximately 45 hours of general legal services.

NOW, THEREFORE, the parties hereto agree as follows:

**1. Scope of Services.**

A. The Firm shall discharge the duties of the office of City Attorney of the City of South Pasadena and shall use its best efforts to provide legal services in a competent and professional manner. The Firm shall provide all legal services to the City of the kind and nature typically provided by an in-house City Attorney's office and as provided in the South Pasadena Municipal Code unless specifically stated otherwise in this Agreement or otherwise directed in writing by the City. Except where conflict of interest rules require otherwise, or pursuant to the written request of the City Manager, the Firm shall supervise the activities of all other counsel retained by or for the City and shall review the work of such counsel on behalf of the City.

B. The legal services to be provided by the Firm shall consist of those set forth in Exhibit "A" attached hereto and shall be billed at the rates set forth therein.

**2. Designation of City Attorney.**

Teresa L. Highsmith is designated as City Attorney. Holly O. Whatley is designated as Assistant City Attorney. The parties understand and agree that the Firm may,

from time to time, utilize other attorneys within the Firm to assist Ms. Highsmith in the performance of this Agreement. In that event, the City Attorney shall be personally responsible for all work performed by such other attorneys, and shall ensure that all work is performed in a competent and professional manner.

### **3. Billing Procedures and Monthly Statements.**

A. The Firm shall submit to the City, within thirty (30) days after the end of each calendar month, an itemized statement of the professional services provided and the time expended to provide those services in the form customarily submitted by the Firm to clients which are billed on an hourly basis. The parties acknowledge that payment of all monthly statements is expected to be made within thirty (30) days of the billing date. The City will not be liable for interest or finance charges, although persistent late payment shall be a basis for the Firm to review its relationship with the City.

B. The Firm will bill the City for actual, out-of-pocket expenses such as, but not limited to, authorized travel (other than travel to or from City Hall), long-distance telephone calls, filing fees, duplication, computerized legal research (except as provided to the contrary below), and similar out-of-pocket expenditures. Photocopies shall be billed at 15 cents per page, outgoing faxes will be charged at \$1 per page. All other expenses will be billed at cost, without markup. The Firm will not charge for word-processing services or secretarial overtime. The Firm will make best efforts to avoid the use of outgoing faxes, and the costs associated with them, by use of email, U.S. Mail and other means. These items will be separately designated on the Firm's monthly statements as "disbursements," and will be billed in addition to fees for professional services. The Firm will not charge the City for routine computerized legal research such as Lexis-Nexis or Westlaw research, but will pass through to the City at cost, without markup, its cost for use of specialized databases outside the Firm's contract with Westlaw or a similar provider.

C. Time will be charged by the Firm in increments of 1/10 of an hour (*i.e.*, six-minute units). The rate structure in general, or the rates of attorneys of particular levels of experience, may be increased or altered from time to time, after written notice to, and approval by, the City. No such change shall affect the terms of Exhibit A to this Agreement absent amendment of this Agreement pursuant to Section 8 below. The current hourly rates of the firm's professionals for non-retainer services are shown in Exhibit B-attached-hereto.---

### **4. Resolution of Fee Disputes.**

The City is entitled to require that any fee dispute be resolved by binding arbitration in Los Angeles pursuant to the arbitration rules of the Los Angeles County Bar Association for legal fee disputes. In the event that City chooses not to utilize the County Bar Association's arbitration procedures, City agrees that all disputes regarding the professional services rendered or fees charged by the Firm shall be submitted to binding arbitration in Los Angeles to be conducted by JAMS in accordance with its commercial arbitration rules. THE CITY SHOULD REVIEW THIS PARAGRAPH CAREFULLY AND, IF IT WISHES, SEEK INDEPENDENT LEGAL COUNSEL REGARDING IT, AS

THE CITY AND THE FIRM ARE AGREEING TO FOREGO SIGNIFICANT RIGHTS IN THE EVENT OF A DISPUTE BETWEEN THE PARTIES, INCLUDING THE RIGHT TO A JURY TRIAL.

**5. Term of the Agreement.**

This Agreement shall be effective as of July , 2014 and shall be and remain in full force and effect until terminated in accordance with the provisions of Section 6 hereof.

**6. Termination of the Agreement.**

City has the right to terminate the Firm's representation at any time, without cause, subject to an obligation to give notice in writing to the Firm at least thirty (30) days prior to termination. Termination is effective thirty (30) days from the date of the written notice unless otherwise specified therein. The Firm has the same right, subject to the Firm's ethical obligations to allow the City sufficient notice prior to termination so that City will be able to arrange alternative representation. In either circumstance, City agrees to secure new counsel as quickly as possible and to cooperate fully in the substitution of the new counsel as counsel of record in any action in which the Firm may represent the City. The Firm agrees to cooperate fully in any such transition, including the transfer of files. Notwithstanding the termination of the Firm's representation, City will remain obligated to pay to the Firm all fees and costs incurred prior thereto.

**7. Files and Records.**

A. All legal files of the Firm pertaining to the City shall be and remain the property of City. The Firm will control the physical location of such files during the term of this Agreement.

B. The Firm shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all data, documents, proceedings, and activities.---

**8. Modifications to the Agreement.**

Unless otherwise provided in this Agreement, modifications relating to the nature, extent or duration of the Firm's professional services to be rendered hereunder shall require the prior written approval of the City Council of the City. Any such written approval shall be deemed to be a supplement to this Agreement and shall specify any changes in the Scope of Services and the agreed-upon billing rates to be charged by the Firm and paid by the City.

**9. Independent Contractor.**

No employment relationship is created by this Agreement. The Firm and its members shall, for all purposes, be an independent contractor to the City. The Firm and its members shall not be entitled to participate in any pension plan (including, without limitation, the Public Employees Retirement System), insurance, bonus, or other similar benefits provided to City employees.

**10. Nondiscrimination.**

In the performance of this Agreement, the Firm shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, medical condition, or any other unlawful basis.

**11. Assignment and Delegation.**

This Agreement contemplates the personal professional services of the Firm. Neither this Agreement nor any portion thereof shall be assigned or delegated without the prior written consent of the City. Delegation to attorneys outside the Firm shall be limited to those situations in which the Firm is disqualified by virtue of a conflict of interest, or where the Firm does not possess the expertise to competently perform services in a particular practice area. Delegation shall not be made without the prior written approval of the City Manager of the City. The Firm shall supervise delegated work, except where precluded from doing so by virtue of a conflict of interest, and where otherwise agreed to by the parties hereto.

**12. Insurance.**

A. The Firm currently maintains in full force and effect a professional liability insurance policy which provides coverage in an amount not less than \$2,000,000 per occurrence and \$2,000,000 aggregate. Said insurance policy provides coverage to the City for any damages or losses suffered by the City as a result of any error or omission or neglect by the Firm which arises out of the professional services required by this Agreement.

B. The Firm maintains Comprehensive General Liability Insurance with minimum limits of at least One Million Dollars (\$1,000,000) for each occurrence and in the aggregate for any personal injury, death, loss or damage.

C. The Firm currently maintains workers' compensation insurance in accordance with Section 3700 of the California Labor Code.

D. The Firm agrees to notify City in the event the limits of its insurance should fall below the coverages stated in paragraph A or B or if the insurance policies noted here are allowed to lapse and substitute insurance is not obtained.

**13. Indemnification.**

The Firm shall indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, or negligent acts, errors or omissions of the Firm in the performance of this Agreement.

**14. Conflicts of Interest.**

The Firm hereby covenants that it has no interest not disclosed to City and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services or confidential obligations hereunder except as the City may otherwise consent in writing prior to the acquisition by the Firm of such conflict. The Firm and its members shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.).

**15. Permits and Approvals.**

The Firm and its members shall obtain, at the Firm's sole cost and expense, all permits, and licenses necessary in the performance of this Agreement.

**16. Severability.**

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

**17. Notices**

Any notice or communication given under this Agreement shall be effective when deposited, postage prepaid, with the United States Postal Service and addressed to the contracting parties. Name, address, telephone and facsimile numbers of the parties are as follows:

City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030  
Attention: City Manager  
Telephone Number: (626) 403-7210  
Facsimile Number: (626) 403-7211

Colantuono, Highsmith & Whatley, PC  
300 S. Grand Avenue, Suite 2700  
Attention: Teresa L. Highsmith  
Telephone Number: (213) 542-5700  
Facsimile Number: (213) 542-5710

Either party may change the address to which notice or communication is to be sent by providing advance written notice to the other party.

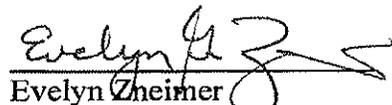
**18. Entire Agreement.**

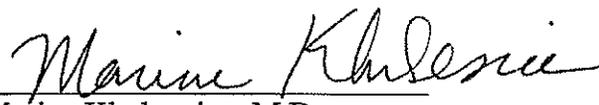
This Agreement, together with Exhibits "A" and "B" hereto, shall constitute the full and complete agreement and understanding of the parties and shall be deemed to supersede all other written or oral statements of any party hereto relating to the subject matter hereof

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed as of July 16, 2014.

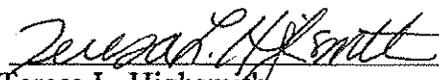
ATTEST:

CITY OF SOUTH PASADENA

  
Evelyn Zheimer  
CITY CLERK

By:   
Marina Khubesian, M.D.  
MAYOR

COLANTUONO, HIGHSMITH & WHATLEY, PC

By:   
Teresa L. Highsmith  
Shareholder

## EXHIBIT "A"

### SCOPE OF SERVICES AND APPLICABLE BILLING RATES

#### I. GENERAL LEGAL SERVICES

A. *General Rates.* The general legal services to be provided by the Firm to the City shall include the following:

1. Provide routine legal assistance, advice and consultation to the City Council and to City staff relating to general public law and public works issues, potential tort liability and risk management.
2. Prepare and review legal opinions, ordinances, resolutions, deeds, agreements and related documents. Review performance bonds, insurance certificates and like documents tendered to City.
3. Attend all meetings of the City Council and the Planning Commission and such meetings of other Boards and Commissions of the City as may from time to time be specified by the City.
4. Monitor pending state and federal legislation and regulations, and new case law, as appropriate and apprise the City Council and City Manager of important developments therein.
5. Perform such other or additional general legal services as may be requested by the City, acting by and through the City Council or the City Manager.
6. Upon the request of the City Manager, administer contracts that the City may have with other legal counsel.
7. Provide attorneys on-site for office hours as requested by the City Manager or the City Council and be promptly available for telephone consultation as needed.
8. Provide recommendations and advice when requested by the City Council pertaining to the retention of and employment of outside law specialists in complex and important legal matters in which the City may be involved. Monitor the handling of liability cases by outside legal counsel.
9. Submit a quarterly status of each matter in litigation, including code enforcement litigation. The City Attorney shall advise City Council and the City Manager of significant developments in litigation involving the City as they occur. The status report shall be submitted between the first and fifteenth of the

following months: April, July, October and January.

10. Review citations for violations of City ordinances in accordance with criminal/civil law and procedures; should a code enforcement matter become a litigation matter, whether civil or criminal, the preparation of pleadings and court appearances and trial by the City Attorney or Assistant City Attorney shall be billed at the litigation rate under Section II "Litigation Services."

11. Perform all duties of the office of City Attorney as provided in the South Pasadena Municipal Code, except to the extent such duties are provided for in Sections II or III below.

12. Generally, to oversee and manage the legal affairs of the City and to ensure that the policies, programs, and activities of the City and its employees and agents are carried out in compliance with all applicable law and that the best interest of the City are otherwise protected to the fullest extent possible.

With the exception of special projects which the City Attorney and City Manager agree will require 10 or more hours to complete, the general services described here shall be provided for a fixed monthly retainer of \$7,875. Special Projects within the scope of Section I but requiring 10 or more hours to complete and services outside the Scope of Sections II and III below shall be provided at the \$185/hour rate.

Where the City utilizes less than 30 hours of retainer work within a month, the Firm will include any Special Projects which required 10 hours or more to complete to be captured within the retainer for that month and not billed separately (up to a maximum of 45 retainer hours for that month).

B. *Task Billing.* Upon request by City, the Firm will propose flat-fee amounts to cover special projects defined above or specific tasks under Sections II and III below. When such task, flat-fee arrangements have been agreed upon, they shall control over the rates provided by this Agreement.

C. *Limitation of Duties.* Except as provided below, Attorney shall not be required to provide the following services:

1. Administration and legal representation of workers' compensation claims and litigation, except for general legal advice in the area of workers' compensation and review of settlements recommended by the City's contract administrators

2. Negotiation and interpretation of M.O.U.'s and other labor related matters, including disciplinary proceedings, except to provide general legal advice on personnel matters related to the City's Personnel Rules & Regulations, and at the request of the City, review recommendations of the City's contract labor attorneys; and

3. Legal services related to the issuance of municipal bonds, certificates of participation, or other types of capital improvement financing and assessment proceedings, and specialized development proceedings.

## II. LITIGATION SERVICES

A. The Firm will provide litigation services to the City in any and all matters assigned by the City, except as delegated pursuant to paragraph 11 of the Agreement, or as otherwise agreed in writing by the Firm and the City.

B. The litigation services specified in paragraph A shall be billed at the regular hourly rates of the attorneys and other professionals providing such services at the time those services are provided to a maximum of \$235 per hour, or as otherwise agreed pursuant to paragraph I.B. above. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

## III. OTHER SPECIALIZED LEGAL SERVICES

The specialized legal services (excluding those described above) to be provided by the Firm to the City shall include the following:

1. Legal services pertaining to labor, employment and personnel matters.
2. Advice regarding taxes, assessments, fees and other Financial Advice.
3. Environmental Legal Services other than routine review of negative declarations, environmental impact reports and other project-level environmental documentation.
4. Real Estate and Eminent Domain Services other than routine review of escrow documents, title reports and contracts of sale.
5. Insurance Coverage Services, such as advice and representation regarding
6. Redevelopment Services.
7. Water Law Services.

Such other specialized services as may be required by the City. The specialized legal services specified in this paragraph shall be billed at the regular hourly rates of the attorneys providing such services at the time those services are provided, up to a maximum of \$235 per hour. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

**EXHIBIT "B"**

**NON-RETAINER HOURLY BILLING RATES  
AS OF JANUARY 1, 2014**

shareholders and senior contract attorneys	\$235
8 <sup>th</sup> year and more senior associates	\$230
7 <sup>th</sup> year associates	\$220
6 <sup>th</sup> year associates	\$210
5 <sup>th</sup> year associates	\$200
4 <sup>th</sup> year associates	\$195
3 <sup>rd</sup> year associates	\$185
2 <sup>nd</sup> year associates	\$180
1 <sup>st</sup> year associates	\$175
paralegals	\$125
legal assistants	\$100 to \$110

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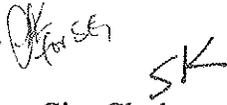
# City of South Pasadena Agenda Report

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: July 1, 2015

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager 

FROM: Sally Kilby, Interim Chief Deputy City Clerk

SUBJECT: **Adoption of Resolutions and Approval of Related Matters for the General Municipal Election November 3, 2015, Consolidating with the County of Los Angeles, to Elect Three City Councilmembers and to Approve Placing on the Ballot a Question Related to Extending and Increasing the Existing Library Special Tax**

## Recommendation

It is recommended that the City Council:

1. Adopt the following resolutions related to the November 3, 2015, General Municipal Election in which voters will be electing or re-electing three Councilmembers and voting on renewing the Library Special Tax for seven years until June 30, 2023, increasing it to account for a portion of Consumer Price Index (CPI) increments since 1994 and adding a CPI factor starting in year two:
  - a. Resolution calling and giving notice of the holding of a General Municipal Election Tuesday, November 3, 2015, for the election of certain officers and for the submission to the voters of a question relating to the extension and increase of the Library Special Tax and adding a CPI factor;
  - b. Resolution requesting consolidation with the Board of Supervisors of the County of Los Angeles (County);
  - c. Resolution directing the City Attorney to prepare an impartial analysis of the (Library Special Tax) Measure;
  - d. Resolution pertaining to arguments and rebuttals providing for the filing of rebuttal arguments for measures submitted at municipal elections;
  - e. Resolution adopting regulations for candidates' statements submitted to the voters at the General Municipal Election November 3, 2015; and
2. Approve language and terms of the Ballot Measure to extend the Library Special Tax with a 33 1/3% increase (increasing the tax from \$24-48/year to \$32-\$64/year for residential owners, depending on square footage, from \$24-\$96/year to \$32-128/year for non-residential parcel owners, depending on lot size; and from \$12/unit/year to \$16/unit/year for multi-family property owners) for seven years from July 1, 2016, until June 30, 2023; with a CPI adjustment beginning in year two; and approve requesting the

County of Los Angeles to designate the Measure as Measure L (for library), with second alternative Measure LL and third alternative Measure B (for Book).

### **Fiscal Impact**

Expenses for the November 3, 2015, General Municipal Election consolidated with the County of Los Angeles have been budgeted in the proposed Fiscal Year (FY) 2015-16 Budget (Election Budget). The largest cost is for services rendered by the Los Angeles County Registrar-Recorder/County Clerk (LACRR/CC). The estimate provided by LACRR/CC is \$64,000 if the City of South Pasadena (City) shares costs with one agency (South Pasadena Unified School District) or \$110,000 if sharing with no other agency. (This is determined by whether there are more candidates than positions—two—filing for School Board.) This is only an estimate, and changes in a number of factors can impact the final billing from LACRR/CC. Additional expenditures total less than \$5,000, which includes translation and publication of notices in Spanish, Chinese, and Korean (required). Personnel costs are included in the City Clerk's Office Budget.

### **Commission Review and Recommendation**

There was a unanimous general consensus of The Library Board of Trustees (LBT) to place a Measure on the November 3, 2015, General Municipal Election ballot to renew the Library Special Tax with the proposed increase, addition of a CPI factor, and renewal for seven years. Members of the newly formed Measure L Committee, chaired by a former member of the LBT, provided testimony at the May 6, 2015, and June 3, 2015, City Council Meetings supporting the proposal. The Measure L Committee reviewed the proposed Library Special Tax ballot language and supported revised ballot language at the June 17, 2015, City Council Meeting. The Committee supports the current proposed ballot language.

### **Background**

This is the fourth time that the City has conducted a consolidated General Municipal Election with the County. The City saves in numerous ways by consolidating with the County, and one way is by sharing costs with agencies in the jurisdiction. In 2017, the City could potentially share costs with Pasadena City College and the South Pasadena Unified School District (District). This year, the City can potentially share with the District (as two positions are open).

This year, the City will have three City Council positions and one Measure on the ballot. The Library Special Tax, first approved in 1994, is up for its fourth renewal in June 2016. Although that is almost a year away, since Municipal Elections are held every two years in odd-numbered years, the Library Special Tax would expire prior to the next regularly scheduled Municipal Election in November 2017. At the May 6, 2015, City Council Meeting, the City Council recommended that options for increasing the tax be explored. At the June 3, 2015, City Council Meeting, the City Council approved LBT and Measure L Committee recommendations to place a Measure on the November 3, 2015, General Municipal Election ballot asking voters to vote on renewing the Library Special Tax, extending it for seven years, increasing it by 33 1/3%, for the

first year (which is less than the 61% cost of living increase since 1994), and adding a CPI factor beginning in year two.

At the June 17, 2015, City Council Meeting, the City Council was scheduled to approve all resolutions related to the upcoming November 3, 2015, General Municipal Election. This included approving the final Library Special Tax Measure ballot language. The Measure L Committee had made some suggestions for modification of the ballot language, and Mayor Pro Tem Mahmud made additional suggestions. After further discussion, it was decided that the entire agenda item would be continued until the July 1, 2015, City Council Meeting in order to revise the proposed ballot language to improve clarity while still meeting legal requirements.

### **Analysis**

Standard resolutions for the calling and conducting of an election consolidated with the County are attached. In addition, the Library Special Tax Measure ballot language has been revised in accord with the City Council's direction and input from various sources and is included in the resolutions.

The nomination period for candidates for the City Council begins July 13, 2015, and ends August 7, 2015 (if an incumbent does not file, the filing period is extended until August 12, 2015). The deadline to submit arguments in support of and in opposition to the Measure (300-word limit) is July 27, 2015, and the deadline to submit rebuttals (250-word limit) is August 6, 2015. All deadlines will be communicated to the public in four languages.

Staff assumed that, as in prior elections, in the event of a tie vote for the City Council positions, that the winner will be determined by lot. That provision is included in the pertinent resolution.

In regard to the Library Special Tax Measure arguments, staff assumed that, as in prior elections, the City Council would not choose to file any written arguments regarding the City Measure, preferring instead that interested citizens or committees file arguments regarding the Measure. Therefore, no language has been included in any of the resolutions, as permitted by state law, that would give Council-submitted arguments priority over any others. The request for the City's preferred Measure Letter Designation, i.e., Measure L, will be submitted to the County as soon as the resolutions are adopted.

### **Legal Review**

The City Attorney has participated in preparing this item and has reviewed all documents.

### **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*.

Resolutions for General Municipal Election  
July 1, 2015  
Page 4 of 4

Attachments:

1. Resolution calling and giving notice of an election
2. Resolution requesting consolidation with the Board of Supervisors of the County of Los Angeles for the November 3, 2015 General Municipal Election
3. Resolution directing the City Attorney to prepare an impartial analysis
4. Resolution regarding the filing of rebuttal arguments
5. Resolution on regulations for candidates' statements

**ATTACHMENT 1**  
**Resolution Calling and**  
**Giving Notice of an Election**

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

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL  
ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2015,  
FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED  
BY THE PROVISIONS OF THE LAWS OF THE STATE OF  
CALIFORNIA RELATING TO GENERAL LAW CITIES AND  
FOR THE SUBMISSION TO THE VOTERS A QUESTION  
RELATING TO THE EXTENSION AND INCREASE  
IN THE LIBRARY SPECIAL TAX**

**WHEREAS**, under the provisions of the laws relating to General Law Cities in the State of California, a City of South Pasadena (City) General Municipal Election shall be held on November 3, 2015, for the election of Municipal Officers; and

**WHEREAS**, the City Council also desires to submit to the voters at the election a question relating to the extension and increase in the Library Special Tax; and

**WHEREAS**, a special tax to support the City of South Pasadena Public Library (Library) was first approved in 1994, and has been renewed by the City's voters three times since then; and

**WHEREAS**, unless it is renewed again by the voters, the Library Special Tax will expire on June 30, 2016, and a major funding source dedicated to the Library's maintenance, operating, and administrative costs will disappear; and

**WHEREAS**, the Library Special Tax has remained constant since it was first approved in 1994, and it thus has not kept pace with inflation (approximately 61%) that has accrued over more than two decades; and

**WHEREAS**, the City Council wishes to seek the voters' approval to (1) extend the Library Special Tax for seven years to June 30, 2023; and (2) allow the Library Special Tax to increase to account for approximately 33.3% of the inflation that has accrued since 1994 and that will accrue in the future; and

**WHEREAS**, the revisions to the Library Special Tax proposed by the City Council are limited to a seven-year extension and an increase to address inflation, and all other restrictions on this tax in the South Pasadena Municipal Code will remain in effect; all current exemptions to this tax will remain in place; revenue collected through the tax will continue to be used only to pay Library maintenance and operation costs; the tax must be decreased if the City Council does not also support Library costs with sufficient revenue from the City's General Fund; and any surplus Library tax revenue left over from

the previous fiscal year must be considered when the City levies this Library Special Tax in the current fiscal year.

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

**SECTION 1.** That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of South Pasadena, California, on Tuesday, November 3, 2015, a General Municipal Election for the purpose of electing three (3) members of the City Council for the full term of four years.

**SECTION 2.** That the City Council, pursuant to its right and authority, does order submitted to the voters of the General Municipal Election the following question:

To keep the South Pasadena Public Library open every day and to help update its technology, shall an ordinance be adopted extending the Library Special Tax for 7 years; setting the rate for homeowners at \$32-\$64/year depending on residential square footage; for non-residential property owners at \$32-\$128/year based on lot size and for multi-family property owners at \$16/unit; and adding an annual Los Angeles Consumer Price Index adjustment?	YES
	NO

**SECTION 3.** That the proposed complete text of the measure (Ordinance) submitted to the voters is attached as Exhibit "A."

**SECTION 4.** That the vote requirement for the measure to pass is 2/3 (.666%) of the votes cast. Only the qualified electors of the City of South Pasadena are entitled to vote on the Library Special Tax (Measure).

**SECTION 5.** That the ballots to be used at the election shall be in form and content as required by law.

**SECTION 6.** The Chief Deputy City Clerk is authorized, instructed and directed to coordinate with the County of Los Angeles Registrar-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

**SECTION 7.** That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight p.m. of the same day when the polls shall be closed, pursuant to Elections Code Section 10242, except as provided in Section 14401 of the Elections Code of the State of California.

**SECTION 8.** That in all particulars not recited in this resolution, the General Municipal Election shall be held and conducted as provided by law for holding municipal elections.

**SECTION 9.** That notice of the time and place of holding the election is given and the Chief Deputy City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

**SECTION 10.** That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of Los Angeles Registrar-Recorder/County Clerk, the City Council, in accordance with Elections Code Section 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

**SECTION 11.** That the City Council authorizes the Chief Deputy City Clerk to administer said election, as conducted by the County of Los Angeles Registrar-Recorder/County Clerk, and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

**SECTION 12.** That 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 1<sup>st</sup> day of July, 2015.

\_\_\_\_\_  
Robert S. Joe, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
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 1<sup>st</sup> day of July, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

---

Evelyn G. Zneimer, City Clerk  
(seal)

**Exhibit "A"**

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

**AN ORDINANCE OF THE PEOPLE  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
AS APPROVED BY THE CITY'S ELECTORS AT THE  
GENERAL MUNICIPAL ELECTION HELD NOVEMBER 3, 2015,  
TO EXTEND THE EXISTING LIBRARY SPECIAL TAX  
FROM JULY 1, 2016 THROUGH JUNE 30, 2023, AND TO  
INCREASE THE LIBRARY SPECIAL TAX IN  
PROPORTION TO INFLATION**

**NOW THEREFORE**, The People of the City of South Pasadena ordain as follows:

**SECTION 1. Extension of Library Special Tax.** Section 2.89-6 of the South Pasadena Municipal Code is amended to read as follows:

**2.89-6 Term.**

The library special tax provided for herein may be levied annually until June 30, 2023. Such levy may only be extended with the approval of two-thirds of the electors of the city voting upon the extension at a municipal election.

**SECTION 2. Increase in Library Special Tax.** Subdivision (a) of Section 2.89-5 of the South Pasadena Municipal Code is amended to read as follows:

**2.89-5 Tax rate; contingency**

(a) An annual special tax is levied on the categories of property in the jurisdiction of the city as shown in that certain Report of the Rate and Method of Apportionment, prepared by BSI Consultants, Inc., dated February 9, 1994, attached as Exhibit 1 to Ordinance No. 2025 and incorporated herein by reference as though fully set forth.

(1) In Fiscal Year 2016–2017, the maximum rates for the special tax imposed by this article shall be those noted in Table A below:

<b>Table A: Library Special Tax Rates for Fiscal Year 2016–2017</b>		
<b>Type of Land Use</b>	<b>Size</b>	<b>Tax</b>
Single-family residential; condominiums	Up to 2,000 square feet of buildable area	\$32
	Between 2,001 and 4,000 square feet of buildable area	\$48
	Larger than 4,000 square feet of buildable area	\$64
Multi-family residential units	All	\$16 per unit on a multi-family residential parcel
Non-residential parcels	Up to ¼ acre	\$32
	More than ¼ and up to ½ acre	\$64
	More than ½ and up to ¾ acre	\$96
	More than ¾ acre	\$128

(2) In fiscal year 2017–2018, and in each subsequent fiscal year, the maximum rates for the special tax imposed by this article shall increase according to the increase, if any, in the Consumer Price Index for All Urban Consumers (CPI-U, Los Angeles Area) prepared by the Bureau of Labor Statistics of the United States Department of Labor for the Los Angeles-Riverside-Orange County region, or any successor index thereto.

**SECTION 3. Authority to Impose Tax.** Section 2.89-3 of the South Pasadena Municipal Code is amended to read as follows:

**2.89-3 Special Tax**

(a) There is imposed a special tax on each residential dwelling unit or nonresidential parcel within the city of South Pasadena for the purposes set forth in this article at the rate specified herein.

(b) This tax is enacted under the authority of Article XI, Section 7 of the California Constitution.

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

Page 6

**SECTION 4. Savings Clause.** If any section, subsection, part, clause, sentence or phrase of this ordinance or the application thereof is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, the validity of the remaining portions of this ordinance, the application thereof and the tax imposed shall not be affected thereby, but shall remain in full force and effect, it being the intent of the People to adopt each and every section, subsection, part, clause, or phrase regardless of whether any other section, subsection, part, clause, or phrase or the application thereof is held to be invalid or unconstitutional.

**SECTION 5.** This ordinance shall take effect the date the results of the November 3, 2015 General Municipal Election are certified, no more than 30 days following the election, but only if the ordinance receives approval from at least two-thirds of the qualified electors voting on the ballot measure regarding this ordinance.

**I HEREBY CERTIFY** the foregoing ordinance was passed by \_\_\_\_\_% of voters who voted on the Measure (results) at the General Municipal Election held in the City of South Pasadena on November 3, 2015.

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

**ATTACHMENT 2**  
Resolution Requesting Consolidation  
With the Board of Supervisors  
Of the County of Los Angeles

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

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
REQUESTING THE BOARD OF SUPERVISORS OF THE  
COUNTY OF LOS ANGELES TO CONSOLIDATE A  
GENERAL MUNICIPAL ELECTION TO BE HELD ON  
NOVEMBER 3, 2015, WITH THE SCHOOL ELECTION  
TO BE HELD ON THE DATE PURSUANT TO  
SECTION 10403 OF THE ELECTIONS CODE**

**WHEREAS,** the City Council of the City of South Pasadena called a General Municipal Election to be held on November 3, 2015, for the purpose of the election of three Members of the City Council; and

**WHEREAS,** the City Council is submitting to the voters the question relating to the extension and increase in the Library Special Tax; and

**WHEREAS,** it is desirable that the General Municipal Election be consolidated with the School Election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same, and that the County Election Department of the County of Los Angeles canvass the returns of the General Municipal Election and that the General Municipal Election be held in all respects as if there were only one election.

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

**SECTION 1.** That pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a General Municipal Election with the School election on Tuesday, November 3, 2015, for the purpose of the election of three Members of the City Council for terms that end in November 2019.

**SECTION 2.** That a Measure is to appear on the ballot as follows:

To keep the South Pasadena Public Library open every day and to help update its technology, shall an ordinance be adopted extending the Library Special Tax for 7 years; setting the rate for homeowners at \$32-\$64/year depending on residential square footage; for non-residential property owners at \$32-\$128/year based on lot size and for multi-family property owners at \$16/unit; and adding an annual Los Angeles Consumer Price Index adjustment?	YES
	NO

**SECTION 3.** That the proposed complete text of the Measure (Ordinance) submitted to the voters is attached as Exhibit "A."

**SECTION 4.** That the vote requirement for the measure to pass is 2/3 (.666%) of the votes cast.

**SECTION 5.** That the County Election Department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

**SECTION 6.** That the County Board of Supervisors is requested to issue instructions to the County Election Department to take any and all steps necessary for the holding of the consolidated election.

**SECTION 7.** That the City of South Pasadena recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

**SECTION 8.** That the Chief Deputy City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County Election Department of the County of Los Angeles.

**SECTION 9.** 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 1<sup>st</sup> day of July, 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 1<sup>st</sup> day of July, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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

**Exhibit "A"**

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

**AN ORDINANCE OF THE PEOPLE  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
AS APPROVED BY THE CITY'S ELECTORS AT THE  
GENERAL MUNICIPAL ELECTION HELD NOVEMBER 3, 2015,  
TO EXTEND THE EXISTING LIBRARY SPECIAL TAX  
FROM JULY 1, 2016 THROUGH JUNE 30, 2023, AND TO  
INCREASE THE LIBRARY SPECIAL TAX IN  
PROPORTION TO INFLATION**

**NOW THEREFORE**, The People of the City of South Pasadena ordain as follows:

**SECTION 1. Extension of Library Special Tax.** Section 2.89-6 of the South Pasadena Municipal Code is amended to read as follows:

**2.89-6 Term.**

The library special tax provided for herein may be levied annually until June 30, 2023. Such levy may only be extended with the approval of two-thirds of the electors of the city voting upon the extension at a municipal election.

**SECTION 2. Increase in Library Special Tax.** Subdivision (a) of Section 2.89-5 of the South Pasadena Municipal Code is amended to read as follows:

**2.89-5 Tax rate; contingency**

(a) An annual special tax is levied on the categories of property in the jurisdiction of the city as shown in that certain Report of the Rate and Method of Apportionment, prepared by BSI Consultants, Inc., dated February 9, 1994, attached as Exhibit 1 to Ordinance No. 2025 and incorporated herein by reference as though fully set forth.

(1) In Fiscal Year 2016–2017, the maximum rates for the special tax imposed by this article shall be those noted in Table A below:

<b>Table A: Library Special Tax Rates for Fiscal Year 2016–2017</b>		
<b>Type of Land Use</b>	<b>Size</b>	<b>Tax</b>
Single-family residential; condominiums	Up to 2,000 square feet of buildable area	\$32
	Between 2,001 and 4,000 square feet of buildable area	\$48
	Larger than 4,000 square feet of buildable area	\$64
Multi-family residential units	All	\$16 per unit on a multi-family residential parcel
Non-residential parcels	Up to ¼ acre	\$32
	More than ¼ and up to ½ acre	\$64
	More than ½ and up to ¾ acre	\$96
	More than ¾ acre	\$128

(2) In fiscal year 2017–2018, and in each subsequent fiscal year, the maximum rates for the special tax imposed by this article shall increase according to the increase, if any, in the Consumer Price Index for All Urban Consumers (CPI-U, Los Angeles Area) prepared by the Bureau of Labor Statistics of the United States Department of Labor for the Los Angeles-Riverside-Orange County region, or any successor index thereto.

**SECTION 3. Authority to Impose Tax.** Section 2.89-3 of the South Pasadena Municipal Code is amended to read as follows:

**2.89-3 Special Tax**

(a) There is imposed a special tax on each residential dwelling unit or nonresidential parcel within the city of South Pasadena for the purposes set forth in this article at the rate specified herein.

(b) This tax is enacted under the authority of Article XI, Section 7 of the California Constitution.

**SECTION 4. Savings Clause.** If any section, subsection, part, clause, sentence or phrase of this ordinance or the application thereof is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, the validity of the remaining portions of this ordinance, the application thereof and the tax imposed shall not be affected thereby, but shall remain in full force and effect, it being the intent of the People to adopt each and every section, subsection, part, clause, or phrase regardless of whether any other section, subsection, part, clause, or phrase or the application thereof is held to be invalid or unconstitutional.

**SECTION 5.** This ordinance shall take effect the date the results of the November 3, 2015 General Municipal Election are certified, no more than 30 days following the election, but only if the ordinance receives approval from at least two-thirds of the qualified electors voting on the ballot measure regarding this ordinance.

**I HEREBY CERTIFY** the foregoing ordinance was passed by \_\_\_\_% of voters who voted on the Measure (results) at the General Municipal Election held in the City of South Pasadena on November 3, 2015.

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

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**ATTACHMENT 3**  
Resolution Directing the City Attorney  
To Prepare An Impartial Analysis

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

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
REGARDING A CITY MEASURE AND DIRECTING  
THE CITY ATTORNEY TO PREPARE AN  
IMPARTIAL ANALYSIS**

**WHEREAS,** a General Municipal Election is to be held in the City of South Pasadena, California (City) on Tuesday, November 3, 2015, at which there will be submitted to the voters the following Measure:

To keep the South Pasadena Public Library open every day and to help update its technology, shall an ordinance be adopted extending the Library Special Tax for 7 years; setting the rate for homeowners at \$32-\$64/year depending on residential square footage; for non-residential property owners at \$32-\$128/year based on lot size and for multi-family property owners at \$16/unit; and adding an annual Los Angeles Consumer Price Index adjustment?

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

**SECTION 1.** That the City Council directs the Chief Deputy City Clerk to transmit a copy of the Measure to the City Attorney, unless the organization or salaries of the Office of the City Attorney are affected.

- a. The City Attorney shall prepare an impartial analysis of the Measure not exceeding 500 words showing the effect of the Measure on the existing law and the operation of the Measure. If the Measure affects the organization or salaries of the Office of the City Attorney, the Chief Deputy City Clerk shall prepare the impartial analysis.
- b. The analysis shall include a statement indicating whether the Measure was placed on the ballot by a petition signed by the requisite number of voters or by the governing body of the City.
- c. In the event that the entire text of the Measure is not printed on the ballot, nor in the voter information portion of the sample ballot, there shall be printed immediately below the impartial analysis, in no less than 10-point type, the following: "The above statement is an impartial analysis of Measure XX. If

following: "The above statement is an impartial analysis of Measure XX. If you desire a copy, please call the election official's office at (626) 403-7230, and a copy will be mailed at no cost to you."

- d. The impartial analysis shall be filed by the date set by the Chief Deputy City Clerk for the filing of primary arguments.

**SECTION 2.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 1<sup>st</sup> day of July, 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 1<sup>st</sup> day of July, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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

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**ATTACHMENT 4**  
Resolution Regarding the  
Filing of Rebuttal Arguments

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
PROVIDING FOR THE FILING OF REBUTTAL  
ARGUMENTS FOR CITY MEASURES  
SUBMITTED AT MUNICIPAL ELECTIONS**

**WHEREAS**, Section 9282 of the Elections Code of the State of California provides for written arguments to be filed in favor of or against city measures not to exceed 300 words in length; and

**WHEREAS**, Section 9285 of the Elections Code of the State of California authorizes the City Council, by majority vote, to adopt provisions to provide for the filing of rebuttal arguments for city measures submitted at municipal elections.

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

**SECTION 1.** That pursuant to Section 9285 of the Elections Code of the State of California, when the elections official has selected the arguments for and against the measure not exceeding 300 words each that will be printed and distributed to the voters, the elections official shall send a copy of an argument in favor of the proposition to the authors of any argument against the measure and a copy of an argument against the measure to the authors of any argument in favor of the measure immediately upon receiving the arguments.

The author or a majority of the authors of an argument relating to a city measure may prepare and submit a rebuttal argument not exceeding 250 words or may authorize in writing any other person or persons to prepare, submit, or sign the rebuttal argument.

A rebuttal argument may not be signed by more than five (5) authors.

The rebuttal arguments shall be filed with the Chief Deputy City Clerk, signed, with the printed name(s) and signature(s) of the author(s) submitting it, or if submitted on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers, not more than 10 days after the final date for filing direct arguments. The rebuttal arguments shall be accompanied by the Form of Statement To Be Filed By Author(s) of Argument.

Rebuttal arguments shall be printed in the same manner as the direct arguments. Each rebuttal argument shall immediately follow the direct argument that it seeks to rebut.

**SECTION 2.** That all previous resolutions providing for the filing of rebuttal arguments for city measures are repealed.

**SECTION 3.** That the provisions of Section 1 shall apply only to the General Municipal Election to be held Tuesday, November 3, 2015, and shall then be repealed.

**SECTION 4.** 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 1<sup>st</sup> day of July, 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 1<sup>st</sup> day of July, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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

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**ATTACHMENT 5**  
Resolution on Regulations  
For Candidates' Statements

**RESOLUTION NO. \_\_\_\_****A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ADOPTING REGULATIONS FOR CANDIDATES FOR  
ELECTIVE OFFICE PERTAINING TO CANDIDATES'  
STATEMENTS SUBMITTED TO THE VOTERS AT A  
GENERAL MUNICIPAL ELECTION TO BE HELD  
ON TUESDAY, NOVEMBER 3, 2015**

**WHEREAS**, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement.

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

**SECTION 1. GENERAL PROVISIONS.**

That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of South Pasadena on November 3, 2015, may prepare a candidate's statement on an appropriate form provided by the Chief Deputy City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the Office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

**SECTION 2. FOREIGN LANGUAGE POLICY.**

- A. Pursuant to the Federal Voting Rights Act, candidates' statements will be translated into all languages required by the County of Los Angeles (County). The County is required to translate candidates' statements into the following nine languages for the translated sample ballot booklet: Spanish, Chinese, Japanese, Korean, Tagalog, Vietnamese, Thai, Hindi, and Khmer.
- B. The County will print and mail sample ballots in English to all registered voters. If the candidate submits a candidate's statement for the sample ballot, the County can include a Spanish translation of the statement—if the candidate requests this and ~~agrees~~ pays to pay for the printing. Otherwise, Spanish-

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

Page 2

language sample ballots, which include all candidates' statements, will be sent to those on the County voter file as having requested a sample ballot in Spanish (required for the City of South Pasadena). The County will also make such sample ballots available through its website and its multilingual hotline.

- C. The County will mail separate sample ballots, which include candidates' statements, in Chinese and Korean to those voters who are on the County voter file as having requested a sample ballot in Chinese or Korean (required for the City of South Pasadena). The County will also make such sample ballots available through its website and its multilingual hotline.
- D. The County will make the sample ballot available in the remainder of the languages required by law, i.e., Japanese, Tagalog, Vietnamese, Thai, Hindi, and Khmer, which are not required in South Pasadena, through its website.
- E. The County will make the sample ballots, which include all candidates' statements, available at all polling places in Spanish, Chinese, and Korean. Language assistance in nine required languages is available at the polling places from the County of Los Angeles through the multilingual hotline.

### SECTION 3. PAYMENT.

#### A. Translations:

1. The candidate shall not be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in Section 2 above pursuant to Federal and/or State law.

#### B. Printing:

1. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the main voter pamphlet.
2. The candidate shall be required to pay for the cost of printing the candidate's statement in Spanish in the main voter pamphlet.
3. The candidate shall not be required to pay for the cost of printing the candidate's statement in a required language in the translated sample ballot (not in the main voter pamphlet mailed to all voters).

The Chief Deputy City Clerk shall obtain an estimate from the County of the total cost of printing, handling, translating, and mailing the candidates' statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the Chief Deputy City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final

actual cost. In the event of underpayment, the Chief Deputy City Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the Chief Deputy City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

**SECTION 4. MISCELLANEOUS.**

- A. Candidates' statements will be translated by translators qualified by the County.
- B. The County will determine various formatting styles permitted in the candidates' statements, e.g., bold type, capitalization, bullets.
- C. The Chief Deputy City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections as determined by the County.

**SECTION 5. ADDITIONAL MATERIALS.**

No candidate will be permitted to include additional materials in the sample ballot package.

**SECTION 6.** That the Chief Deputy City Clerk shall provide each candidate or the candidate's representative a copy of this resolution at the time nominating petitions are issued.

**SECTION 7.** That all previous resolutions establishing City Council policy on payment for candidates' statements shall then be repealed.

**SECTION 8.** That this resolution shall apply only to the General Municipal Election to be held on November 3, 2015, and shall then be repealed.

**SECTION 9.** 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 1<sup>st</sup> day of July, 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 1<sup>st</sup> day of July, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

---

Evelyn G. Zneimer, City Clerk  
(seal)

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# City of South Pasadena/ Redevelopment Successor Agency Agenda Report

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

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

COUNCIL AGENDA: July 1, 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 \$694,580.22 and Payroll in the Amount of \$407,888.64**

### **Recommendation**

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

### **Fiscal Impact**

Prepaid Warrants:		
Warrant # 188837 – 189004		\$ 694,580.22
Payroll 06-19-15		<u>\$ 407,888.64</u>
Total		\$ 1,102,468.86

### **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  
July 1, 2015  
Page 2 of 2

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. Payroll 06-19-15
4. Redevelopment Successor Agency Check Summary Total

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

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

Fund No.	Date 07.01.15 Amounts		Payroll
	Prepaid	Written	
General Fund	101	214,311.59	244,140.02
Insurance Fund	103		
Facilities & Equip.Cap. Fund	105	14,683.01	
Local Transit Return "A"	205	3,337.05	4,689.90
Local Transit Return "C"	207		3,953.93
Sewer Fund	210	790.44	10,238.73
CTCTraffic Improvement	211		
Street Lighting Fund	215	17,713.66	8,316.00
Public,Education & Govt Fund	217		
Clean Air Act Fund	218		
Business Improvement Tax	220		
Gold Line Mitigation Fund	223		
Mission Meridian Public Garage	226		
Housing Authority Fund	228		
State Gas Tax	230	42,972.79	14,044.49
County Park Bond Fund	232	1,341.76	
Measure R	233		
MSRC Grant Fund	238		
Bike & Pedestrian Paths	245		
Capital Growth Fund	255		
CDBG	260		
Asset Forfeiture	270		
Police Grants - State	272		
Police Subventions-CLEEP	273		
Homeland Security Grant	274		
Park Impact Fees	275	24,550.00	
Public Library Fund Grant	280		
Arroyo Seco Golf Course	295		
Sewer Capital Projects Fund	310	26,185.00	
Water Fund	500	206,140.10	44,728.19
Public Financing Authority	550		
Payroll Clearing Fund	700	142,554.82	71,627.18
Employee Special Event Fund	900		
Redev.Oblig.Retirement Fund	927		
<b>Column Totals</b>		<b>694,580.22</b>	<b>401,738.44</b>
<b>City Report Totals</b>			<b>1,096,318.66</b>
<b>Recap by fund</b>	<b>Fund No.</b>	<b>Amounts</b>	
		<b>Prepaid</b>	<b>Written</b>
RSA	227	-	-
			<b>Payroll</b>
			6,150.20
<b>Column Totals</b>		-	-
			6,150.20
<b>RSA Report Totals</b>			6,150.20
		<b>Amounts</b>	
		<b>Prepaid</b>	<b>Written</b>
		694,580.22	-
			<b>Payroll</b>
			407,888.64
<b>Grand Report Total</b>			<b>1,102,468.86</b>

Robert S. Joe, Mayor

  
David Batt, Finance Director

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

<b>Voided Checks</b>	
<b>184094</b>	<b>\$75.00</b>
<b>188836</b>	<b>\$100.00</b>
<b>188841</b>	<b>\$54.62</b>
<b>188872</b>	<b>\$3,882.50</b>

**Acorn Media**

Inv. 00035711				
05/27/15	Dual Monitor Swing Arm Yard Di	101-6010-6601-8120-000		99.17
05/27/15	Dual Monitor Swing Arm Yard Di	215-6010-6201-8020-000		99.17
05/27/15	Dual Monitor Swing Arm Yard Di	215-6010-6201-8020-000		99.18
Inv. 00035748				
06/05/15	Bldg Maint. Chair Replacement	101-6010-6601-8120-000		274.38
Ck. 06/25/15 188899	Total			571.90

**Acorn Technology Corp.**

Inv. 17211				
04/30/15	PD Additional IT Support Svcs	101-4010-4011-8170-000		1,332.50
04/30/15	PD Additional IT Support Svcs	101-4010-4011-8170-000		2,550.00
Ck. 06/18/15 188872	V Total			3,882.50

Inv. 17211				
04/30/15	PD Additional IT Support Svcs	101-4010-4011-8170-000		3,882.50
Ck. 06/18/15 188898	Total			3,882.50

**Alhambra Car Wash**

Inv. May 2015				
06/08/15	PD Car Washes 5/15	101-4010-4011-8100-000		258.00
Ck. 06/25/15 188900	Total			258.00

**Aquarium of the Pacific**

Inv. 7940681				
06/24/15	Camp Med Field Trip 6/24/15	101-8030-8032-8268-000		947.60
Ck. 06/18/15 188873	Total			947.60

**Aramark Uniform Services**

Inv. 530696748				
06/11/15	Uniform Svc	500-6010-6711-8132-000		11.14
06/11/15	Uniform Svc	230-6010-6116-8132-000		11.14
06/11/15	Uniform Svc	210-6010-6501-8132-000		11.14
06/11/15	Uniform Svc	101-6010-6601-8132-000		11.14
06/11/15	Uniform Svc	215-6010-6201-8132-000		11.14
06/11/15	Uniform Svc	215-6010-6310-8132-000		11.14
06/11/15	Uniform Svc	500-6010-6710-8132-000		200.70
Inv. 530714073				
06/18/15	Uniform Svc	500-6010-6711-8132-000		15.08
06/18/15	Uniform Svc	230-6010-6116-8132-000		15.08
06/18/15	Uniform Svc	210-6010-6501-8132-000		15.08
06/18/15	Uniform Svc	101-6010-6601-8132-000		15.08
06/18/15	Uniform Svc	215-6010-6201-8132-000		15.08
06/18/15	Uniform Svc	215-6010-6310-8132-000		15.08
06/18/15	Uniform Svc	500-6010-6710-8132-000		107.30
Ck. 06/25/15 188901	Total			465.32

**ARC Engineering**

Inv. 1535				
05/29/15	Structural/Seismic Evaluation	500-9000-9155-9155-000		25,980.00
Ck. 06/25/15 188902	Total			25,980.00

**Artic Mechanical Inc.**

Inv. 140718-764				
05/22/15	A/C Maint @ WMB	101-6010-6601-8120-000		100.00
Inv. 140721-675				
05/27/15	A/C Maint @ Garfield Scout Hou	101-6010-6601-8120-000		100.00
Inv. 140721-677				
05/22/15	A/C Maint @ Iron Works Museum	101-6010-6601-8120-000		100.00

Inv. 140721-678			
05/22/15	A/C Maint @ OrangeGrove/Day Ca	101-6010-6601-8120-000	100.00
Inv. 140721-682			
05/20/15	A/C Maint @ Yard	101-6010-6601-8120-000	200.00
Inv. 140722-372			
05/30/15	A/C Maint @ PD	101-6010-6601-8120-000	297.50
Inv. 140722-646			
05/21/15	A/C Maint @ Sr. Center	101-6010-6601-8120-000	200.00
Ck. 06/25/15 188903	Total		1,097.50

**ASCAP**

Inv. 500602714			
05/20/15	Music License Fee 1/1/15-5/31/	101-8030-8032-8264-000	337.08
Ck. 06/25/15 188904	Total		337.08

**AT&T --Cingular Wireless**

Inv. 287014917916X05			
05/08/15	City Ipad 's4/20-5/19/15	500-6010-6710-8150-000	102.30
05/08/15	City Ipad 's4/20-5/19/15	101-3010-3032-8150-000	622.50
Inv. 287258938988X05			
05/19/15	PW Cell Phones 4/20-5/19/15	210-6010-6501-8020-000	31.45
05/19/15	PW Cell Phones 4/20-5/19/15	500-6010-6711-8020-000	92.95
05/19/15	PW Cell Phones 4/20-5/19/15	101-6010-6011-8020-000	95.67
05/19/15	PW Cell Phones 4/20-5/19/15	215-6010-6310-8020-000	97.61
05/19/15	PW Cell Phones 4/20-5/19/15	101-6010-6601-8020-000	135.35
05/19/15	PW Cell Phones 4/20-5/19/15	500-6010-6710-8020-000	151.56
05/19/15	PW Cell Phones 4/20-5/19/15	210-6010-6501-8020-000	178.15
Ck. 06/11/15 188837	Total		1,507.54

**Athens Disposal Company**

Inv. June 2015			
06/11/15	Estimate Recycling Fees 6/15	500-0000-0000-5360-000	5,066.00
06/11/15	Estimate Rubbish Fees 6/15	500-0000-0000-5360-000	118,728.94
Inv. May 2015			
06/11/15	Low Income Fees 5/15	101-0000-0000-4210-001	2,300.50
06/11/15	Yard Waste Fees 5/15	500-0000-0000-5525-000	9,321.49
Ck. 06/18/15 188874	Total		135,416.93

**Audio Editions**

Inv. 1549765			
06/04/15	Books on CAssette & CD's	101-8010-8011-8080-000	1,937.77
Ck. 06/25/15 188905	Total		1,937.77

**Avalon Property Services, Inc.**

Inv. 21302			
06/01/15	Garfield Park Unlocking Restro	232-6010-6417-8180-000	88.60
06/01/15	BusStopMaint,Sweep&TrashRemova	101-6010-6601-8180-000	2,237.91
Inv. 21303			
06/01/15	Arroyo Park Unlocking Restroom	232-6010-6417-8180-000	88.60
06/01/15	Orange Grove Park Unlocking Re	232-6010-6417-8180-000	88.60
Inv. 21304			
06/01/15	Mission Meridian Sweeping Svcs	101-6010-6601-8180-000	708.78
Ck. 06/25/15 188906	Total		3,212.49

**Baker & Taylor Books**

Inv. 3020296590			
05/22/15	Books	101-8010-8011-8080-000	152.19
Inv. 4011241879			
05/21/15	Books	101-8010-8011-8080-000	45.37
Inv. 4011243683			
05/27/15	Books	101-8010-8011-8080-000	525.97

Inv. 4011244231			
05/27/15	Books	101-8010-8011-8080-000	3,461.88
Inv. 4011249955			
06/02/15	Books	101-8010-8011-8080-000	1,216.31
Inv. 4011252702			
06/04/15	Books	101-8010-8011-8080-000	901.33
Inv. 4011252733			
06/03/15	Books	101-8010-8011-8080-000	777.01
Inv. 4011263329			
06/12/15	Books	101-8010-8011-8080-000	169.56
Ck. 06/25/15 188907	Total		7,249.62

**Baker & Taylor Entertainment**

Inv. T20820320			
05/22/15	CD's & DVD's	101-8010-8011-8080-000	81.39
Inv. T21029330			
06/02/15	CD's & DVD's	101-8010-8011-8080-000	49.41
Inv. T21548830			
06/09/15	CD's & DVD's	101-8010-8011-8080-000	1,296.21
Inv. T21585680			
06/10/15	CD's & DVD's	101-8010-8011-8080-000	101.92
Ck. 06/25/15 188908	Total		1,528.93

**Baker & Taylor Inc.**

Inv. 3020324125			
06/05/15	Books	101-8010-8011-8080-000	28.74
Inv. 4011234199			
05/15/15	Books	101-8010-8011-8080-000	694.97
Inv. 4011237100			
05/19/15	Books	101-8010-8011-8080-000	833.00
Inv. 4011241870			
05/21/15	Books	101-8010-8011-8080-000	291.51
Inv. 4011241890			
05/21/15	Books	101-8010-8011-8080-000	191.02
Inv. 4011244069			
05/22/15	Books	101-8010-8011-8080-000	48.61
Inv. 4011252698			
06/02/15	Books	101-8010-8011-8080-000	159.37
Ck. 06/25/15 188909	Total		2,247.68

**Bautista, Alejandro**

Inv. 458701			
05/23/15	Van# 74,75,78,74 Cleaning	205-8030-8025-8100-000	320.00
Inv. 458701 Credit			
05/23/15	Van Cleaning Credit	205-8030-8025-8100-000	(84.00)
Ck. 06/25/15 188910	Total		236.00

**Bell Gardens Police Dept**

Inv. 7/10-12/15			
06/17/15	PD Registration-R/Ofcrs.Chan &	101-4010-4011-8200-000	100.00
Ck. 06/25/15 188911	Total		100.00

**Bell, Monica**

Inv. R60160			
06/17/15	Refund After School Camp	101-0000-0000-5270-001	75.00
Ck. 06/18/15 188875	Total		75.00

**Brody, Joshua**

Inv. 211124508			
06/09/15	Refund Citation	101-0000-0000-4610-000	48.00

Ck. 06/25/15 188912	Total		48.00
<b>Burro Canyon Shooting Park</b>			
Inv. 758			
06/09/15	PD Range Fees 6/8/15	101-4010-4011-8200-000	50.00
Ck. 06/25/15 188913	Total		50.00
<b>CA American Water Co.</b>			
Inv. 101521002151102			
06/15/15	Water Svc Wilson Well #2	500-6010-6711-8231-000	59.47
Ck. 06/11/15 188838	Total		59.47
<b>CA Franchise Tax Board</b>			
Inv. P/R/E 6/14/15			
06/16/15	Garnishment	700-0000-0000-2264-000	461.36
Ck. 06/18/15 188854	Total		461.36
<b>CA Linen Services</b>			
Inv. 1156429			
06/15/15	FD Dept. Supplies	101-5010-5011-8020-000	108.45
Ck. 06/25/15 188914	Total		108.45
<b>Ca. State Disbursement Unit</b>			
Inv. P/R/E 6/14/15			
06/16/15	Garnishment	700-0000-0000-2264-000	400.50
Ck. 06/18/15 188855	Total		400.50
<b>L PERS 457 PLAN</b>			
Inv. P/R/E 6/14/15			
06/16/15	Deferred Comp	700-0000-0000-2260-000	3,363.02
Ck. 06/18/15 188856	Total		3,363.02
<b>Caltronics Business Systems</b>			
Inv. 1787801			
06/01/15	Toner Shipping	101-8010-8011-8110-000	15.00
Ck. 06/25/15 188915	Total		15.00
<b>Cantu Graphics</b>			
Inv. 4543			
06/04/15	2015 Summer Concert Posters	101-8030-8032-8264-000	107.91
Ck. 06/25/15 188916	Total		107.91
<b>Carney, Chris</b>			
Inv. 211127021			
06/10/15	Refund Citation	101-0000-0000-4610-000	48.00
Ck. 06/25/15 188917	Total		48.00
<b>Catering Systems Inc.</b>			
Inv. 3547			
06/02/15	Sr. Center Meals w/ 5/26-29/15	101-8030-8021-8180-000	986.48
Inv. 3556			
06/08/15	Sr. Center Meals w/ 6/1-5/15	101-8030-8021-8264-000	192.28
06/08/15	Sr. Center Meals w/ 6/1-5/15	101-8030-8021-8180-000	1,136.96
Ck. 06/25/15 188918	Total		2,315.72
<b>W Government Inc</b>			
Inv. VH18852			
05/06/15	PD Staff Adobe Acrobat Pro Lic	101-4010-4011-8170-000	2,703.89
Ck. 06/18/15 188876	Total		2,703.89

**Centro Print Solutions**

Inv. 206720			
06/05/15	A/P 1099 Copy C Forms	101-3010-3011-8020-000	54.62
Ck. 06/18/15 188877	Total		54.62

**Chaidez, Hector**

Inv. 191616516			
06/07/15	PD Predictive Policing Svcs 5/	101-4010-4011-8170-000	2,080.00
Ck. 06/25/15 188919	Total		2,080.00

**Chan, Anthony**

Inv. P/R/E 6/14/15			
06/16/15	Movie Detail 6/4/15	101-0000-0000-2910-200	560.00
Inv. P/R/E 6/14/15A			
06/16/15	Movie Detail 6/8/15	101-0000-0000-2910-200	980.00
Ck. 06/18/15 188857	Total		1,540.00

**City of Alhambra Police Dept.**

Inv. SP 05/15			
06/03/15	PD Inmate Housing 5/15	101-4010-4011-8180-000	172.00
Ck. 06/25/15 188920	Total		172.00

**City of Pasadena**

Inv. AR2112124			
06/09/15	PD Inmate Housing 5/15	101-4010-4011-8180-000	1,122.00
Ck. 06/25/15 188921	Total		1,122.00

**City of South Pasadena-Fin.Pet**

Inv. 6/17/15			
06/18/15	Reimb. Petty Cash	101-6010-2015-8090-000	7.00
06/18/15	Reimb. Petty Cash	101-3010-3011-8090-000	7.00
06/18/15	Reimb. Petty Cash	101-4010-4011-7000-000	12.65
06/18/15	Reimb. Petty Cash	101-2010-2013-8010-000	12.98
06/18/15	Reimb. Petty Cash	500-3010-3012-8032-000	32.75
06/18/15	Reimb. Petty Cash	101-2010-2011-8100-000	33.18
06/18/15	Reimb. Petty Cash	101-3010-3011-8070-000	44.28
06/18/15	Reimb. Petty Cash	101-2010-2011-8020-000	61.34
06/18/15	Reimb. Petty Cash	101-2010-2013-8020-000	67.59
06/18/15	Reimb. Petty Cash	101-1010-1011-8090-000	88.77
06/18/15	Reimb. Petty Cash	101-2010-2013-8020-000	89.42
06/18/15	Reimb. Petty Cash	101-2010-2013-8090-000	97.79
06/18/15	Reimb. Petty Cash	101-6010-6011-8020-000	108.02
Ck. 06/18/15 188878	Total		662.77

**Colantuono,Highsmith & Whatley**

Inv. 29009			
06/05/15	Legal Svcs - Dwtm Project 5/1	101-0000-0000-2990-013	1,316.00
Inv. 29010			
06/05/15	Legal Svcs - General 5/15	101-2010-2501-8160-000	7,967.40
Inv. 29011			
06/05/15	Legal Svcs - Transportation 5	101-2010-2021-8160-000	2,068.00
Inv. 29012			
06/05/15	Legal Svcs - Labor & Employmen	101-2010-2013-8160-000	2,185.50
Inv. 29013			
06/05/15	Legal Svcs - Misc. Litigation	101-2010-2501-8160-000	164.50
Inv. 29014			
06/05/15	Legal Svcs - Special Projects	101-2010-2501-8160-000	1,856
Inv. 29015			
06/05/15	Legal Svcs - Tax & Assessment	101-2010-2501-8160-000	4,629.50
Inv. 29016			
06/05/15	Legal Svcs - Water & Utilities	101-2010-2501-8160-000	2,639.00

Ck. 06/25/15 188922	Total		22,826.40
<b>Commline Inc.</b>			
Inv. 0004001			
06/01/15	PD Contract Svcs 6/15	101-4010-4011-8170-000	1,172.00
Inv. 0004008			
05/26/15	Comm. Svcs Transit Radio Batte	205-8030-8025-8020-000	157.42
Inv. 0004564			
06/10/15	Comm. Svcs Transit Radio Charg	205-8030-8025-8020-000	65.35
Ck. 06/25/15 188923	Total		1,394.77
<b>Community Transport. Assn Of A</b>			
Inv. 114314			
06/10/15	Membership-Sheila Pautsch	205-8030-8025-8200-000	175.00
Ck. 06/25/15 188924	Total		175.00
<b>Cook Fire Extinguisher Co</b>			
Inv. 923047B			
12/19/14	Citywide Fire Extinguisher Mai	101-6010-6601-8020-000	460.00
Inv. 923048			
12/19/14	Citywide Fire Extinguisher Mai	101-6010-6601-8020-000	408.75
Inv. 923049			
12/19/14	2 New Fire Extinguishers	101-6010-6601-8020-000	130.80
Ck. 06/25/15 188925	Total		999.55
<b>CoreLogic Information Solution</b>			
Inv. 81505836			
05/31/15	PW Realquest.com Svcs 5/15	101-6010-6011-8020-000	270.17
Ck. 06/25/15 188926	Total		270.17
<b>Courtesy Electric Wholesale</b>			
Inv. S1323964.001			
05/18/15	St.Light Timer Update Light Co	215-6010-6115-8020-000	118.44
05/18/15	St.Light Timer Update Light Co	215-6010-6201-8020-000	118.45
Ck. 06/25/15 188927	Total		236.89
<b>Creek, Michael</b>			
Inv. P/R/E 6/14/15			
06/16/15	Movie Detail 6/5/15	101-0000-0000-2910-200	910.00
Inv. P/R/E 6/14/15 A			
06/16/15	Movie Detail 6/8/15	101-0000-0000-2910-200	560.00
Ck. 06/18/15 188858	Total		1,470.00
<b>Crowley, Marjorie</b>			
Inv. R60461			
06/17/15	Refund Youth House Deposit 6/1	101-0000-0000-2920-000	250.00
Ck. 06/25/15 188928	Total		250.00
<b>Dagodag, Christine</b>			
Inv. 222126293			
06/16/15	Refund Citation	101-0000-0000-4610-000	48.00
Ck. 06/25/15 188929	Total		48.00
<b>Delgado, Jasmine</b>			
Inv. R60163			
06/17/15	Refund Summer Camp	101-0000-0000-5270-002	169.00
Ck. 06/18/15 188879	Total		169.00

**Deluna, Violet**

Inv. R60453			
06/17/15	Refund Dodger Tickets	101-8030-8032-8264-000	102.00
Ck. 06/18/15 188880	Total		102.00

**Demco**

Inv. 5618354			
06/08/15	Lib. Tech Svcs Supplies	101-8010-8011-8020-000	317.46
Ck. 06/25/15 188930	Total		317.46

**Dept of Justice**

Inv. I03441			
06/03/15	PD Applicant Fingerprinting 5/	101-4010-4011-8020-000	416.00
Ck. 06/25/15 188931	Total		416.00

**Digital Telecommunications Cor**

Inv. 21254			
06/03/15	NEC Port Voice Mail System	101-3010-3032-8150-000	4,223.86
Ck. 06/18/15 188881	Total		4,223.86

**Dr. Detail Ph.D**

Inv. 00024			
04/16/15	WMB Gymboree Carpet Water Remo	101-6010-6601-8020-000	72.50
04/16/15	WMB Gymboree Carpet Water Remo	101-6010-6601-8120-000	72.50
Inv. 00028			
06/06/15	Lib. Cleaning of Children's Pl	101-8010-8011-8120-000	145.00
Inv. 00029			
06/16/15	Rec -Deep Clean 11 Office Chai	101-8030-8032-8120-000	125.00
Ck. 06/25/15 188932	Total		415

**E. D. D.**

Inv. P/R/E 6/14/15			
06/16/15	State w/h Tax	700-0000-0000-2220-000	17,607.34
Ck. 06/18/15 188859	Total		17,607.34

**Ellen's Silkscreening**

Inv. EE55889			
06/09/15	Transit New Uniform Shirts	205-8030-8025-8020-000	287.76
Ck. 06/25/15 188933	Total		287.76

**Euler, Linda**

Inv. 4/15,5/15, 6/15			
06/11/15	Reimb.HomeDeliveryMileage4/15,	101-8030-8021-8020-000	30.36
Ck. 06/25/15 188934	Total		30.36

**Eurofins Eaton Analytical**

Inv. L0219861			
06/13/15	Water Quality Testing	500-6010-6711-8170-000	127.00
Inv. L0219862			
06/13/15	Water Quality Testing	500-6010-6711-8170-000	30.00
Inv. L0219863			
06/13/15	Water Quality Testing	500-6010-6711-8170-000	45.00
Ck. 06/25/15 188935	Total		202.00

**Fast Deer Bus Charter Inc.**

Inv. 127240			
04/15/15	Camp Med 6/24/15-Field Trip-Ha	205-8030-8025-8180-000	511.00
Inv. 127241			
04/15/15	Camp Med 6/24/15-Field Trip-Aq	205-8030-8025-8180-000	1,457.00

Ck. 06/11/15 188839	Total		1,968.96
<b>Felch, Anahi</b>			
Inv. R60454			
06/17/15	Refund Dodger Ticket	101-8030-8032-8264-000	34.00
Ck. 06/18/15 188882	Total		34.00
<b>Freedenthal, Michele</b>			
Inv. 222126582			
06/17/15	Refund Citation	101-0000-0000-4610-000	48.00
Ck. 06/25/15 188936	Total		48.00
<b>Galls/Quartermaster</b>			
Inv. 003618853			
06/04/15	PD Uniform & Accessories	101-4010-4011-8134-000	378.98
Inv. BC0151259			
04/30/15	FD Rain/Safety Jackets	101-5010-5011-8134-000	1,481.77
Ck. 06/25/15 188937	Total		1,860.75
<b>Game Time</b>			
Inv. 1506027			
06/10/15	Wall Mount Drink Fountain & Ta	105-9000-9383-9383-000	14,683.01
Ck. 06/11/15 188840	Total		14,683.01
<b>Gaylord Bros., Inc.</b>			
Inv. 2368510			
05/28/15	Tech. Svcs Supplies	101-0000-0000-2700-000	(14.67)
05/28/15	Tech. Svcs Supplies	101-8010-8011-8020-000	196.23
Ck. 06/25/15 188938	Total		181.56
<b>George L.Throop Co.</b>			
Inv. 01-670012-00			
04/09/15	Water Distribution Small Tools	500-6010-6710-8130-000	487.30
Inv. 01-674380-00			
06/03/15	Concrete	101-9000-9287-9287-000	524.56
Inv. 01-674523-00			
06/04/15	Eddie Park Bridge Concrete	101-6010-6410-8020-000	31.88
06/04/15	Eddie Park Bridge Concrete	101-6010-6601-8120-000	31.88
06/04/15	Eddie Park Bridge Concrete	101-6010-6601-8020-000	31.89
06/04/15	Concrete	101-9000-9287-9287-000	95.65
Inv. 01-674808-00			
06/08/15	Concrete Supplies	101-9000-9287-9287-000	225.79
Inv. 01-675130-00			
06/11/15	Montrose & Monterey Rd. Concre	101-9000-9287-9287-000	1,016.97
Ck. 06/25/15 188939	Total		2,445.92
<b>Grainger</b>			
Inv. 9753388991			
05/29/15	Yard Maint. Tools	101-3010-3032-8020-000	72.80
Inv. 9755167625			
06/01/15	Wilson Rsvr Broken Fan Belt Re	500-6010-6711-8020-000	8.33
Ck. 06/25/15 188940	Total		81.13
<b>Great Match Consulting</b>			
Inv. 1690003074			
05/06/15	Temp Workers w/e 5/3/15	101-9000-9287-9287-000	4,198.32
Inv. 1690003086			
05/20/15	Temp Workers w/e 5/17/15	101-9000-9287-9287-000	4,033.68
Inv. 1690003092			
05/27/15	Temp Workers w/e 5/24/15	101-9000-9287-9287-000	4,033.68

Inv. 1690003098				
06/02/15	Temp Workers w/e 5/31/15	101-9000-9287-9287-000		3,272.22
Ck. 06/25/15 188941	Total			15,537.90
<b>Haynes Building Services LLC</b>				
Inv. 7942				
05/31/15	FD Clean Vents	101-6010-6601-8120-000		180.00
Ck. 06/25/15 188942	Total			180.00
<b>HdL Hinderliter, deLlamas &amp; Ass</b>				
Inv. 206720				
06/05/15	A/P 1099 Copy C Forms	101-3010-3011-8020-000		54.62
Ck. 06/11/15 188841	V Total			54.62
<b>Hendrix, Kelsey</b>				
Inv. R60085				
06/09/15	Refund Park Rsvp	101-0000-0000-5270-005		55.00
Ck. 06/11/15 188842	Total			55.00
<b>Herstik, Mike</b>				
Inv. 2183				
04/24/15	K-9 Training/Maint. -Barry & L	101-4010-4011-8035-000		3,000.00
04/24/15	K-9 Training/Maint. -Barry & L	101-4010-4011-8034-000		3,000.00
Ck. 06/25/15 188943	Total			6,000.00
<b>Hi Quality Auto Body Inc.</b>				
Inv. 10156				
04/22/15	Repair & Paint Unit# 0213	101-4010-4011-8100-000		3,120.00
Inv. 10158				
04/22/15	Repair & Paint Unit# 0219	101-4010-4011-8100-000		3,600.00
Inv. 10265				
05/21/15	Repair & Paint Unit# 0521	101-4010-4011-8100-000		3,300.00
Ck. 06/18/15 188883	Total			10,020.00
<b>Hi-Way Safety Inc</b>				
Inv. 31319				
06/01/15	Custom Signs-Over 3 Tons & Unl	230-6010-6116-8020-000		483.52
Ck. 06/25/15 188944	Total			483.52
<b>ICG, Inc.</b>				
Inv. 201516				
05/31/15	CommunityCenterFeasibilityStud	275-6010-6410-8170-000		24,550.00
Ck. 06/25/15 188945	Total			24,550.00
<b>ICMA</b>				
Inv. P/R/E 6/14/15				
06/16/15	Deferred Comp	700-0000-0000-2260-000		3,938.15
Ck. 06/18/15 188860	Total			3,938.15
<b>Inter-Con Security Systems Inc</b>				
Inv. 420593				
06/09/15	PD Parking Enforcement Svcs 5/	101-4010-4011-8180-000		7,245.11
Ck. 06/25/15 188946	Total			7,245.11
<b>Jack's Auto Repair</b>				
Inv. 14396				
06/04/15	PD Unit# 1198 Replace Door Mir	101-4010-4011-8100-000		331.00
Inv. 14401				
06/10/15	PD Unit# 0416 Replace HVAC Con	101-4010-4011-8100-000		327.09

Inv. 14402			
06/10/15	PD Unit# 0134 Replace Battery	101-4010-4011-8100-000	235.57
Inv. 14403			
06/10/15	PD Unit# 0432 Replace Fuel Pu	101-4010-4011-8100-000	550.47
Inv. 14415			
06/16/15	PD Unit# 1102 Oil Change & Fil	101-4010-4011-8100-000	65.28
Ck. 06/25/15 188947	Total		1,510.09
<b>Jimenez, Desiree</b>			
Inv. 6/11/15			
06/11/15	Reimb. MK Mtg with Regional Of	101-1010-1011-8090-000	55.06
Ck. 06/18/15 188884	Total		55.06
<b>Jones, Marlene</b>			
Inv. R0376187			
06/09/15	Refund Inspection Fee	101-0000-0000-5220-001	30.00
Ck. 06/25/15 188948	Total		30.00
<b>Kane, Luda</b>			
Inv. R60457			
06/17/15	Refund Summer Camp	101-0000-0000-5270-002	169.00
Ck. 06/18/15 188885	Total		169.00
<b>Karbelnig, Dr. Alan</b>			
Inv. 05/28/15			
06/17/15	Psychological Evaluation Fee	101-4010-4011-8170-000	300.00
Inv. 5/27/15			
06/17/15	Psychological Evaluation Fee	101-4010-4011-8170-000	300.00
Inv. 6/10/15			
06/10/15	Psychological Evaluation Fee	101-4010-4011-8170-000	300.00
Ck. 06/25/15 188949	Total		900.00
<b>Karshner, Jared</b>			
Inv. 222125156			
06/10/15	Refund Citation	101-0000-0000-4610-000	48.00
Ck. 06/25/15 188950	Total		48.00
<b>LDI Color ToolBox</b>			
Inv. 1009693			
06/03/15	Copier Overages 5/1-31/15	101-2010-2011-8300-000	125.75
06/03/15	Copier Overages 5/1-31/15	101-1020-1021-8300-000	125.76
06/03/15	Copier Overages 5/1-31/15	101-6010-6011-8300-000	125.76
Ck. 06/25/15 188951	Total		377.27
<b>Leach, Eric</b>			
Inv. 211123483			
06/09/15	Refund Citation	101-0000-0000-4610-000	48.00
Ck. 06/25/15 188952	Total		48.00
<b>Lee, George</b>			
Inv. 211123926			
06/09/15	Refund Citation	101-0000-0000-4610-000	108.00
Ck. 06/25/15 188953	Total		108.00
<b>Lee, Wende</b>			
Inv. R60156			
06/09/15	Refund WMB Deposit	101-0000-0000-2920-000	500.00
Ck. 06/25/15 188954	Total		500.00

**Library Associates Inc.**

Inv. 6549-003				
06/16/15	Temp Reference Librarian 5/15		101-8010-8011-8180-000	3,672.00
Ck. 06/25/15 188955	Total			3,672.00

**Life-Assist Inc.**

Inv. 714623				
06/08/15	FD Medical Supplies		101-5010-5011-8170-000	64.50
Ck. 06/25/15 188956	Total			64.50

**Lunnon, Joseph**

Inv. P/R/E 6/14/15				
06/16/15	Movie Detail 6/2/15		101-0000-0000-2910-200	560.00
Ck. 06/18/15 188861	Total			560.00

**Magic Jump Rentals Inc.**

Inv. 115432				
06/03/15	Sum Camp Med Activities 6/17/1		101-8030-8032-8268-000	499.50
Inv. 115433				
06/03/15	Sum Camp Med Activities 6/18/1		101-8030-8032-8268-000	319.50
Ck. 06/11/15 188843	Total			819.00

Inv. 115436				
06/03/15	Camp Med In House Activities 6		101-8030-8032-8268-000	337.50
Ck. 06/18/15 188886	Total			337.50

**Martinez, Alma**

Inv. May 2015				
06/15/15	Instructor Zumba Class		101-8030-8032-8267-000	143.
Ck. 06/25/15 188957	Total			143.00

**McLaughlin, Vivian**

Inv. R60161				
06/17/15	Refund Summer Camp Class		101-0000-0000-5270-002	169.00
Ck. 06/18/15 188887	Total			169.00

**Mejia, Michael**

Inv. P/R/E 6/14/15				
06/16/15	Movie Detail 6/8/15		101-0000-0000-2910-200	560.00
Ck. 06/18/15 188862	Total			560.00

**MMASC**

Inv. 32				
06/17/15	Summer Session-Castruita,Lin,Z		101-2010-2011-8200-000	225.00
Ck. 06/18/15 188888	Total			225.00

**Morant, John**

Inv. 2015				
06/10/15	2015 Sum Camp Med CRP Training		101-8030-8032-8268-000	720.00
Ck. 06/11/15 188844	Total			720.00

**Morrow & Holman Plumbing Inc**

Inv. P-5780				
05/23/15	Clear City Mainline-525 Alta V		210-6010-6501-8180-000	420.00
Inv. P5352				
06/03/15	San Pasqual/Arroyo North- Wall		101-6010-6601-8120-000	222.18
Ck. 06/25/15 188958	Total			642.

**Munoz, Sylvia**

Inv. R60158			
06/09/15	Refund Youth House Staff Fees	101-0000-0000-2925-001	75.00
06/09/15	Refund Youth House Deposit 6/6	101-0000-0000-2920-000	250.00
Ck. 06/25/15 188959	Total		325.00

**Norman A. Traub Assoc.**

Inv. 15004.2			
06/10/15	Employment Investigation Svcs	101-2010-2013-8170-000	6,230.45
Ck. 06/18/15 188889	Total		6,230.45

**NUFIC**

Inv. P/R/E 6/14/15			
06/15/15	A.D. & D. Ins	700-0000-0000-2256-000	1,141.55
Ck. 06/18/15 188863	Total		1,141.55

**Office Solutions**

Inv. I-00781702			
05/29/15	PD Office Supplies	101-4010-4011-8000-000	320.41
Inv. I-00782766			
06/02/15	PD Office Supplies	101-4010-4011-8000-000	274.55
Ck. 06/25/15 188960	Total		594.96

**Palos Verdes Library District**

Inv. 276885			
06/04/15	Books Outstaning Fine	101-8010-8011-8080-000	12.50
Ck. 06/11/15 188845	Total		12.50

**Partnership Painting**

Inv. 8838			
06/03/15	WMB Interior Painting of Walls	101-9000-9258-9258-000	9,580.50
Ck. 06/11/15 188846	Total		9,580.50

**Pasadena Humane Society**

Inv. June 2015			
06/12/15	PD Animal Contol Svcs 6/15	101-4010-4011-8180-000	9,126.05
Ck. 06/25/15 188961	Total		9,126.05

**Pasadena Lawnmower's Shop**

Inv. 9386			
04/27/15	Sr.Center & Lib Garden Project	500-3010-3012-8032-000	259.42
Inv. 9452			
05/27/15	Sr.Center & Lib Garden Project	500-3010-3012-8032-000	148.78
Inv. 9455			
05/28/15	Sr.Center & Lib Garden Project	500-3010-3012-8032-000	278.49
Ck. 06/25/15 188962	Total		686.69

**Pers Retirement**

Inv. P/R/E 6/14/15			
06/16/15	Retirement Svc Period 6/1-6/14	700-0000-0000-2240-000	102,043.62
Ck. 06/18/15 188864	Total		102,043.62

**Peterson, D.L.**

Inv. 222125898			
06/09/15	Refund Citation	101-0000-0000-4610-000	48.00
Ck. 06/25/15 188963	Total		48.00

**PETTY CASH - Recreation**

Inv. 6/16/15			
06/16/15	Reimb. Petty Cash	101-8030-8032-8020-000	132.48

06/16/15	Reimb. Petty Cash	101-8030-8032-8268-000	474.
Ck. 06/18/15 188890	Total		607.42
<b>Pitney Bowes Reserve Account</b>			
Inv. 8383960-JN15			
06/13/15	Postage Meter 3/30-6/30/15	101-8010-8011-8155-000	307.28
Ck. 06/25/15 188964	Total		307.28
<b>Pitney Bowes-Reserve Account</b>			
Inv. 34133033			
06/12/15	Reimb. Postage Meter	101-1010-1011-8010-000	0.96
06/12/15	Reimb. Postage Meter	101-1020-1021-8010-000	2.88
06/12/15	Reimb. Postage Meter	101-2010-2011-8010-000	3.74
06/12/15	Reimb. Postage Meter	500-3010-3012-8010-000	7.68
06/12/15	Reimb. Postage Meter	101-2010-2013-8010-000	11.25
06/12/15	Reimb. Postage Meter	101-8030-8031-8010-000	21.25
06/12/15	Reimb. Postage Meter	101-2010-2021-8010-000	43.68
06/12/15	Reimb. Postage Meter	101-5010-5011-8010-000	46.08
06/12/15	Reimb. Postage Meter	101-6010-6011-8010-000	227.58
06/12/15	Reimb. Postage Meter	101-4010-4011-8010-000	410.82
06/12/15	Reimb. Postage Meter	101-3010-3011-8010-000	512.73
06/12/15	Reimb. Postage Meter	101-7010-7101-8010-000	1,362.96
Ck. 06/25/15 188965	Total		2,651.61
<b>PQL</b>			
Inv. 369498			
04/02/15	Garfield Street LED Retro Fit	215-6010-6201-8020-000	446.58
Inv. 374847			
06/09/15	Citywide LED Exterior Faciliti	215-6010-6201-8020-000	411
Ck. 06/25/15 188966	Total		857.58
<b>Prime Graphix Inc.</b>			
Inv. 952			
04/24/15	PD Response Trailer Graphics W	101-4010-4011-8020-000	2,408.00
Ck. 06/25/15 188967	Total		2,408.00
<b>Prothero, Dr. Donald R.</b>			
Inv. 6/5/15			
06/05/15	Sr.Center Science Lecture 6/5/	101-8030-8021-8267-000	100.00
Ck. 06/11/15 188847	Total		100.00
<b>Prudential Ins. Company of Ame</b>			
Inv. P/R/E 6/14/15			
06/16/15	Life Ins.	700-0000-0000-2254-000	937.50
Ck. 06/18/15 188865	Total		937.50
<b>Raceway Ford</b>			
Inv. 000727079			
06/16/15	2016 F250 Reg. Cab CNG Fuel Sy	230-6010-6116-8540-000	38,454.14
Ck. 06/25/15 188968	Total		38,454.14
<b>Reset Content</b>			
Inv. OnStar Job			
06/16/15	Refund Filming Deposit	101-8030-8032-8180-000	65.00
Ck. 06/25/15 188969	Total		65.00
<b>RHA Landscape Architects-Plann</b>			
Inv. 0515019			
05/25/15	Arroyo Seco Trails-Revised Pla	101-8030-8031-8020-000	3,060.00

ck. 06/25/15 188970	Total		3,060.00
<b>Rigolot, Stephanie</b>			
Inv. R60462			
06/17/15	Refund Eddie Park House Deposi	101-0000-0000-2920-001	250.00
Ck. 06/25/15 188971	Total		250.00
<b>Roadline Products Inc. USA</b>			
Inv. 11550			
05/11/15	Walk Behind Concrete Saw	230-6010-6116-8180-000	3,972.91
Ck. 06/25/15 188972	Total		3,972.91
<b>S &amp; S Worldwide, Inc.</b>			
Inv. 8633280			
06/08/15	Sum 2015 Camp Med Supplies	101-8030-8032-8268-000	2,098.61
Ck. 06/25/15 188973	Total		2,098.61
<b>S.G.V. Medical Center</b>			
Inv. 752976			
05/16/15	Blood Alcohol w/Drawal-Patrici	101-4010-4011-8170-000	48.00
Ck. 06/25/15 188974	Total		48.00
<b>S.P.Firefighters L-3657</b>			
Inv. P/R/E 6/14/15			
06/16/15	Assn Dues	700-0000-0000-2250-000	2,975.00
Inv. P/R/E 6/14/15A			
06/16/15	Assn Ins	700-0000-0000-2252-000	180.74
06/18/15 188866	Total		3,155.74
<b>S.P.P. O. A.</b>			
Inv. P/R/E 6/14/15			
06/16/15	Assn Dues & Ins	700-0000-0000-2246-000	4,804.04
Ck. 06/18/15 188867	Total		4,804.04
<b>S.P.Public Srvc Empl. Ass'n</b>			
Inv. P/R/E 6/14/15			
06/16/15	Assn Dues & Svc Fee	700-0000-0000-2248-000	1,647.00
Ck. 06/18/15 188868	Total		1,647.00
<b>S.P.Review</b>			
Inv. 3684			
05/21/15	2015 Ford Truck Ad	205-8030-8025-8040-000	68.00
Inv. 3686			
05/28/15	Lib. Paint Project Bid Ads	101-9000-9319-9319-000	96.00
Ck. 06/25/15 188975	Total		164.00
<b>Sanchez, Beatrice</b>			
Inv. 211126599			
06/10/15	Refund Citation	101-0000-0000-4610-000	48.00
Ck. 06/25/15 188976	Total		48.00
<b>Sanchez, Saul</b>			
Inv. R60463			
06/17/15	Refund WMB Deposit 6/13/15	101-0000-0000-2920-000	200.00
Ck. 06/25/15 188977	Total		200.00
<b>ntillan, Michael</b>			
Inv. R60086			
06/11/15	Refund Park Rsvp	101-0000-0000-5270-005	110.00

Ck. 06/11/15 188848	Total		110.
<b>SC Fuels</b>			
Inv. 0331646			
06/09/15	Fuel for Svc Yard	101-0000-0000-1400-000	5,595.32
Ck. 06/25/15 188978	Total		5,595.32
<b>Schmitt, Matthew</b>			
Inv. 222123941			
06/09/15	Refund Citation	101-0000-0000-4610-000	96.00
Ck. 06/25/15 188979	Total		96.00
<b>Shakespeare by the Sea</b>			
Inv. 111556			
05/19/15	Reimb. Posters & Banner Printi	101-8030-8032-8040-000	118.92
Ck. 06/25/15 188980	Total		118.92
<b>So. CA Edison Co.</b>			
Inv. 3--004-4562-56			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	73.20
Inv. 3-000-5677-90			
05/22/15	4/20-5/19/15	500-6010-6711-8152-000	1,067.98
Inv. 3-000-5950-21			
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	67.86
Inv. 3-000-5950-22			
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	161.94
Inv. 3-000-7125-63			
05/22/15	4/20-5/19/15	101-6010-2015-8140-000	27.??
Inv. 3-000-7125-66			
05/22/15	4/20-5/19/15	500-6010-6711-8140-000	43.50
Inv. 3-000-7152-57			
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	25.52
Inv. 3-000-8455-69			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	59.25
Inv. 3-000-9969-52			
05/22/15	4/20-5/19/15	215-6010-6201-8140-000	12.99
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	12.99
Inv. 3-001-1810-93			
05/22/15	4/1-5/1/15	101-6010-6410-8140-000	39.68
Inv. 3-001-1810-94			
05/22/15	4/20-5/19/15	500-6010-6711-8140-000	45.17
Inv. 3-001-1810-98			
05/22/15	4/20-5/19/15	500-6010-6711-8152-000	29,991.99
Inv. 3-001-1811-29			
05/22/15	4/20-5/19/15	101-6010-6601-8140-000	5,321.12
Inv. 3-001-1811-44			
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	78.66
05/22/15	4/20-5/19/15	215-6010-6201-8140-000	78.67
Inv. 3-001-1811-45			
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	78.31
05/22/15	4/20-5/19/15	215-6010-6201-8140-000	78.31
Inv. 3-001-1811-48			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	46.87
Inv. 3-001-1811-56			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	69.14
Inv. 3-001-1811-58			
05/22/15	4/1-5/1/15	101-6010-6410-8140-000	35.2?
Inv. 3-001-1811-59			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	38.62
Inv. 3-001-1811-63			
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	27.74

Inv. 3-001-1811-64			
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	41.49
Inv. 3-001-1811-67			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	38.47
Inv. 3-001-1811-68			
05/22/15	4/20-5/19/15	101-8010-8011-8140-000	83.42
Inv. 3-001-1811-69			
05/22/15	4/1-5/1/15	215-6010-6201-8140-000	24.17
Inv. 3-001-1811-75			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	100.18
Inv. 3-001-1811-76			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	48.63
Inv. 3-001-1811-77			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	41.05
Inv. 3-001-1811-79			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	42.48
Inv. 3-001-1811-80			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	53.98
Inv. 3-001-1811-86			
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	26.75
Inv. 3-001-1811-87			
05/22/15	4/20-5/19/15	500-6010-6711-8140-000	36.23
Inv. 3-001-1811-89			
05/22/15	4/1-5/1/15	215-6010-6201-8140-000	17.61
05/22/15	4/1-5/1/15	101-6010-6410-8140-000	17.61
Inv. 3-001-1811-90			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	38.47
Inv. 3-001-1811-91			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	67.23
Inv. 3-001-1811-92			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	18.81
Inv. 3-001-1811-93			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	60.74
Inv. 3-001-1811-95			
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	32.53
Inv. 3-001-1811-98			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	18.53
Inv. 3-001-1812-06			
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	90.76
Inv. 3-001-1812-07			
05/22/15	4/20-5/19/15	500-6010-6711-8140-000	28.91
Inv. 3-001-1812-08			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	59.05
Inv. 3-001-1812-09			
05/22/15	4/1-5/1/15	101-6010-6410-8140-000	314.76
Inv. 3-001-1812-10			
05/22/15	4/20-5/19/15	232-6010-6417-8140-000	128.57
Inv. 3-001-1812-11			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	36.65
Inv. 3-001-1812-12			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	33.82
Inv. 3-001-1812-25			
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	25.94
Inv. 3-001-1812-26			
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	663.59
Inv. 3-001-1812-27			
05/22/15	4/20-5/19/15	215-6010-6115-8140-000	56.74
Inv. 3-001-1812-31			
05/22/15	4/20-5/19/15	101-6010-6410-8140-000	52.95
Inv. 3-001-1812-32			
05/22/15	4/1-5/1/15	101-6010-6410-8140-000	14.09

Inv. 3-001-1812-33				
05/22/15	4/20-5/19/15		500-6010-6711-8140-000	40.67
Inv. 3-001-1812-34				
05/22/15	4/20-5/19/15		500-6010-6711-8152-000	3,469.99
Inv. 3-001-1812-35				
05/22/15	4/20-5/19/15		215-6010-6115-8140-000	18.05
Inv. 3-001-1812-36				
05/22/15	4/20-5/19/15		101-6010-6410-8140-000	80.14
Inv. 3-001-1812-38				
05/22/15	4/20-5/19/15		101-6010-6410-8140-000	25.80
Inv. 3-001-1812-39				
05/22/15	4/20-5/19/15		215-6010-6115-8140-000	54.59
Inv. 3-001-9413-97				
05/22/15	4/20-5/19/15		500-6010-6711-8152-000	2,953.12
Inv. 3-002-4372-43				
05/22/15	4/20-5/19/15		215-6010-6115-8140-000	88.59
Inv. 3-002-4472-77				
05/27/15	4/24-5/26/15		101-8010-8011-8140-000	2,494.01
Inv. 3-002-4472-78				
05/27/15	4/24-5/26/15		101-8030-8021-8140-000	831.41
Inv. 3-002-4473-12				
05/22/15	4/20-5/19/15		500-6010-6710-8140-000	26.75
Inv. 3-003-6653-57				
05/27/15	4/24-5/26/15		101-6010-6410-8140-000	854.08
Inv. 3-003-7341-83				
05/22/15	4/1-5/1/15		101-6010-6410-8140-000	12.04
Inv. 3-004-3214-58				
05/22/15	4/20-5/19/15		500-6010-6710-8140-000	42.76
Inv. 3-011-4089-57				
05/27/15	4/24-5/26/15		215-6010-6115-8140-000	51.
Inv. 3-016-0678-82				
05/22/15	4/20-5/19/15		215-6010-6201-8140-000	132.58
Inv. 3-022-6051-15				
05/22/15	4/20-5/19/15		215-6010-6115-8140-000	86.37
Inv. 3-022-6897-57				
05/22/15	4/20-5/19/15		215-6010-6115-8140-000	27.26
Inv. 3-022-6897-72				
05/27/15	4/24-5/26/15		215-6010-6115-8140-000	27.33
Inv. 3-022-6897-89				
05/22/15	4/20-5/19/15		215-6010-6115-8140-000	28.05
Inv. 3-022-6897-99				
05/22/15	4/20-5/19/15		215-6010-6115-8140-000	26.39
Inv. 3-022-6898-05				
05/22/15	4/20-5/19/15		215-6010-6115-8140-000	27.47
Inv. 3-022-6898-17				
05/22/15	4/20-5/19/15		215-6010-6115-8140-000	26.98
Inv. 3-023-6580-86				
05/27/15	4/24-5/26/15		215-6010-6201-8140-000	26.75
Inv. 3-023-7462-29				
05/27/15	4/24-5/26/15		215-6010-6115-8140-000	186.84
Inv. 3-023-7844-31				
05/27/15	4/24-5/26/15		215-6010-6115-8140-000	26.24
Inv. 3-023-8283-79				
05/27/15	4/24-5/26/15		215-6010-6115-8140-000	31.25
Inv. 3-026-3223-65				
05/27/15	4/24-5/26/15		215-6010-6115-8140-000	35.46
Inv. 3-028-7013-82				
05/27/15	4/24-5/26/15		101-6010-6410-8140-000	103.87
Inv. 3-028-7594-32				
05/27/15	4/24-5/26/15		500-6010-6711-8152-000	2,515.25
Inv. 3-029-2458-05				
05/27/15	4/24-5/26/15		101-8030-8031-8140-000	59.06

Inv. 3-032-0513-93			
05/27/15	4/24-5/26/15	215-6010-6115-8140-000	66.73
Inv. 3-032-2521-62			
05/27/15	4/24-5/26/15	215-6010-6201-8140-000	77.90
Inv. 3-032-4192-98			
05/27/15	4/24-5/26/15	215-6010-6201-8140-000	82.99
Inv. 3-033-3452-62			
05/27/15	4/24-5/26/15	500-6010-6710-8140-000	473.78
Inv. 3-035-3494-19			
05/27/15	4/24-5/26/15	215-6010-6115-8140-000	50.92
Inv. 3-035-6502-21			
05/27/15	4/24-5/26/15	101-6010-6601-8140-000	223.33
Inv. 3-037-6075-39			
05/27/15	4/24-5/26/15	215-6010-6115-8140-000	83.33
Ck. 06/11/15 188849	Total		55,265.58

Inv. 3-008-8091-11			
06/09/15	5/1-6/1/15	215-6010-6201-8140-000	3,853.40
Inv. 3-008-8091-12			
06/09/15	5/1-6/1/15	215-6010-6115-8140-000	840.91
Inv. 3-008-8091-13			
06/09/15	1/28-5/1/15	215-6010-6201-8140-000	12.00
06/09/15	1/28-5/1/15	215-6010-6201-8140-000	32.48
06/09/15	5/1-6/1/15	215-6010-6201-8140-000	7,975.83
Inv. 3-008-8091-14			
06/09/15	5/1-6/1/15	215-6010-6201-8140-000	12.00
Inv. 3-008-8091-16			
06/09/15	5/6-6/5/15	215-6010-6201-8140-000	121.90
Inv. 3-008-8091-17			
06/09/15	5/6-6/5/15	215-6010-6201-8140-000	56.01
Inv. 3-008-8091-18			
06/09/15	5/6-6/5/15	215-6010-6201-8140-000	49.84
Inv. 3-008-8091-19			
06/09/15	5/6-6/5/15	215-6010-6201-8140-000	41.92
Inv. 3-008-8091-20			
06/09/15	5/6-6/5/15	215-6010-6201-8140-000	60.95
Inv. 3-008-8091-21			
06/09/15	5/6-6/5/15	215-6010-6201-8140-000	70.04
Inv. 3-008-8091-22			
06/09/15	5/6-6/5/15	215-6010-6201-8140-000	43.16
Inv. 3-008-8091-23			
06/09/15	5/6-6/5/15	215-6010-6201-8140-000	69.23
Inv. 3-008-8091-24			
06/09/15	5/6-6/5/15	215-6010-6201-8140-000	67.93
Inv. 3-008-8436-55			
06/09/15	5/6-6/5/15	215-6010-6201-8140-000	117.47
Inv. 3-022-6898-28			
06/02/15	4/30-6/1/15	215-6010-6115-8140-000	27.47
Inv. 3-025-4910-19			
06/09/15	5/6-6/5/15	215-6010-6115-8140-000	108.75
Inv. 3-026-6343-40			
06/09/15	5/6-6/5/15	215-6010-6115-8140-000	26.66
Ck. 06/18/15 188891	Total		13,587.95

**So. Cal. Gas Co.**

Inv. 196-493-8529-1			
06/04/15	Natural Gas 5/1-6/1/15	210-6010-6501-8020-000	45.00
06/04/15	Natural Gas 5/1-6/1/15	500-6010-6710-8020-000	75.00
06/04/15	Natural Gas 5/1-6/1/15	205-8030-8025-8105-000	336.56
Ck. 06/18/15 188892	Total		456.56

**Sonsray Machinery**

Inv. W01083-03			
05/29/15	Water Distrib. Unit#17 Maint.	500-6010-6710-8100-000	1,635.85
Ck. 06/25/15 188981	Total		1,635.85

**South Pasadena Part Time Emplo**

Inv. P/R/E 6/14/15			
06/16/15	Assn Dues & Svc Fee	700-0000-0000-2249-000	728.00
Ck. 06/18/15 188869	Total		728.00

**Sparkletts**

Inv. 13426098061015			
06/10/15	MidSchool Camp Water 6/15	101-8030-8032-8268-000	16.41
Ck. 06/25/15 188982	Total		16.41

**Staples Business Advantage**

Inv. 3259192490			
03/03/15	Recreation Office Supplies	101-8030-8032-8020-000	45.77
Inv. 3265553141			
05/08/15	Recreation Office Supplies	101-8030-8032-8020-000	125.59
Inv. 3265553143			
05/08/15	Sewer Office Supplies	210-6010-6501-8000-000	53.62
Inv. 3265553144			
05/08/15	Water Dept. Office Supplies	500-6010-6711-8000-000	268.37
Inv. 3265997889			
05/14/15	Yard Office Supplies	500-6010-6711-8000-000	20.30
05/14/15	Yard Office Supplies	500-6010-6710-8020-000	20.41
05/14/15	Yard Office Supplies	101-6010-6410-8000-000	20.41
05/14/15	Yard Office Supplies	210-6010-6501-8000-000	20
05/14/15	Yard Office Supplies	230-6010-6116-8000-000	20.
05/14/15	Yard Office Supplies	101-6010-6601-8000-000	20.41
Inv. 3266655631			
05/22/15	Library Office Supplies	101-8010-8011-8000-000	190.52
Inv. 3267119560			
05/28/15	Library Office Supplies	101-8010-8011-8000-000	55.56
Inv. 3267119562			
05/28/15	Recreation Office Supplies	101-8030-8032-8268-000	133.92
Inv. 3267119563			
05/28/15	Yard Office Supplies	500-6010-6711-8020-000	15.59
05/28/15	Yard Office Supplies	500-6010-6710-8020-000	15.59
05/28/15	Yard Office Supplies	101-6010-6410-8020-000	15.59
05/28/15	Yard Office Supplies	210-6010-6501-8020-000	15.59
05/28/15	Yard Office Supplies	230-6010-6116-8020-000	15.59
05/28/15	Yard Office Supplies	101-6010-6601-8020-000	15.63
Ck. 06/25/15 188983	Total		1,089.28

**Stericycle Inc.**

Inv. 3003057748			
07/01/15	FD Medical Waste Supplies Disp	101-5010-5011-8170-000	91.14
Ck. 06/25/15 188984	Total		91.14

**Superior Court of CA, County o**

Inv. May 2015			
06/09/15	Court Fees 5/15	101-0000-0000-4610-000	10,155.50
Ck. 06/25/15 188985	Total		10,155.50

**SupplyWorks**

Inv. 2914399-00			
06/02/15	Janitorial/Restroom Supplies	101-6010-6601-8020-000	479....
Inv. 2914927-00			
06/02/15	PD Restroom Supplies	101-4010-4011-8120-000	468.06

Inv. 2914929-00				
06/02/15	Janitorial/Restroom Supplies	101-6010-6601-8020-000		468.06
Inv. 2914930-00				
06/02/15	Parks Janitorial/Restroom Supp	232-6010-6417-8020-000		468.06
Inv. 2914931-00				
06/02/15	PD Restroom Supplies	101-4010-4011-8120-000		479.33
Inv. 2914934-00				
06/02/15	Parks Janitorial/Restroom Supp	232-6010-6417-8020-000		479.33
Inv. 2914935-00				
06/02/15	PD Restroom Supplies	101-4010-4011-8120-000		154.94
Inv. 2916644-00				
06/15/15	Library Restroom Supplies	101-8010-8011-8120-000		158.05
Inv. 2917054-00				
06/11/15	Library Restroom Supplies	101-8010-8011-8120-000		446.12
Ck. 06/25/15 188986	Total			3,601.28
<b>Surls, Rachel</b>				
Inv. 222125039				
06/09/15	Refund Citation	101-0000-0000-4610-000		96.00
Ck. 06/25/15 188987	Total			96.00
<b>Sweet N Snowie Shaved Ice</b>				
Inv. 6/17/15				
06/17/15	Camp Med In House Treat	101-8030-8032-8268-000		280.00
Ck. 06/18/15 188893	Total			280.00
<b>Szenczi, Chris</b>				
Inv. 2015				
06/12/15	Reimb. Chief Officer Certifica	101-5010-5011-8060-000		30.00
06/12/15	Reimb. Chief Officer Certifica	101-5010-5011-8090-000		235.00
Ck. 06/25/15 188988	Total			265.00
<b>Ta, Jennie</b>				
Inv. R60157				
06/09/15	Refund WMB Deposit 6/6/15	101-0000-0000-2920-000		500.00
Ck. 06/25/15 188989	Total			500.00
<b>The Sauce Creative Services</b>				
Inv. 1709				
06/04/15	Green Living & Clean Air Car S	101-0000-0000-2992-003		75.00
Ck. 06/25/15 188990	Total			75.00
<b>Time Warner Cable</b>				
Inv. 008 0224964				
06/08/15	Internet Upgrade 6/8-7/7/15	101-3010-3032-8170-000		355.11
Ck. 06/11/15 188850	Total			355.11
Inv. 008 0012179				
06/16/15	PD Cable 6/16-7/15/15	101-4010-4011-8110-000		193.37
Inv. 008 0269985				
06/17/15	City Hall 2nd Modem 6/17-7/16/	101-3010-3032-8150-000		144.04
Ck. 06/18/15 188894	Total			337.41
<b>Toledo, Angelica</b>				
Inv. R60084				
06/09/15	Refund Park Rsvp	101-0000-0000-5270-005		110.00
06/11/15 188851	Total			110.00

**Tom's Clothing & Uniforms Inc**

Inv. 2185			
06/05/15	PD Crossing Guard Vests	101-4010-4011-8134-000	81.75
Ck. 06/25/15 188991	Total		81.75

**Tool of North America**

Inv. Buick Job			
06/06/15	Refund Filming Deposit	101-0000-0000-2915-200	175.00
06/06/15	Refund Filming Deposit	101-0000-0000-2910-200	630.00
Ck. 06/25/15 188992	Total		805.00

**Triple Crown Products**

Inv. 145909			
04/07/15	Safety Vests Street Lighting	101-0000-0000-2700-000	(15.07)
04/07/15	Safety Vests Street Lighting	215-6010-6201-8134-000	205.88
Ck. 06/25/15 188993	Total		190.81

**Tumpak, John**

Inv. 6/17/15			
06/05/15	Sr.Center Music Lecture 6/17/1	101-8030-8021-8264-000	100.00
Ck. 06/11/15 188852	Total		100.00

**ULINE**

Inv. 66514010			
04/03/15	Kitchen Supplies	101-8030-8021-8020-000	299.68
Ck. 06/25/15 188994	Total		299.68

**United Site Services, Inc.**

Inv. 114-2983987			
05/29/15	Skate Park Portable Toilet Svc 5/2	101-8030-8032-8180-000	263.27
Ck. 06/25/15 188995	Total		263.27

**United Way**

Inv. P/R/E 6/14/15			
06/16/15	Payroll Deduction	700-0000-0000-2258-000	6.00
Ck. 06/18/15 188870	Total		6.00

**Valley Construction Mgmt**

Inv. SD0415-8			
06/08/15	Construct, Mgmt & Inspect Svcs	310-6010-6501-8170-000	26,185.00
Ck. 06/25/15 188996	Total		26,185.00

**Venmill Industries**

Inv. 56434			
05/29/15	CD Replacement Parts	101-8010-8011-8020-000	205.94
Ck. 06/25/15 188997	Total		205.94

**Verizon Wireless**

Inv. 9746199559			
05/23/15	Mobile Broadband 4/24-5/23/15	101-3010-3032-8150-000	16.05
Ck. 06/11/15 188853	Total		16.05

**Verizon Wireless**

Inv. 9746349170			
05/26/15	PD Air Cards 4/27-5/26/15	101-4010-4011-8150-000	760.00
Ck. 06/25/15 188998	Total		760.00

**Vision Electric Wholesale Inc.**

Inv. 19993			
06/01/15	Energy Saving Wall Switch Stoc	101-6010-6601-8020-000	354.25

CK. 06/25/15 188999	Total		354.25
<b>Voya Financial</b>			
Inv. P/R/E 6/14/15			
06/16/15	Deferred Comp	700-0000-0000-2260-000	2,321.00
Ck. 06/18/15 188871	Total		2,321.00
<b>VR Auto Repair</b>			
Inv. 320397			
06/02/15	Transit Van# 78 Oil Change & F	205-8030-8025-8100-000	42.00
Ck. 06/25/15 189000	Total		42.00
<b>Whittier Fertilizer Co.</b>			
Inv. 292678			
05/28/15	Sr.Center & Lib. Garden Projec	500-3010-3012-8032-000	389.40
Ck. 06/25/15 189001	Total		389.40
<b>Williams, Geovanna</b>			
Inv. 211127490			
06/16/15	Refund Citation	101-0000-0000-4610-000	48.00
Ck. 06/25/15 189002	Total		48.00
<b>Wittman Enterprises LLC</b>			
Inv. 1505059			
06/19/15	Paramedic Payment 5/15	101-0000-0000-5290-001	2,849.69
Ck. 06/25/15 189003	Total		2,849.69
<b>Tire Sales</b>			
Inv. 115851			
12/31/14	Yard Unit#3 Tires	500-6010-6711-8100-000	482.88
Inv. 115936			
04/14/15	Water Dept. Unit#11 Tires	500-6010-6710-8100-000	1,218.95
Ck. 06/18/15 188895	Total		1,701.83
<b>Zamora, Jenepher Marie</b>			
Inv. 38440			
06/03/15	Refund Permit	101-0000-0000-4460-000	100.00
Ck. 06/18/15 188896	Total		100.00
<b>Zavahir, Fattima</b>			
Inv. R60164			
06/17/15	Refund Summer Camp Class	101-0000-0000-5270-002	256.00
Ck. 06/18/15 188897	Total		256.00
<b>Zumar Industries, Inc.</b>			
Inv. 0159125			
06/05/15	Street Name Signs	101-9000-9203-9203-000	8,698.20
Ck. 06/25/15 189004	Total		8,698.20
<b>Total</b>			<b>694,580.22</b>

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**ATTACHMENT 3**  
**Payroll 06-19-15**

**PAYROLL ACCOUNT RECONCILIATION**  
**City of South Pasadena**  
**for Payroll 06.19.15**

Account Number	Account Name	07.01.15
101-0000-0000-1010-000	General Fund - Payroll cash	486,241.71
	Other Withholding Payables	\$ 242,101.69
<hr/>		
101-0000-0000-1010-000	Net General Fund - Payroll Cash	244,140.02
	Insurance Adjustment	-
204-0000-0000-1010-000	Traffic Improvement	
205-0000-0000-1010-000	Prop A - Payroll Cash	4,689.90
207-0000-0000-1010-000	Prop C - Payroll Cash	3,953.93
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	10,238.73
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR C	8,316.00
218-0000-0000-1010-000	Clean Air Act	-
227-0000-0000-1010-000	CRA - Payroll Cash	6,150.20
229-0000-0000-1010-000	CRA Housing - Payroll Cash	-
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	14,044.49
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	-
500-0000-0000-1010-000	Water Fund - Payroll Cash	44,728.19
700-0000-0000-2210-000	Internal Revenue Service	55,979.56
700-0000-0000-2230-000	Internal Revenue Service	15,647.62
<b>Total Checks &amp; Direct Deposits</b>		<b>407,888.64</b>
Checks		16,977.72
Direct Deposits		319,308.74
I.R.S Payments		71,602.18
		<hr/>
		<b>407,888.64</b>
To 700		561,385.43
Other PR Payable		242,101.69
ACH Payable		319,283.74
		<hr/>

**ATTACHMENT 4**  
**Redevelopment Successor Agency Check Summary Total**

Redevelopment Successor Agency Check Summary Total

Agency Warrants 07.01.15

<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 06/14/15	ACH	227.0000.0000.1010.000	Payroll PE 06.14.15	\$ 6,150.20

RSA Report Total \$ 6,150.20

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Robert S. Joe, Agency Chair

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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, Councilmember  
Richard D. Schneider, M.D., Councilmember

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

COUNCIL AGENDA: July 1, 2015

TO: Honorable Mayor and City Council

VIA: Sergio Gonzalez, City Manager 

FROM: Paul Toor, P.E., Public Works Director   
Leonna DeWitt, Public Works Assistant 

SUBJECT: **Adoption of a Resolution Confirming an Annual Levy and Collection of Assessments for the Lighting and Landscaping Maintenance District (LLMD) for Fiscal Year 2015-16**

## Recommendation

It is recommended that the City Council, after receiving public testimony at the public hearing, adopt the attached resolution confirming the annual assessments levy for Fiscal Year (FY) 2015-16.

## Fiscal Impact

Lighting and Landscaping Maintenance District provides estimated revenue of \$890,310 in assessments to exclusively pay for the lighting and landscape within the boundaries of the maintenance district.

## Commission Review and Recommendation

This matter was not reviewed by a Commission.

## Background

The City of South Pasadena (City) adheres to the procedures established in the 1972 Landscaping and Lighting Act, which the City proposes to use again in FY 2015-16. As in previous years, the City must follow the same procedures, including the preparation of an Engineer's Report and holding a public hearing in order to levy assessments.

As a result of Proposition 218, ratified in 1997, new or increased assessments may not be imposed to fund LLMD costs unless the necessary balloting and compliance requirements of the proposition are met. Staff has recommended that the City rely on an exemption contained in the proposition whereby the same assessment rates may be annually levied. Therefore, the City is in full compliance with Proposition 218.

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.

**Analysis**

The district methodology and assessment rates are based on the division of the City into four lighting zones, each with its own assessment rate based upon the level of benefits received. Benefits are categorized as local or citywide. Local benefits cover the cost of the type of street lighting in that area. Citywide benefits cover the costs of the traffic signals, tree trimming and sidewalk repair programs and a portion of the major thoroughfare lighting.

- 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 ones served by streetlights owned and maintained by the City.
- Zone 3 properties are primarily residential ones served by streetlights owned and maintained by the Southern California Edison Company.
- Zone 4 properties are in areas without local street lighting, and which pay no local benefit assessment.

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

Zone	Citywide	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 South Pasadena 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 and has determined that since there will be no increase in the assessment rate over the previous year, the procedure being followed is in compliance with Proposition 218 and the 1972 Landscaping and Lighting Act.

**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. LLMD Engineer’s Report for FY 2015-16
3. Notice of Publication

**ATTACHMENT 1**  
Resolution

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

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
CONFIRMING THE FISCAL YEAR 2015-16 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**

**WHEREAS**, the City Council of the City of South Pasadena (City Council), California, has previously formed a Street Lighting and Landscaping Maintenance District pursuant to the terms and provision of the "Landscaping and Lighting Act of 1972," in what is known and designated as City of South Pasadena (City), Lighting and Landscaping Maintenance District (District) for Fiscal Year 2015-2016; and

**WHEREAS**, on June 3, 2015, the City Council approved the Engineer's Report and adopted the Resolution of Intention for the annual levy and collection of assessments for Fiscal Year 2015-16 to provide for the costs and expenses necessary for continued maintenance of improvements within said District, and set a time and place for a Public Hearing on July 1, 2015; and

**WHEREAS**, the proposed assessment rates for Fiscal Year 2015-16 shall not increase over the assessments levied in Fiscal Year 2014-15; and

**WHEREAS**, the City Clerk did proceed to give notice of the time and place for the Public Hearing on all matters relating to said annual levy of the proposed assessment; and

**WHEREAS**, at this time, this City Council has heard all testimony and evidence and is desirous of proceeding with said annual levy of assessments.

**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 upon the conclusion of the Public Hearing, written protest filed, and not withdrawn, are overruled and denied.

**SECTION 3.** That the estimates of costs, the assessment diagram, the assessments, and all other matters, as set forth in the Engineer's Report, pursuant to said

“Landscaping and Lighting Act of 1972,” as submitted, are hereby approved, adopted by this City Council and hereby confirmed.

**SECTION 4.** That the maintenance work of improvements contemplated by the Resolution of Intention shall be performed pursuant to law and the County Auditor shall enter on the County Assessment Roll the amount of the Assessment and said Assessment shall then be collected at the same time and in the same manner as the County taxes are collected.

**SECTION 5.** That the City has previously established a special fund known as:

CITY OF SOUTH PASADENA  
LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

into which the City shall place all monies collected by the Tax Collector pursuant to the provisions of the resolution and the law and said transfer shall be made and accomplished as soon as said monies have been made available to the City.

**SECTION 6.** That the City Clerk is hereby ordered and directed to file a certified copy of the diagram and assessment roll with the County Auditor, together with a certified copy of this resolution upon its adoption.

**SECTION 7.** That a certified copy of the assessment and diagram shall be filed in the Office of the City Engineer, with a duplicate copy on file in the Office of the City Clerk and open for public inspection.

**SECTION 8.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 1<sup>st</sup> day of July, 2015.

\_\_\_\_\_  
Robert S. Joe, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn 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 1<sup>st</sup> day July, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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Evelyn Zneimer, City Clerk  
(seal)

**ATTACHMENT 2**  
**LLMD Engineer's Report for FY 2015-16**

**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

Part D - An Assessment of the Estimated Costs of the Improvements ..... 6

Part E - Property Owner List and Assessment Roll ..... 12

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

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	<u>(\$173,919)</u>
<b>Total to City-wide Benefit</b>	<b>\$875,189</b>
City-wide EDU	÷ <u>10,247</u>

<b>Calculated Rate per EDU</b>	<b>\$85.41</b>	<b>\$71.26</b>	<b>Assessment Rate Limit</b>
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\* 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:

	<b>Zone 1</b>	<b>Zone 2</b>	<b>Zone 3</b>	<b>Zone 4</b>
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	<u>(\$12,134)</u>	<u>(\$20,223)</u>	<u>(\$12,134)</u>	<u>\$0</u>
<b>Total to Local Benefit :</b>	<b>\$61,071</b>	<b>\$101,785</b>	<b>\$61,071</b>	<b>\$0</b>
EDU in Zone ÷	<u>1,853</u>	<u>2,048</u>	<u>5,946</u>	<u>400</u>
<b>Calculated Rate per EDU</b>	<b>\$32.96</b>	<b>\$49.69</b>	<b>\$10.27</b>	<b>\$0.00</b>

\* 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
		Local	City-Wide	Total	15-16 Rate
Zone 1	1,853	46.05	85.41	131.47	97.12
Zone 2	2,048	69.43	85.41	154.84	104.09
Zone 3	5,946	14.35	85.41	99.76	78.92
Zone 4	400	-	85.41	85.41	71.26
Total EDU	10,247				

	EDU	Assessment Rate Limits			Assessed
		Local	City-Wide	Total	15-16 Rate
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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**ATTACHMENT 3**  
Notice of Publication

**Pasadena Star-News**

Affiliated with SGV Newspaper Group  
911 E. Colorado Blvd.  
Pasadena, CA 91109  
626-962-8811 ext. 40918  
sue.glynn@sgvn.com

5007857

CITY OF SOUTH PASADENA  
1414 MISSION ST.  
SOUTH PASADENA CA 91030

**FILE NO. Public Hearing 1008-1010 Mission**

**PROOF OF PUBLICATION  
(2015.5 C.C.P.)**

**STATE OF CALIFORNIA  
County of Los Angeles**

I am a citizen of the United States, and a resident of the county aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of PASADENA STAR-NEWS, a newspaper of general circulation which has been adjudicated as a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, on the date of June 22, 1927, Case Number 225647. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

6/22/2015

I declare under the penalty of perjury that the foregoing is true and correct.

Executed at West Covina, LA Co. California  
On this 22th day of June, 2015.



Signature

(Space below for use of County Clerk Only)

Legal No. 0010681999

RESOLUTION NO. 7399

**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, protest procedure, any documentation and/or information of a procedural or technical nature, the designated contact person is as follows:

Paul Taor, 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:** Cacciotti, Khubesrian, Mahmud, Schneider, and Mayor Joe  
**NOES:** None  
**ABSENT:** None  
**ABSTAINED:** None

Evelyn G. Zneimer, City Clerk  
(seal)

Pub: June 22, 2015

Pasadena Star News

Ad#681999

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# 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: July 1, 2015  
TO: Honorable Mayor and City Council  
VIA: Sergio Gonzalez, City Manager   
FROM: Margaret Lin, Principal Management Analyst   
SUBJECT: **Direction Regarding the Purchase of California Department of Transportation Vacant Parcels and Adoption of Resolution for Intended Public Use**

## Recommendation

It is recommended that the City Council:

1. Provide direction regarding the option to purchase two of the five vacant parcels currently being offered by the California Department of Transportation (Caltrans): 1107 Grevelia Street and 2006 Berkshire Avenue;
2. Adopt a resolution authorizing the purchase of the parcels for the intended public use; and
3. Authorize the City Manager to execute all related documents for the purchase of the parcels.

## Fiscal Impact

Funds are available in the designated reserve account for \$750,000 to purchase Caltrans properties.

## Commission Review and Recommendation

This matter was reviewed by the Parks and Recreation Commission on May 11, 2015, and June 8, 2015, and the Planning Commission on May 18, 2015.

On May 11, 2015, the Parks and Recreation Commission approved a motion for the City to purchase the 1107 Grevelia Street property for the use of a pocket park, community garden, or other use deemed suitable by the City; and to not purchase the 821 Bonita Avenue property due its unsuitable public access. On June 8, 2015, the Parks and Recreation Commission made a motion for the City to purchase the 2006 Berkshire Avenue property for a pocket park, community garden, or other use deemed suitable by the City, and to not purchase the 728 Bonita Drive and 804 Valley View Road properties due to the steep grade of the properties.

The Planning Commission made a motion requesting Planning Staff to provide an assessment of the highest and best use for each property, and preliminary recommendations for all of the Caltrans vacant properties in the City.

**Background**

On July 9, 2014, the Caltrans’ Division of Right of Way submitted a letter to the City inquiring the City’s interest to purchase the following five vacant parcels currently being made available within the City:

- Parcel Number: 41597-01-01
- Parcel Number: 62582-01-01
- Parcel Number: 64544-01-01
- Parcel Number: 68222-01-01
- Parcel Number: 68499-01-01

The City submitted a letter on July 14, 2014, expressing interest in purchasing the five parcels. Caltrans proceeded to appraise the properties through an independent appraiser and were able to complete two of the five appraisals on April 7, 2015. The appraised amount for the two properties is based on “as is” condition:

- 1107 Grevelia Street (68499-01-01) - \$325,000
- 821 Bonita Drive (41597-01-01) - \$118,000

On May 19, 2015, Caltrans completed the appraisal for the remaining three properties:

- 728 Bonita Drive (68222-01-01) - \$220,000
- 804 Valley View Road (62582-01-01) - \$345,000
- 2006 Berkshire Avenue (64544-01-01) - \$299,000

**Analysis**

The following table provides details regarding the five properties:

<u>Address</u>	<u>Director’s Deed</u>	<u>Square Footage</u>	<u>Price</u>	<u>Current Zoning</u>	<u>Current Land Use</u>
1107 Grevelia Street	68499-01-01	9,130 Sq. Ft.	\$325,000	Residential Medium Density (RM)	Medium Density Residential
821 Bonita Drive	41597-01-01	2,400 Sq. Ft.	\$118,000	Residential Low Density (RS)	Low Density Residential
728 Bonita Drive	68222-01-01	6,299 Sq. Ft.	\$220,000	Residential Low Density (RS)	Low Density Residential
804 Valley View Road	62582-01-01	15,000 Sq. Ft.	\$345,000	Residential Low Density (RS)	Low Density Residential
2006 Berkshire Avenue	64544-01-01	7,482 Sq. Ft.	\$299,000	Residential Low Density (RS)	Low Density Residential

Under the City’s current Zoning Code the following uses are allowed:

<b>Land Use</b>	<b>RS</b>	<b>RM</b>
Private sports courts	AUP	AUP
Community gardens	CUP	CUP
Accessory residential uses and structures	P(3)	P(3)
Home occupation	P	P
Multi-family dwellings	-	P
Organizational House (sorority, convent, etc.)	-	CUP
Residential care facility, 6 persons or less	P	P
Residential care facility, 7 persons or more	-	CUP
Residential care facility for the elderly (RCFE)	-	CUP
Second dwelling unit	P	P
Single-family dwelling	P	P
Transitional and supportive housing	P	P*
Bed & breakfast inn (B&B)	CUP	CUP
Child day care center	-	CUP
Child day care - Small family day care home	P	P
Child day care - Large family day care home	P	P
P - Permitted Use CUP - Conditional Use Permit Required AUP - Administrative Use permit Required (3) - Permit required determined by Section 36.350.170 * - Multi-family types located in the RM district are subject to specific use regulations 36.350.180,190		

Staff, concurs with the recommendations provided by the Parks and Recreation Commission, and recommends the purchase of 1107 Grevelia Street and 2006 Berkshire Avenue for the use of pocket parks. The City held public meetings on June 23, 2015, to gather public input regarding the option of purchasing 1107 Grevelia Street to be used as a pocket park, and on June 24, 2015, to gather public input regarding the option of purchasing 2006 Berkshire Avenue to be used as a pocket park. Attendees of the public meetings were in support of the recommendations to build pocket parks at both 1107 Grevelia Street and 2006 Berkshire Avenue.

If the City Council approves the purchase of the 1107 Grevelia Street and 2006 Berkshire Avenue, there would be a balance of \$126,000 in the designated reserve account that can be used to improve the properties for their desired use. However, there are additional vacant properties that have not been released by Caltrans yet, including: 215 Fairview Avenue, 1028 Magnolia Street, 508 Meridian Avenue, and 807 Rollin Street. 1028 Magnolia Street is currently being leased by the City for the purpose of a community garden. It is unknown, at this time, when these vacant properties will be released. The City may utilize funds from Park Impact Fees (current fund balance approximately \$200,000) for additional improvement or construction expenses associated with creation of the pocket parks. In addition, the expenses related ongoing maintenance will be used from the General Fund.

Option to Purchase Caltrans Vacant Parcels  
July 1, 2015  
Page 4 of 4

All sales must be approved by the California Transportation Commission, require a resolution from the City Council stating the intended use of each property, and a signed Purchase and Sale Agreement from the City. Caltrans would like a response regarding the purchase of all five properties by July 21, 2015.

**Legal Review**

The City Attorney has not reviewed this item.

**Public Notification of Agenda Item**

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

Attachments:

1. Caltrans Offer of Sale Letters
2. Resolution

**ATTACHMENT 1**  
Caltrans Offer of Sale Letters

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF RIGHT OF WAY  
100 SOUTH MAIN STREET  
LOS ANGELES, CA 90012-3606  
PHONE (213) 897-1901  
FAX (213)-897-2916  
TTY 711  
www.dot.ca.gov

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APR 16 2015

City Manager's Office  
CITY OF SOUTH PASADENA

April 7, 2015

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

Dear Mr. Gonzalez:

On July 9, 2014 our Department sent a letter asking the City if they would be interested in purchasing five vacant land parcels within the City. We received your response indicating your interest so we proceeded to have the properties appraised by an independent appraiser. We have completed two of the five appraisals.

We now offer to sell parcel 68499-01-01 (map attached) located at 1107 Grevelia Street to the City for the fair market price of \$325,000. We also offer to sell parcel 41597-01-01 (map attached) located at 821 Bonita Avenue for the fair market price of \$118,000.

Please know that we do not release the appraisals for your review and the properties are being sold in an "as is" condition. Also, all sales must be approved by the California Transportation Commission. In order to proceed with the sales we will need a Resolution from the City stating what the intended specific public use will be for each property that you wish to acquire. We will also need a signed Purchase and Sale Agreement from the City for each property.

Please let us know by June 12, 2015 if you wish to proceed with the purchasing of these properties. If you have any questions, please contact Mike Valcho at (213) 897-6795 or myself at (213) 897-0533.

We look forward to hearing from you.

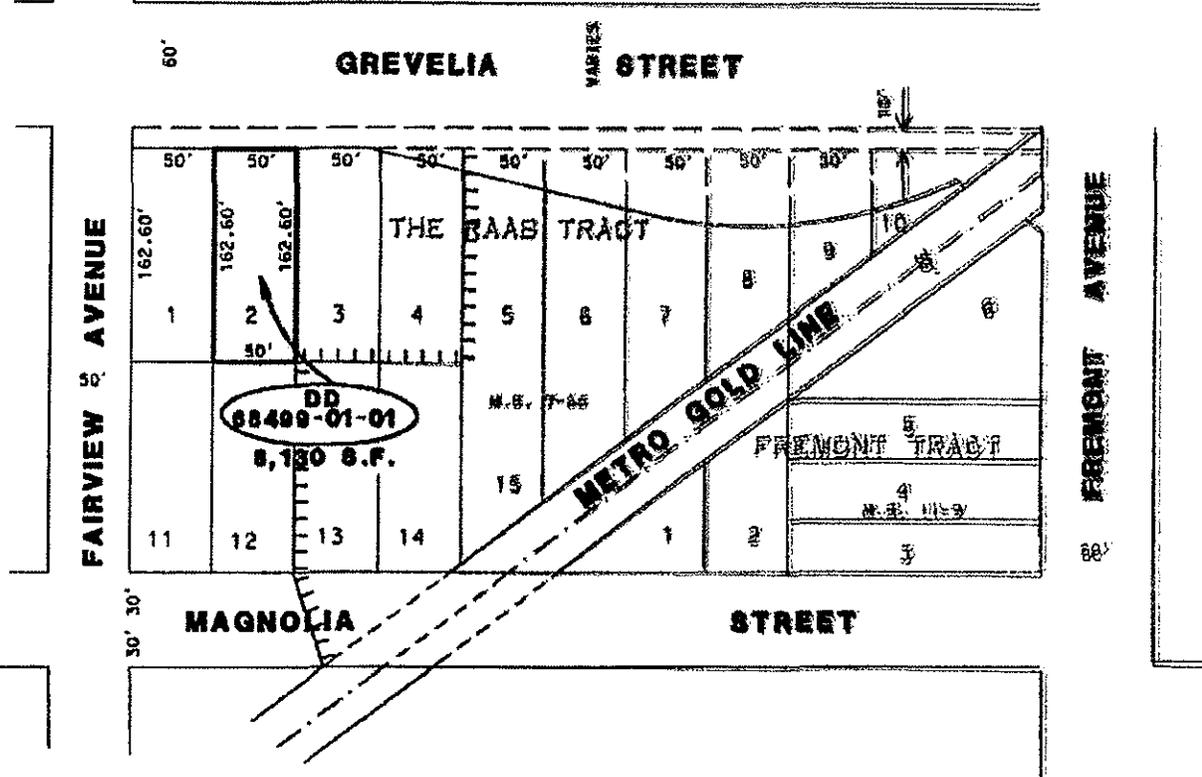
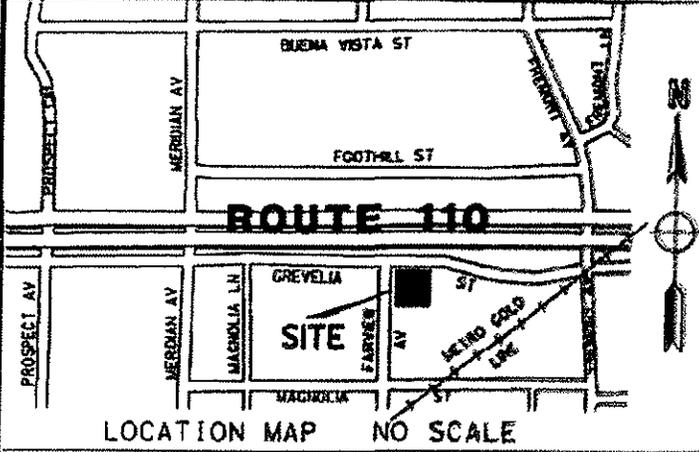
Sincerely,

Deborah C. Meyers  
Senior Right of Way Agent  
Right of Way Excess Land Sales

**CITY OF SOUTH PASADENA**

DIST	COUNTY	ROUTE	POST MILE
07	LA	710	30.8

**PARCEL NO. AREA**  
**DD 68499-01-01 8,180 SF**



STATE RETAINS ACCESS RIGHTS

**CITY OF SOUTH PASADENA**

STATE OF CALIFORNIA-DEPARTMENT OF TRANSPORTATION-DISTRICT OF

PLAT ACCOMPANYING

**DIRECTOR'S DEED DD 68499-01-01**

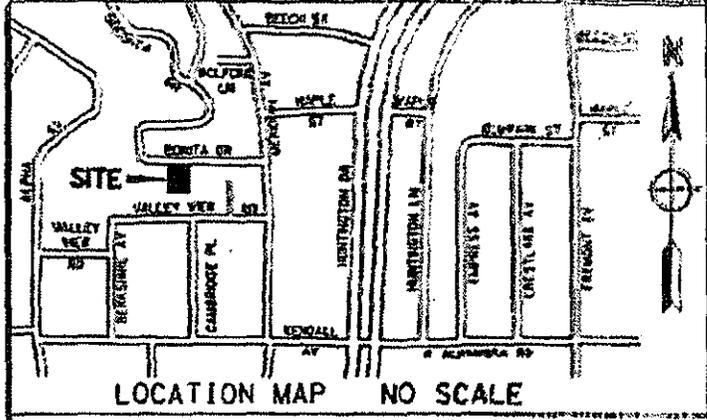
SCALE: NONE  
 DRWN: FC CHKD: KH  
 DATE: 6-13-2014

REF. MAP: R/W MAP NO. F-1533-5

**CITY OF SOUTH PASADENA**

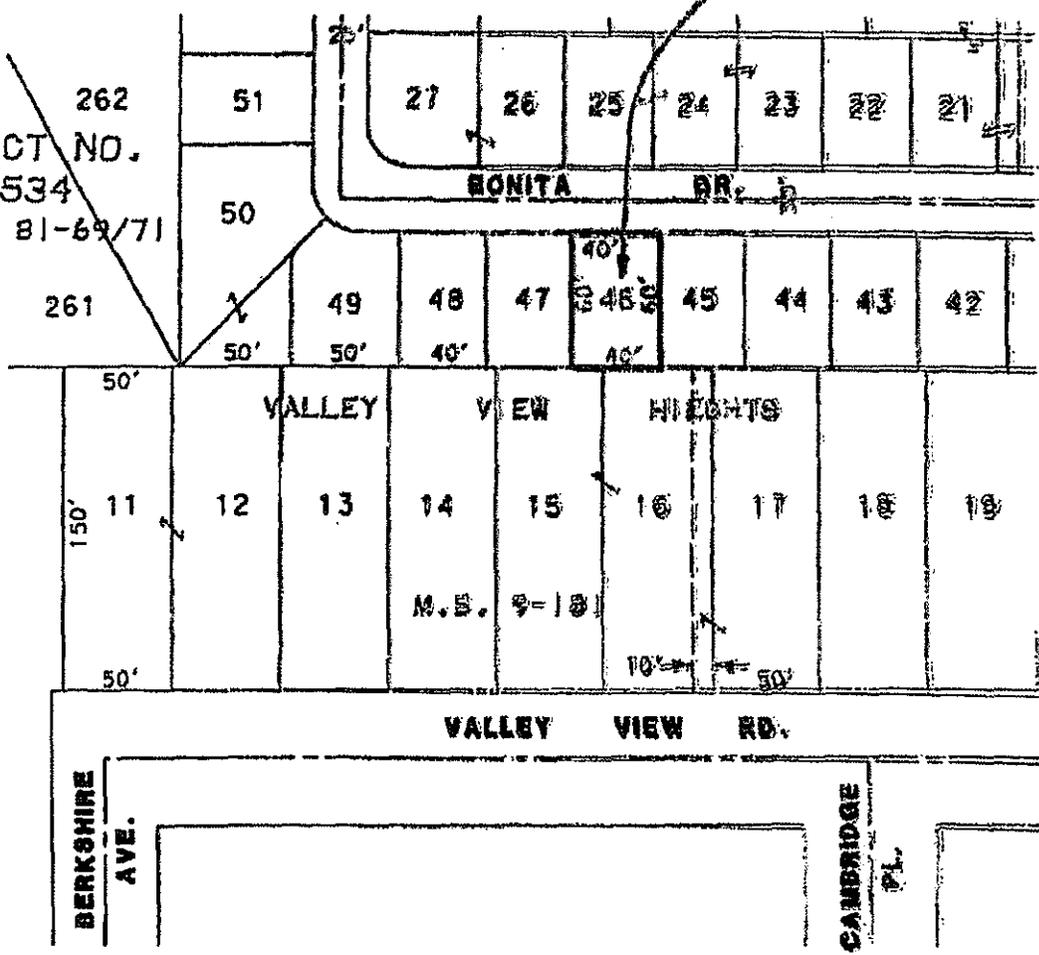
DIST	COUNTY	ROUTE	POST MILE
07	LA	710	70.2

**PARCEL NO. AREA**  
 DD 41597-01-01 2,400 SF



2,400 S.F.  
 DD  
 41597-01-01

262  
 TRACT NO.  
 7534  
 M.B. 81-69/71



STATE RETAINS ACCESS RIGHTS

CITY OF SOUTH PASADENA

STATE OF CALIFORNIA-DEPARTMENT OF TRANSPORTATION-DISTRICT 07

PLAT ACCOMPANYING

**DIRECTOR'S DEED DD 41597-01-01**

SCALE: NONE  
 DRWN: ST CHKD: EC  
 DATE: 8-12-2014

REF. MAP: R/W MAP NO. F-1532-1

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF RIGHT OF WAY  
100 SOUTH MAIN STREET  
LOS ANGELES, CA 90012-3606  
PHONE (213) 897-1901  
FAX (213)-897-2916  
TTY 711  
www.dot.ca.gov



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**CITY MANAGER**

MAY 28 2015

May 19, 2015

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

Dear Mr. Gonzalez:

On July 9, 2014 our Department sent a letter asking the City if they would be interested in purchasing five vacant land parcels within the City. We received your response indicating your interest so we proceeded to have the properties appraised by an independent appraiser. We have completed the last three appraisals.

We now offer to sell parcel 68222-01-01 (map attached) located at 728 Bonita Dr. to the City for the fair market price of \$220,000. We also offer to sell parcel 62582-01-01 (map attached) located at 804 Valley View Road for the fair market price of \$ 345,000 and parcel 64544-01-01 (map attached) located at 2006 Berkshire Ave for the fair market price of \$299,000.

Please know that we do not release the appraisals for your review and the properties are being sold in an "as is" condition. Also, all sales must be approved by the California Transportation Commission. In order to proceed with the sales we will need a Resolution from the City stating what the intended specific public use will be for each property that you wish to acquire. We will also need a signed Purchase and Sale Agreement from the City for each property.

Please let us know by July 21, 2015 if you wish to proceed with the purchasing of these properties. If you have any questions, please contact Mike Valcho at (213) 897-6795 or myself at (213) 897-0533.

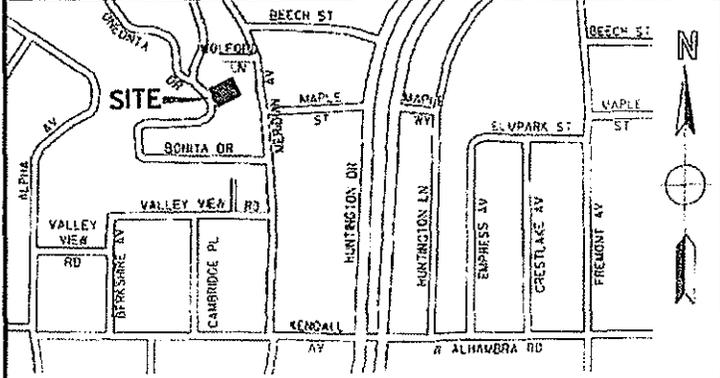
We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah C. Meyers".

Deborah C. Meyers  
Senior Right of Way Agent  
Right of Way Excess Land Sales

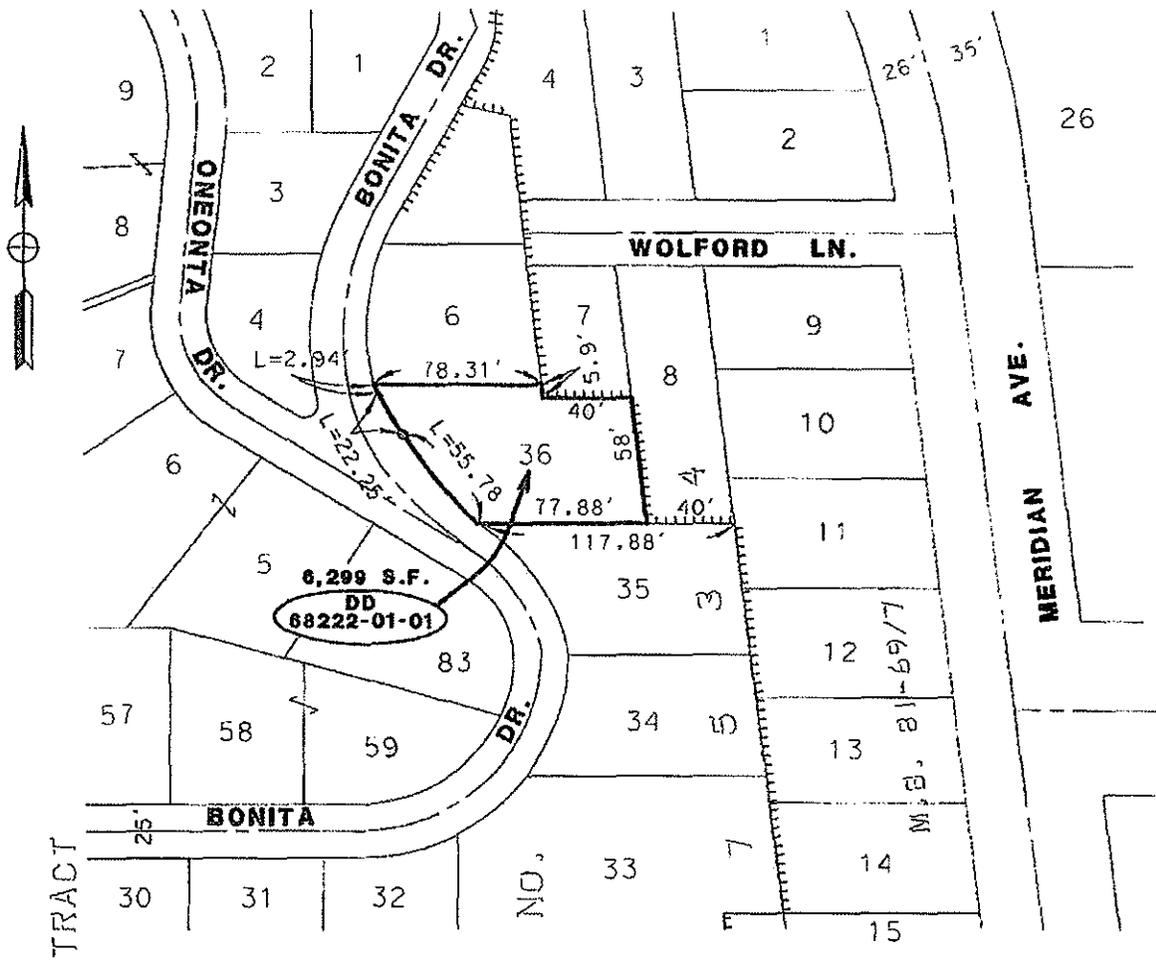
**CITY OF SOUTH PASADENA**



LOCATION MAP NO SCALE

DIST	COUNTY	ROUTE	POST MILE
07	LA	710	29.4

PARCEL NO.	AREA
DD 68222-01-01	6,299 SF



STATE RETAINS ACCESS RIGHTS

CITY OF SOUTH PASADENA

STATE OF CALIFORNIA-DEPARTMENT OF TRANSPORTATION-DISTRICT 07

PLAT ACCOMPANYING

**DIRECTOR'S DEED DD 68222-01-01**

REF. MAP: R/W MAP NO. F-1532-1

SCALE: NONE

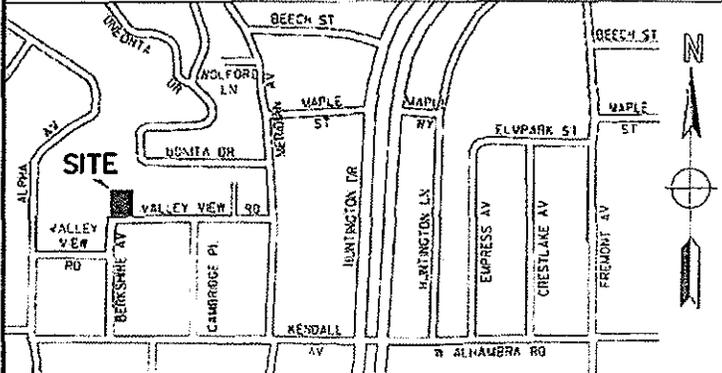
DRWN:: ST CHKD: FC

DATE: 6-12-2014

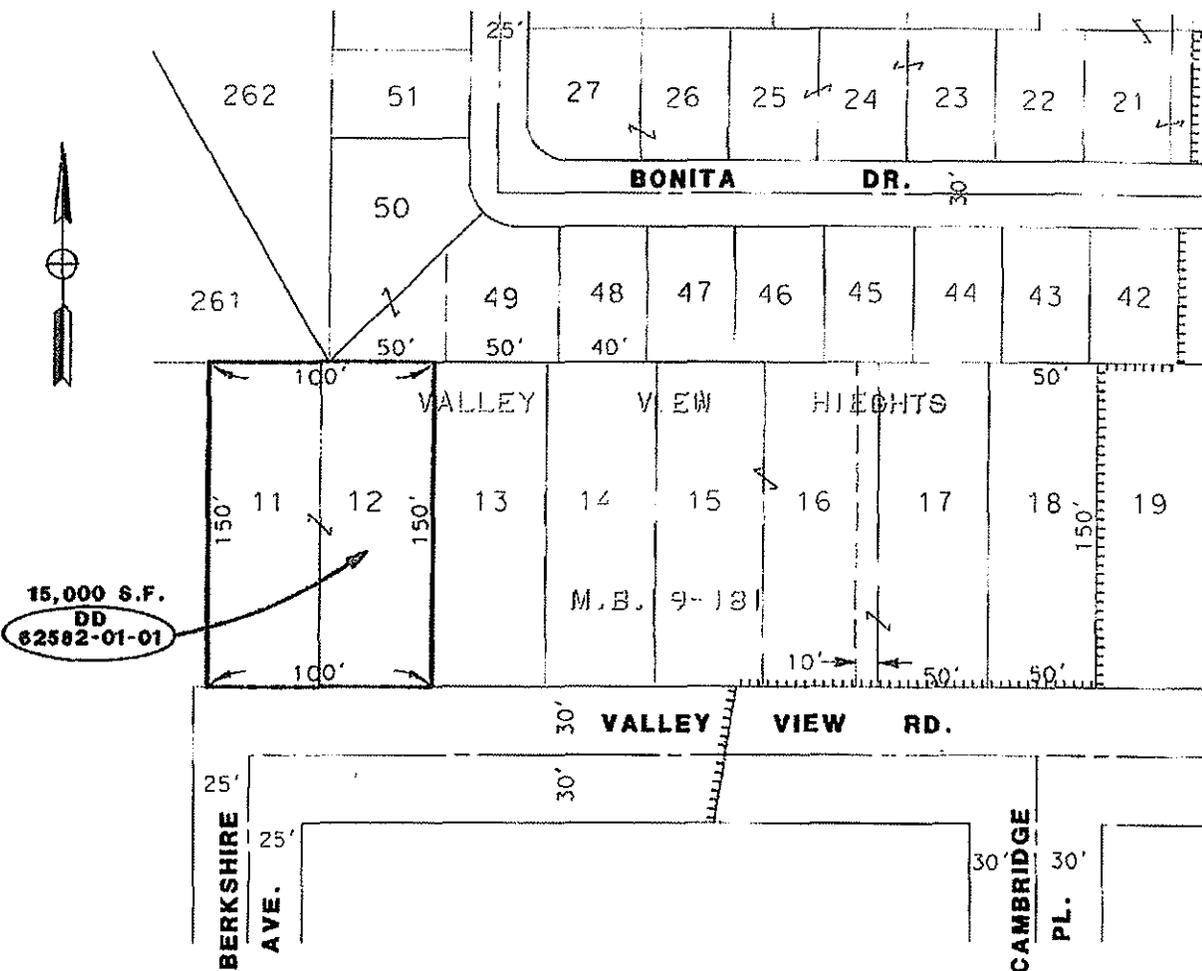
**CITY OF SOUTH PASADENA**

DIST	COUNTY	ROUTE	POST MILE
07	LA	710	29.4

PARCEL NO.	AREA
DD 62582-01-01	15,000 SF



LOCATION MAP NO SCALE



STATE RETAINS ACCESS RIGHTS

CITY OF SOUTH PASADENA

STATE OF CALIFORNIA-DEPARTMENT OF TRANSPORTATION-DISTRICT 07

PLAT ACCOMPANYING

**DIRECTOR'S DEED DD 62582-01-01**

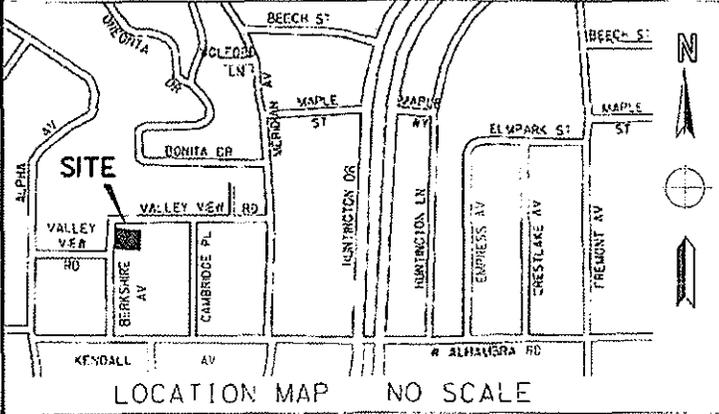
SCALE: NONE

DRWN:: ST CHKD: FC

DATE: 6-12-2014

REF. MAP: R/W MAP NO. F-1532-1

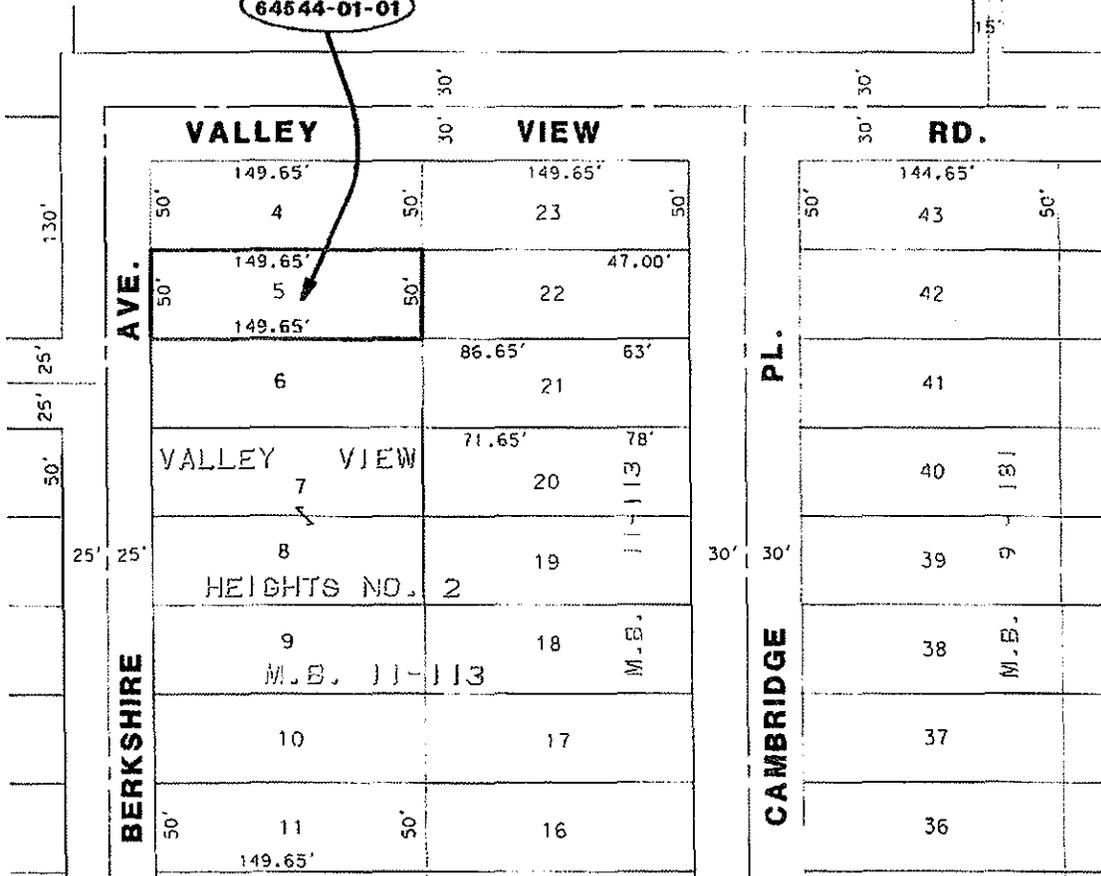
**CITY OF SOUTH PASADENA**



DIST	COUNTY	ROUTE	POST MILE
07	LA	710	29.4

**PARCEL NO. AREA**  
**DD 64544-01-01 7,482 SF**

**7,482 S.F.**  
**DD**  
**64544-01-01**



STATE RETAINS ACCESS RIGHTS

**CITY OF SOUTH PASADENA**

STATE OF CALIFORNIA-DEPARTMENT OF TRANSPORTATION-DISTRICT 07

PLAT ACCOMPANYING

**DIRECTOR'S DEED DD 64544-01-01**

REF. MAP: R/W MAP NO. F-1531-4

SCALE: NONE

DRWN:: ST CHKD: FC

DATE: 6-12-2014

**ATTACHMENT 2**  
Resolution

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

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
AUTHORIZING THE PURCHASE OF 1107 GREVELIA  
STREET AND 2006 BERKSHIRE AVENUE FOR  
INTENDED PUBLIC USE**

**WHEREAS**, Caltrans has purchased numerous parcels throughout the City of South Pasadena (City) for the proposed State Route 710 (SR-710) North Extension; and

**WHEREAS**, Senate Bill 416 eliminated the proposed surface route for the SR-710 North Extension from future consideration as a “feasible” alternative under any state environmental review process; and

**WHEREAS**, previously purchased properties are now deemed surplus by Caltrans; and

**WHEREAS**, On July 9, 2014, the Caltrans’ Division of Right of Way submitted a letter to the City inquiring into the City’s interest to purchase the following five vacant parcels within the City that have been deemed surplus: Assessor's Parcel Numbers (APN) 41597-01-01, 62582-01-01, 64544-01-01, 68222-01-01, and 68499-01-01; and

**WHEREAS**, there are four additional vacant Caltrans properties that exist within the City that have not been released yet (215 Fairview Avenue, 1028 Magnolia Street, 508 Meridian Avenue, and 807 Rollin Street); and

**WHEREAS**, on May 11, 2015, the South Pasadena Parks and Recreation Commission made a recommendation to the City Council to purchase the property located at 1107 Grevelia Street, APN No. 68499-01-01, for the use of a pocket park, community garden, or other public use deemed suitable by the City; and

**WHEREAS**, 1107 Grevelia Street property would be made available to the City in an “as is” condition and for the fair market price of \$325,000; and

**WHEREAS**, on June 8, 2015, the South Pasadena Parks and Recreation Commission made a recommendation to the City Council to purchase the property located at 2006 Berkshire Avenue, APN No. 64544-01-01, for a pocket park, community garden, or other public use deemed suitable by the City; and

**WHEREAS**, 2006 Berkshire Avenue property would be made available to the City in an “as is” condition and for the fair market price of \$299,000; and

**WHEREAS,** the current Zoning Code does not include pocket parks as a permitted use; and

**WHEREAS,** the City would be required to amend the Zoning Code for 1107 Grevelia Street and 2006 Berkshire Avenue to allow for the use of a pocket park at both locations; and

**WHEREAS,** the City has previously designated \$750,000 in reserves for the purchase of Caltrans Surplus properties; and

**WHEREAS,** the inclusion of pocket parks at 1107 Grevelia Street and 2006 Berkshire Avenue would increase the amount of open space in an area of the City that has limited amount of parks.

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

**SECTION 1.** The City does hereby authorize the purchase of the property located at 1107 Grevelia Street for the intended use of a pocket park.

**SECTION 2.** The City does hereby authorize the purchase of the property located at 2006 Berkshire Avenue for the intended use of a pocket park.

**SECTION 3.** The City Manager is authorized to execute all necessary purchase and transfer documents to consummate the purchase of both properties.

**SECTION 4.** 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 1<sup>st</sup> day of July, 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 1<sup>st</sup> day of July, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

---

Evelyn G. Zneimer, City Clerk  
(seal)